



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103

1100
RCTG
14 MAY 2015

MARINE CORPS RECRUITING COMMAND POLICY LETTER 02-15

From: Commanding General
To: Distribution List

Subj: RISK MANAGEMENT (RM) FOR POOL FUNCTIONS, ENHANCED AREA
CANVASSING (EAC) EVENTS, AND OTHER RECRUITING EVENTS INVOLVING
PHYSICAL ACTIVITIES AT THE RECRUITING SUBSTATION (RSS)- AND
OFFICER SELECTION SITE (OSS)-LEVEL

Ref: (a) MCO 3500.27C Risk Management
(b) MCRCO 1100.1 w/ Ch 1 Enlistment Processing Manual (EPM)
(c) MCRCO 1100.2 Officer Commissioning Manual (OCM)
(d) Guidebook for Recruiters, Volume I
(e) Guidebook for Officer Selection Officers, Volume II
(f) Guidebook for Recruiting Station Operations, Volume III

Encl: (1) Hold Harmless and Release from Liability Agreement -
Poolee/Candidate 18 Years of Age or Older
(2) Hold Harmless and Release from Liability Agreement -
Poolee/Candidate Under 18 Years of Age
(3) Hold Harmless and Release from Liability Agreement -
Guest/NROTC Applicant 18 Years of Age or Older
(4) Hold Harmless and Release from Liability Agreement -
Guest/NROTC Applicant Under 18 Years of Age
(5) Syllabus for CPR Training
(6) Cardio Pulmonary Resuscitation (CPR) Certification -
American Heart Association and American Red Cross Points of
Contact

1. Purpose. To publish policy, provide guidance, and reinforce references (a) through (f) when planning and executing physical activities with prospects and guests, new working applicants (NWA), poolees, Naval Reserve Officer Training Corps (NROTC) applicants, and officer candidates at the RSS/OSS-level.

2. Cancellation. MCRC FROST Call 008-13 of 8 April 2013

3. Background

a. Risk Management (RM) is an integral part of both the planning and decision making processes. Marine Corps Recruiting Command (MCRC) expects Recruiting Station (RS) Commanding Officers to lead, guide, and direct an active Delayed Entry Program (DEP). The purpose of the DEP is to prepare poolees and candidates for the physical and mental rigors of recruit training and Officer Candidates

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School (OCS) in order to reduce attrition. In order to accomplish this, physical training has to be demanding. While the delayed entry pool program is one of the recruiting station's most valuable assets, it is also one of its most critical vulnerabilities. It is imperative, therefore, that leaders manage the program safely and responsibly incorporating the tenants of RM per reference (a). All the references express the importance of exercising common sense when planning and executing any event. Common sense is defined as "sound practical judgment that is independent of specialized knowledge, training, or the like." In the context of recruiting operations, it involves applying the RM process to every event in such a way that safety is the first consideration and sound judgment errs on the side of caution.

b. Per references (b) through (f), all poolees and candidates must meet certain physical fitness requirements to assess their readiness for entry-level training. In any physical fitness activity, there are inherent risks that leaders must understand and manage to maximize the safety of all personnel participating while simultaneously preparing those personnel for entry-level training. I expect for leaders at all levels to account for the safety and well-being of their poolees, applicants, and guests with the same vigilance that they apply to their Marines and equipment in the operating forces. The end-state is to meet individual physical fitness requirements and build camaraderie while mitigating risks to ensure the safety of our Marines, poolees, candidates, and guests.

4. Information. This policy letter directs RS Commanding Officers to implement specific control measures to mitigate risk for prospects and guests, new working applicants (NWA), poolees, Naval Reserve Officer Training Corps (NROTC) applicants, and officer candidates participating in pool functions and all other Marine Corps-sponsored events involving physical activities (e.g., pool functions, EAC events, high school visits, etc.). For the purpose of brevity, "event" is hereafter defined as a Marine Corps-sponsored event involving Marine Corps Recruiting Command (MCRC) personnel conducting physical activities in support of recruiting operations. This policy applies to the safety and well-being of all personnel participating in any event, Marine and civilian alike, but especially to those civilian personnel who are the focus of our recruiting operations. Civilian personnel include but are not limited to prospective recruits and officer candidates, guests, NWAs, poolees, and NROTC applicants. Every Marine assigned to MCRC will be familiar with and adhere to the references and this policy letter when planning and executing an event. With this policy letter, leaders must review and reinforce the tenants of RM at the lowest levels.

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5. Training. RS Commanding Officers will ensure all Marines under their charge are familiar with this policy letter by way of Proficiency and Review (PAR) training (for new recruiters) and periodic Refresher and Reinforcement (R&R) training (for all hands). District Commanding Officers will incorporate pertinent aspects of this policy letter into their District Staff Noncommissioned Officer-in-Charge (SNCOIC) Courses to ensure new RSS SNCOICs are familiar with this policy. The MCRC National Training Team (NTT) will incorporate pertinent aspects of this policy letter into the Recruiting Management Course (RMC) for new RS Command Group members and the Officer Selection Officer Course (OSOC) for new Officer Selection Officers (OSO). The Director of Marine Corps Recruiters School will incorporate pertinent aspects of this policy letter into the Basic Recruiter Course (BRC) and the Career Recruiter Course (CRC).

6. Action

a. RS Commanding Officers will ensure all recruiting personnel under their charge are trained in accordance with the references and this policy letter regarding the safety of poolers, guests, and officer candidates.

b. Since the references do not provide specific guidance regarding the safety and RM aspects of preparing civilian personnel for entry-level training, RS Commanding Officers, RSS SNCOICs, and OSOs will implement the following control measures for every event:

(1) Identify and designate the Marine in charge, normally the RSS SNCOIC or the next senior Marine present. This Marine must be an 8411 or an 8412 Marine assigned to the recruiting station. He or she will ensure all recruiters know the location of the nearest emergency medical treatment facility before beginning any event. At no time will a Marine assigned to a recruiting station under the Reserve Recruiter Aide Program or the Command Recruiting Program be in charge of an event or execute an event by themselves. The Command Recruiting Program includes those Marines assigned under the Annual Leave Program, the Boot Leave Program, the Permissive Recruiter Assistance Support Program (PRASP), and the Permissive Temporary Additional Duty (PTAD) Program.

(2) Brief all civilian personnel prior to the event that their participation is voluntary.

(3) Brief all civilian personnel on the scope of the pool event (e.g., purpose, activities, schedule of events, safety considerations, risk management control measures, procedures in the event of injury or medical emergency, etc.).

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(4) Hydration. All civilian personnel will properly hydrate prior to any physical activity. Potable/non-bottled water, will be readily available in sufficient quantities for all participants for the duration of the event.

(5) Communications Plan. Ensure redundant and multiple means of communication are available to support the event (i.e., two or more cellular phones with sufficient signal strength and battery life for the area where event is occurring).

(6) Emergency vehicle and driver. A designated medical evacuation vehicle and driver that can be immediately reached (e.g., by cell phone) and dispatched to a given location by the senior Marine conducting the pool function must be appropriately staged. This means that the driver must be able to respond and reach the pool function's location within five minutes and prepared to drive unaided to the nearest emergency medical treatment facility.

(7) Terrain and Weather. All environmental risk factors (e.g., terrain, weather, time of day, traffic conditions, etc.) will be considered and mitigated prior to executing any event. Civilian personnel must have the proper clothing, footwear, safety equipment, etc., to participate in the event.

(8) All civilian personnel will complete the appropriate Hold Harmless and Release from Liability Agreement form contained in enclosures (1) through (4). Enclosures (1) through (4) are the only authorized versions of Hold Harmless Agreements; do not use any other versions.

(9) Ensure certified CPR personnel are ON SITE for the duration of any event.

c. RS Commanding Officers and the Director of Recruiter School will implement the following in order to meet the requirement for CPR training and certification NLT 1 October 2015. [Note: Training consists of a CPR curriculum provided and taught by the American Heart Association (AHA) or American Red Cross (ARC) personnel. Certification consists of a practical application test demonstrating proficiency to an AHA/ARC certified instructor]. Training is a one-time requirement performed by Recruiter's School and as required by the RS. Certification must be renewed every two years. The end-state is 100% of all 8411 and 8412 Marines trained and 100% of designated personnel in paragraph 6.c.(3) below are certified. Enclosure (5) contains a syllabus for CPR Training.

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(1) Beginning with BRC Class 6-14, the Director of Recruiters School will ensure all Marines receive CPR training prior to graduating from BRC.

(2) Recruiting Stations will contact local AHA/ARC NLT 1 October 2015 to coordinate and complete CPR training for all recruiters who were not previously trained at BRC.

(3) Recruiting Stations will coordinate with their local AHA or ARC chapter by way of enclosure (6) to coordinate and complete CPR certification for the following personnel in their command: RSS SNCOICs, RSS Assistant SNCOICs, OSOs, Officer Selection Assistants (OSA), Program Specialists, all recruiters assigned to Permanent Contact Stations (PCS) or other distant/outlying areas in their area of operations. While this is the minimum requirement for CPR certification, Recruiting Station Commanding Officers may designate anyone they deem appropriate to become CPR certified. AHA or ARC accredited instructors who can test and certify students, such as local paramedics and fire departments, may be utilized to meet the certification requirements.

(4) Recruiting Station Commanding Officers are responsible for planning, coordinating, funding, and executing CPR training and certification at the local level.

(5) Recruiting Station Commanding Officers will document and track CPR training and certification to ensure all designated RS/RSS personnel, OSTs, and other personnel designated by the Commanding Officer are current on their CPR training and certification. Recruiting Stations will track, at a minimum, NAME, BILLET, CPR TRAINING/CERT DATE, CPR CERT EXPIRATION DATE, and maintain a copy of the individual's certification in their Recruiter Training Jacket.

(6) National Training Team (NTT) and District Commanding Officers will add the management of CPR training and certification to the Systematic Recruiting Inspection Checklist using the following questions:

(a) Is the individual Canvassing Recruiter's CPR training documented in their Recruiter Training Jacket?

(b) Does the Recruiting Station maintain a list of personnel required to maintain CPR certification?

(c) Does the RS maintain a copy of a "current" (not expired) CPR certification in the Training Jacket of the personnel requiring CPR Certification?

(d) Are all required certifications up to date? (i.e. no lapse in certification for designated personnel).

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(7) Effective 1 October 2015, all Recruiting Substations and Officer Selection Sites will have at least one CPR certified Marine at every event involving physical activity.

d. RS Commanding Officers, RSS SNCOICs, and OSOs will apply the following for each poolee, candidate, NROTC applicant and guest to participate in physically active pool function or event. Any participant under the age of 18 must have parent or legal guardian complete the applicable HHA and the parent/guardian be informed of the scope and activity of the event(s):

(1) Poolees / Candidates: The following requirements apply to any member of the DEP (including DEP and Hold), contracted candidate at the Officer Selection Station (OSS) or New Working Applicant (NWA) to participate in physically training/ physically active pool events:

(a) Poolees/ candidates are medically qualified for physical activity through MEPS CMO, BUMED/DoDMERB, or NAMI.

(b) Poolees/ candidates over 18 years of age must execute the HHA in enclosure (1); the parent/guardian of Poolees/ candidates under 18 years of age must execute the HHA in enclosure (2).

(c) The HHA shall remain valid until he/she reports to Marine Corps Recruit Training / accesses to active duty, whichever comes first. When a minor poolee/ candidate (under 18) turns 18 years of age, the poolee/ candidate must sign a new HHA in enclosure (1).

(2) Guests and NROTC Applicants: The following requirements apply to NWA's, NROTC applicants or guest(s) who have not taken a physical exam through a MEPS CMO, BUMED/DoDMERB, or NAMI:

(a) The guest/ applicant must meet the contracting height and weight standards outlined in reference (b) table 3-8 and 3-9 unless waived by the District Commander.

(b) The guest/ applicant must have no known physical conditions or impediments to physical activities.

(c) Guests/ applicants over 18 years of age must execute the HHA in enclosure (3); the parent/guardian of Guests/ applicants under 18 years of age must execute the HHA in enclosure (4). Guests and applicants HHA are valid for 90 days.

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(d) Prior to commencement of each pool event (on the event day), the SNCOIC/ OSO shall ensure each guest/ applicant initials and date their previously signed HHA (enclosure 3 or 4). The parents/guardians signature on enclosure (4) is only required every 90 days.

(e) If a Guest/Applicant transitions to a poolee/candidate status, he/she must sign the applicable HHA in enclosure (1) or enclosure (2).

(3) Any applicant Not Physically Qualified (NPQ) (Disqualified by MEPS CMO, BUMED/DoDMERB, or NAMI) or guest who does not meet contracting height/weight standards; or has a known medical issue, may be invited and encouraged to participate in non-cardio/aerobic conditioning events, basic military instruction, and other "team building" aspects of the pool functions.

(4) Retain all guest HHAs in the RSS/OSS for at least two (2) years from the date of the agreement whether signed by the individual or their legal parent/guardian. Retain all Poolee/Candidate HHAs in their residual file. Additionally, use the enclosures (3) or (4) for EAC events as applicable.

7. References (b) through (f) provide guidance for the conduct of high-risk pool functions and current enlistment and commissioning processing/policies, and other recruiting operations. Enclosures (1) through (4) contain the required HHAs. These HHAs supersede previously published HHAs. Updates to pool policy and directives at all levels should reflect this guidance.


M. A. BRILLAKIS

HOLD HARMLESS AND RELEASE FROM LIABILITY AGREEMENT
POOLEE/CANDIDATE 18 YEARS OLD OR OLDER

I, _____ (PRINT NAME), hereinafter "Poolee/Candidate", on my own behalf, enter into this **HOLD HARMLESS AND RELEASE FROM LIABILITY AGREEMENT** ("Agreement") with the United States Marine Corps on _____ (DATE) in _____ (CITY, STATE).

INTENT OF PARTIES

1. Poolee/Candidate desires to participate in weekly physical activity and monthly pool functions in order to succeed at Marine Corps Recruit/Officer Training. The intent of this Agreement is to preclude any and all claims against the United States and the United States Marine Corps arising from and relate to any and all injuries or property damages the Poolee/Candidate may suffer as a result of attending any of the physical activities undergone in preparation for Marine Corps Recruit/Officer Training.

AGREEMENT

2. For consideration, including but not limited to, being permitted to participate in Marine Corps weekly physical training and monthly pool functions, Poolee/Candidate and the United States Marine Corps agree as follows:
- a) Poolee/Candidate will **HOLD HARMLESS** and **RELEASE FROM LIABILITY** the United States Marine Corps from any and all claims, actions, and judgments, including costs and attorney's fees, from any injury, up to and including death, or property damages arising from or related to Poolee/Candidate's participation in any and all physical training or monthly pool functions, whether official or unofficial, **INCLUDING NEGLIGENCE CONDUCT BY THE UNITED STATES MARINE CORPS.**
 - b) For the purposes of this Agreement, the United States Marine Corps includes all personnel, agents, or employees, therein, acting in their official or unofficial capacity.
 - c) This Agreement is limited solely for the purpose of the aforementioned activities and does **NOT** bind the United States in any manner other whatsoever.
 - d) **ANY PHYSICAL ACTIVITY IS COMPLETELY VOLUNTARY**, whether official or unofficial, and Poolee/Candidate or the United States Marine Corps can stop participation at any time, for any reason. Poolee/Candidate recognizes that this physical activity is an opportunity provided by the United States Marine Corps and is valued consideration for this Agreement.
 - e) Poolee/Candidate acknowledges that he or she has been provided the opportunity to **ASK ANY QUESTIONS** as to any of the risks foreseeable in connection with the aforementioned activity and transportation connected to or from these activities. Poolee/Candidate acknowledges that he or she was provided the opportunity, at their request, to discuss with family, friends, legal counsel, medical personnel, or

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anyone they desire. Counsel will not be provided to the Poolee/Candidate at the expense of the government.

ASSUMPTION OF RISK FOR MEDICAL ISSUES

- f) Poolee/Candidate accepts **ANY AND ALL RISK** for their medical conditions and agrees to **HOLD HARMLESS** and **RELEASE FROM LIABILITY** the United States Marine Corps from any and all injuries, up to and including death, stemming from the physical activities outlined above that may occur from **ANY MEDICAL CONDITION**, whether disclosed, undisclosed, known, or unknown by either party.
- g) Poolee/Candidate acknowledges that he or she has a **CONTINUING OBLIGATION** to disclose a change to their medical condition.

DESCRIPTION OF PHYSICAL ACTIVITY

- h) Poolee/Candidate, by signing this Agreement, fully understands that the physical training is designed to be **EXTREMELY RIGOROUS** and intended to prepare the Poolee/Candidate for success at Marine Corps Recruit/Officer Training.
 - i) Poolee/Candidate, or the United States Marine Corps, **CAN STOP PARTICIPATION** in any activity or event **AT ANY TIME, FOR ANY REASON**.
 - j) The physical activity and events could include, but are not limited to, pull-ups, sit-ups, flexed arm hang, crunches, push-ups, rope climbing, sprinting, jogging, hiking, ammo can lifts, obstacle courses, and team building exercises.
3. Poolee/Candidate acknowledges that he or she has not relied on **ANY REPRESENTATIONS**, whether explicitly or implicitly made, other than the written terms outlined above and that **ONLY THE WRITTEN TERMS** of this contract represent the full and complete Agreement.
4. This Agreement will remain in force for any and all Marine Corps physical activities while the Poolee/Candidate is in a civilian status, **REGARDLESS** of whether the Poolee/Candidate already reported to Marine Corps Recruit/Officer Training after this Agreement and then returns to a civilian status and attends additional physical training.

(Signature of Poolee/Candidate)

(Date)

HOLD HARMLESS AND RELEASE FROM LIABILITY AGREEMENT
POOLEE/CANDIDATE UNDER 18 YEARS OLD

I, _____ (PRINT NAME), hereinafter "Parent/Guardian",
on the behalf of _____ (PRINT MINOR'S NAME),
hereinafter "Minor Poolee/Candidate", enter into this **HOLD HARMLESS AND**
RELEASE FROM LIABILITY AGREEMENT ("Agreement") with the United States Marine
Corps on
_____ (DATE) in _____ (CITY, STATE).

INTENT OF PARTIES

1. Minor Poolee/Candidate desires to participate in weekly physical activity and monthly pool functions in order to succeed at Marine Corps Recruit/Officer Training. The intent of this Agreement is to preclude any and all claims against the United States and the United States Marine Corps arising from and relate to any and all injuries or property damages the Minor Poolee/Candidate may suffer as a result of attending any of the physical activities undergone in preparation for Marine Corps Recruit/Officer Training.

AGREEMENT

2. For consideration of allowing my Minor Poolee/Candidate to participate at his or her request, Parent/Guardian and the United States Marine Corps agree as follows:
 - a) Parent/Guardian represents that they are the legal guardian of the Minor Poolee/Candidate named above and that they have legal care, custody, and control over the Minor Poolee/Candidate.
 - b) Parent/Guardian agrees that their Minor Poolee/Candidate can fully participate in physical training. Parent/Guardian and Minor Poolee/Candidate fully understand that the physical training is designed to be **EXTREMELY RIGOROUS** and is intended as preparation for success at Marine Corps Recruit Training/Officer Candidate School.
 - c) Parent/Guardian agrees to **HOLD HARMLESS** and **RELEASE FROM LIABILITY** the United States Marine Corps, including but not limited to all personnel, agents, or employees, therein, acting in their official or unofficial capacity, from any and all claims, actions, and judgments, including costs and attorney's fees, from any personal injury, up to and including death, or property damage arising from or related to your Minor Poolee/Candidate's participation in today's physical training, whether official or unofficial, **INCLUDING NEGLIGENT CONDUCT BY THE UNITED STATES MARINE CORPS.**
 - d) Parent/Guardian further agrees **TO INDEMNIFY AND HOLD HARMLESS** the United States Marine Corps from any loss, liability, damage or costs, including court costs and attorney's fees, due to my own or my Minor Poolee/Candidate's participation in physical activity, **WHETHER CAUSED BY NEGLIGENT CONDUCT BY THE UNITED STATES MARINE CORPS** or otherwise.
 - e) Parent/Guardian agrees that it is their express intent that this Agreement shall bind **ALL THE MEMBERS OF THEIR FAMILY and THEIR MINOR POOLEE/CANDIDATE'S FAMILY,** including any additional person with joint

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POOLEE/CANDIDATE UNDER 18 YEARS OLD

legal custody of Minor Poolee/Candidate. This includes all heirs, assigns, and personal representatives, if any party is deceased.

ASSUMPTION OF RISK FOR MEDICAL ISSUES

- f) Parent/Guardian acknowledges that he or she accepts **ANY AND ALL RISK** of his or her Minor Poolee/Candidate's medical conditions and agrees to **HOLD HARMLESS** and **RELEASE FROM LIABILITY** the United States Marine Corps from any and all injuries, up to and including death, stemming from the physical activities outlined above that may occur from **ANY MEDICAL CONDITION OF THEIR MINOR POOLEE/CANDIDATE**, whether disclosed, undisclosed, known, or unknown by either party.
- g) Parent/Guardian is **HIGHLY RECOMMENDED** to obtain a full physical for their Minor Poolee/Candidate from a licensed physician before completing any physical activity and acknowledges that any physical activity undertaken by their Minor Poolee/Candidate is completely **VOLUNTARY AND AT THEIR OWN RISK** and Parent/Guardian or Minor Poolee/Candidate **SHOULD DISCLOSE ANY CURRENT MEDICAL CONDITIONS**.
- h) Parent/Guardian acknowledges that they and their Minor Poolee/Candidate have a **CONTINUING OBLIGATION** to disclose any changes to their Minor Poolee/Candidate's medical condition.

DESCRIPTION OF PHYSICAL ACTIVITY

- i) Parent/Guardian, by signing this Agreement, fully understands that the physical training is designed to be **EXTREMELY RIGOROUS** and intended to prepare the Minor Poolee/Candidate for success at Marine Corps Recruit/Officer Training.
 - j) **ANY PHYSICAL ACTIVITY IS COMPLETELY VOLUNTARY** and Minor Poolee/Candidate, Parent/Guardian, or the United States Marine Corps, can stop participation at any time, for any reason.
 - k) The physical activity and events could include, but are not limited to, pull-ups, sit-ups, flexed arm hang, crunches, push-ups, rope climbing, sprinting, jogging, hiking, ammo can lifts, obstacle courses, and team building exercises.
3. Parent/Guardian acknowledges that he or she has not relied on **ANY REPRESENTATIONS**, whether explicitly or implicitly made, other than the written terms outlined above and that **ONLY THE WRITTEN TERMS** of this contract represent the full and complete Agreement.
4. This Agreement shall remain valid until either the Minor Poolee/Candidate turns 18 years of age or reports to Marine Corps Recruit/Officer Training and accesses to active duty, whichever comes first.

(Signature of Parent/Guardian)

(Date)

HOLD HARMLESS AND RELEASE FROM LIABILITY AGREEMENT
GUEST OR NROTC APPLICANTS 18 YEARS OLD OR OLDER

I, _____ (PRINT NAME), hereinafter "Guest" or "NROTC Applicant", on my own behalf, enter into this **HOLD HARMLESS AND RELEASE FROM LIABILITY AGREEMENT** ("Agreement") with the United States Marine Corps on _____ (DATE) in _____ (CITY, STATE). I understand that this Agreement is valid for 90 days from the date of my signature below, and I must date and initial this Agreement every time I participate in a pool function with physical activity. My current address and telephone number are _____.

INTENT OF PARTIES

1. Guest/NROTC Applicant desires to participate in a physical activity or pool function in order to experience Marine Corps Recruit/Officer Training. The intent of this Agreement is to preclude any and all claims against the United States and the United States Marine Corps arising from and related to any and all injuries or property damages the Guest/NROTC Applicant may suffer as a result of attending any of the physical activities undergone in preparation for Marine Corps Recruit/Officer Training.

AGREEMENT

2. For consideration of allowing the Guest/NROTC Applicant to participate at his or her request, Guest/NROTC Applicant and the United States Marine Corps agree as follows:
 - a) Guest/NROTC Applicant will **HOLD HARMLESS** and **RELEASE FROM LIABILITY** the United States Marine Corps from any and all claims, actions, and judgments, including costs and attorney's fees, from any personal injury, up to and including death, or property damage arising from or related to Guest/NROTC Applicant's participation in today's physical training, whether official or unofficial, including **NEGLIGENT OR RECKLESS CONDUCT** by the United States Marine Corps.
 - b) For the purposes of this Agreement, the United States Marine Corps includes, but is not limited to, all personnel, agents, or employees, therein, acting in their official or unofficial capacity.
 - c) **ANY PHYSICAL ACTIVITY IS COMPLETELY VOLUNTARY** and Guest/NROTC Applicant, or the United States Marine Corps, can stop participation at any time, for any reason.
 - d) Guest/NROTC Applicant acknowledges that he or she has been provided the opportunity to **ASK ANY QUESTIONS** as to any of the risks foreseeable in connection with the aforementioned activity and transportation connected to or from these activities. Guest/NROTC Applicant acknowledges that he or she was provided the opportunity, at their request, to discuss with family, friends, legal counsel, medical personnel, or anyone they desire. Counsel will not be provided to the Guest/NROTC Applicant at the expense of the government.

HOLD HARMLESS AND RELEASE FROM LIABILITY AGREEMENT
GUEST OR NROTC APPLICANTS 18 YEARS OLD OR OLDER

ASSUMPTION OF RISK FOR MEDICAL ISSUES

- e) Guest/NROTC Applicant acknowledges that he or she accepts **ANY AND ALL RISK** of his or her current medical conditions and agrees to **HOLD HARMLESS** and **RELEASE FROM LIABILITY** the United States Marine Corps from any and all injuries, up to and including death, stemming from the physical activities outlined above that may occur from **ANY MEDICAL CONDITION**, whether disclosed, undisclosed, known, or unknown by either party.
- f) Guest/NROTC Applicant is **HIGHLY RECOMMENDED** to obtain a full physical from a licensed physician before completing any physical activity and acknowledges that any physical activity undertaken is completely **VOLUNTARY AND AT THEIR OWN RISK** and Guest/NROTC Applicant **SHOULD DISCLOSE ANY CURRENT MEDICAL CONDITIONS**.

DESCRIPTION OF PHYSICAL ACTIVITY

- g) Guest/NROTC Applicant, by signing this Agreement, fully understands that the physical training is designed to be **EXTREMELY RIGOROUS** and is intended as preparation for success at Marine Corps Recruit Training/Officer Candidate School.
 - h) Guest/NROTC Applicant, or the United States Marine Corps, **CAN STOP PARTICIPATION** in any activity or event **AT ANY TIME, FOR ANY REASON**.
 - i) The physical activity and events could include, but are not limited to, pull-ups, sit-ups, flexed arm hang, crunches, push-ups, rope climbing, sprinting, jogging, hiking, ammo can lifts, obstacle courses, and team building exercises.
3. Guest/NROTC Applicant acknowledges that he or she has not relied on **ANY REPRESENTATIONS**, whether explicitly or implicitly made, other than the written terms outlined above and that **ONLY THE WRITTEN TERMS** of this contract represent the full and complete Agreement.

 (Signature of Guest/NROTC Applicant)

 (Date)

| Date | Initials |
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HOLD HARMLESS AND RELEASE FROM LIABILITY AGREEMENT
GUEST OR NROTC APPLICANT UNDER 18 YEARS OLD

I, _____ (PRINT NAME), hereinafter "Parent/Guardian", on the behalf of _____ (PRINT MINOR'S NAME), hereinafter "Minor Guest/NROTC Applicant", enter into this **HOLD HARMLESS AND RELEASE FROM LIABILITY AGREEMENT** ("Agreement") with the United States Marine Corps on _____ (DATE) in _____ (CITY, STATE). I understand this Agreement is valid for 90 days from the date of my signature below, and my Minor Guest/NROTC Applicant must date and initial this Agreement every time he or she participates in a pool function with physical activity.

INTENT OF PARTIES

1. Minor Guest/NROTC Applicant desires to participate in a physical activity or pool function in order to experience Marine Corps Recruit/Officer Training. The intent of this Agreement is to preclude any and all claims against the United States and the United States Marine Corps arising from and related to any and all injuries or property damages the Minor Guest/NROTC Applicant may suffer as a result of attending any of the physical activities undergone in preparation for Marine Corps Recruit/Officer Training.

AGREEMENT

2. For consideration of allowing my Minor Guest/NROTC Applicant to participate at his or her request, Parent/Guardian and the United States Marine Corps agree as follows:
- a) Parent/Guardian represents that they are the legal guardian of the Minor Guest/NROTC Applicant named above and that they have legal care, custody, and control over the Minor Guest/NROTC Applicant.
 - b) Parent/Guardian agrees that their Minor Guest/NROTC Applicant can fully participate in physical training. Parent/Guardian and Minor Guest/NROTC Applicant fully understand that the physical training is designed to be **EXTREMELY RIGOROUS** and is intended as preparation for success at Marine Corps Recruit Training/Officer Candidate School.
 - c) Parent/Guardian agrees to **HOLD HARMLESS** and **RELEASE FROM LIABILITY** the United States Marine Corps, including but not limited to all personnel, agents, or employees, therein, acting in their official or unofficial capacity, from any and all claims, actions, and judgments, including costs and attorney's fees, from any personal injury, up to and including death, or property damage arising from or related to your Minor Guest/NROTC Applicant's participation in today's physical training, whether official or unofficial, **INCLUDING NEGLIGENT CONDUCT BY THE UNITED STATES MARINE CORPS.**
 - d) Parent/Guardian further agrees **TO INDEMNIFY AND HOLD HARMLESS** the United States Marine Corps from any loss, liability, damage or costs, including court costs and attorney's fees, due to my own or my Minor Guest/NROTC Applicant's participation in physical activity, **WHETHER CAUSED BY NEGLIGENT CONDUCT BY THE UNITED STATES MARINE CORPS** or otherwise.
 - e) Parent/Guardian agrees that it is their express intent that this Agreement shall bind **ALL THE MEMBERS OF THEIR FAMILY and THEIR MINOR GUEST/NROTC APPLICANT'S FAMILY,** including any additional person with

HOLD HARMLESS AND RELEASE FROM LIABILITY AGREEMENT
GUEST OR NROTC APPLICANT UNDER 18 YEARS OLD

joint legal custody of Minor Guest/NROTC Applicant. This includes all heirs, assigns, and personal representatives, if any party is deceased.

ASSUMPTION OF RISK FOR MEDICAL ISSUES

- f) Parent/Guardian acknowledges that he or she accepts **ANY AND ALL RISK** of his or her Minor Guest/NROTC Applicant's medical conditions and agrees to **HOLD HARMLESS** and **RELEASE FROM LIABILITY** the United States Marine Corps from any and all injuries, up to and including death, stemming from the physical activities outlined above that may occur from **ANY MEDICAL CONDITION OF THEIR MINOR GUEST/NROTC APPLICANT**, whether disclosed, undisclosed, known, or unknown by either party.
- g) Parent/Guardian is **HIGHLY RECOMMENDED** to obtain a full physical for their Minor Guest/NROTC Applicant from a licensed physician before completing any physical activity and acknowledges that any physical activity undertaken by their Minor Guest/NROTC Applicant is completely **VOLUNTARY AND AT THEIR OWN RISK** and Parent/Guardian or Minor Guest/NROTC Applicant **SHOULD DISCLOSE ANY CURRENT MEDICAL CONDITIONS**.
- h) Parent/Guardian acknowledges that they and their Minor Guest/NROTC Applicant have a **CONTINUING OBLIGATION** to disclose any changes to their Minor Guest/NROTC Applicant's medical condition.

DESCRIPTION OF PHYSICAL ACTIVITY

- i) Parent/Guardian, by signing this Agreement, fully understands that the physical training is designed to be **EXTREMELY RIGOROUS** and intended to prepare the Minor Guest/NROTC Applicant for success at Marine Corps Recruit/Officer Training.
 - j) **ANY PHYSICAL ACTIVITY IS COMPLETELY VOLUNTARY** and Minor Guest/NROTC Applicant, Parent/Guardian, or the United States Marine Corps, can stop participation at any time, for any reason.
 - k) The physical activity and events could include, but are not limited to, pull-ups, sit-ups, flexed arm hang, crunches, push-ups, rope climbing, sprinting, jogging, hiking, ammo can lifts, obstacle courses, and team building exercises.
3. Parent/Guardian acknowledges that he or she has not relied on **ANY REPRESENTATIONS**, whether explicitly or implicitly made, other than the written terms outlined above and that **ONLY THE WRITTEN TERMS** of this contract represent the full and complete Agreement.

 (Signature of Parent/Guardian)

 (Date)

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CPR SYLLABUS STUDENT HANDOUT

BASIC LIFE SAVING STEPS

LEARNING OBJECTIVES

a. **TERMINAL LEARNING OBJECTIVES.**

(1) In a field of garrison environment, with the aid of references, describe the purpose of Good Samaritan Laws in accordance with American Red Cross First Aid / CPR / AED Manual.

(2) In a field of garrison environment, with the aid of references, demonstrate the Emergency Action Steps in accordance with American Red Cross First Aid / CPR / AED Manual.

(3) In a field of garrison environment, with the aid of references, identify the signals of Heat Related Illnesses in accordance with American Red Cross First Aid / CPR / AED Manual.

(4) In a field of garrison environment, with the aid of references, identify how to care for Heat Related Illnesses in accordance with American Red Cross First Aid / CPR / AED Manual.

(5) In a field of garrison environment, with the aid of references, demonstrate how to check an unconscious person for life threatening conditions in accordance with American Red Cross First Aid / CPR / AED Manual.

(6) In a field of garrison environment, with the aid of references, identify the role of CPR in dealing with an unconscious person in accordance with American Red Cross First Aid / CPR / AED Manual.

(7) In a field of garrison environment, with the aid of references, demonstrate how to perform CPR in accordance with American Red Cross First Aid / CPR / AED Manual.

b. **ENABLING LEARNING OBJECTIVES.**

(1) In a field of garrison environment, with the aid of references, describe the purpose of Good Samaritan Laws in accordance with American Red Cross First Aid / CPR / AED Manual.

(2) In a field of garrison environment, with the aid of references, demonstrate the Emergency Action Steps in accordance with American Red Cross First Aid / CPR / AED Manual.

(3) In a field of garrison environment, with the aid of references, identify the signals of Heat Related Illnesses in accordance with American Red Cross First Aid / CPR /AED Manual.

(4) In a field of garrison environment, with the aid of references, identify how to care for Heat Related Illnesses in accordance with American Red Cross First Aid / CPR /AED Manual.

(5) In a field of garrison environment, with the aid of references, demonstrate how to check an unconscious person for life threatening conditions in accordance with American Red Cross First Aid / CPR /AED Manual.

(6) In a field of garrison environment, with the aid of references, identify the role of CPR in dealing with an unconscious person in accordance with American Red Cross First Aid / CPR /AED Manual.

(7) In a field of garrison environment, with the aid of references, demonstrate how to perform CPR in accordance with American Red Cross First Aid / CPR /AED Manual.

OUTLINE

1. GOOD SAMARITAN LAWS:

a. Being faced with an emergency may bring out mixed feelings. While wanting to help, you may also feel hesitant or may want to back away from the situation. Sometimes, even though people recognize that an emergency has occurred, they fail to act. The most common factors that keep people from responding are:

- i. Panic or fear of doing something wrong.
- ii. Being unsure of the person's condition and what to do.
- iii. Assuming that someone else will take action.
- iv. Type of injury or illness.
- v. Fear of catching a disease.
- vi. Fear of being sued.

b. Sometimes people worry that they might be sued for giving care. In fact, lawsuits against people who give emergency care at a scene of an accident are highly unusual and rarely successful.

c. The vast majority of states and the District of Columbia have Good Samaritan laws to protect people against claims of negligence when they give emergency care in good faith without accepting anything in return. Good Samaritan laws usually protect citizens who act the

Enclosure (5)

same way that a "reasonable and prudent person" would if that person were in the same situation.

d. Good Samaritan laws were developed to encourage people to help others in emergency situations. They require the "Good Samaritan" to use common sense and reasonable level of skill and give only the type of emergency care for which he or she is trained. They assume each person would do his or her best to save a life or prevent further injury.

e. For more information about your state's Good Samaritan laws, contact a legal professional or check with your local library.

2. EMERGENCY ACTION STEPS:

a. In many emergency situations, follow the emergency action steps:

i. **CHECK** the scene for safety.

ii. **CALL** 9-1-1 or the local emergency number.

iii. **CARE** for the person.

b. Before you can help an injured or ill person, make sure that the scene is safe for you and any bystanders. Check for anything unsafe; avoid going into confined areas with no ventilation or fresh air, places where there might be poisonous gas, collapsed structures, or places where natural gas, propane or other substances could explode. Look for clues to what caused the emergency and how the person might be injured. Check to see if the injured or ill person is conscious, if you are not sure tap him or her on the shoulder and ask if he or she is OK. Speak loudly.

c. The most important action you can take to help an injured or ill person is to call 9-1-1 or the local emergency number. Make the call quickly and return to the person. If possible, ask someone else to make the call.

d. Once you have checked the scene and the person and called 9-1-1, you may need to give care until EMS personnel take over.

3. HEAT RELATED ILLNESSES:

a. Heat cramps, heat exhaustion and heat stroke are conditions caused by overexposure to heat, loss of fluids and electrolytes. Exposure to extreme heat can make a person seriously ill. The likelihood of illness also depends on factors such as physical activity, clothing, humidity, a person's age and state of mind. Once the signals of a heat related illness begin to appear, a person's condition can quickly worsen and result in death.

b. Heat cramps are the least severe of the heat related illnesses. They are often the first signals that the body is having trouble with the heat. Heat cramps are painful muscle spasms. They usually occur in the legs and abdomen. To care for heat cramps, help the person move to a cool place and rest. Give electrolyte and carbohydrate containing fluid or water. Lightly stretch the muscle and gently massage the area. When cramps stop, the person usually can start activity again if there are no other signals of illness.

c. Heat exhaustion is a more severe condition than heat cramps. Signals of heat exhaustion include cool, moist, pale, ashen or flushed skin; headache, nausea; dizziness; weakness; and exhaustion. Get the person out of the heat. Move the person to a cooler environment with circulating air. Loosen or remove as much clothing as possible and apply cool, wet cloths. Spraying the person with water and fanning can also help. If the person is conscious and able to swallow, give him or her small amounts of a cool fluid such as a commercial sports drink or fruit juice to restore fluids and electrolytes. Don't let the conscious person drink too quickly. Let the person rest in a comfortable position and watch carefully for changes in his or her condition. The person should not resume normal activities the same day. If the person's condition does not improve or he or she refuses fluids, has a change in consciousness or vomits, call 9-1-1 as these are indications that the person's condition is getting worse. Stop giving fluids and place the person on his or her side to keep the airway open. Keep the person laying down and continue to cool the body any way you can.

d. Heat stroke is the least common but most severe heat related illness. It usually occurs when people ignore the signals of heat exhaustion. Heat stroke develops when the body systems are overwhelmed by heat and begin to stop functioning. Signals of heat stroke include extremely high body temperature, red skin that can be either dry or moist; changes in consciousness; rapid, weak pulse; rapid, shallow breathing; confusion, vomiting; and seizures. Call 9-1-1 immediately heat stroke is a life-threatening emergency. Until help arrives rapidly cool the body using any of the following methods:

- i. Immersing the person up to the neck in cold water, if possible.
- ii. Douse or spray the person with cold water.
- iii. Sponge the person with ice water doused towels over the entire body, frequently rotating the cold wet towels.
- iv. Cover with bags of ice.

If you are not able to measure and monitor the person's temperature, apply rapid cooling methods for 20 minutes or until the person's condition improves.

Enclosure (5)

e. Heat related illnesses can be prevented by wearing light, loose clothing; acclimate to hot conditions slowly; stay hydrated; and avoid exercise during the hottest part of the day.

4. DEALING WITH AN UNCONSCIOUS PERSON:

a. If you find an unconscious person check the scene for safety, it is important that you don't become a victim. Tap the person on the shoulder and ask if he or she is OK. Speak loudly. Quickly scan the body for any severe bleeding. Use the head-tilt / chin-lift technique to check if the person has an open airway and is breathing normally. Kneel next to the unconscious person, place your ear next to their mouth; for ten seconds listen for any signs of breathing, see if you can feel the person breathing and see if their chest rises and falls.

b. If the unconscious person is breathing call 9-1-1 or direct someone to call 9-1-1; "Call 9-1-1 this person is unconscious but breathing, come back to me once you call 9-1-1". Monitor the person and stay with him or her until help arrives.

c. If the person is not breathing call 9-1-1 or direct someone to call 9-1-1; "Call 9-1-1 this person is unconscious and not breathing, come back to me once you call 9-1-1". Once air reaches the lungs, oxygen in the air is transferred to the blood. The heart pumps the blood through out the body delivering oxygen to the brain, heart and all other parts of the body. When the heart stops beating blood no longer moves through the body, oxygen is not reaching the brain. Without oxygen, brain cells can begin to die within 4 to 6 minutes. Unless the brain receives oxygen within minutes, permanent brain damage or death will result. Cardiopulmonary resuscitation (CPR) takes over for the heart and lungs ensuring that blood-containing oxygen circulate throughout the body.

d. To perform CPR:

i. position your body correctly by kneeling beside the person's upper chest, placing your hands in the correct position, and keeping your arms and elbows as straight as possible so that your shoulders are directly over your hands.

ii. Locate the correct hand position by placing the heel of one hand on the person's sternum at the center of his or her chest.

iii. Place your other hand directly on top of the first hand and try to keep your fingers off the chest.

iv. Give 30 chest compressions. Push hard, push fast. As you give compressions, count out loud, "One and two and three and four...." up to 30.

v. Give compressions by pushing the sternum down at least 2 inches. The downward and upward movement should be smooth, not jerky. Push straight down with the weight of your upper body, not with your arm muscles. Do not rock back and forth. Rocking results in less-effective compressions and wastes much needed energy.

vi. After each compression, release the pressure on the chest without removing your hands or changing hand position. Allow the chest to return to its normal position before starting the next compression. Maintain a steady down and up rhythm and do not pause between compressions.

vii. Once you have given 30 compressions, open the airway using the head-tilt / chin-lift technique, pinch the nose shut then make a complete seal over the person's mouth and give 2 rescue breaths. Each rescue breath should last about 1 second and make the chest clearly rise.

viii. Continue cycles of chest compressions and rescue breaths.

e. If two responders trained in CPR are at the scene, the first responder should conduct compressions the second responder conducts rescue breaths. When the first responder becomes exhausted roles should be switched.

f. Once you begin CPR, do not stop except in one of the following situations:

- i. You notice an obvious sign of life, such as breathing.
- ii. Another trained responder takes over.
- iii. You are too exhausted to continue.
- iv. EMS personnel take over.
- v. The scene becomes unsafe.

Reference:

American Red Cross First Aid / CPR / AED participant's Manual

BASIC LIFESAVING STEPS

PRACTICAL APPLICATION

Instructor

"GO"

①



Check the scene

④



Check for breathing

Head-tilt Chin-lift technique

Observe the chest for 10 seconds

Instructor

"THE SCENE IS SAFE"

②



"Are you ok?"

⑤



Instructor

"THERE IS NO BREATHING"

Begin CPR

30 Chest Compressions

Instructor

"THERE IS NO RESPONSE"

③



Point at someone

"Call 911 this person is unconscious"

⑥



2 Rescue Breaths

1 Second Each

Use Breathing Barrier

CONTINUE WITH CHEST COMPRESSIONS UNTIL TOLD TO STOP BY AN INSTRUCTOR

American Red Cross and American Heart Association
Points of contact for CPR Certification

American Red Cross:

FELICIA REARICK | Telesales Representative
American Red Cross Outbound Telesales Center
780 Township Line Road Yardley, PA 19067
(800)920-0878 ext 58837 Fax#: (888-821-2284)|
FRearick@staywell.com

American Heart Association:

Sharnette Jackson
Account Specialist, ECC
American Heart Association
National Service Center
214-570-2901 Voice
214-570-2922 Fax
sharnette.jackson@heart.org