



CGBASEKODIAKINST 1710.2

COAST GUARD BASE KODIAK INSTRUCTION 1710.2

Subj: NORTHERN LIGHTS RECREATION FACILITY UNMANNED ACCESS

Ref: (a) Coast Guard Morale, Wellbeing, and Recreation Manual, COMDTINST 1710.13E

1. **PURPOSE**. To establish policies for after-hours access to the Northern Lights Recreation Facility.
2. **ACTION**. All Unit Commanding Officers/Officers in Charge, and Supervisors in the Kodiak area shall ensure their personnel are aware of and comply with the contents of this instruction.
3. **DIRECTIVE AFFECTED**. None
4. **DISCUSSION**. The Northern Lights Recreation Facility (NLRF) is operated as a category A facility per reference (a) by the Morale, Well-Being, and Recreation division (MWR) to promote the morale of MWR eligible patrons, by providing a suitable place for fitness and recreational activities.
5. **DISCLAIMER**. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally binding requirements on any party outside the Coast Guard.
6. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS**. Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.
7. **DISTRIBUTION**. No paper distribution will be made of this unit Instruction. Unit Instructions are stored locally on BASE Kodiak's SharePoint: [Base Kodiak - Unit Instructions - All Documents \(sharepoint-mil.us\)](https://sharepoint-mil.us/.../Base%20Kodiak%20-%20Unit%20Instructions%20-%20All%20Documents)
8. **POLICIES**. The Northern Lights Recreation Facility (NLRF) is operated by the MWR Division in accordance with the guidelines published in reference (a). Specific policies are:
 - a. **Unmanned Access**. Active-Duty members, Civilian Employees, Active-Duty dependents and retired service members and retired civilian employees over the age of 18, are

authorized to register for unmanned access to the facility. Unmanned hours will be set by MWR and subject to change as operations dictate. Unmanned hours will be listed on the NLRF page of MWR's website ([Base Kodiak - MWR Division - Northern Lights Fitness Center \(kodiakmwr.com\)](http://Base Kodiak - MWR Division - Northern Lights Fitness Center (kodiakmwr.com))).

- b. Registration. To register for unmanned access, MWR eligible patrons shall:
 - (1) Read this instruction in its entirety.
 - (2) Review the Physical Activity Risk Factor Questionnaire (PARFQ) located on the NLRF page of MWR's website ([Base Kodiak - MWR Division - Northern Lights Fitness Center \(kodiakmwr.com\)](http://Base Kodiak - MWR Division - Northern Lights Fitness Center (kodiakmwr.com))).
 - (3) Review and sign the Statement of Understanding (SOU) and Facility Liability Waiver form located on the NLRF page of MWR's website ([Base Kodiak - MWR Division - Northern Lights Fitness Center \(kodiakmwr.com\)](http://Base Kodiak - MWR Division - Northern Lights Fitness Center (kodiakmwr.com))).
 - (4) Complete an emergency procedures orientation with the Athletic Director.
 - (5) Report to the NLRF during open hours to have patron's ID scanned and entered into the program database, which will operate the lock system at the designated entry point. The data from the ID card will only be used to drive the access and control door lock system.
- c. Physical Activity Risk Factor Questionnaire (PARFQ). A copy of the PARFQ is posted in all fitness spaces (Weight, Cardio, Spin, Parent/Tot and Aerobics rooms).
- d. Access Control. Once registered at the facility, patrons authorized unmanned access MUST swipe their own registered ID card to enter the facility. Patrons are **not** authorized to sponsor any guests after-hours. Patrons are **not** authorized to bring anyone under the age of 18 into the facility with them. Patrons not following this policy may lose their unmanned access privileges.
- e. Workout Partners. Registered patrons are encouraged to workout with other authorized partners during unmanned operations. Patrons must use all safety features provided by the manufacturers for each piece of equipment.
- f. Space Surveillance. All unmanned fitness spaces as well as common areas will be monitored by cameras. The Coast Guard Police Department and Officer of the Day may conduct patrols as operations allow. Cameras will be positioned at all entrances and exits to the building, at the Gear Issue desk, and at the entry to the upstairs bathrooms. Your presence in the facility constitutes consent to be recorded.
- g. Equipment. If a patron finds a piece of equipment not operating properly during unmanned hours, they will place the equipment in an "out of commission" status (OOC). OOC signs can be found at the entry of each fitness space. Patron will fill out a discrepancy form in the GYM EQUIPMENT DISCREPANCY LOGBOOK, located in

the Weight, Aerobics, Parent/Tot, and Spin Rooms. Gear Issue staff check these binders daily. If a patron finds something wrong with the facility (i.e., water leak, electrical issue), during unmanned hours, which requires immediate response, they will call the Base Kodiak Officer of the Day at 907-539-7477 to report the issue.

- h. Workout Buddy. The following restrictions are in place during all unmanned hours:
 - (1) A spotter and clamps are required when using free-weight bars. If a spotter is not available, the Smith Machine or selectorized equipment shall be used.
 - (2) Treadmills **shall not** be used without the emergency stop lanyard.
- i. Additional Equipment. Base Kodiak MWR staff also reserve the right to secure additional pieces of equipment if it is determined that the equipment is not being used properly during unmanned operations.
- j. Room Access. Unmanned access at the NLRF will only be granted to the Weight Room, Cardio Room, Aerobics room, Parent-Tot Room, and Spin Studio. Locker rooms, basketball, racquetball, wallyball courts, tanning beds, and aqua massage will not be available. The bathrooms in the upstairs lobby will be available for use. Pool availability will be listed on the monthly pool schedule located on the Aquatic Facility page of MWR's website [Base Kodiak - MWR Division - Aquatics Facility \(kodiakmwr.com\)](http://kodiakmwr.com).
- k. Space and Equipment Cleanliness. Gym wipes or cleaning solution with towels will be provided. Patrons shall wipe down the equipment after use.
- l. Dress Code. Exercise clothing consisting of a top and bottom and closed toed shoes must be worn while patrons are using the fitness space(s).
- m. Weather Conditions. Base Command and/or the MWR Division reserves the right to temporarily suspend unmanned access if weather conditions impact safe access to the facility. Authorized patrons should also be aware that walkways and stairs to the facility may not be properly maintained during overnight periods of icy or snowy weather. These conditions will create a higher-than-normal risk for slipping and/or falling.
- n. Additional Closures. Additional closures to unmanned access may be required to support maintenance and annual janitorial tasks, including the stripping and waxing of facility floors. MWR will strive to give patrons as much advanced notice of these closures as possible.
- o. Smoking, Vaping, and Tobacco Use. Smoking, vaping or use of smokeless tobacco is prohibited.
- p. Alcohol and Drug Use. Patrons under the influence of alcohol or illegal drugs are not permitted.

q. Safety.

(1) Safety-Risk Signage Policy

- (a) All unmanned fitness spaces will have prominently displayed signage stating: "Patrons using this facility during unmanned hours face inherently higher safety risks than exists at fully staffed fitness facilities."
- (b) The warning and disclaimer sign will be visible and legible to patrons having proper or corrected eyesight at no less than 15 feet.

r. Emergency Procedures.

- (1) The NLRF is equipped with a red emergency phone, which is linked directly to CG Police Department dispatch, and a landline phone at the Gear Issue desk. In the event of an emergency patrons may use these phones or call 911 from their cell phone.
- (2) All patrons must complete an emergency procedures orientation prior to gaining unmanned access to the facility. The Athletic Director is available to give refresher training during normal business hours (8am-4pm, Monday through Friday).
- (3) A basic first aid kit is located in the lockers in the Cardio Room. Staff will check first aid kit supplies daily. An Automated External Defibrillator (AED) is located next to the Gear Issue Desk.
- (4) All incidents and accidents resulting in injury or death will be reported to the Athletic Director and Coast Guard Police at 907-487-5555.

s. Fitness Equipment Orientation. All patrons are required to be familiar with the safe operation of all fitness equipment available during unmanned hours. If patrons are unfamiliar with the operation of ANY of the equipment, they shall complete a fitness equipment orientation with the Athletic Director.

t. Discipline. If a patron violates the policies outlined in this instruction or the signed SOU and Facility Liability Waiver form, the following actions will be taken:

- (1) 1st offense: A written warning will be issued to the member. If the patron is a service member, civilian employee, or otherwise employed on this base, their supervisor will also be notified. If the patron is a dependent, the sponsor and the sponsor's supervisor will be notified.
- (2) 2nd offense: The patron's (or sponsor's) command will be contacted, and access will be revoked for 30 days.

(3) 3rd offense: The patron's (or sponsor's) command will be contacted, and access will be revoked for 1 year.

9. FORMS/REPORTS. None

10. REQUEST FOR CHANGES. All recommended changes should be submitted to the MWR Director through the Athletic Director.

J. M. Hall
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