



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

REPLY TO
ATTENTION OF

AMIM-MHW

MEMORANDUM FOR See Distribution

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum, DFMWR-13, Fort McNair Physical Fitness Center 24/7 Access

1. REFERENCE.

a. IMCOM G-9 Standard Operating Procedure, 24/7 Unstaffed and Unmanned Physical Fitness Centers, 19 Jan 2021.

2. PURPOSE. To ensure all users and staff of the McNair PFC are aware of safe practices for 24/7 access and informed of emergency procedures, safety considerations, and prohibitions.

3. APPLICABILITY: The safety measures and guidelines prescribed in this policy memo apply to the 24/7 Fort McNair Physical Fitness Center staff and patrons. The Fort McNair Physical Fitness Center is located in Bldg. #69, Fort Leslie J. McNair, Washington, D.C., (202) 685-3117.

4. POLICY. Upon registration and prior to the issuance of access, all patrons will be required to sign a Memorandum of Agreement (MOA) acknowledging their intent to adhere to the following procedures.

5. PROCEDURES.

a. Patrons will register their Common Access Card (CAC) prior to accessing the McNair Physical Fitness Center. Patrons without a CAC card must obtain a special access card during registration.

b. When entering the building, all registered patrons must scan their access card at the door. Only the person whose authorized card was scanned may enter the facility – no “piggy backing”. Failure to follow these rules will result in loss of privileges for both parties. Military personnel are subject to UCMJ action. Civilians are subject to disciplinary action IAW Federal and civilian laws.

c. The facility manager will be responsible for posting a fire evacuation plan, performing monthly inspections, coordinating the correction of deficiencies in operations, and providing overall supervision/guidance over staff members.

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d. Fitness Center staff will conduct a weekly check/inventory of key items to determine if review of surveillance footage is necessary. If staff members notice any rule violations when viewing the 24-hour access footage, they must immediately notify the facility manager.

e. Safety Measures:

(1) All users will receive an orientation during the registration process from a fitness center staff member regarding emergency procedures/information, phone usage, automated external defibrillator (AED) and first aid kit locations.

(2) All patrons will follow current COVID protocols as outlined by command and prevailing city/county/state dictates.

(3) Patrons are highly encouraged to utilize the buddy system and exercise with someone when on the premises. A spotter is mandatory when using the free weight bars.

(4) Patrons will not have access to the sauna. The sauna controls will be secured and marked as restricted.

(5) Directorate of Emergency Services will do regular checks to ensure there are no on-site injuries during night hours.

f. Emergency Procedures.

(1) Patrons will acknowledge as part of the MOU that there may be no one on site to respond to an emergency.

(2) In case of a patron emergency, call 911. There is a phone located next to the Physical Fitness Center entrance to contact emergency services. Emergency contact numbers are readily available next to the phone.

(3) AEDs are located next to the emergency phone and in the cardio room.

(4) Emergency exits are marked with lighted exit signs. Emergency evacuation plans are posted at the entrances of each exercise area.

(5) Fire extinguishers are located and marked throughout the building.

(6) In case of fire, patrons must immediately evacuate the facility and dial 911. Report the building number (69), location and type of fire to the fire department.

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(7) In the event of a power outage, the facility will close immediately and patrons are to gather belongings and exit the building promptly. Patrons will ensure doors are secured upon exit. During power outages, keyless access will be disabled and patrons will not have access to the facility.

6. PROPONENT. DFMWR, Business Recreation Division (BRD), is the proponent for this policy. POC is the Chief of BRD, 703-696-0299.

DAVID D. BOWLING
COL, SF
Commanding

DISTRIBUTION:

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