



METC



(Medical Education and Training Campus)

Student Reference Guide



Mission: Provide World Class Enlisted Medical Training to Support Mission Readiness in Peacetime and War.

Vision: Today's Leaders. Tomorrow's Mission. Premier Center for Cutting Edge Training—Always

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Purpose

This guide is meant to be a quick reference regarding METC policies. Specific guidance for the services can be found in the 937 TRG Airman in Training Guide, TRADOC Pam 600-4 & Soldier's Manual of Common Tasks at Basic Combat Training, Navy Uniform Standards and NMTI Instruction 1500.22B. This document is not meant to replace or dictate policies of the services, but to enhance the learning atmosphere by providing generalized information and guidance for service personnel to refer to when questions arise regarding acceptable behavior while visiting or attached to METC.



Standards and Policies

For the purpose of this guide, the term student refers to all non-prior service, as well as prior service Soldiers, Sailors, Airmen, Marines, and Coast Guardsmen while enrolled at METC for skills training.

Responsibilities and Expectations

1. It is expected that students will adhere to the highest standards of professionalism and personal conduct. During initial skills training, students learn the technical skills needed to perform in their career field specialties, expand upon the skills learned in Basic Military Training to complete assigned duties, and continue to learn and adapt to a military profession.

Classroom Expectations

1. It is expected that all members participating in METC courses will perform at or above the expectations of their given service and the rules set forth in this document. The classroom is no exception to the rule. All personnel are expected to act professionally and with the utmost integrity. Violations will result in referral to the appropriate authority for action. Below are some rules to follow within the classroom:
 - Students will arrive on time and in the proper uniform at their assigned classroom or training location, and shall be in their seats, silent, and fully prepared by the start of the duty day and after each break as directed by the individual program or course.
 - Students will address all instructors by their military rank or Mr./Ms. as applicable and last name. Students will be addressed by their rank and last name.
 - Students will address each other by their rank and last name. Proper military bearing will be observed toward Non-Commissioned Officers (NCOs) and Student class leaders, regardless of service component, from non-prior service personnel and other prior service personnel.
 - Students will raise their hand and wait to be recognized by the instructor prior to making comments or asking questions.
 - Profanity or vulgarity of any type will not be tolerated in classrooms, laboratories, computer rooms, break rooms, or any other area within the METC footprint. Students will treat each other with respect. Students should always assume that staff members and/or distinguished visitors can hear them speak. Strive to always maintain a professional environment.
 - There will be no cheating. This action brings discredit upon yourself, your profession and your service. All personnel are to graduate from their course on their own merits. Cheating



on a test or other class work by copying the answers of another student and the unauthorized use of notes or other references, including electronic/web-based resources, is prohibited. Knowingly permitting another student to copy answers from one's test papers, written assignments or homework or providing test answers to another student in an unauthorized manner is considered cheating and will not be tolerated. Copying school test material via electronic sources (i.e. copying test from Blackboard) falls into this category. Do not receive "study" material or "test" information from previous Students!

- Members will not plagiarize (i.e. copying the work of another individual without properly noting the source or copying the work of another student, past or present).
- Sleeping in the training environment (classroom or laboratory) will not be tolerated as it is unprofessional and contrary to the education process. Sleeping in class will result in a counseling statement from the instructor.
- Students will not disrupt classroom or lab sessions, thereby prejudicing the opportunity of other students to learn.
- Students will meet each individual service's standards of personal appearance, grooming, and hygiene.
- Students will not disregard classroom safety standards resulting in potential endangerment of self and others.
- Students will comply with accepted standards of patient confidentiality.
- Students will abide by METC and course cell phone/electronic and/or recording device policies.
- Students will comply with appropriate behavior, orderliness and language expected of a medical provider.
- Student class leaders, regardless of service component, are responsible for enforcing standards of conduct for all members of their class.
- Students will transit through hallways in single file and to the right side of the hallway.
- Students will not congregate in groups in hallways or stairwells.
- Conversation in hallways, when necessary, will be kept to a minimum. In all other cases students are not to engage in conversation while transiting through hallways to prevent disturbances to other classes in session.
- Students will not wait outside their classroom earlier than five minutes prior to the start of Specialized Individual Assistance, Plan of Instruction time, or returning from breaks or lunch.



- When assembled outside a classroom, students will stand single file, shoulder to the wall and face the entrance of their classroom. Talking, horseplay, leaning on walls, impeding traffic in the hallway, or any other action which may be perceived as unprofessional or that which may cause disruption to other classes in session, will not be tolerated. Student class leaders will be held responsible for maintaining order prior to entry into the training environment.
- Students will render proper respect to instructors, senior enlisted and officers in hallways or stairwells.

Dining Facilities

1. Students entering the dining facility (DFAC) must wash their hands or use an alcohol-based hand sanitizer. The Slagel DFAC is designed to feed up to 5,000+ service members at each meal. The multi-service population typically exceeds this number; therefore, it is incumbent on all student to be respectful of other students' time by finishing meals and departing the DFAC so other individuals may be seated and eat in a timely manner. Books, coats, hats, or other items will not be left on chairs or used to save seats while in the serving line.
2. Students must follow the dorm, ship, and barrack dress code inside the DFAC which includes but is not limited to shirts having sleeves, no tank tops, no midriffs, no saggy pants, no extremely soiled PT gear, and no open-toed shoes. Students in uniform must keep their uniform top on while inside the DFAC.
3. When marching to the DFAC during the standard training day, students should halt formations approximately 15 feet from the entrance to be released. Students are encouraged to utilize the customer feedback options posted throughout the DFAC and dorms to provide comments.

Fitness Centers

1. Students are authorized to use the Medical Education and Training Campus (METC) fitness center. Operating hours for each location are subject to change.
2. Students utilizing fitness centers must be wear appropriate attire in accordance with fitness center requirements. Please refer to guidance provided at the fitness centers.

METC Troop Bridge

1. The troop bridge is ***required*** to be used for all students during standard training days (Monday-Friday, 0430-1730). The **only** students authorized to use the crosswalk during the duty day are those on medical profiles. This is for your safety and to help with the flow of traffic.

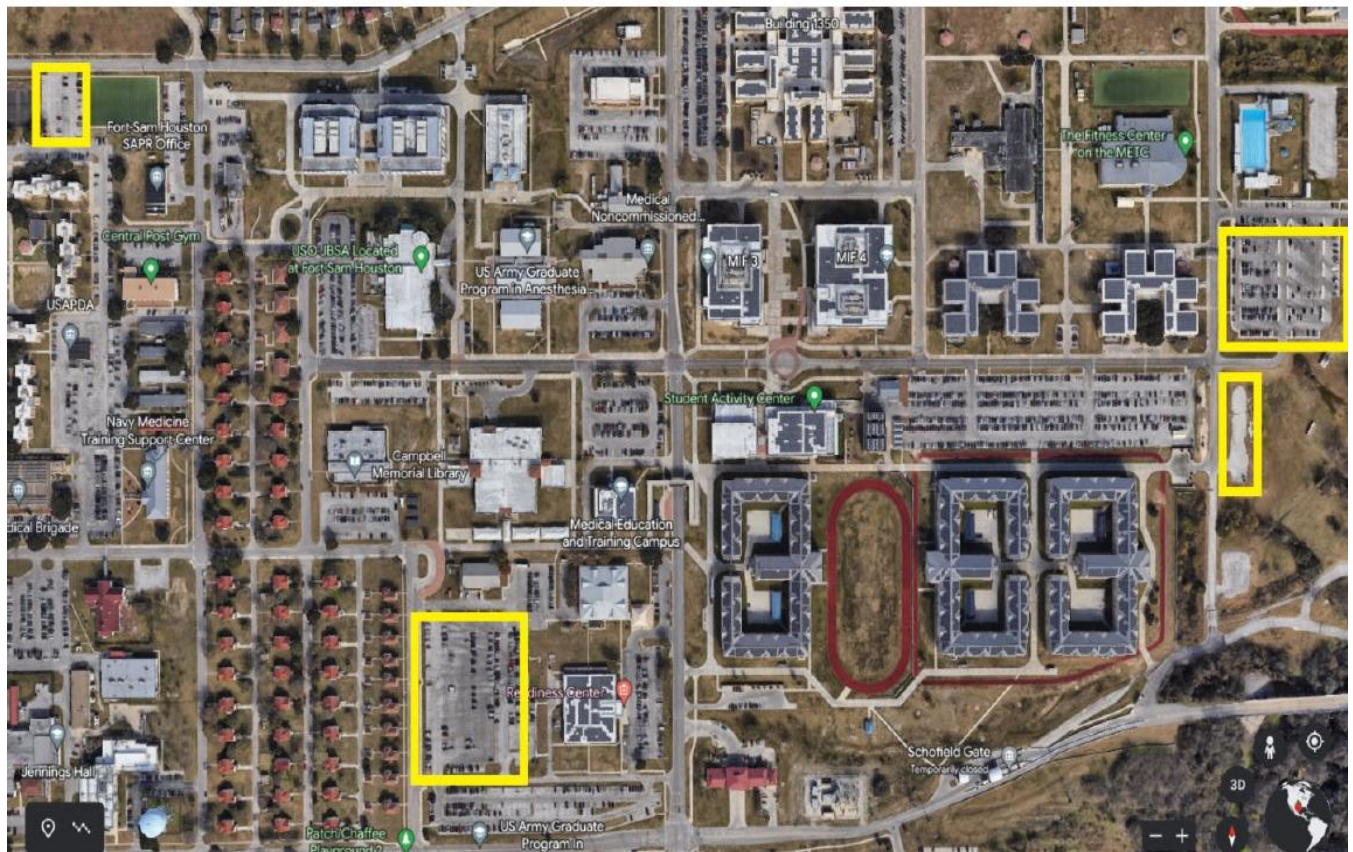


METC Student (Non-Prior Service and Prior Service) Parking Policy

1. METC was designed to be a “walking” campus. Student parking is limited to designated areas (see map below). Approved parking areas are outlined in yellow and are as follows:
 - a) Behind the McWethy Troop Medical Clinic
 - b) Behind the Fort Sam Houston SAPR Office
 - c) Next to the Aquatic Center (**note**: first 3 rows are for Aquatic Center customers)
 - d) Parking lot to the rear of Frailish Hall.

Student parking outside of these designated parking areas is prohibited and students who park in these unauthorized locations are subject to policy enforcement measures.

Designated Student Parking Areas



1. Public display of affection (PDA) during the academic duty day in any METC area and all associated parking lots are **prohibited**. Students will not engage in PDA or intimate conduct including, but not limited to, holding hands, walking arm-in-arm, embracing, caressing, or kissing. Giving the impression of or engaging in any affectionate displays or intimate conduct in any area within the METC is not allowed.



Cell Phones, Electronic and/or Recording Devices

1. Students may not have their phones or other portable electronic devices (**including recording devices**) in the classrooms, stairwells, and hallways during the academic duty day. **Example:** Meta Glasses. **Exception:** instructor allows electronic device usage for the purpose of instruction or if there is an emergency situation; students should coordinate with the instructor staff.
2. Portable electronic devices can present distractions that negatively impact the delivery of the education mission. As such, portable electronic devices (**including recording devices**) are not authorized and may not be utilized in METC classrooms, laboratories, auditoriums, testing centers, or outdoor areas where instruction or training is being conducted. **Students assume responsibility for securing electronic devices during the training day.** Devices lost, stolen, or misplaced are not compensated by the METC or the service. Students should refer to their service for guidance on cell phone policy.
3. The wear of headphones, earphones, or earbuds on JBSA-FSH installation roads and streets (including while traversing on sidewalks and cross walks) is **prohibited**. This includes while operating a motorized vehicle, bicycling, jogging, walking, or skating. The wear of headphones, earphones, earbuds, or Bluetooth devices upon the ears, around the head or neck, resting, or dangling while in uniform is **not** authorized.

Medical Care

Emergency Medical Care

1. During a medical emergency in any METC facility where there may be a loss of life, limb, or eyesight; **CALL 911**. Note: If using a cell phone and dialing 911, notify the person you are located on Fort Sam Houston.



Safety and Security

General Guidance

1. IN CASE OF AN EMERGENCY: CALL 911 AND THEN IMMEDIATELY NOTIFY RESPECTIVE COMMAND LEADERSHIP. IMPORTANT NOTE: IF USING A CELL PHONE AND DIALING 911, ASK TO BE TRANSFERRED TO JBSA-FSH.
2. In the event of an emergency, make all efforts to respond to the situation or evacuate the METC facility by taking the quickest, safest route possible. Each METC course and/or section has a designated Emergency Evacuation Assembly Location (primary and secondary). Locations are as follows:

Heroes Hall (MIF 1), Building 899

- (1) **Primary.** The troop walk on the east side of Building 1395 “Fort Sam Community Center” and the west side of Building 1394 “Department of Nursing.” NOTE: All BMET personnel in Building 899 will assemble at the open field north of Building 1393.
- (2) **Secondary.** Parking lot located south of Building 1395 “Fort Sam Houston Community Center.”

Heritage Hall (MIF 2), Building 895

- (1) **Primary.** The troop walk on the east side of Building 1395 “Fort Sam Houston Community Center” and the west side of Building 1394 “Department of Nursing”.
- (2) **Secondary.** Parking lot located south of Building 1395 “Fort Sam Houston Community Center.”

Smith Hall (MIF 3), Building 1356

- (1) **Primary.** The troop walk north of Building 1356 and west of Building 1350. NOTE: All Behavioral Health Technician/Surgical Technician personnel in Building 1356 will assemble at the parking lot north of Building 1356 and southwest of Building 1350.
- (2) **Secondary.** The troop walk on the south side of Building 1469 “Air Force Dorm.”

Anderson Hall (MIF 4), Building 1364

- (1) **Primary.** The troop walk northeast of Building 1364 and directly in front of Building 1377. NOTE: All Preventive Medicine Technicians personnel in Building 1364 will assemble at the open field north of Building 1375 and southwest of Building 1377 “Dining Facility.”
- (2) **Secondary.** The red track on the north side of Building 1475/1479 “Navy Ships.”

Sebban Hall (MIF 5), Building 1393

- (1) **Primary.** The troop walk on the east side of Building 1395 “Fort Sam Houston Community Center” and the west side of Building 1394 “Department of Nursing.”
- (2) **Secondary.** Parking lot located south of Building 1395 “Fort Sam Houston Community Center.”



McWethy Hall (MIF 6), Building 1374

- (1) **Primary.** The parking lot south of Building 1374/1375 and north of Building 1475/1479 “Navy Ships.”
- (2) **Secondary.** The open field north of Building 1375 and south of Building 1377 “Dining Facility.”

LaPointe Hall (MIF 7), Building 1375

- (1) **Primary.** The parking lot south of Building 1374/1375 and north of Building 1475/1479 “Navy Ships.”
- (2) **Secondary.** The open field north of Building 1375 and south of Building 1377 “Dining Facility.”

METC Headquarters, Building 1291

- (1) **Primary.** The troop walk on the south side of Building 1287 “Slagel Dining Facility.”
- (2) **Secondary.** The troop walk on the south side of Building 1240 “Akeroyd Blood Donor Center.”

Medical Logistics Training, Building 2640

- (1) **Primary.** The parking lot north of Building 2640 across from Harney Path Road and south of Building 908, 264th Medical Battalion Initial Entry Army Barracks Complex.
- (2) **Secondary.** The parking lot west of Building 903, Navy Medicine Training Support Center.

BMET Field Training Site, Building 4120

- (1) **Primary.** The open field south of Building 4120 across Garden Avenue.
- (2) **Secondary.** The open field southeast of Building 4120 across Garden Avenue.

Warehouse, Bay E, Building 4194

- (1) **Primary.** The small concrete pad adjacent to the corner of Building 4193.
- (2) **Secondary.** At the bottom of the Defense Reutilization Marketing Office loading dock across from the main logistics receiving area.

- 3. **Shelter-In-Place (SIP).** The term means to seek immediate shelter and remain there during an emergency rather than evacuating the area. The preferred method of removing occupants and visitors from a hazardous area is by evacuation. Shelter-in-place should only be used when an evacuation would expose occupants and visitors to a possible hazard. During a shelter-in-place event, all METC occupants and visitors, depending on the emergency, may be directed to move to inside areas of the building, move up in the building, move in the building, or move to offices.
 - A. Certain events may necessitate the initiation of the METC shelter-in-place protocol. The decision to shelter-in-place will be made by the following authorized persons:
 - (1) Incident Commander (Senior Fire/Security Forces officer on scene).
 - (2) The METC Commandant or designated representative (during the onset of an event).



- B. Examples of shelter-in-place incidents are:
- (1) Hazardous incident (chemical, biological, or radiological)
 - (2) Violent person
 - (3) Severe weather

4. Designated shelter-in-place and severe weather shelter locations:

Heroes Hall (MIF 1), Building 899

- (1) Designated shelter-in-place areas/locations. Inner classrooms and hallways on each floor away from windows and glass doors.
- (2) Designated severe weather shelter areas/locations. First floor/basement interior classrooms, interior hallways, restrooms away from windows, glass doors, and outer walls. First floor/basement stairwell landings may also be used. If needed, use second floor interior classrooms, interior hallways and restrooms away from windows, glass doors, and outer walls.

Heritage Hall (MIF 2), Building 895

- (1) Designated shelter-in-place areas/locations. Inner classrooms and hallways on each floor away from windows/glass doors.
- (2) Designated severe weather shelter areas/locations. First floor/basement interior classrooms, interior hallways, and restrooms away from windows, glass doors, and outer walls. First floor/basement stairwell landings may also be used. If needed, use second floor interior classrooms, interior hallways and restrooms away from windows, glass doors, and outer walls.

Smith Hall (MIF 3), Building 1356

- (1) Designated shelter-in-place areas/locations. Inner classrooms and hallways on each floor away from windows/glass doors.
- (2) Designated severe weather shelter areas/locations. First floor/basement interior classrooms, interior hallways, and restrooms away from windows, glass doors, and outer walls. First floor/basement stairwell landings may also be used. If needed, use second floor interior hallways and restrooms away from windows, glass doors, and outer walls.

Anderson Hall (MIF 4), Building 1364

- (1) Designated shelter-in-place areas/locations. Inner classrooms and hallways on each floor away from windows/glass doors.
- (2) Designated severe weather shelter areas/locations. First floor/basement interior classrooms, interior hallways, and restrooms away from windows, glass doors, and outer walls. If needed, use second floor interior classrooms, interior hallways and restrooms away from windows, glass doors, and outer walls.

Sebban Hall (MIF 5), Building 1393

- (1) Designated shelter-in-place areas/locations. Inner classrooms and hallways on each floor away from windows/glass doors.
- (2) Designated severe weather shelter areas/locations. First floor/basement interior classrooms, interior hallways, and restrooms away from windows, glass doors, and



outer walls. First floor/basement stairwell landings may also be used. If needed, use second floor interior classrooms, interior hallways and restrooms away from windows, glass doors, and outer walls.

McWethy Hall (MIF 6), Building 1374

- (1) Designated shelter-in-place areas/locations. Inner classrooms, hallways and restrooms on each floor away from windows/glass doors.
- (2) Designated severe weather shelter areas/locations. First floor interior rooms and interior hallways away from windows/glass doors. If needed, use second floor interior rooms, interior hallways, restrooms, northeast and northwest stairwells from second floor down.

LaPointe Hall (MIF 7), Building 1375

- (1) Designated shelter-in-place areas/locations. Inner classrooms, hallways and restrooms on each floor away from windows/glass doors.
- (2) Designated severe weather shelter areas/locations. First floor interior rooms and interior hallways away from windows/glass doors. If needed, use second floor interior rooms, interior hallways, restrooms, northeast and northwest stairwells from second floor down.

METC Headquarters, Building 1291

- (1) Designated shelter-in-place areas/locations. Inner offices and hallways on each floor away from windows/glass doors.
- (2) Designated severe weather shelter areas/locations. First floor offices, interior hallways and restrooms away from windows/glass doors. If needed, use second floor offices, interior hallways and restrooms away from windows/glass doors.

Medical Logistics Training, Building 2640

- (1) Designated shelter-in-place areas/locations. Inner offices and classrooms away from windows/glass doors.
- (2) Designated severe weather shelter areas/locations. Inner offices, classrooms and restrooms away from windows/glass doors.

BMET Field Training Site, Building 4120

- (1) Designated shelter-in-place areas/locations. Inner offices and areas of Building 4120 away from windows and outside doors as much as possible.
- (2) Designated severe weather shelter areas/locations. If enough advanced warning is received, personnel will proceed next door to Building 4110.

Building Access

- 1) Depending on the emergency, the building may/will be locked down; however, personnel will be able to exit. Personnel will exit at their own risk. Personnel will not be able to re-enter the building once they have decided to leave.
- 2) Depending on the shelter-in-place emergency, access into the building may or may not be allowed.



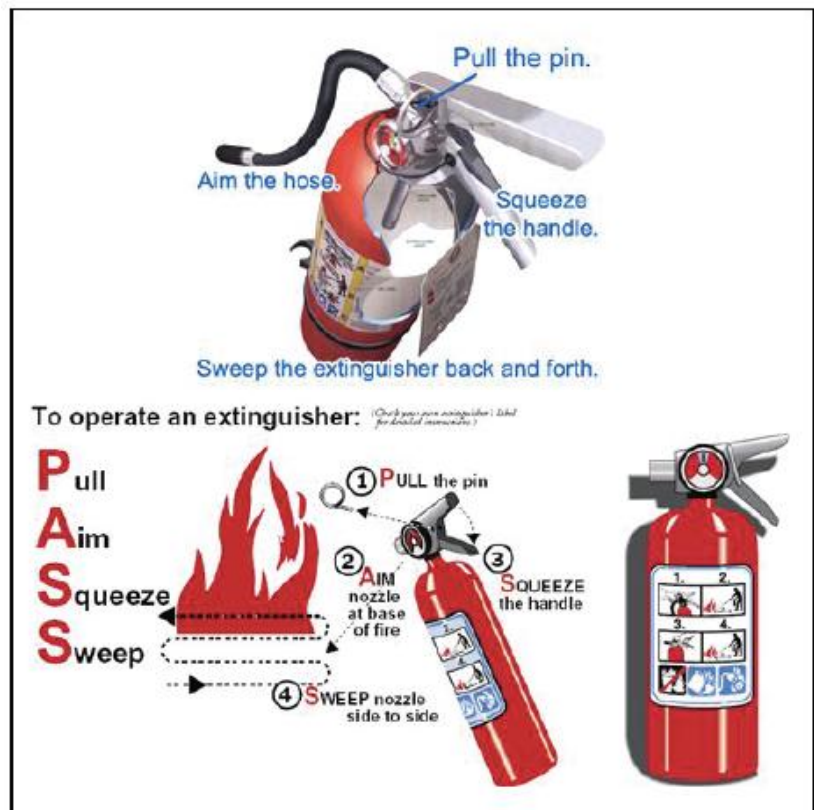
- 3) The METC Commandant, or designated representative, will not authorize re-entry unless approved by the Incident Commander.
- 4) Unless authorized by the METC Commandant or Incident Commander, once a shelter-in-place has been directed, it shall not be cancelled.

Fire Safety

1. If a fire is witnessed, remember **“SPEED”**
 - S** – SOUND ALARM (pull red fire alarm box)
 - P** – PHONE FIRE DEPARTMENT (911, landline/cell phone **210-221-2222**)
 - E** – EXTINGUISH, IF POSSIBLE (small fire only)
 - E** – EVACUATE BUILDING
 - D** – DIRECT FIRE DEPARTMENT PERSONNEL
2. Keep exits free of clutter/obstructions. Report defective smoke alarms or low-pressure fire extinguishers to an instructor or METC facility manager immediately. Do not tamper with smoke detectors. It is a federal offense to tamper with fire extinguishers, alarm boxes, and smoke detectors. Such action may result in automatic disciplinary action from the service leadership team and monetary charges for repairs and damages.
3. If the ability to extinguish the fire exists, please remember these important factors:
 - Protect health and safety.
 - Never underestimate the fire or overestimate individual ability.
 - Check condition of fire extinguisher before approaching fire.
 - Approach fire with caution.
 - Always maintain a clear path of escape.

4. When using a fire extinguisher, use the PASS technique:

Pull the pin.
Aim the nozzle.
Squeeze the handle.
Sweep at the base of the fire.



Inclement Weather

1. During weather watch or warning conditions, students are required to follow instructions provided by their instructor staff, MTLs, NMTIs and Drill Sergeants.
2. During inclement weather conditions, the ATHOC system will announce lightning has been located within a particular distance from the base and updates as needed. This may be done utilizing bull horns, command voice, or runners. If the announcement is lightning within five, meaning lightning is located within 5 nautical miles, students will cease all outdoor activity and immediately seek indoor shelter; however, students will be allowed to safely move to mission essential locations, DFAC, medical, instructional facilities, etc.). Students will **NOT** use the troop bridge until cancellation of lightning. It is critical to utilize risk management to decide on whether to move/relocate with current weather conditions.
3. A disaster warning signal is a 3–5-minute steady tone or siren. Students will immediately cease all activity, seek cover or indoor shelter and brace for disaster. When the warning is no longer in effect, there will be an announcement stating, “All clear – the immediate threat has passed.” Students are to follow the instructions provided by faculty or staff members after a disaster.
4. If the base is closed or has limited operations due to inclement weather, students are to follow the instructions provided by their service command team.

Graduation and Special Events

Visitors

1. Any individual requesting to attend a METC graduation/event who does not have a METC issued access control card is considered a visitor and requires prior authorization.
2. Visitors must be listed on an access list. The access list will be submitted by Division, Section, Course and turned into the METC OPS Division, Administrative Assistant at HQ/MIF by 1600 the day prior to the event. For other special situations, please submit a Security request through METC at: <https://metc.health.mil/sites/ops/sec/SitePages/Security%20Request%20Menu.aspx>.
3. The POC from the division/section/course will be present at the Access Control Point (ACP) to verify visitors are on the access list. If members are not listed on the access list, POC will verify with event POC or sponsor.
4. Visitors are required to provide a government or state ID card upon entry to all METC facilities.
5. Visitors will be logged in on the access control daily log located at: <https://metc.health.mil/sites/ops/Lists/Visitors%20Log/>.



Professional Relationships and Conduct

General Guidance

1. Providing a safe, respectful, and productive training environment is the responsibility of every student. The Department of War's (DOW) mission depends on service members having complete trust and confidence in one another. Unprofessional conduct and illegal acts are incompatible with each of the service's core values, mission, and heritage.

Alcohol and Tobacco Use

1. Alcohol and tobacco use is not authorized within any building on the campus. Tobacco products include, but are not limited to, cigars, cigarettes, stem pipes, water pipes, hookahs, electronic cigarettes, any other kind of nicotine delivery system, and smokeless tobacco products that are chewed, dipped, or snuffed. The 502d Air Base Wing is the authority for all designated smoking areas on all JBSA installations including Fort Sam Houston. Please refer to your service specific student guide requirements regarding areas outside of the Medical Instruction Facilities (MIFs).

Unprofessional Relationships

1. Personal relationships between students, faculty, or staff in entry-level training is **prohibited**. All faculty and staff are **prohibited** from forming unprofessional relationships with students regardless of status.

Bullying

1. Bullying is an act of aggression with the intent of harming a member either physically or psychologically without a proper military or governmental purpose. Bullying may involve the singling out of an individual from his or her classmates, coworkers, or unit for ridicule because he or she is considered different or weak. It often involves an imbalance of power between the aggressor and the victim. Bullying can be conducted using electronic devices or communications, and by other means including social media, as well as in person. Bullying is **prohibited** in all circumstances and environments on the campus.



Hazing

1. Hazing includes conduct which physically or psychologically injures or creates a risk of injury without a proper military or governmental purpose for the initiation into, admission into, affiliation with, change in status or position within, or a condition for continued membership in any military or DoW civilian organization. Hazing can be conducted using electronic devices or communications, and by other means including social media, as well as in person. Hazing is **prohibited** in all circumstances and environments on the campus.

Discrimination

1. The METC has zero tolerance for discrimination of any kind. Unlawful discrimination against a member is any unlawful action that denies equal opportunity to persons or groups based on their race, color, national origin, religion, sex, or sexual orientation. These bases are collectively referred to as a “protected class.” The right to non-discrimination based on religion includes the right to reasonable accommodation of one’s religious beliefs and practices. Discrimination is **prohibited** in all circumstances and environments on the campus.

Harassment

1. The METC has zero-tolerance for unlawful harassment and unlawful sexual harassment. Unlawful harassment and unlawful sexual harassment erode the training environment and violate our core values. Any member found guilty of either are subject to the maximum punishment under the Uniform Code of Military Justice (UCMJ), or local laws.

Damage to Government Property

1. The METC has zero tolerance for the willful damage of government property to or in any facility on the campus (graffiti, intentional damage to any surface, equipment, fixtures, etc.). If held liable the students will be referred to their service for action.



Abbreviations and Acronyms

DFAC – Dining Facility

DoW – Department of War

JBSA-FSH – Joint Base San Antonio-Fort Sam Houston

METC – Medical Education and Training Campus

MIF – Medical Instructional Facility

MTL – Military Training Leader

NCO – Non-Commissioned Officer

NMTI – Navy Military Training Instructor

PDA – Public Display of Affection

POV – Privately Owned Vehicle

SIP – Shelter-in-Place

SNCO – Senior Non-Commissioned Officer

