

# SHOOTING RANGE STANDARD OPERATING PROCEDURE



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**DEDICATED TO THE PROMOTION OF SAFETY  
SPORTSMANSHIP AND MARKSMANSHIP**

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## Purpose

This procedure outlines the rules and regulations governing the use of the outdoor gun range located at the Invict Training Grounds (ITG) All users are required to abide by and enforce these rules. All users are expected to politely point out to any user in violation of these rules, the nature of the violation, request they stop and if continued violation occurs, report the incident along with the violators name, if possible, to the Range Officer on duty or the Chief Range Safety Officer for further action.

## Definitions

**Approved Firing:** deliberate, controlled and aimed fire, which results in every shot hitting the impact berm.

**Firing Line:** that part of the range where shooting benches are placed designated as a Live Fire Activities area.

**Live Fire Activities:** an activity that involves the firing of a gun. Individuals involved in a live fire activity include the shooter, Range Officer, and supporting personnel such as score keepers, timers, and other individuals participating in a shooting activity on a Hot Range.

**Range Officer:** an employee or designee of SHARPE Shooters that is charged with monitoring and enforcing all rules outlined in this SOP as they pertain to the outdoor range use.

**Rapid Firing:** firing more than two shots in a one second period.

**Uncontrolled Firing:** firing from the hip, firing a rifle/carbine/shotgun without the butt of the stock against the shooter's shoulder, or any other type of firing in which the firearm is not aimed by having the shooter's eye aligned with the firearm sights and the sights aligned with an approved target.

**Cease Fire:** shooters stop shooting, firearms are cleared of all ammunition and placed on shooting bench with actions open and muzzle pointed down range.

**Hot Range:** no Cease Fire is in effect; guns may be handled and fired.

**Cease Fire Range:** Cease Fire is in effect, stay away from shooting benches and **NO HANDLING FIREARMS.**

## Range Use Requirements

The use of the Invictus Training Grounds outdoor gun range is covered by these Standard Operating Procedures (SOP's). These SOPs define what every person engaged in live-fire activities must know prior to being permitted to use the outdoor range facility. These SOPs define what every member and public participant must know to utilize the Invictus Training Grounds outdoor range. These SOPs are available from the Invictus Training Grounds office and website [www.invictustraininginternational.com](http://www.invictustraininginternational.com).

## Restrictions

The following are strictly prohibited on Invictus Training Grounds property:

1. **ALL CELL PHONES SILENT.** To be courteous to all shooters concentrating on hitting their target on the range, all cell phones are to be placed on silent.
2. No shooting at wildlife.
3. No shooting cross-range.
4. Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) that will affect his or her ability to participate with a maximum state of awareness and in a completely safe manner, before or during live fire activities. The Range Officer will deny range access to anyone that is or appears to be in violation.
5. **FULLY AUTOMATIC FIREARMS ARE ALLOWED.** But must only be fired on the approved range after notification approval by the ITG Range Safety Officer on duty.
6. **SLIDE-FIRE STOCKS OR ANY OTHER DEVICE THAT MIMICS AUTOMATIC FIRE IS ALLOWED.** But must only be fired on the approved range after notification and approval of the ITG Range Safety Officer on duty
7. **50 BMG CALIBER FIREARMS ARE ALLOWED.** But must only be fired on the approved range after notification and approval by the ITG Range Safety Officer on duty.
8. **FIRING OF ARMOR-PIERCING OR TRACER AMMUNITION IS PROHIBITED.** Armor piercing ammunition means a projectile or projectile core which may be used in a firearm and which is constructed entirely, excluding the presence of traces of other substances, of tungsten alloys, steel, iron, brass, bronze, beryllium copper, or a combination of tungsten alloys, steel, iron, brass, bronze, or beryllium copper.
9. **ANYONE SHOOTING A 338 LAPUA MUST DO SO BY FIRST OBTAINING PERMISSION AND A SCHEDULED TIME.** Anyone shooting a 338 Lapua must have a designated Range Officer oversight during live fire of the gun.
10. No bullet impacts off the range, into buildings, signs, storage containers, sheds, or any other structure or range feature not a Invictus Training Grounds approved impact area.
11. No repeated misses of the target board, or bullet strikes that ricochet causing a danger of bullets leaving the range.
12. No disruptive activities, such as loud music or children that are not supervised properly on the firing line.
13. No loaded firearms are allowed on the Invictus Training Grounds property other than on the Firing Line under a Hot Range condition
  - a. Exceptions to this are for Invictus Training Grounds employees, Invictus Training Grounds members and customers who are properly licensed Florida Carry Licensed individuals, and Law Enforcement personnel.

14. Handguns are not permitted on the rifle range unless the gun is fitted with optics for hunting purposes. The rifle range is reserved for long guns only.

### Allowable Firearms

1. Handguns up to 45 Long Colt can be used on the pistol range and do not need to be checked in with the Range Officer on duty.
2. Handguns with a caliber of 460 and larger along with AK and AR style pistols must be checked in with the Range Officer on duty for any special designated range areas available for these large calibers.
3. Rifles (shoulder fired) - all calibers with the exception of those identified in the "Restrictions" section above.
4. Muzzle loaders - all types. Those individuals shooting muzzle loaders must check in with the RSO for bench assignments so as to not interfere with other shooters with the smoke discharge when firing.
5. Shotguns - all types.

### Range Safety Officers

All RSO on duty are required to have taken the NRA Range Officer training and possess a certificate identifying them as an NRA certified RSO.

Range Safety Officers (RSO) are required as part of open shooting at the outdoor range. Everyone using the Invictus Training Grounds range must first watch the safety video and receive a validated video card to be used as a challenge system by the RSO before anyone can start a live fire scenario. A designated RSO will be in charge of the firing line(s) and range at all times.

The RSO on duty is tasked with:

- Ensuring that all Invictus Training Grounds members, guests, and customers adhere to the rules and SOPs in this document.
- Stopping and addressing any and all unsafe behavior. The RSO will address an individual to inform and point out all unsafe behavior and ensure that they are aware of any safety concerns. The RSO may call a "Cease Fire" and address the entire line at his/her discretion.
- Escorting anyone (to include members) off the range if the person(s) are deemed a safety risk to others on the range.
- Require anyone shooting on the range be given additional training before being allowed to shoot on the range again.
- Reporting to Invictus Training Grounds management any incidents on the range to include:
  - Accidental discharges
  - Personal injuries such as slide bites, forehead scope hits, and etc that draw blood
  - Trespassers - to include wildlife, pets, and unauthorized people
  - Any other incidents deemed reportable

## Authorized Matches

It is the intention of the Invictus Training Grounds owners to attract and host organized shoots and competitive matches. These are shoots and matches such as Three-Gun, IDPA, USPSA, Steel Challenge, and more. It is also the intention to work with organizations such as the National Wild Turkey Federation, Ducks Unlimited, National Rifle Association, National Shooting Sports Foundation, 4-H, The Well Armed Woman and many more who have an interest in the shooting sports.

The Invictus Training Grounds management will designate an Event Chairman to oversee a given shoot/match. The Event Chairman may be an employee of Invictus Training Grounds or a designated person from a 3rd party having a vested interest in the shoot/match. If the Event Chairman is a designated person from a 3rd party, a Invictus Training Grounds employee will be designated as a liaison to the 3rd party in support of the shoot/match.

All events must be scheduled and planned out with the Invictus Training Grounds management to ensure the necessary schedule, supplies, resources, and logistics can be obtained.

All planned, scheduled, and approved shoot/matches take precedence over any individual or personal activity.

The Event Chairman is tasked with:

- Conducting competitive shoot/matches within the planned schedule approved by Invictus Training Grounds management.
- Ensuring all necessary resources such as RSO and any other needed safety personnel are in attendance while the shoot/match is taking place.
- Conducting the shoot/matches with the primary goals of safe shooting for the participants and the prevention of projectiles leaving the range.
- Designating a Match Director, who required by Invictus Training Grounds to be a certified RSO.

## Range Rules

The rules for using the range are outlined as follows, along with noting any unique rules.

### Liability Waiver and Age Restrictions

All users of the Invictus Training Grounds range must fill out and sign a liability waiver on each day that they use the range. Members must have a current and signed liability waiver on file before using the range.

- See the "Children On The Range" section below for children under the age of 18.
- Individuals ages 18 - 20 will be permitted to use the rifle range for rifles and pistol range for shotguns only if not accompanied by an adult 21 or older.
- Invictus Training Grounds rules on age and gun possession are in line with federal and state laws.
- Individuals under the age of 21 who possess a handgun will not be allowed on the range and will be asked to leave the property unless accompanied by someone 21 or older.

## Range Training Requirements

All potential users of the Invictus Training Grounds range must complete a range orientation. The orientation may be one or any combination of a safety video, in-person briefing, and formal classroom training. The amount of training will be determined by the Invictus Training Grounds management and/or RSO on duty.

Each potential user of the Invictus Training Grounds range will be given a card indicating that they have seen the required safety video which is endorsement for use of the range. Members will only be issued their membership card upon completion of watching the required safety video.

**NOTE:** The RSO on duty is tasked with the authority to require anyone shooting on the range be given additional training before being allowed to shoot on the range again and revoking their range use endorsement card.

## General Range Rules

1. Everyone is required to adhere to the written Range Safety Operating Procedures (SOP).
2. All scheduled event use of the range shall take precedence over any individual or personal activity - **NO EXCEPTIONS.**
3. All vehicles shall be parked in the designated parking area, unless authorized by the Invictus Training Grounds management.
4. Range is to be used as posted, or as directed by the RSO on duty.
5. Invictus Training Grounds members must sign in at the store prior to using the range and must have their membership card in their possession to allow the RSO on duty to identify them as a member while on the range and get an assigned bench. Signing in at the store prior to using the range also allows for any updates on special activities that may need to be made known to the member.
6. Non-members must sign in at the store, and pay for their range use, targets, ammunition, and any other consumables that they may need on the range as a receipt is necessary to show the RSO on duty in order to get an assigned bench.
7. Targets may be purchased in the store. Personal targets may be used if they meet the requirements of Invictus Training Grounds. Plastic bottles, glass targets, tin or aluminum cans, explosive targets, and any other exotic items may not be used as targets at any time without the permission of the Invictus Training Grounds management and then only in a closed range or shoot/match scenario. **Each shooter on the range must clean up their bench and targets down range prior to leaving - this will be enforced by the RSO on duty.**
8. Exercise caution not to accidentally discharge guns in the direction of range property, range signs, and stationary furniture.
9. All shooting can only be done from the firing line.
10. No shooting of center fire rifles on the pistol range.
11. Offhand, sitting, and prone shooting of center fire rifles is only allowed on the rifle range in allocated bench positions assigned by the RSO.
12. If your rounds are not going to hit solidly in the berm - **DO NOT FIRE!**
13. Pick up your brass and spent caps when finished shooting. All targets are to be removed from down range when finished shooting - but only during an RSO called "Cease Fire".
14. All shooters and spectators on the firing lines and staging areas must wear ear and eye protection. Safety ear and eyewear is available for rent in the clubhouse.
15. As part of the range safety procedures, all safety rules will be followed.



16. Live-fire times have been designated to be Monday - Saturday 10:00am until 7:00pm or dark, whichever occurs first. Sunday 1:00pm until 7:00pm or dark, whichever occurs first.
17. **ALL firearms must be unloaded**, cased, or actions open when taken to and from the firing line.
18. Inexperienced shooters are to advise the RSO if assistance is needed.
19. When a "Cease Fire" is called by an RSO, **stop all shooting and wait for instruction from the RSO.**
20. **NO firearms are to be handled or moved until the RSO gives a Hot Range command.** All firearms in need of cleaning or repair during a "Cease Fire" must move to a designated repair area as identified by the RSO.
21. Firing in a careless manner will not be tolerated. Shoot at your target only. Do not shoot at any elevation that will allow a bullet to travel over the backstop berm. **Any bullet strikes to facility equipment, structures, or the like other than a designated target carry a fine/fee to cover costs of replacement and/or repairs.** Those individuals firing in a careless manner will be dismissed from the range for the rest of the day. A Safety Incident Report will be filled out by the RSO and will be reported via radio to the store staff for collection of fees. See "Replacement and Repair Costs" chart at the end of this document to be used by the RSO to determine fines/fees to be assessed.
22. **NO open carry of a loaded firearm on your person is allowed.** The RSO and Invictus Training Grounds staff along with Law Enforcement personnel are the exception.
23. RSO commands and range rules must be accepted at this range. Challenge to any rule or RSO command may be made in writing or in person to the Invictus Training Grounds management.
24. All children under 18 must be under adult supervision at all times while inside the range perimeter. Any adult supervising a child will not be allowed to shoot on the range leaving the child unsupervised.
25. The minimum age to shoot on the range by one's self is 18 for rifle/shotgun and 21 for handgun.
26. The RSO on duty will be equipped with first aid supplies, basic tools, and radio for communications with other RSO and the store.
27. **Keep your area used clean - the RSO will enforce this.** Please respect the equipment and clean up your area when you are through shooting. If you move something, **PUT IT BACK.** If you break something, **REPORT IT** so it can be repaired for future use. If you make a mess - **CLEAN IT UP.**

### Children On The Range

1. Children under the age of 18 will not be allowed on the firing range without adult supervision from an adult member, parent, or guardian.
2. Children ages 5 and below will not be allowed on the range, or to be left unsupervised by a parent or guardian while in the clubhouse or left in a car. Invictus Training Grounds is not a babysitter.
3. Children ages 14 and under must be accompanied one-on-one with an adult parent or guardian with 100 percent eyes-on supervision. Adult in charge of watching each child will not be allowed to shoot.
4. Children will not be left unsupervised on the range or in the clubhouse at any time. Children found unsupervised will be escorted to the adult parent or guardian and asked to leave the property for the safety of the children and others using the facility.

5. All children must be fitted with eye and ear protection while visiting the range. Ear muffs, ear plugs and safety eyewear are available in the clubhouse.

## Range Safety

### Range Commands

To indicate emergency or hazardous conditions:

#### **"CEASE FIRE"**

To stop all shooting routinely or, in the case of an emergency, immediately. Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from the trigger, unload and clear the firearm placing the firearm on the bench with chamber in view and wait for further instructions.

#### **"MISSFIRE"**

To notify the RSO and other participants that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist.

To prepare the range for live fire:

#### **"MOVE FORWARD"**

To get shooters into position to prepare to begin shooting. Shooters will move from behind the ready line to their assigned position. **DO NOT TOUCH FIREARM!** Get comfortable, adjust your position make sure you are on the correct side of the bench.

#### **"PROTECTIVE GEAR ON"**

To prepare the shooter for a safe experience. Shooters should put on first their eye protection then ear protection.

#### **"YOU MAY PICK UP YOUR FIREARM"**

To prepare line for firing. Shooters will pick up their firearm, sight in on the target, make any final adjustments and prepare to load.

#### **"LOAD"**

To notify the shooters that they may load their first round. Shooters will load their first round and keep finger off the trigger and stand ready for the next command.

#### **"IS THE LINE READY?"**

To determine if all shooters along the line are ready. All shooters NOT ready should indicate their status to the RSO. Sufficient time will be allowed for the shooter to complete his/her preparation.

#### **"READY ON THE RIGHT?"**

To declare that the shooters have indicated they are ready on the right side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready or to complete the process of getting ready before the final command has been given.

**"READY ON THE LEFT?"**

To declare that the shooters have indicated they are ready on the left side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready or to complete the process of getting ready before the final command has been given.

**"READY ON THE FIRING LINE?"**

To notify all shooters that the range is about to be under live fire and that if anyone is not ready at that point, he/she should notify the RSO; Otherwise await the next command. Shooters simply await the next command.

**"COMMENCE FIRING" or "HOT RANGE"**

To declare the range formally open for live fire. The shooters may commence the prescribed course of fire.

To **STOP FIRING** and declare the range **SAFE**:

**"SHOOTERS, YOU HAVE x MINUTES REMAINING"**

To alert all shooters that a general cease fire is about to be called and to allow the slower shooters to complete the course of fire.

**"CEASE FIRE"**

To stop all firing. All shooters shall open the bolt/cylinder, clear the chamber, remove the magazine - unload the cylinder and lay the firearm down with the bolt/cylinder open and wait for further instructions.

**"COLD RANGE"**

To inform the firing line that the range is safe. The RSO is telling all shooters that all guns are unloaded.

Other Common Commands:

**"ON THE FIRING LINE"**

To tell shooters to take their assigned place at their firing point and prepare to fire, but do not load.

**"CEASE FIRE - ACTIONS OPEN, SAFETIES ON!"**

To notify the shooters to stop firing immediately and all chambers and magazines are unloaded and shooters leave the firing line with the actions of their firearms open.

**"GO FORWARD, SCORE TARGETS AND PASTE"**

Authorizes shooters to move downrange to score, change, remove or repair target faces.

**"RANGE IS CLEAR, YOU MAY HANDLE YOUR FIREARMS"**

Shooters may approach the firing line and handle their firearms since no personnel are down range.

**"MOVE OUT OF POSITION AND REMOVE YOUR EQUIPMENT FROM THE FIRING LINE"**

Authorizes shooters to remove their gear.

**"POLICE YOUR ASSIGNED FIRING POINT"**

Shooters are to pick up their spent ammunition and clean their firing point of all debris.

**"AS YOU WERE"**

Means to disregard the previous command just given.

**"CARRY ON"**

Means to proceed with whatever was being done before the interruption occurred.

**"REMOVE PROTECTIVE GEAR"**

Shooters may remove protective gear.

**"MOVE BACK BEHIND THE READY LINE"**

Means to move behind the ready line and wait for further instructions from the RSO.

**"YOU MAY GO CHECK YOUR TARGETS"**

Shooters may move downrange to the target area.

### **Firearms Carry & Handling**

1. Except when shooting on the range, all firearms outside a case "open carry" must always be unloaded, with the magazines/cylinders out and chamber empty.
2. Firearms in a bag or case must remain in the bag or case when transporting them between the parking lot, clubhouse, and range.
3. Hot Range Procedure: proceed to a shooting bench as directed by the RSO. Uncase the firearm with the muzzle pointing downrange ensuring the action is open, only take out magazines and ammunition out of the case for the firearm to be shot. Only one firearm on the firing line bench at one time.
4. Cease Fire Procedure: Remain behind the firing line and do not uncase any firearms until the cease fire has been completed and the range is back to a hot range status. Uncase the firearm with the muzzle pointing downrange ensuring the action is open, only take out magazines and ammunition out of the case for the firearm to be shot. Only one firearm on the firing line bench at one time.

### **Cease Fire Procedure**

1. When a verbal "Cease Fire" is heard all shooting must stop immediately, unload firearm ensuring the chamber is empty and remove magazines.
2. Fix actions open and insert empty chamber flag
3. Place firearms on the bench with muzzles pointed downrange, or in a proper rack with muzzles pointing up.
4. Before anyone moves downrange, all persons must move behind the firing line and acknowledge the cease fire verbally or visually to the RSO.
5. Fly Cease Fire Flag (white flag)
6. Absolutely no firearm handling during a cease fire. Everyone is either downrange at the targets, picking up brass in front of the firing line, or behind the firing line.
7. Brass forward of the firing line may be picked up during a cease fire, but the person must then return behind the firing line without stopping at the shooting bench.

8. Chronographs may be set up only when everyone has returned from downrange while the range is "Cold". The chronographer should be the only person in front of the firing line. The chronographer may handle the firearm to line it up with the chronograph but may not load the firearm until a Hot Range is in effect.
9. Anyone handling a firearm during a cease fire or carelessly sweeping people on a Hot Range should be reported to the RSO.
10. **AT ALL TIMES THE NRA GUN SAFETY RULES MUST BE OBSERVED:**
  - a. Always keep the gun pointed in a safe direction
  - b. Always keep your finger off the trigger until ready to shoot
  - c. Always keep the gun unloaded until ready to use

## Firing Line Rules

1. Eye protection is mandatory at all times on the range to include staging areas. Designated spectator areas do not require eye protection, but it is recommended.
2. Ear protection is mandatory at all time in all range designated areas during Hot Range (live fire) activities. Designated spectator areas do not require ear protection, but it is highly recommended.
3. Each firing position is labeled to a corresponding target stand position. Shooters must only shoot in their prospective shooting lane.
4. Rifle Range: while firing off a bench or otherwise, bullets may not leave the impact area. The shooter must not be able to see above the berm (no blue sky).
5. Pistol Range: bullets may not leave the impact area. Baffles will not be installed on the pistol range. Anyone caught firing over the berm will be escorted off the range by the RSO after calling a Cease Fire. No warnings will be given.
6. During a cease fire, all firearms are to be unloaded and empty chamber flags inserted into the chamber.
7. No one is allowed forward of the firing line unless the range has been declared safe by the RSO.
8. Once on the firing line, a firearm's muzzle must be pointed down range at all times.
9. Loaded firearms must be pointed down range with barrel horizontal at all times.
10. Only one firearm and matching ammunition is allowed on the bench at one time.
11. Only shooting from the bench is allowed, unless approved by the RSO.
12. Shoot only at designated targets.
13. If there is a misfire be sure to keep the muzzle pointed down range (preferably on target) for at least 45 seconds, in case it is a hang fire.
14. After a misfire or jam, the firearm must be cleared. A misfire is when a cartridge does not fire after the primer has been struck by the firing pin. A hangfire is a perceptible delay in the ignition of a cartridge after the primer has been struck by the firing pin. The normal procedure for handling misfires or hangfires is to:
  - i. Keep the gun pointed downrange (safe direction).
  - ii. Wait at least 30 seconds in case it is a hangfire. With muzzleloaders, wait at least two minutes.
  - iii. Squib load is when there is less than normal pressure or bullet velocity after ignition of the cartridge and the bullet gets lodged in the barrel. The normal procedure for handling a squib load is:
    1. Stop firing immediately
    2. Keep the gun pointed downrange
    3. Unload the gun - make sure the chamber is empty

4. Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.
15. Only one shooter's target is allowed per frame, unless approved by the RSO.
16. Smoking is not allowed under any circumstance on the range, staging areas, or spectator areas. Smoking is only allowed in a designated area outside the clubhouse.
17. IN ALL CASES THE RSO'S DECISIONS ARE FINAL AND BINDING. HIS/HER DECISIONS ARE BASED ON THE CURRENT SITUATION AS IT EXISTS, AND HIS/HER JUDGEMENT DICTATES. THE RSO'S DECISIONS MAY SUPERCEDE THE GENERAL PRINTED RULES OR SOP.

### Range Rules Specific to Black Powder Firearms

1. No smoking around black powder firearms period. This includes any black powder firearms situated in a designated smoking area.
2. No charging of muzzleloaders from powder cans or flasks. They are only to be charged from a powder measure, pre-measured charges, or pellets.
3. Muzzleloaders are to be loaded at the tables behind the firing line, but they are to remain visibly uncapped (such as in the half-cock position, or in the case of flintlocks the pan unprimed with the frizzen open and hammer down) until they are on the firing line and ready to fire.
4. Powder containers are not to be brought up to the firing line. They should be kept on the staging area tables/benches behind the firing line. Close all powder containers when not in use. Only small quantities of priming powder are allowed on the firing line.
5. Muzzles must remain pointed vertically until the loaded firearm is brought to the firing line. Once primed or capped, the muzzle must remain at or below the horizontal position.
6. Clearing a misfire
  - i. Wait a minimum of two minutes to ensure that the gun will not go off due to hangfire.
  - ii. Remove the cap or check the flint. Clear the flash channel to ensure the flash will reach the powder, then recap or prime. Attempt to fire.
  - iii. If it still fails to fire, use a hand-held CO2 discharger to blow the load downrange. There are adapters designed to fit every type of muzzleloader.
  - iv. Check the bore for a load (insert ramrod into barrel to check if there is already a load in the barrel)
  - v. Half-cock/position the gun for loading (pull the hammer to half-cock and position the gun. Stand the gun on the ground between your legs so that the muzzle is pointed up and away from your body. Never work directly over the muzzle.)

### NRA Hygiene Guidelines

- Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a firearm.
- Wash your hands and face with soap and water after leaving the range or cleaning area before eating, or drinking.
- Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

## Emergencies and Incident Reporting

In the event of an Emergency please follow these procedures:

- Cease Fire Immediately.
- Notify the RSO.
- Follow all instructions given by the RSO.
- Offer assistance if you are able.
- Take charge of the situation. Determine seriousness of injury.
- Render aid. First-aid kit is located in the RSO duty pack.
- Use RSO radio to notify manager on duty to call for help. Manager on duty will call 911 or the appropriate emergency number(s).
- Direct help to location. Stand post by the main gate to direct emergency personnel as needed.
- There is an Automatic Defibrillator device located in the Member Lounge of the main building.
- Take notes as soon as practical. Interview witnesses and get written statements. Safety Incident report sheets are located in the RSO duty pack.

## First Aid Procedures

All personnel rendering first aid should be aware of the precautions surrounding bloodborne pathogens in the event of an accident. The following guidelines should be followed if someone is injured and you come in contact with biohazardous materials including but not limited to: blood, secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, any body fluid visibly contaminated with blood, any un-affixed organ or tissue from a human living or dead, and the disposal of cleaning items and first aid dressings. Universal precautions should be used; all blood and body fluids listed above must be treated as potentially infectious.

Government guidelines can be found at [www.OSHA.gov](http://www.OSHA.gov), search for OSHA Occupational Exposure to Bloodborne Pathogens.

## Personal Protective Equipment

The following equipment should be used when coming in contact with biohazardous material:

1. Gloves, eye and face protection
2. Fluid-proof over garments
3. Shoe coverings
4. Resuscitation mouthpieces for CPR

## Procedure for Cleaning Surfaces Contaminated with Biohazardous Material

Only those personnel trained and designated as the Bloodborne Pathogen Team should be in charge of the cleanup procedure. In addition to training, each individual should be inoculated for Hepatitis C. Your local physician is capable of administering the vaccine regimen.

1. An approved Bloodborne Pathogen Cleanup Kit must be used for cleaning if at all possible.

2. If a large amount of blood or other biohazardous material exists on surfaces or on equipment, the area must be roped off with "Caution Biohazard" tape. The personnel in charge of the cleanup must adorn whatever amount of personal protective equipment is needed for protection. The biohazardous material must be wiped up with paper towels or sprinkled with liquid-congealing powder. The paper towels or powder must then be placed in a red biohazard bag.
3. The surface, floor, or equipment must then be decontaminated using an approved germicidal liquid. The solution must remain on the surface for ten minutes or as directed and then wiped off with water. In addition to commercially available germicides, a 1 part solution of sodium hypochlorite (common household bleach) to 10 parts water prepared daily is an effective germicide.
4. For a small drop of blood or other biohazardous material that exists on a surface or equipment, wipe off with approved germicidal liquid. Do not use rubbing alcohol as a cleaning solution as it does not kill viruses. The solution must remain on equipment or surface for 10 minutes and then wipe off with water.

Disposal of Contaminated Material (i.e. paper towels, personal protective equipment, saturated dressing):

All contaminated materials including personal protective equipment must be placed in a red biohazard bag; the bag must be closed with a metal twist closure or tied in a knot. The bag must then be taken to a Biohazard Laboratory for proper disposal.

## Facility Operating Procedures

### Store/Building - Opening Procedure

Designated manager/person will:

1. Unlock the door and turn off the alarm in the bathroom hallway.
2. Turn on lights in bathroom, member and retail areas.
3. Ensure air conditioning/heat is set and turned on as appropriate.
4. Make bank run for prior day/weekend business deposits as well as change orders.
5. Put rental guns out.
6. Clean rental guns according to weekly rental gun cleaning schedule.
7. Put retail for sale guns out.
8. Stock ammunition and any other necessary retail items from back-stock.
9. Wipe-down/clean retail areas, counters, floors, and bathrooms as needed.
10. Check out radio for communications with RSOs and test as each RSO reporting for duty checks out his/her radio to ensure everyone has proper and working communications.
11. Verify and make ready range rental/retail items:
  - a. Lead sleds
  - b. Shooting bags
  - c. Spotting scopes
  - d. Binoculars
  - e. Bullseye Target Camera
  - f. Eye protection
  - g. Ear protection



- h. Targets
- i. Ammunition

### **Store/Building - Closing Procedure**

1. Verify that all range rental items have been checked in, accounted for, and cleaned for the next business day.
  - a. Lead sleds
  - b. Shooting bags
  - c. Spotting scopes
  - d. Binoculars
  - e. Bullseye Target Camera
  - f. Eye protection
  - g. Ear protection
  - h. Targets
  - i. Ammunition
2. Check in radio used for communications with RSOs. Verify all radios checked out have been checked-in and are hooked up to be charged for the next business day use.
3. Empty garbage cans taking all trash to the dumpster.
4. Put retail guns away in vault.
5. Put rental guns away in vault.
6. Close out cash drawer using the system's end of day closing process and prepare bank deposit to be deposited the next business day.
7. Put cash drawer and bank deposit away in vault.
8. Turn off computer(s).
9. Ensure air conditioning/heat is set and turned to appropriate temperatures for closed building.
10. Ensure all outside doors are locked from the outside.
11. Turn off lights in bathroom, member and retail areas.
12. Turn on outside lights.
13. Turn off outside deck fans.
14. Turn on the alarm in the bathroom hallway and lock the door.

### **Range - Opening Procedure**

All RSOs reporting for duty will:

1. Check out RSO duty pack
2. Ensure all items are in RSO duty pack:
  - a. Copy of this SOP
  - b. Incident Reports
  - c. FULL first aid kit
  - d. Tourniquet
  - e. Pens/Pencils
  - f. Sharpie Marker
  - g. Note Pad
  - h. Witness statement sheets
  - i. Rubber Gloves
  - j. Trauma Kit
  - k. Range inspection sheets
3. Check out Radio and test with Store/Building staff on duty

4. Check out RSO vest
5. Fill assigned range/bay water cooler(s) with sufficient bottled water and ice and place in designated area(s)
6. If a match or private event scheduled for designated Rifle or Pistol range:
  - a. Review "Event Checklist" and perform the appropriate tasks:
    - i. Post appropriate "Event" signage on the range(s) announcing a closed pistol bay/rifle range event
    - ii. Ensure appropriate targets are made ready for event and placed on range(s) as necessary and outlined in event checklist
    - iii. Ensure appropriate shooting line/stations are identified and made ready
    - iv. Ensure appropriate supplies - garbage cans, brass buckets,
    - v. Identify event spokesperson prior to event starting and coordinate duties of any volunteers and/or event staff
    - vi. Give safety briefing for event with all participants to include those not shooting - SAFETY FIRST!
7. Verify and make ready rental/retail items (all ammunition only available in store):
  - a. Lead sleds
  - b. Shooting bags
  - c. Spotting scopes
  - d. Binoculars
  - e. Bullseye Target Camera
  - f. Eye protection
  - g. Ear protection
  - h. Targets

## Range - Operating Procedure

1. Range inspection:
  - a. Ensure that there are no hazards/obstructions between the firing line and the impact area. keep the area clean.
  - b. Correct any problems before opening the range.
  - c. If a problem is found that can't be corrected immediately you will have to determine if the range/bay can be run safely with the existing problem. For example: If a section of the primary impact berm is damaged or eroded away, the range could still be opened but the affected section/bench will not be used. However if you determine that the range cannot be operated safely - DO NOT OPEN THE RANGE/BAY. Report the problem to the store manager as soon as possible so that range operators/owners can address the problem; hang a sign so that every RSO coming to the range will be aware of the problem.
2. Supplies:
  - a. Extra targets, safety glasses, and ear protection will be made available to shooter(s) in limited quantities by the RSO for a fee.
3. Make sure all target frames are in good working condition. Replace backer boards as needed.
4. For each shooter using the range:
  - a. Shooter(s) must present a current day receipt for range use or member card to the RSO on duty.

- b. Shooter(s) must present a range safety video card in order to use any of the ranges and be assigned a bench by the RSO. Members will have seen the range safety video as part of the membership application process.
  - c. Friends of employees are paying customers - not free loaders. Friends are to be treated as a customer and follow the same rules as a paying customer.
  - d. Family of employees are defined as a spouse, and single sons and daughters of the employee and/or spouse under the age of twenty-one (21). Any single sons and daughters of the employee and/or spouse that is a full-time student under the age of twenty-five (25) shall be construed to be "family." Family of employees may shoot for no fees, but only if there are operating range benches available. Paying customers have priority.
  - e. Upon successful current day receipt and safety video card - or member card - presentation, RSO assigns a bench to shoot from.
  - f. Any rental items such as a lead sled, shooting bag, spotting scope, or other item, a receipt must be presented and surrendered to RSO prior to RSO issuing rental item. Members have carte' blanc for available rental items with the exception of rental firearms.
  - g. When a shooter(s) have completed their shooting session and rental items are returned to RSO, brass policed and bench area cleaned up, the RSO will return surrendered receipt so that shooter(s) can then present receipt to the store staff for retrieval of a held ID/credit card.
2. In the event of an incident:
- a. **ANY minor injury** - slide bite, forehead scope event, or any other minor injury event that draws blood or otherwise injures a shooter or by-stander, an incident report will be filled out by the RSO and signed by the shooter(s) - or witness if shooter(s) is not able to sign.
  - b. **ANY Catastrophic or serious/fatal injury** - RSO or ANY shooter/bystander on the range will call a CEASE FIRE! RSO will radio all RSOs and store manager on duty to CEASE FIRE on all range/bays and lock-down the entire facility while emergency and first responders perform necessary tasks. Range closure may be necessary, and in the case of a range closure of this nature, SAFETY FIRST by following first responder and RSO directions followed by SAFE egress of shooters and members from the range to either the main store building or from the property as directed.
  - c. **ANY Accidental Discharge** - RSO will fill out an incident report and have shooter(s) and/or witness(es) acknowledge and sign report. It will be up to the RSO to determine if the shooter(s) can remain on the range or if their shooting session is concluded.

### **Making The Line Hot**

1. After all shooters are back from putting out target frames or changing targets and are back behind the benches and the firing line, double check to insure that no one is down range.
2. After confirming that the range is clear and it is safe to shoot, announce: "PUT ON YOUR EYE AND EAR PROTECTION. "
3. After confirming that everyone on the range has put on their ear and eye protection, announce: "THE LINE IS HOT, YOU MAY COMMENCE FIRING WHEN YOU ARE READY."
4. Fly Hot Range Flag (red flag)

5. An RSO must always be monitoring the firing line condition. If the RSO must help a shooter and is on duty alone, the line must be shutdown until he is free to continue his duty.

### **Making The Line Safe**

1. A couple of minutes before calling a cease-fire, warn shooters of the upcoming target change by announcing: "LAST ROUND, ONE MORE ROUND BEFORE CEASE-FIRE."
2. Once you have determined that adequate time has elapsed, (couple of minutes for shooters to fire their last round), then announce: "WE ARE MAKING THE LINE SAFE. CEASE-FIRE, CEASE-FIRE. UNLOAD ALL FIREARMS AND REMOVE DETACHABLE MAGAZINES. OPEN YOUR FIREARM'S ACTION, PUT THE SAFETY ON, AND STEP BACK AWAY FROM THE BENCHES BEHIND THE FIRING LINE. DO NOT TOUCH ANY FIREARM UNTIL FURTHER NOTICE. STAY BEHIND THE FIRING LINE UNTIL IT HAS BEEN MADE SAFE."
3. Go down the firing line and inspect all firearms. Confirm that:
  - a. All firearms are unloaded with detachable magazines removed.
  - b. Their actions are open with chambers empty and visible (chamber flags inserted if available) and safeties applied.
  - c. If an action cannot be locked open, use an empty case, chamber flag, or other inert object to keep the action from fully closing.
  - d. Muzzleloaders unloaded, visibly uncapped (or in the case of flintlocks the pan unprimed and the frizzen open and the hammer down).
  - e. Everyone is standing back behind the firing line, away from the benches.
  - f. No one is touching a firearm.
11. Once you are satisfied that it is safe to go down range, fly the cease fire flag (white flag)
4. and announce: "THE LINE IS SAFE. YOU CAN NOW GO DOWN RANGE AND CHANGE TARGETS. THERE IS TO BE NO HANDLING OF FIREARMS UNTIL FURTHER NOTICE."
5. Remind shooters to:
  - a. Stay away from the shooting benches and stay behind the firing line while people are forward of the benches down range. Spent cases around the benches are not to be picked up now. They can be picked up later when all shooters have returned back behind the firing line and the RSO gives the command to approach the benches.
  - b. Take staplers, tape, and any other target items with them down range so as to minimize the time spent down range.
  - c. Keep their safety glasses on down range at all times.
  - d. That now is also a good time to pick up any brass that has fallen forward of the benches and cement pad and to deposit it in the designated brass buckets if they don't want it. Brass on the firing line can be picked up after the RSO gives the command to do so after all shooters have returned behind the firing line.
  - e. Bring their target frames back if they are done shooting.

### **Range - Closing Procedure**

All RSOs closing the range will:

1. Make the line safe for the last time. Verify firearms are empty and cleared prior to directing everyone to case their firearms before declaring the line safe and allowing shooters down range.

2. Maintain observation of the line until all shooters have removed their firearms from the range.
3. Put any equipment such as sandbags and rests in their storage location.
4. Pick up all trash and dispose of properly. Sweep off shooting area if required.
5. Place stools on top of shooting benches.
6. Make sure all baffle doors are UP and secured.
7. After all shooters have left the range, turn off all lights and electrical equipment.
8. Return spotting scopes and other items to the store to be put away.
9. Close and lock all doors of supply cabinets and other secured storage.
10. Insure that everyone has left the range.
11. Ensure all items are in RSO duty pack and replace/refill items that were used for the shift:
  - i. Copy of this SOP
  - j. Incident Reports
  - k. FULL first aid kit
  - l. Tourniquet
  - m. Pens/Pencils
  - n. Sharpie Marker
  - o. Note Pad
  - p. Witness statement sheets
  - q. Rubber Gloves
  - r. Trauma Kit
  - a. Range inspection sheets
12. Check in RSO duty pack.
13. Check in Radio and ensure that it is plugged in to recharge the batteries.
14. Check in RSO vest
15. Drain and put away assigned range/bay water cooler(s).
16. If a match or private event was held for designated Rifle or Pistol range:
  - a. Perform the appropriate tasks:
    - i. Remove "Event" signage on the range(s) announcing a closed pistol bay/rifle range event
    - ii. Remove event targets and put them away.
    - iii. Ensure shooting line/stations are cleaned up.
    - iv. Ensure garbage cans and any other debris are emptied into the dumpster
    - v. Ensure any full brass buckets are replaced with empty buckets. All full brass buckets are to be put in the designated storage area.
17. Verify and secure rental/retail items (all ammunition only available in store):
  - a. Lead sleds
  - b. Shooting bags
  - c. Spotting scopes
  - d. Binoculars
  - e. Bullseye Target Camera
  - f. Eye protection
  - g. Ear protection
  - h. Targets

# Safety Incident Report

Documented by: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person(s) involved: \_\_\_\_\_

Indicate type of incident:  Accidental Discharge  Personal Injury  Other  
 Near Miss  Property Damage

Put a check ( ✓ ) under the appropriate response	YES	NO
Was the person(s) involved a member of Shooters Ranges?	_____	_____
Was the accident the result of firearm/equipment malfunction?	_____	_____
Did the accident seem to be the result of improper / disregard for / lack of training / lack of firearm and safety education?	_____	_____
Was First Aid administered?	_____	_____
Was 911 or other emergency personnel called to the scene?	_____	_____
Was CPR or use of the defibrillator required?	_____	_____
Were bodily fluids/biohazardous materials properly cleaned up?	_____	_____
First-Aid kit need refilled?	_____	_____
Biohazard Kit need refilled?	_____	_____

All "NO" answers or "Other" type of incident must be commented on in the space provided below. Provide as much detail as possible for the incident being reported. All incidents must be reported to the Shooters Ranges management for investigation.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Add additional blank pages if necessary)



## Replacement and Repair Costs

The following chart of costs for damages to facility equipment as the result of careless or accidental firearm discharges or other negligent/accidental actions are to be identified and used by the RSO when filling out the Safety Incident Report with fines/fees:

<b>What</b>	<b>Fine/Fee</b>
Baffle Strike	\$10
Target Stand Damage	\$50 + Replacement Cost
Spotting Scope Damage	\$50 + Replacement Cost
Binocular Damage	\$50 + Replacement Cost
Chrono Damage	\$50 + Replacement Cost
Bullseye Camera Damage	\$50 + Replacement Cost
Facility Structures	\$200 + Actual Repair Costs
All other equipment not listed above	\$50 + Replacement Cost