

PAPRC Emergency Procedures

Purpose

The purpose of this procedure is to ensure the PAPRC is as prepared as reasonably possible for emergency situations and to define the responsibilities of the executive and general members.

It is the goal of the Prince Albert Pistol and Rifle Club to provide shooting ranges and facilities for its member's use that are as safe as reasonably possible.

Definition

An emergency is any unplanned event that can affect the health, safety or welfare of any PAPRC members, guests or spectators and the security or condition of club ranges and facilities.

Responsibilities

The **RCMP Chief Firearms Officer** certifies the club's ranges and has the ultimate authority regarding the condition, safety and operation of the ranges. The club executive will work with the C.F.O. to ensure the club's facilities meet or exceed the requirements of the Government of Canada Shooting Clubs and Shooting Range Regulations.

The **PAPRC Chief Range Officer** will inspect the PAPRC ranges and facilities on a regular basis and ensure they meet requirements. The PAPRC Chief Range Officer is the main contact with the RCMP Chief Firearms Officer and has duties as defined in of the Government of Canada Shooting Clubs and Shooting Range Regulations and in the PAPRC Operating Procedures. The Chief Range Officer can appoint assistants as required. If the PAPRC Chief Range Officer cannot perform his duties then the President (or failing him) the Vice-President shall assume these duties.

Each **PAPRC Venue Director** will assist the Chief Range Officer with the inspection of their venue and shall ensure it meets safety requirements. Each venue director shall maintain the first aid kit and signage at their venue. Each venue director will ensure targets and target stands meet safety requirements as directed by the Chief Range Officer and/or the PAPRC executive. The PAPRC Venue Director will often be the Designated Range Officer at venue events. The venue directors can appoint assistants as required.

The **PAPRC Executive** will support the Chief Range Officer and the Venue Directors in ensuring the PAPRC ranges and facilities meet the safety requirements. The PAPRC shall assist members of the executive with obtaining basic first aid and basic Range Safety Officer training.

A **Designated Range Officer** is required to be present during activities at the PAWF Indoor and Baffled Ranges. If more than one person is present at any of the West Range Venues then one person is the Designated Range Officer (this is usually a member of the PAPRC executive or an experienced club member). At any venue running any event the **Range Officer** for that event assumes the duties of the **Designated Range Officer**.

Emergency response.

This document is not a first aid guide. Refer to the guide booklet in the first aid kit and/or a trained person.

If an incident of any kind occurs the ***Designated Range Officer*** will:

Stop all activity.

Take control of the situation.

Assess what response is required.

Contact emergency services if required.

Perform first aid as appropriate.

Assist emergency services as directed.

Ensure the safety and security of firearms and persons or appoint an assistant to do so.

Report all and any incidents to the PAPRC Chief Range Officer. If he is not reachable contact the President or Vice-President or any member of the PAPRC executive.

Accepted by the PAPRC membership at the Dec 8, 2015 AGM.

Sign below to be posted at each first aid kit at each venue.

In the event of serious injury

Call 911

In the event of a minor injury consult the guide book in the First Aid kit and treat appropriately.

To report a forest fire call 1-800-667-9660

Buckland Range is approx. 14 km west of Prince Albert on Highway 3

Buckland (West) Range Land Location: SW 16-49-26-W2

Black power range GPS location: 53° 14' 35" N, 105° 58' 01" W

Shotgun range GPS location: 53° 14' 31" N, 105° 58' 22" W

Silhouette range GPS location: 53° 14' 31" N, 105° 58' 37" W

Multi-purpose range GPS location: 53° 14' 36" N, 105° 58' 53" W

PAWF facility is situated at Central Ave and Tiessen Drive

PAWF building GPS location: 53° 13' 19" N, 105° 45' 23" W

After every incident immediately call one of these PAPRC executive:

Chief Range Officer: 306-749-2421

President: 306-961-4050

Vice-President: 306-763-4146