



EVERGREEN SPORTSMEN'S CLUB

STANDARD OPERATING PROCEDURES (SOP)

RIFLE AND PISTOL RANGE

Adopted by the Board of Trustees on: November 3rd 2022

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Preamble:

The Evergreen Sportsmen's Club is committed to promoting recreational shooting and to encourage safe handling of firearms. The Evergreen Sportsmen's Club provides shooting bays adaptable to various shooting activities. This document provides the Standard Operating Procedures (SOPs) for the rifle and pistol ranges.

Purpose of the Range:

The Evergreen Sportsmen's Club is primarily intended for recreational shooting by its members, military guests, and the general public. It is also used for specialized shooting events as described in Chapter 1 of this SOP, or for special events as determined by the Board of Trustees and/ or the Range Master. Members are encouraged to follow the NRA Marksmanship Qualification Program, or similar organization, in order to improve their shooting skills. In the operation of the rifle and pistol ranges ***Safety Shall Be the Governing Consideration At All Times***

Definitions:

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

Firing Line: The part of the range where shooting benches are placed, designated as a Live Fire Activities area, lanes one through fifteen with the limit line indicated by a painted red line.

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

Range Safety Officer: A volunteer designee of ESC that is responsible for 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. All range personnel will stay away from shooting benches and NO HANDLING FIREARMS.

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

Cold Range: No Shooting and no handling of firearms, guests can proceed to impact area to pick up, drop off or adjust targets.

Rifle and Pistol Range Organizational Structure:

ESC Board of Trustees: A body of individuals elected by ESC club members, who are responsible for all administrative and field operation functions of the club. The Range Master (CRSO) will work with the ESC Board on matters pertaining to the Rifle & Pistol Range.

Chief Range Safety Officer (CRSO): Also known as the Range Master, is an active ESC member and a volunteer who is appointed by the ESC Board of Trustees and is responsible for the day-to-day operations to include, RSO schedule, RSO training and staffing of the Rifle and Pistol Range. The CRSO must not only have extensive knowledge of the RSO program but be familiar with range design and use. The CRSO is responsible for developing the Standard Operating Procedures for the ESC Rifle and Pistol Ranges. It is highly recommended that the CRSO has a National Rifle Association (NRA) CRSO certification or official certification from a similar program.

Range Safety Officer (RSO): Is an active ESC member and a volunteer who possess the knowledge, skills, and attitude essential to organizing, conducting, and supervising safe shooting activities and range operations. RSOs are appointed by and report directly to the Range Master (CRSO). RSOs must complete an ESC RSO training program and it is highly recommended that the RSOs have completed the National Rifle Association (NRA) RSO training or similar certified program. RSOs must be 21 years of age or older.

ESC Manager: Is an employee of the ESC and appointed by the ESC Board of Trustees. The ESC Manager is responsible for all ESC maintenance. ESC Manager communicates directly with the Range Master to ensure the range is safely operating for all participating parties.

ESC Office Employees: Are employees of ESC and appointed by the ESC Board of Trustees. The ESC Office Employees are responsible for all Rifle and Pistol Range appointments. RSOs will communicate directly with ESC Office Employees to pick up range keys and general public sign-up list.

Range Safety Officer (RSO) Training and Duties:

All RSOs on duty are encouraged to have taken the NRA Range Safety Officer training and possess a certificate identifying them as an NRA certified RSO, or equivalent certification. Range Safety Officers (RSO) are required to be present when the range is open to the public. All RSOs must complete and ESC Rifle and Pistol Range training program and must be approved by the Range Master to operate the range.

RSO duties include:

1. Ensuring that all ESC members, guests, and customers adhere to the rules and SOPs in this document.
2. 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.
3. Revoke shooting privileges for the day (to include members) if the person(s) is deemed a safety risk to others on the range.
4. Reporting to Range Master incidents on the range to include:
 - a. Accidental discharges
 - b. Personal injuries such as slide bites, forehead scope hits, and any other action that draws blood
 - c. Trespassers - to include wildlife, pets, and unauthorized people
 - d. Any other incidents deemed reportable

CHAPTER 1

Authorized Uses and Operations of the Rifle and Pistol Ranges:

General

The Evergreen Sportsmen's Club operates the Rifle and Pistol Ranges for the safe enjoyment of target shooting by its members, military guests, and the general public. The ranges are not to be used for any non-sanctioned commercial activity. **No person convicted of a Felony or Domestic violence can be a member of this club or use the club's firearm ranges.** The RSO's, under the direction of the President, the Range Master, and the Board of Trustees have the responsibility for the administration and safe operation of these ranges.

All users are required to abide by these rules and policies. All users are expected to point out any user violation of these rules, the nature of the violation, request they stop and if continued violation occurs, report the incident along with the violator's name, if possible, to the RSO on duty or the Thurston County Sheriff's Office for further action.

Range Usage Authorization

Overall range availability is at the discretion of the ESC Board of Trustees via the Range Master. Hours of Operation may vary by season and RSO availability. An RSO has the authority from the ESC Board of Trustees and Range Master to shut down the Range if he/she deems it necessary. In extreme cases, such as an accident or an unruly person as defined in these SOPs, the Range should be closed and the proper authorities (Fire & Rescue Squad and/or County Sheriff) and Range Master must be notified. The President of ESC shall be notified as soon as practical by telephone or email. The remainder of the ESC Board of Trustees shall also be notified as soon as possible by the Range Master by submitting an RSO incident report form.

These SOPs are available from the ESC front office, and in the Rifle Pistol Range RSO Shack.

Range Usage Requirements

The requirements for shooters are as follows:

ESC Club Members:

- Display of a current membership/card.
- Have a government issued ID card with photo.
- Must have completed all information requests after reading and signing the indemnification waiver

Non-ESC Club Members (General Public):

- Have a government issued ID card with photo.
- Must have completed all information requests after reading and signing the indemnification waiver

Military Members, Active/Veterans/Retiree's:

- Display of a valid Military ID Card, or VA ID Card.
- Must have completed all information requests after reading and signing the indemnification waiver

Law Enforcement (On and Off Duty) During Public Shooting Hours:

- Display of a valid Dept. ID card and LE badge or be in department issued uniform.
- Must have completed all information requests after reading and signing the indemnification waiver

Active ESC RSO's:

- Display of a current membership/card.
- Have a government issued ID card with photo.
- Must have completed all information requests after reading and signing the indemnification waiver

Special Events

Evergreen Sportsmen's Club promotes active programs in firearm education, firearm safety and in hunter safety. These courses may include live firing at the Range. These special events, which are listed on the ESC website, usually occur on weekends, and could take priority over open Range usage. The course instructor should work with the ESC Board and Range Master to ensure the safety of everyone at

the Range. The assigned RSO for the day has control of the Range and is responsible for its operation. The point of contact for these various events is the Range Master (CRSO). To ensure the Range is safe for all shooters, the on-duty RSO will evaluate range conditions to include equipment, conditions of bays, weather, and the physical environment. If the range is unsafe for use or poses a threat to the environment, the on-duty RSO will contact the Range Master and make a recommendation on closing the range. If the Range Master is unavailable, the RSO has the authority to close the range. The RSO will notify the ESC Manager of any range closures as soon as possible.

Special Events: The Range will be closed for all shooters for special events approved by the Board of Trustees.

Weather: In the event of severe weather that could endanger the lives of shooters and spectators, the RSO should close down the Range and evacuate the area. The RSO should decide what to do if the weather clears and the danger is no longer present.

No On-Duty RSO: During scheduled public hours, if no volunteer RSO is available to open and supervise the Range, the Range Master will close the range for all shooting activities. ESC Manager will be notified of Range closure.

Range Activity Restrictions

The following are strictly prohibited on ESC Rifle and Pistol Ranges:

1. **Cell Phone Use:** All cell phones must be set to silent to be courteous to all shooters concentrating on hitting their target on the range.
2. **Wildlife:** No shooting if wildlife is visually present.
3. **Cross-Range:** No shooting cross-range unless authorized by on-duty RSO.
4. **Fully Automatic Firearms:** Fully Automatic Firearms are prohibited on the ESC Rifle and Pistol Ranges.
5. **Other Firearms:** any firearm or device that is currently prohibited in the state of Washington is prohibited on the ESC Rifle and Pistol Ranges.
6. **NFA Firearms:** Are classified by the BATFE as Silencers and Short Barreled Rifles. Shooters must possess a valid ATF Tax Stamp for each device they possess at the range if they are to be utilized at the ESC Rifle and Pistol Ranges.

7. **Caliber Restriction:** No calibers greater than 50 bmg are authorized to be used at the ESC Rifle and Pistol Ranges. Shotguns are only permitted to shoot rifled slugs or 00 Buck.
8. **Special Ammunition:** Heavy AP, Incendiary and Tracer ammo Is prohibited on the ESC Rifle and Pistol Ranges.
9. **Field of Fire:** No bullet impacts off the range, over the berm, into buildings, signs, storage containers, sheds, trees, brush, or any other structure or range feature are allowed. This includes placing non-designated targets on the range. The on-duty RSO must approve any targets shooters bring onto the range that were not provided by the ESC Rifle and Pistol Range RSO's.
10. **Disruptive Activities:** Such as loud music or children that are not supervised properly on the firing line are prohibited.
11. **Holster Shooting:** Is prohibited, unless approved by the on-duty RSO.
12. **Drone Operations:** Is prohibited, unless prior approval has been granted by the ESC Board or Range Master for a club specific reason.
13. **Food, Drinks, Smoking:** Is prohibited under the covered area of the ESC Rifle and Pistol Ranges. On-duty RSOs may have personal food or non-alcoholic drinks in the RSO Shack.
14. **Rapid Fire:** Shooting as defined in this SOP as firing more than two shots in a one second period is prohibited.

Alcoholic Beverages and Drugs:

The Evergreen Sportsmen's Club operates under a ZERO-TOLERANCE Policy. Alcoholic beverages and drugs are strictly prohibited on the Range. Any person observed using them or deemed to be under the influence of them will not be permitted to use or remain on the Range and the person(s) involved will be reported to the CRSO and to the Board of Trustees via the RSO incident report form.

Range Activity Restrictions

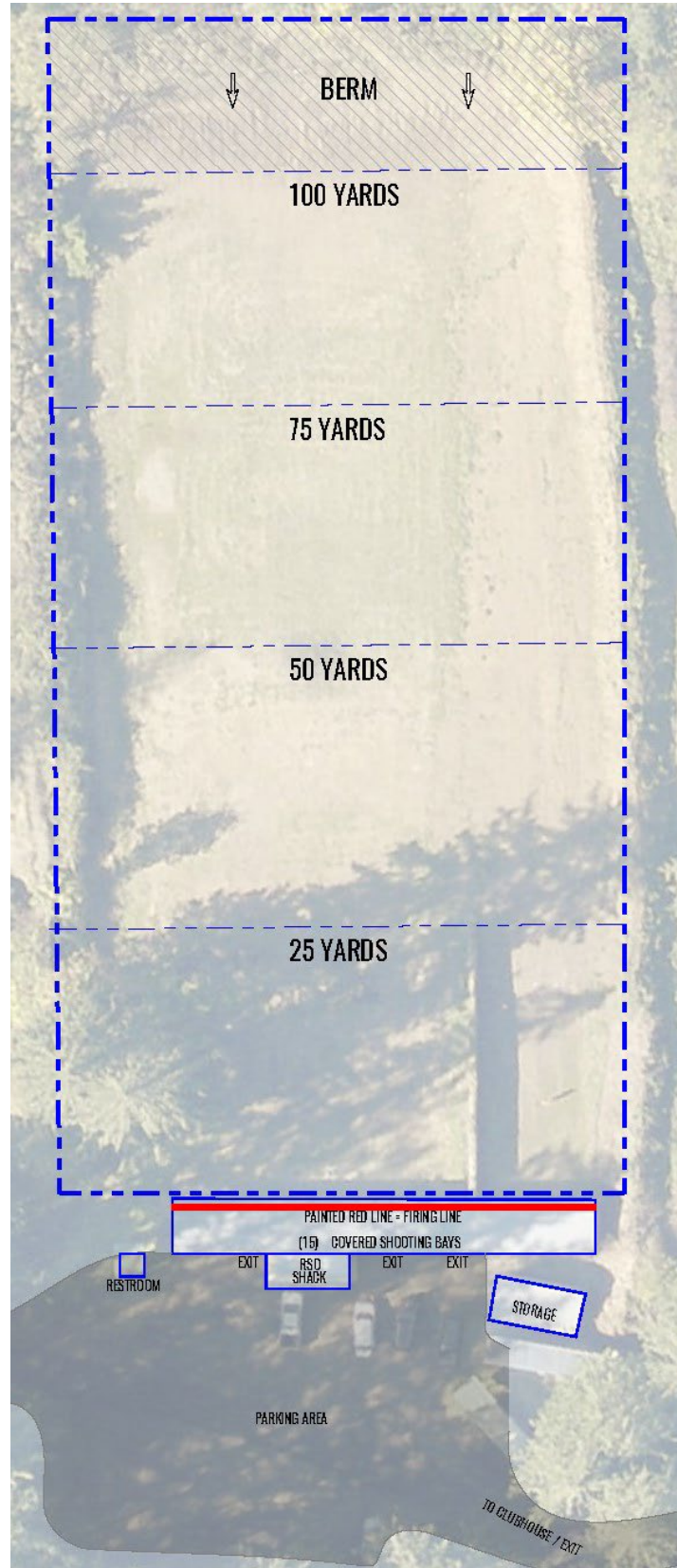
1. Live fire shooters will fire only when safety is assured.
2. Fire at authorized targets only.
3. Ensure that all projectiles impact designated areas and stay within the established Range safety limits.
4. Ear and eye protection is mandatory while on the firing line .

5. Ear protection is required for all personnel when the Range is hot.
6. Obey all commands of the RSO in charge.
7. Notify a RSO if any unsafe practices are observed.
8. Recover all brass, paper, and other debris that accumulates on the Range and dispose of it in the appropriate containers provided.
9. Fire only from the established firing line.

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 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.
3. Children ages 13-18 are permitted to discharge any legal firearm under adult supervision.
4. Children ages 12 and under are not permitted to discharge a centerfire handgun.
5. All children must be fitted with eye and ear protection while visiting the range. Earmuffs, ear plugs, and safety eyewear are available in the RSO Shack.
6. **No children under 8 years old are allowed at the Rifle Pistol Range**

CHAPTER 2 - Schematic Layout of the Rifle and Pistol Range



CHAPTER 3

Rifle and Pistol Range Rules:

3 Fundamental Rules for Safe Gun Handling:

1. Always keep the gun pointed in a safe direction.
2. Always keep your finger off the trigger until ready to shoot.
3. Always keep the gun unloaded until ready to use.

Rules for Using or Storing a Gun

1. Know your target and what is beyond.
2. Be sure the gun is safe to operate.
3. Know how to use the gun safely.
4. Use only the correct ammunition for your gun.
5. Wear appropriate eye and ear protection.
6. Store guns so they are not accessible to unauthorized persons.
7. Be aware that certain types of guns and shooting activities may require additional safety precautions.

General Range Rules

Everyone is required to adhere to the written Range Safety Operating Procedures (SOP).

1. **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
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 ESC Manager.
4. Range is to be used as posted, or as directed by the RSO on-duty.
5. All shooters must pay and sign in at the ESC main office prior to using the range and must have their membership card or valid State ID 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 main office prior to using the range also allows for any updates on special activities that may need to be made known to all shooters.

6. Targets may be purchased from RSO directly from the Range. Personal targets may be used if they meet the requirements within the ESC Rifle and Pistol Range SOP and approved by the on-duty RSO. Plastic bottles, glass targets, tin or aluminum cans and any other exotic items may not be used as targets at any time. Explosive targets may only be used with the permission of the on-duty RSO based on Internal Range Orders. **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.**
7. Exercise caution not to accidentally discharge guns in the direction of range property, range signs, and stationary furniture.
8. All shooting can only be done from the firing line.
9. Offhand, sitting, and prone shooting of center fire rifles is only allowed on the range in allocated bench positions assigned by the RSO.
10. If rounds are not going to hit solidly in the berm - **DO NOT FIRE!**
11. All shooters must clean up their brass and spent caps when finished shooting. All targets must be removed from down range when finished shooting - but only during an RSO called "Cease Fire".
12. All shooters and spectators on the firing lines and staging areas must wear ear and eye protection.
13. As part of the range safety procedures, all safety rules will be followed.
14. **ALL firearms must be unloaded**, cased, or actions open when taken to and from the firing line.
15. Inexperienced shooters are to advise the RSO if assistance is needed.
16. When a "Cease Fire" is called by an RSO, **shooters must stop all shooting and wait for instruction from the RSO.**
17. 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.
18. The RSO Shack will be equipped with first aid supplies and basic tools.
19. **Keep your area 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.**
20. Do not handle a firearm or stand on the firing line where firearms are present while others are downrange. ***Stop shooting immediately upon the command "Cease Fire".***

21. Each shooter may have more than one firearm at a time available to his/her firing point. Firearms not in use will be stored in the gun racks or in a pistol bag, cleared of all ammunition with the actions open or effectively blocked, or otherwise made safe as directed by the RSO.
22. All firearms carried from the parking lot to the Range must be unloaded, actions open and preferably cased.
23. Only one shooter's target is allowed per frame, unless approved by the RSO.
24. 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 Ranges and the clubhouse.
25. **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 will be tolerated. 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.

NRA Hygiene Guidelines

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

CHAPTER 4

Range Commands

“Range is hot”

This means that shooters may handle their firearms on the firing line. They may also their firearms in the ready area provided the actions are open or otherwise made safe. Load only on the firing line. At all times the 3 basic NRA safety rules must be observed.

“Render your weapons safe”

This means that shooter double checks weapons and ensures that no weapon has ammo, the weapon is locked to rear and open for inspection, and the weapon is pointed downrange. Revolvers must have the cylinder open with no ammo in weapon and pointed downrange. RSO will check weapons for compliance.

"Range is cold"

This means that the Range is closed with respect to handling any firearms either on the line or in the ready area. All firearms are to be cleared; magazines removed, actions open or made safe. Handguns may lay on the bench with the action exposed for verification by an RSO. All shooters after benching their firearms must step back from the firing line and stay behind the "yellow" line until a hot Range is called. Firearms may only be transported between a member's vehicle and the Range when the Range is cold and there is no one downrange and with the on duty RSO permission.

"Commence firing"

This command should be given by the RSO after the Range is declared hot. It informs the shooters that they may begin firing at authorized targets.

"Cease fire"

Whenever this command is given all shooters must immediately stop shooting, render their weapons in safe condition with the firearm pointed in a safe direction, and wait for further instructions from the RSO.

NOTE: This command may be given by anyone who observes an unsafe condition on the Range.

"Other commands"

There are other Range commands like "Ready on the right, ready on the left, ready on the firing line, etc." that the RSO may see fit to use. The intent is to make sure that everyone is ready to begin firing.

CHAPTER 5

RSO and Emergency Procedures

RSO Range Opening Procedure

All RSOs reporting for duty will:

1. Check-in with ESC main office and obtain the key and public sign-up list.
2. Open RSO Shack:
 - a. Inspect target boards and target stands to ensure they are ready for use.
 - b. Count RSO target funds and complete target fund log.
 - c. Ensure first aid kit is stocked.
 - d. Ensure RSO vest is available for use.
 - e. ESC Rifle and Pistol Range SOP available for public.
3. Ensure appropriate supplies - garbage cans, brass buckets, brooms, staple equipment, etc.
4. Ensure appropriate shooting line/stations are identified and made ready.
5. Ensure that there are no hazards/obstructions between the firing line and the impact area. keep the area clean.
6. Check-in guests and assign lanes.
7. Complete RSO safety brief for all shooters.

RSO Range Safety Brief

ESC Rifle and Pistol Range safety rules are posted on each shooting bay. The on-duty RSO will conduct a brief for all shooters covering the basic posted safety rules. In addition, RSO's are encouraged to utilize the NRA Range Safety Officer Course, Range Safety Brief Guide to ensure the NRA basic shooting rules are covered. RSO's will review the range safety rules and restrictions covered in this SOP with all shooters.

Making The Line Hot "Hot Range"

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 ensure that no one is down range.
2. After confirming that the range is clear and it is safe to shoot, announce something to the effect of:
"PUT ON YOUR EYE AND EAR PROTECTION. "
3. After confirming that everyone on the range has put on their ear and eye protection, announce

something to the effect of: "THE LINE IS HOT, YOU MAY COMMENCE FIRING WHEN YOU ARE READY."

4. An RSO must always monitor the firing line condition. If the RSO must help a shooter and is on duty alone, the line must be shut down until he is free to continue his duty.

Making The Line Safe “Cold Range”

1. A couple of minutes before calling a cease-fire, warn shooters of the upcoming target change by announcing something to the effect of: LAST ROUND, ONE MORE ROUND BEFORE CEASE-FIRE, ETC.
2. Once you have determined that adequate time has elapsed, (couple of minutes for shooters to fire their last round), then announce something to the effect of: "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.
4. Once you are satisfied that it is safe to go down range, announce, something to the effect of: "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.

- b. Take staplers, tape, and any other target items with them down range to minimize the time spent down range.
- c. Always keep safety glasses on while down range.
- 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.

RSO Range Closing Procedure

The on-duty RSO must be the last individual to leave the range. The RSO will ensure the following is completed prior to leaving the range:

1. Inspect the bays and impact area to ensure all shooters have vacated the area Range.
2. Report any property left behind to the ESC main office.
3. Put all target boards and stands away in the RSO shack.
4. Close out the RSO target fund log.
5. File shooter sign-in sheet in the appropriate binder.
6. Ensure all brass is picked up and put away in the RSO shack, along with other cleaning equipment.
7. Lock the RSO Shack and RSO storage room, ensure lights are turned off.
8. Ensure all trash is taken to the ESC main trash bin by the clubhouse.
9. Complete any incident reports.
10. Turn in RSO Shack key to ESC main office or ESC Manager.
11. Notify Range master via email, phone or text the range is closed for the evening and inform if any supplies need to be ordered.

EMERGENCY PROCEDURES

In the event of an Emergency, the on-duty RSO will call an immediate cease fire. follow these procedures:

1. Cease Fire Immediately.
2. Notify the RSO, if a non RSO shooter calls cease fire.
3. Follow all instructions given by the RSO.
4. Offer assistance if you are able.
5. RSO, if able to, designate personnel to assist in the emergency.

6. Take charge of the situation if RSO not available. Determine seriousness of injury.
7. Render aid, if able. First-aid kit is located in the RSO Shack.
8. Use cellphone and notify ESC Manager or ESC Office to call for help or call 911 directly.
9. Direct help to location.
10. When practical, RSO to complete an Incident Report Form (located in the RSO Shack).

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 bodily 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 bodily fluids listed above must be treated as potentially infectious.
- Government guidelines can be found at www.OSHA.gov, search for OSHA Occupational Exposure to Bloodborne Pathogens.
- Personal Protective Equipment is found in the RSO Shack.

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

- Gloves, eye and face protection
- Fluid-proof over garments
- Shoe coverings
- Resuscitation mouthpieces for CPR

Emergency Response Sheet/Checklist:

Emergency Response Sheet/Checklists are located in Appendix A of this SOP. Place the date of the emergency as the Effective Date: Check off each step in the checklist as it is completed. If an item on the checklist is not applicable to the emergency situation, check it off and note “NA” to indicate it was not overlooked.

Injury Report Form:

Injury Report Forms are located in Appendix B of this SOP. Designate one of the Range Masters to initiate the Injury Report Form and keep notes on what is occurring with times. Fill in the DATE and TIME on the cover sheet. The same DATE and TIME should be reflected in the “Date of Injury” and “Time of Injury” boxes on page 1 of the Injury Report Form. Fill in every box on the Injury Report Form. If there is no information available for a particular box or the box is not applicable to the event, indicate so in the box to indicate it was not overlooked. Identify any witnesses to the event, provide them with a “Witness Statement”, and request that they fill it out in as much detail as possible. Collect “Witness Statements” and attach them to the Injury Report Form when completed. *Witness Statements are located in Appendix E of this SOP behind the Injury Report Forms.*

Accidents:

Minor accidents - Cuts, sprains, dislocations, etc.

1. Administer first aid as required.

Major accidents: - Heart attack, choking, broken limb, gunshot wound, etc.

1. RSO should shut down the Range (Take charge of the situation).
2. Administer first aid (Render aid) Call 911 to report accident (Call for help).
3. Station people to direct emergency vehicles to the Range.
4. The Board of Trustees should also be notified as soon as possible.
5. The Board of Trustees will notify any other appropriate parties.

Unruly Persons:

For the purposes of these SOPs, an unruly person is anyone who refuses to follow the commands of the RSO. Move from top to bottom on this list depending upon how the situation develops:

1. Order the person off the Range Complex and report his/her name to the ESC Manager and Range Master.
2. Shut down and secure the Range Complex and evacuate the area.
3. Notify the Thurston County Sheriff's Office and request assistance.

Firearm Stoppages and Malfunctions:

Any firearm stoppage or malfunction can cause serious safety problems, if not handled correctly. RSOs need to be prepared for these occurrences.

Stoppage - an unintentional interruption in the operational cycle of a firearm. Examples: Bolt fails to lock cartridge in position, a stove pipe in a semi- automatic pistol, double feed, failure of a cylinder to rotate in a revolver, etc.

Malfunction - failure of a firearm to function as designed or to fire satisfactorily. Two categories:

- Firearm malfunction, like a broken sear or firing pin
- Ammunition malfunction, like a misfire, hang fire, squib load

RSO should consider any stoppage or malfunction as a major safety hazard and should know the difference between the two. There are eight basic steps in the operating cycle of a firearm and a stoppage can occur in any one of the steps.

The eight basic steps are:

1. **Feeding:** The face of the bolt makes contact with the base of the cartridge at the top of the magazine and pushes it toward the chamber.
2. **Chambering:** The bolt continues forward and pushes the cartridge into the chamber.
3. **Locking:** As the bolt continues forward, the locking lugs move into the locking recesses in the barrel, locking the cartridge into the chamber.
4. **Firing:** The trigger is pulled to the rear causing the firing pin to strike the primer and fire the cartridge.
5. **Unlocking:** As the bolt moves to the rear, the locking lugs rotate out of the locking recesses.
6. **Extracting:** As the bolt moves rearward, the extractor withdraws the cartridge case from the chamber.
7. **Ejecting:** As the face of the bolt passes over the ejector, the case strikes the ejector and is kicked outward through the ejector port.
8. **Cocking:** As the bolt moves rearward, the firing pin moves into a cocked position.

Note: These are the eight basic steps of a firearm operational cycle but not all firearms follow these steps in exact order. For example, revolvers do not extract and eject between shots. If a shooter experiences a malfunction where the firearm fails to function as designed, the cause will be due to the firearm itself or the ammunition. A malfunctioning firearm must be unloaded and removed from the firing line. An example of a malfunctioning firearm is a semi-automatic rifle that doubles, i.e. fires two rounds when the trigger is pulled. Such a gun is a hazard on the Range and the owner should be advised to take the gun to a qualified gunsmith.

Ammunition malfunctions can be classed as follows:

- **Misfire** is where a cartridge fails to fire after the primer is struck by the firing pin. Normal procedure for handling misfires or hang fires is to keep gun pointed downrange (safe direction). Unload the gun. Make sure the chamber is empty. Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged the barrel.
- **Hang fire** is where there is a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin. Wait at least 30 seconds in case it is a hang fire and least two minutes in the case of muzzleloaders before attempting to unload.
- **Squib load** is where there is less than normal pressure or bullet velocity after ignition of the cartridges. Normal procedure for handling squib loads is to: stop firing immediately. Keep the gun pointed downrange. Unload the gun. Make sure the chamber is empty. Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

RSO must be particularly vigilant to observe any gun malfunctions, stoppages or ammunition malfunctions and be prepared to move to the shooter's aid. If the shooter starts to do something incorrectly, the Range Master must be prepared to step in. ***Be in control and in a low, but Firm, voice say: STOP! POINT THE MUZZLE DOWNRANGE!***

At this stage, let the shooter clear the firearm and bench it. If the shooter experiences problems in doing this, try to talk him/her through the clearing process. Only as a last resort, should the Range Master take control of the firearm. To do this, approach the shooter from the left side (for a right-handed range office), grasp the barrel of the firearm behind the muzzle and the weak hand, control the direction of the muzzle so that it points in a safe direction ***and tell the shooter "I have the gun"***. Have the shooter step back. Use the strong hand control and reposition the firearm if necessary.

Determine the stoppage and clear it. Explain to the shooter what went wrong and how to prevent it from happening again. Remember throughout the entire process of stoppages and malfunctions to adhere to the three NRA Rules of safety. Problems with normal operation of a firearm pose special safety condition which must be managed by the on duty RSO. All Range Master should be familiar with the operation and function of all firearms that they are liable to encounter on the range.

Whenever a stoppage or malfunction occurs, the RSO must be particularly vigilant. Under no circumstances should a loaded firearm be permitted to leave the range without RSO permission and supervision.

APPENDIX A
Emergency Response Sheet / Checklist

Effective Date: _____

Emergency Communication 911 Immediate

Response for Injuries or Illness:

Call a cease fire immediately and issue the command to unload, clear, and bench/rack all firearms.
Identify one of the Range Masters or other responsible people to secure the gear of the injured person.
Identify one of the Range Masters or other responsible people to notify emergency services via 911 and provide the following information:

1. Specific location of incident with directions
2. Telephone number that you are calling from
3. Your name
4. What happened and possible hazards for rescuers
5. Number of people injured or ill
6. Condition of people injured or ill
7. First aid provided
8. If the accident involves a gunshot injury, the Thurston County Sheriff's Office must be notified.
9. Station one of the RSO or other responsible person to direct emergency services to the scene.
10. Provide first aid until the emergency services arrive, provided the injured party agrees.
11. Assume implied permission if the injured is unconscious or unable to respond.
12. Avoid dispensing any medicine unless directed to by emergency services over the telephone.
13. Assign one of the RSO to complete an Injury Report Form (if applicable) and keep a log of events and time relative to the injury or illness.

APPENDIX B
Injury Report Form

Name of Injured Party:

Address: _____ Telephone Number: _____

Date of Injury: _____ Time of Injury: _____

1. Describe the nature and extent of the injury (specify parts of body):
2. Describe how the injury occurred:
3. Describe first aid given:
4. First aid was provided by (include names and telephone numbers):
5. Disposition (specify name of hospital, telephone numbers, time of transport, etc.):
6. Persons notified (relatives, Range Chairman, Chief Range Officer):
7. Location of incident:
8. Conditions prevalent at the time of the incident:
9. Witness statements: Interview witnesses separately.

A. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes No

B. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes No

C. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes No

D. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes No

10. Notes and Comments:

11. Injury report completed by:

Name: _____ Title: _____

Date: _____

Signature:

APPENDIX C:

Witness Statement

<u>Witness Information</u>	<u>Incident Information</u>
Name: _____	Incident Date: _____ Time: _____
Phone #: _____	Incident Location: _____
Address: _____	_____
Email: _____	_____

Witness Statement

INSTRUCTIONS: Complete in your own words, the immediate events leading up to and including the incident event. Your effort to provide complete descriptive details of the event(s) is essential to determine the facts.

See additional Sheet.

I have read the above statement and certify that it is true to the best of my knowledge.

Witness Signature: _____ Date: _____

APPENDIX D:

Weather Related Events

RAIN - At RSO discretion he/she can shut down range as a safety hazard due to possibility of rounds striking standing water and ricochet in unknown direction

FOG - RSO will ensure that all areas of Range can be seen up to and, including, the 100-meter line

LIGHTING STORM - RSO will shut down the range and tell shooters to go to their vehicles for safety.

Reminder: lightning can strike 10 miles from storm cloud.