

APPENDIX A
STANDARD OPERATING PROCEDURES

YOUR RANGE NAME
100 CENTER SHOT ROAD
FIRING LINE, VIRGINIA XXXXX

SAMPLE ONLY

It is up to the local club/organization/facility to determine whether Standard Operating Procedures (SOPs) are required and if so, what the contents should be. It is recommended that a decision be made after consulting with the appropriate advisors (attorney, insurance agent, etc.).

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**YOUR RANGE NAME
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CHAPTER 1

PREAMBLE

Chapter one begins with a preamble, which may contain: the year the organization was founded; the principal founders and a brief biography of each; the reason the organization was founded; and what the range facility offers.

CHAPTER 2

CONSTITUTION

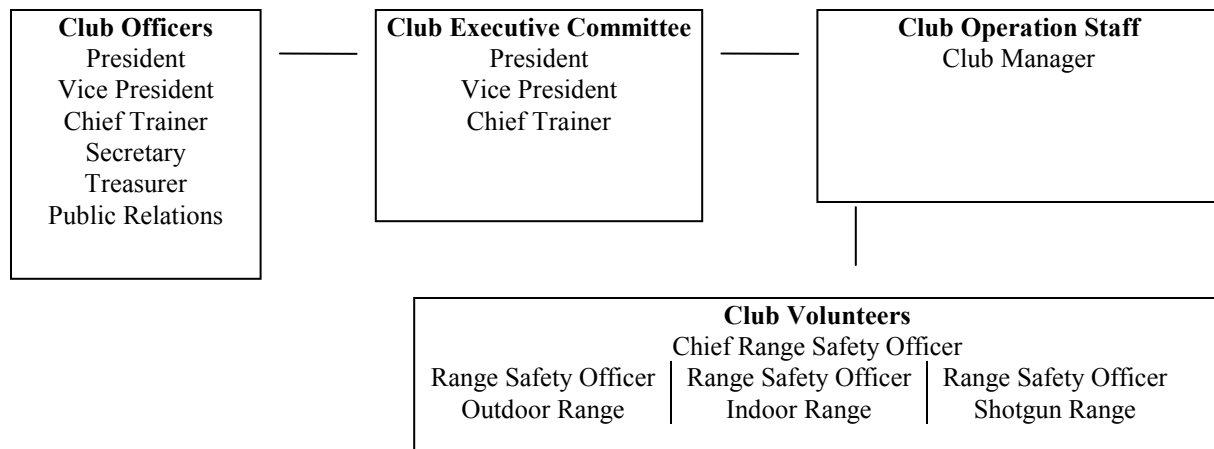
Chapter two consists of the organization's constitution, which may contain information such as Articles of Incorporation and bylaws. **Note:** You may want to have a lawyer develop or review your constitution to ensure it complies with all federal, state, and local laws.

CHAPTER 3

ORGANIZATIONAL CHART

Chapter three may contain an organizational chart to illustrate how a facility operates. Refer to the bylaws (Chapter 2) to provide information on: election of officers; the progression of officers; how a member may run for office; and duties of the officers. Commercial ranges and shooting clubs might also include an operations guide on how to train management or operations personnel.

Club Organizational Chart



CHAPTER 4

NON-PROFIT ORGANIZATION

Chapter four may contain guidelines for non-profit membership organizations. **Note:** You may want to have a lawyer develop or review your non-profit status to ensure it complies with all federal, state, and local laws.

CHAPTER 5

SAFETY PLAN

Chapter five may contain a safety plan and rules for the range facility. In addition, administration policies covering disciplinary actions and insurance regulations should be included. **Note:** A safety consultant or a safety advisor from an insurance company would be a valuable resource to help develop or review your safety plan.

The *NRA Range Manual* is an excellent reference for range safety development.

CHAPTER 6

RANGE OPERATIONS

Chapter six may contain range operation procedures, including day-to-day details such as: how to open the facility; what energy-saving steps to consider when only one person uses an indoor range; signing in or out of the range; range credentials; and securing the facility on departure.

SAMPLE RANGE OPERATIONS GUIDE

SECTIONS*	PAGE
1. General	9
2. Facilities for Use (include designed use)	9
3. Range Limitations and Safety Requirements.	9
4. Authorized & Prohibited Firearms	9
5. Authorized Personnel	9
6. Personnel Responsibilities	10
7. Hours of Operation and Scheduling	11
8. RSO Check-in/out and Range Operational Procedures	11
9. Alcohol / Drugs (include prescription and over-the-counter medications)	11
10. Medical Support; Emergency Action Plans (bad weather, illness, injury)	11
11. "Hold Harmless" Agreement Form	11

* Sections to consider when developing such a guide.

SAMPLE RANGE OPERATIONS GUIDE

1. **General.** Live firing conducted at the _____ Range Complex is designed to provide authorized personnel access to a facility where they can become proficient with privately-owned firearms.
2. **Facilities for Use.** Range availability is at the discretion of the Club Manager (CM). Live-fire shooting is normally limited to the following ranges and equipment:
 - a. Outdoor Range--Rifles smaller than .50 caliber centerfire; pistols and shotguns any caliber or gauge. (No tracer or armor-piercing ammunition.)
 - b. Indoor Range--BB guns, air rifles, air pistols, .22 caliber rifles only; handguns up to .45 caliber. (No magnum, tracer, or armor-piercing ammunition.)
 - c. Trap and Skeet Range--Shotguns only. (Up to #7 shot; no slugs.)
3. **Range Limitations and Safety Requirements.** Live-fire shooters will:
 - a. Fire only on scheduled ranges and have a Range Safety Officer (RSO) present.
 - b. Fire only authorized firearms and ammunition.
 - c. Fire at authorized targets only. Metal silhouette targets are to be used for silhouette matches only and not for recreational shooting. Computerized targets and target box systems are **off limits** to all shooters.
 - d. Fire only after completing a "hold harmless" agreement. (Required for each visit to the range complex.)
 - e. Ensure all projectiles impact within the established range safety limits.
 - f. Ensure range flags are displayed on the firing line at the outdoor range and shotgun range and in the target pits on the outdoor range.
 - g. Call "Cease firing" and make safe all firearms when a shooter moves forward of the firing line or during any unsafe condition.
 - h. Call "Cease firing" if a firing line becomes staggered (one shooter forward of another) anywhere on the range complex.
 - i. Use appropriate ear protection. The indoor range requires double hearing protection (foamy inserts and hard ears).
 - j. Wear appropriate eye protection.
 - k. Notify the RSO or Chief Range Safety Officer (CRSO) of any safety infractions.
 - l. Police all brass, paper, and other debris that accumulates on the range. Dispose of them in the containers provided.
4. **Authorized & Prohibited Firearms.** Fully automatic firearms are authorized. However, the owner must contact the CM for approval prior to the live-fire event. The CM can deny automatic fire during shooting for any reason. The member must provide the proper federal licenses and all required paperwork to the CRSO prior to firing any automatic firearms.
5. **Authorized Personnel.** The following persons are allowed to fire:
 - a. Current members of the shooting club.
 - b. Invited guests of the above, provided the authorized person is present and assumes full responsibility for the conduct of his or her guest(s).
 - c. Personnel approved by the club officers, CM, or CRSO on a case-by-case basis.
6. **Personnel Responsibilities.**
 - c. **Club Manager**

- (1.) Maintain the range facility.
- (2.) Ensure the CRSO receives written range schedule by 3:30 p.m. daily for weekdays and 3:30 p.m. Fridays for weekends. Schedules should include matches, recreational fire, and any special instructions.
- (3.) Conduct CRSO and RSO training as needed using the NRA Range Safety Officer Training Program.

b. Chief Range Safety Officer

- (1.) Report for duty one hour prior to the first scheduled live fire for the day.
- (2.) Ensure each RSO understands and can execute live-fire procedures. (Live fire must be conducted in accordance with this chapter.)
- (3.) Ensure the RSO checks in prior to going downrange.
- (4.) Check to see that the RSO has "RSO" stamped on a valid shooting club identification card. Ensure that names of all RSO listed in the CRSO's binder.
- (5.) Have the RSO sign out one radio, appropriate keys, required range flags, Hold Harmless Agreement, SOP binder, and first-aid kit.
- (6.) Inspect the range with the RSO after a cease fire.
- (7.) Assist the CM in conducting the NRA Range Safety Officer Training Program to club members.

c. Shooting Club RSOs. The club president must first approve anyone desiring to become a shooting club RSO. This is accomplished by attending an RSO class given by the CRSO. Information on dates and times for these classes can be obtained by contacting the Shooting Club at xxxxxx.

- (1.) Check in with the CRSO one half hour prior to first scheduled live fire.
- (2.) Present shooting club identification card with RSO stamp.
- (3.) Obtain the following: "hold harmless" agreement forms, radio, first-aid kit, range binder, flags, any special instructions.
- (4.) Test radio to ensure it works correctly.
- (5.) Conduct range inspection with the CRSO using the checklist, Outdoor Range Appendix (1), Indoor Range Appendix (2), or Shotgun Range Appendix (3).
- (6.) Check that all shooters have current club cards, and that all shooters and spectators fill out "hold harmless" agreements. (See sample letter #1.) Ensure that **at least two (RSO + one)** individuals are on the range at all times.
- (7.) Conduct range safety briefing using Appendix (4).
- (8.) Request permission to conduct live fire from the CRSO.
- (9.) Conduct live fire in accordance with section 6 (d) of this chapter. Failure of shooters to abide by the procedures listed in section 6 (d) will result in immediate eviction from the range and possible suspension of future shooting privileges. Report all incidents to the CRSO.
- (10.) Notify CRSO by radio when live fire is finished and request a range inspection.
- (11.) Turn in all gear.

Note: RSOs should be aware that live fire cannot occur unless it has been scheduled by the CM or CRSO.

d. Shooting Club Members

- (1.) All shooters must check in with the designated RSO on the scheduled range.
- (2.) All shooters and spectators must fill out "hold harmless" agreements.
- (3.) Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
- (4.) All shooters are responsible for their guns and ammunition while on the complex.
- (5.) Firearms that are out of the case and not being fired must be benched. (Actions open and facing up, chambers empty, muzzles pointing downrange, and safeties on.)
- (6.) Only load firearms on the firing line after the RSO has given the command to load.

- (7.) Do not point firearms at anything other than authorized targets.
- (8.) Fire at your own target only.
- (9.) Give the command "Cease firing" if an unsafe condition exists.
- (10.) Follow all instructions from the RSO.
- (11.) Assist in policing the area of brass and any other debris.
- (12.) No pets are allowed on the range complex.

7. **Hours of Operation and Scheduling.** The CM develops a special event live-fire schedule based on requests received and posts it on December 1. Updated schedules will be posted the first of each month. All other range requests will be approved based on range availability. RSOs desiring to open a range must notify the shooting club in order to be placed on the operations schedule. Information on range availability and scheduling is accessible 24 hours a day by calling the shooting club at xxxxxxxxxx.
8. **Alcoholic Beverages and Drugs.** Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) before or during live firing. The CRSO or RSO will deny range access to anyone in violation. After firing, shooters may consume alcoholic beverages in the following areas:
 - a. The pavilion in the picnic area. (Only after all firearms and ammunition have been properly secured.)
 - b. The clubhouse adjacent to the shotgun range.
9. **Medical Support.** In the event of a medical emergency, call 911 and notify the CRSO immediately.
10. **Hold Harmless Agreement Form.** A "hold harmless" agreement form will be completed annually by each RSO and given to the CM by January 12. See the sample "hold harmless" agreement form in Appendix (7).

CHAPTER 7

RSO TRAINING REQUIREMENTS AND REPORTS

Chapter seven may contain specific RSO training course information, including outlines, instructor report forms, and order forms for materials.

APPENDIXES

(Samples Only)

APPENDIX 1:

Outdoor Range Inspection Checklist

Inspected by _____ Date _____

	Yes	No
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Number Boards Painted and Visible	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Target Throwing Machines in Good Repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered/Clean	_____	_____
Shooting Benches/Tables Inspected	_____	_____
Sandbags/Gun Rests on Hand	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First-Aid Kit Filled/Accessible	_____	_____
PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass/Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____

Comments: _____

APPENDIX 2:

Indoor Range Inspection Checklist

Inspected by _____ Date _____

	Yes	No
Controlled Access Door Closed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Number Boards Painted and Visible	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered/Clean	_____	_____
Shooting Benches/Tables Inspected	_____	_____
Sandbags/Gun Rests on Hand	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
Ventilation System Working	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First-Aid Kit Filled/Accessible	_____	_____
PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass/Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____
Lights	_____	_____

Comments: _____

APPENDIX 3:

Shotgun Range Inspection Checklist

Inspected by _____ Date _____

	Yes	No
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Machine Filled/Inspected	_____	_____
Cable Connected/Inspected	_____	_____
Firing Stations Marked /Clean	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First-Aid Kit Filled/Accessible	_____	_____
PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Hull/Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____

Comments: _____

APPENDIX 4:

Range Safety Briefing

Follow this outline when conducting range safety briefings. **Issue** copies of the shooting range rules to all range users. **Conduct** the briefing on the range immediately prior to range use. **Stand** where posted rules, demonstrations, and explanations of range equipment can be included in the briefing. **Involve** range users. Have them read rules from posters and handouts. Ask questions to reinforce understanding. If firearms are used during the briefing, *the RSO must follow the NRA gun safety rules.*

1. PURPOSE OF THE SHOOTING EVENT

- **State** the purpose, e.g., recreational shooting.
- **Provide** an overview of the event.
- **State** the total numbers of rounds and time available.

Range Personnel

- **State** where range personnel will be located.
- **Introduce** range personnel.
- **Explain** that their role is to ensure safety.
- **Indicate** how they may be identified, e.g., orange vest and hat.

2. RANGE LAYOUT AND LIMITS

- **Conduct** a range orientation on, or within view of, the range.
- **Point out** key areas of the range and briefly describe actions that occur within each.
 - Spectator area--Located behind the ready line where visitors and range users may wait and observe activities.
 - Ready area--Located behind the firing line where shooters may store and prepare their equipment.
 - Firing point--Shooters may occupy their firing points at the firing line when authorized to do so. Points are numbered and correspond to the target numbers. Shooters may only dry fire at the firing line before an event and should only handle firearms when authorized to do so.
 - Backstop--Located downrange behind the target line. Firearms should point toward the backstop at all times. All firing should be directed forward from the shooters' firing points so projectiles impact within designated impact areas.
 - Cleaning area--Located at _____. Cleaning is authorized only in the cleaning area. No ammunition is allowed in the cleaning area.
- **Demonstrate** the proper use of special equipment and **explain** any special safety practices, e.g., body and hand positions for target carriers, trap machines, etc.

3. RANGE SAFETY RULES

❖ NRA Gun Safety Rules

Three Fundamental NRA Rules for Safe Gun Handling

Ask: What is the first rule of safe gun handling?

- *Always* keep the gun pointed in a safe direction.

Ask: What does a “safe direction” mean?

- The gun is pointed so that even if it were to go off, it would not cause injury.

Ask: What is the second rule of safe gun handling?

- *Always* keep your finger off the trigger until ready to shoot.

Ask: Unless shooting, where should the shooter’s finger(s) rest?

- The finger(s) should rest alongside the gun, i.e., on the frame, receiver, or trigger guard.

Ask: What is the third rule of safe gun handling?

- *Always* keep the gun unloaded until ready to use.

(Emphasize that safeties can fail. Safe gun handling rules should be followed all the time!)

Rules for Safe Use

- ◆ Know your target and what is beyond.

Ask: What is meant by “know your target and what is beyond?”

- The shooter must be sure that projectiles will safely impact into the backstop.

- ◆ Be sure the gun is safe to operate.

- ◆ Know how to use the gun safely.

Ask: What is meant by “know how to use the gun safely?”

- Shooters need to know how the gun operates, its basic parts, how to safely open and close the action, and how to remove ammunition.

- ◆ Use only the correct ammunition for your gun.

Ask: What is meant by “use only the correct ammunition?”

- Only ammunition designed for a particular gun can be safely fired in that gun. Shooters should ensure that the caliber marked on the barrel, ammo box, and cartridge case match. This is especially true for antique firearms.

- ◆ Wear eye and ear protection as appropriate.

Ask: Why should range users wear both eye and ear protection?

- Guns are loud and the noise can cause hearing damage. Guns can also emit debris, hot gas, and cartridge cases that could cause eye injuries.
- Users of air gun ranges, including spectators, need eye protection to prevent injuries from ricochets.

- ◆ Never use alcohol or drugs before or while shooting.

Ask: What type of substance is implied by “never use alcohol or drugs...?”

- Any substance that may impair normal mental or physical bodily functions. Examples include prescription and non-prescription drugs, e.g., cold medicines that may cause drowsiness, nervousness, balance problems, etc.
- Anyone taking any medication or substance that may impair normal mental or physical bodily functions is not allowed on the range.

❖ General Range Safety Rules

Ask range users to read rules as you (RSO) point to range posters or refer to handouts.

- ◆ Know and obey all range commands.
- ◆ Know where others are at all times.
- ◆ Shoot only at authorized targets.

- ◆ Do not handle a firearm or stand at the firing line where firearms are present while others are downrange.
- ◆ Stop shooting immediately upon the command of “**Cease Firing.**”
 - Ask:** Why is it important to shoot only at authorized targets?
 - Shooting at different targets, e.g., steel targets, at different distances or angles may result in hazardous conditions.
 - Ask:** What actions should shooters perform during a cease fire?
 - Stop shooting immediately.
 - Await further instructions from the RSO.

NRA Hygiene Guidelines

Explain that NRA hygiene guidelines are intended to minimize exposure to airborne particulate lead and cleaning product residues.

Emphasize that everybody exposed at the range or cleaning area--even if he did not participate in the shooting session--should follow these guidelines. **Remind** range users of these guidelines prior to, during, and immediately after occupying the range.

- 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 gun.
- Wash your hands and face with cold 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.

❖ **Site-Specific Range Rules** (examples)

Ask range users to read rules as you (RSO) point to range posters or refer to handouts.

- ◆ Machine guns are allowed only with prior written approval from the CRSO.
- ◆ Armor-piercing, tracers ammunition is not allowed.
- ◆ Muzzleloading firearms are not allowed.
- ◆ Targets must be placed at the shooter’s eye level to ensure bullets hit the impact area.
- ◆ Leave dropped ammunition on the floor until the stage of fire is completed and firearms are benched or grounded.
- ◆ Notify the RSO when there is a firearm stoppage malfunction.
- ◆ Dry firing is only permitted at the firing line and only when authorized.
- ◆ All firearms must remain unloaded with actions open except when on the firing line and authorized to be loaded.
- ◆ When firearms are benched or grounded, keep the actions open and ejection ports facing upward so chambers are visible.
- ◆ Ammunition is not permitted in the cleaning area.
 - Ask:** Why are shooters required to leave dropped ammunition on the floor until firing is completed and firearms are benched or grounded?
 - This policy prevents shooters from unintentionally pointing the firearm at other users while retrieving dropped ammunition, or inadvertently moving in front of the firing line.
 - Ask:** Why are shooters required to notify the RSO of firearm stoppage or malfunctions?
 - Notification is critical for safety at the end of the course of fire.

❖ Administrative Range Rules

Example: Did everyone park his car in the shooters' parking area?

4. FIRING LINE COMMANDS

State and explain standard range commands that will be used for specific shooting event(s), e.g., formal competition rules are specified in NRA Rule Books.

- ◆ “As you were” means to disregard the command just given.
- ◆ “Carry on” means to proceed with what was being done before an interruption.
- ◆ “Relay No. __, Match No. ___ (or naming the match), on the firing line” means shooters are to move to their firing points.
- ◆ “The preparation period starts now” means shooters may occupy their firing points, prepare, and dry fire at the targets.
- ◆ “The preparation period has ended” means shooters must stop preparation activities.
- ◆ “Load” means shooters are given permission to load authorized number of rounds and prepare for the shooting event.
- ◆ “Is the line ready?” allows a shooter with problems to raise an arm and call “Not ready on target...”
- ◆ “The line is ready” means all shooters are ready to begin.
- ◆ “Ready on the right!” ; “Ready on the left!” ; “Ready on the firing line!” is the sequence of commands that gives shooters their last chance to signal “Not ready.” “Ready on the firing line!” means that targets will be exposed in three to five seconds.
- ◆ “Commence firing!” signals shooters to begin shooting. This command may be signaled verbally, by a whistle or horn blast, or by moving the targets into view.
- ◆ “Misfire” is called by a muzzleloading shooter to inform the RSO and other shooters that a firearm failed to fire and a hazardous condition may exist. Due to the possibility of a hangfire (a delay in the ignition of the cartridge), keep the firearm pointed downrange and wait at least 30 seconds for modern firearms, or at least two minutes for muzzleloading firearms, prior to correcting the malfunction.
- ◆ “Cease firing!” notifies shooters to stop firing immediately and await further instructions. “Cease firing” may be signaled verbally, by a whistle or horn blast, or by moving the targets out of view. Additional commands may follow. **Emphasize** that this command can be given by anyone observing an unsafe condition, e.g., if a person is downrange.
- ◆ “Is the line clear on the right?” ; “Is the line clear on the left?” means line officers or the RSO check that all firearms are unloaded with actions open and chambers empty.
- ◆ “Go forward, score targets, and paste” (or “Change”) authorizes shooters to go forward of the firing line to change targets.
- ◆ “Range is clear, you may handle your guns” means shooters may approach the firing line and handle their firearms since no personnel are downrange.
- ◆ “Move out of position and remove your equipment from the firing line” authorizes shooters to remove their gear.
- ◆ “Police your firing point” means shooters are to pick up fired cartridge cases and clean their firing points.

Ask: What two range commands may be issued by shooters?

- “Cease firing” and “Misfire.”

Ask: What does “misfire” mean?

- That the muzzleloading firearm failed to fire and a hazardous condition may exist.

The misfire could actually be a hangfire, which is a delay in the ignition of the cartridge.

Ask: What actions are taken during a misfire?

- Due to the possibility of a hangfire, the shooter keeps the firearm pointed downrange and waits at least 30 seconds for modern firearms, or at least two minutes for muzzleloading firearms, prior to correcting the malfunction.

Ask: Where and when may shooters dry fire?

- Only at their firing points and only when authorized to do so.

5. *EMERGENCY PROCEDURES*

- Take charge of the situation. (Determine seriousness of injury and assigned duties)
- Render aid. First-aid kit should be centrally located.
- Call for help via radio or telephone. Emergency phone numbers and information list should be centrally located.
- Direct help to location.
- Take notes. Emergency report sheet should be located in range SOPs binder (See Appendix 5.)

APPENDIX 5:

Emergency Report Sheet

Effective Date: _____

EMERGENCY COMMUNICATIONS

Contact	Primary Phone Number	Secondary Phone Number	Primary Frequency	Secondary Frequency
EMS				
Police				
Fire				
Poison Control Center				
Range				
Cellular Phone				

IMMEDIATE RESPONSE FOR INJURIES OR ILLNESS

- Call a cease fire if the injured is near the firing line or downrange. Ensure that all firearms are unloaded and clear.
- (Insert name and position) will coordinate edging or pulling of targets, if possible, and securing the scene and the injured person's gear.
- (Insert name and position) will notify EMS at (insert contact number/frequency) from the nearest telephone/radio located at _____ and provide the following information:

1. Specific Location or Address of Incident with Directions

Location: _____

Address: _____

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 injured or ill: _____

7. First aid provided: _____

- Wait for EMS to hang up first. Return to the injured and continue care until EMS arrives.

- (Insert name and position) is currently certified in American Red Cross (ARC) Standard First Aid and CPR. He/she will evaluate the situation for hazards, protect the injured, and provide first aid until relieved by more qualified personnel, e.g., physician or EMS. Person listed above will:

1. Identify self to the injured.
2. Inform injured of training (American Red Cross Standard First Aid & CPR).
3. Inform injured of aid offered.
4. Receive verbal permission from injured (if adult), or parent/guardian (if child) prior to giving care.
5. Refrain from giving care to a conscious injured person whom objects.
6. Assume implied permission if the injured is unconscious or unable to respond.
7. Assume implied permission if the injured is a child with a serious injury and a parent or guardian is not present.
8. Move the injured only if life is endangered.
9. Check injured for life threatening condition before providing care. Provide care only within level of training.
10. Never dispense aspirin or medications; administer activated charcoal or syrup of Ipecac (or other treatments) unless directed by EMS or Poison Control Center.

- (Insert name and position) will retrieve the first-aid kit located at _____ and assist ARC personnel as needed.
- If the accident involves chemical burns, an eye flush station is located at _____.
- If the accident involves a gun shot injury, (insert name and position) will notify police and preserve the scene as it appeared at the time of the incident.
- (Insert name and position) will go to the range entrance and direct EMS personnel to the injured.

COORDINATION

- (Insert name and position) will supervise the situation and ensure fulfillment of emergency procedures by:
 1. Getting names of witnesses and taking statements.
 2. Providing EMS with treatment release forms, medical history information (maintained on employees, staff, and competitive athletes) and next of kin information for the injured.
 3. Notifying next of kin once EMS has examined the injured and prepared for transportation to a medical facility.
 4. Completing injury report forms.
 5. Notifying official of the organization, range, club, etc., concerning activation of the emergency plan.
 6. Notifying insurance company (personnel and/or organization as appropriate).
 7. Evaluating emergency plan for possible revisions.
 8. Filing copies of the injury report form with records as appropriate.
 9. Following up with physician for recommendations and release prior to allowing ill or injured to participate.

HELICOPTER MEDICAL EVACUATION (MEDEVAC)

A suitable MEDEVAC site is available at (location and coordinate.) Orange flags, smoke signals, and strobe lights are available for marking the landing site, and are stored at _____. (Insert name and position) will mark the landing site and guide the MEDEVAC approach and landing. If smoke is displayed, initiate smoke downwind of the landing zone.

RANGE EMERGENCY RESPONSE PACKET

An emergency response packet for this range, dated _____ is on file with EMS, police and the fire department. The packet contains phone numbers, aerial photographs, maps, designations of possible routes, helicopter and medical evacuation sites and hazards, assembly area(s), floor plans of buildings indicating gas lines/mains, electrical sources, and specified locations of hazardous materials with listings of types and quantities.

APPENDIX 6:

Injury Report Form

Name: _____ Date of Injury: _____

Address: _____ Time of Injury: _____

Telephone Number (Day): _____ (Evening): _____

1. Describe nature and extent of 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 phone numbers): _____

5. Disposition (specify name of hospital, telephone numbers, time of transport, etc.): _____

6. Notification of next of kin (specify time, person contacted, and method): _____

7. Location of incident and conditions of area: _____

8. Was protective equipment worn (if applicable)? _____

9. Describe steps taken to preserve the scene (equipment, photographs, etc.): _____

10. Witness Statements: Interview witnesses separately. Use attachments if needed.

A. Witness (Name): _____ Statement Attached Yes _____ No _____

Address: _____

Phone Number (Day): _____ Evening: _____

B. Witness (Name): _____ Statement Attached Yes _____ No _____

Address: _____

Phone Number (Day): _____ Evening: _____

11. Notes and Comments: _____

12. Injury report completed by:
Name: _____

Title: _____

Date: _____

Signature: _____

13. Disposition and follow-up: _____

Name: _____ Title: _____

Date: _____

Signature: _____

Appendix 7:

RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS, AND ASSUMPTION OF THE RISK AGREEMENT

WHEREAS, in consideration of being permitted to attend a course for instruction in firearms, for the instruction in firearms, for use of premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Undersigned agrees to the following:

Undersigned agrees to indemnify, hold harmless and defend _____ (hereinafter referred to as "**Instructor**"), from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with: Undersigned's presence at and/or participation in the course of instruction; the discharge of firearms by Undersigned; Undersigned's presence on or use of the range, buildings, land and premises ("Premises"); and, any and all acts or omissions of Undersigned.

Undersigned furthermore waives for himself/herself and for his/her executors, personal representatives, administrators, assignees, heirs and next of kin, any and all rights and claims for damages, losses, demands and any other actions or claims whatsoever, which he/she may have or which may arise against Instructor (including but not limited to the death of Undersigned and/or any and all injuries, damages or illnesses suffered by Undersigned or Undersigned's property), which may, in any way whatsoever, arise out of, be related to or be connected with: the course of instruction; the Premises, including any latent defect in the Premises; Undersigned's presence on or use of said Premises; Undersigned's property (whether or not entrusted to Instructor); and, the discharge of firearms. Instructor shall not be liable for, and Undersigned, on behalf of himself/herself and on behalf of his/her executors, personal representatives, administrators, assignees, heirs and next of kin, hereby expressly releases the Instructor from any and all such claims and liabilities.

Undersigned hereby expressly assumes the risk of taking part in the course for instruction in firearms and taking part in the activities on the Premises, which include, but are not limited to, instruction in the use of firearms, the discharge of firearms and the firing of live ammunition.

Undersigned hereby acknowledges and agrees that Undersigned has read this instrument and understands its terms and is executing this instrument voluntarily. Undersigned furthermore hereby acknowledges and agrees that he/she has read, understands and will at all times abide by all range rules and procedures and any other rules and procedures stated by the Instructor.

Undersigned expressly agrees that this instrument is intended to be as broad and inclusive as permitted by law, and that if any provision of this instrument is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. No remedy conferred by any of the specific provisions of this instrument is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedy hereunder by the Instructor shall not constitute any waiver of Instructor's right to pursue other available remedies. This instrument binds Undersigned and his/her executors, personal representatives, administrators, assignees, heirs and next of kin.

UNDERSIGNED:

Date: _____

Signature

Print Name

RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS, AND ASSUMPTION OF THE RISK AGREEMENT

Please note that the legal issues that may be raised in an attempt to enforce such an agreement, involve the interpretation of contract and tort law; both of which are governed by state (not federal) law. Tort and contract law varies from state to state and this form agreement may be enforceable in some jurisdictions and not in others. You will have to tailor this agreement to comport with the law of the state in which you intend to use it. You are strongly urged to obtain the advice of an attorney licensed to practice law in your state to advise you of the specific applicable state statutory and common law as they relate to tort and contract law, and in particular how to ensure the enforceability of release and waiver and hold harmless and indemnification agreements in your jurisdiction.

The form agreement herein was not drafted by an attorney licensed to practice law in your state. Neither was this form agreement drafted to comport with and to withstand the scrutiny of the particular laws in your state. This agreement is therefor not to be considered as a restatement of law, nor is it to be relied upon to protect you. You must have an attorney, who is licensed to practice law in your state, review said form, if you intend to make any use of it.

Please note that this form agreement is intended to be executed by adult individuals; not minors. This form agreement, even if otherwise effective, will not be effective if executed by or on behalf of a minor.