

SHOOTING RANGE STANDARD SAFETY OPERATING PROCEDURE



Troop 8 Junior Rifle Club
240 Pelly Road
Independence KY 41051
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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 Troop 8 Junior Rifle Club gun range located on the property of Bernard Wesselman, 240 Pelly Road, Independence KY 41051. While shooting incidents are rare on ranges, the following range rules and regulations are established to ensure safety and discipline for individuals using the range as well as the safety for our neighbors and surrounding properties.

General

Live fire conducted at the range is designed to provide authorized personnel access to a facility where they can become proficient with firearms and practice both individual and group shooting sports. Individuals using the range shall become familiar with these safety rules and procedures prior to using the range. The range safety rules and procedures help to provide range supervision and allow for enforcement of these rules to reduce or eliminate incidents from occurring.

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 Safety Officer on duty for further action.

Definitions

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

Firing Line: that part of the range where shooting mats 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 Safety Officer: a person holding the NRA Certification, having been trained as a Range Safety officer, who 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 Troop 8 Junior Rifle Club 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 Troop 8 Junior Rifle Club gun range. These SOPs are available on the Troop 8 website <http://bsatrop-8.org/> and at the range.

Restrictions

The following are strictly enforced and/or prohibited on Troop 8 Junior Rifle Club gun range 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 Safety Officer will deny range access to anyone that is or appears to be in violation.
5. **FULLY AUTOMATIC FIREARMS ARE PROHIBITED.**
6. **SLIDE-FIRE STOCKS OR ANY OTHER DEVICE THAT MIMICS AUTOMATIC FIRE IS PROHIBITED.**
7. **.50 BMG CALIBER FIREARMS ARE PROHIBITED.**
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. No bullet impacts off the range, into buildings, signs, storage containers, sheds, or any other structure or range feature not a Troop 8 Junior Rifle Club gun range 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 Troop 8 Junior Rifle Club gun range property other than on the Firing Line under a Hot Range condition.
 - a. Exceptions to this are for those who are properly licensed with Kentucky Concealed Carry Deadly Weapons License, 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

Rifles (shoulder fired) - all calibers with the exception of those identified in the "Restrictions" section above. Boy Scouts will be restricted to .22 caliber in accordance with the Guide to Safe Scouting and the BSA National Shooting Sports Manual.

Range Safety Officers

All RSOs 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. 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 the Troop 8 Junior Rifle Club members and guests 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 any incidents on the range to include:
 - Accidental discharges
 - Personal injuries such as slide bites or forehead scope hits that draw blood
 - Trespassers - to include wildlife, pets, and unauthorized people
 - Any other incidents deemed reportable

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 Troop 8 Junior Rifle Club gun range must fill out and sign a liability waiver annually. 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.

Range Training/Orientation Requirement

All potential users of the Troop 8 Junior Rifle Club gun range must complete a range orientation. The RSO on duty will provide the orientation on the users' first day at the range. **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 his or her privileges at the range.

General Range Rules

1. Everyone is required to adhere to this written Range Standard Safety Operating Procedure (SOP).
2. As part of the range safety procedures, all safety rules will be followed.
3. All vehicles shall be parked in the designated parking areas, unless authorized by the RSO

4. Live-fire times have been designated by the RSO to be Monday 6pm-dark.
5. Range is to be used as posted, or as directed by the RSO on duty.
6. All shooting may only be done from the firing line.
7. **NO firearms are to be handled or moved until the RSO gives a Hot Range command.** In the event a firearm is in need of cleaning or repair during a "Cease Fire", the RSO must move it to a designated repair area.
8. If your rounds are not going to hit solidly in the backstop - **DO NOT FIRE!**
9. 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.
10. Each shooter on the range must clean up their bay and targets down range prior to leaving - this will be enforced by the RSO on duty.
11. **Keep your area used clean.** Police 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".
12. All shooters and spectators on the firing lines and staging areas must wear ear and eye protection. Safety ear and eyewear is available.
13. **ALL firearms must be unloaded**, cased, or actions open when taken to and from the firing line.
14. Inexperienced shooters are to advise the RSO if assistance is needed.
15. When a "Cease Fire" is called by an RSO, **stop all shooting and wait for instruction from the RSO.**
16. RSO commands and range rules must be accepted at this range.
17. All children under 18 who are not Boy Scouts 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.
18. The RSO on duty will be equipped with basic first aid supplies.

Children on the Range

1. Children under the age of 18, who are not registered with the BSA, will not be allowed on the firing line.
2. Children ages 5 and below will not be allowed on the range, nor to be left unsupervised by a parent or guardian.
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 by the parent/guardian on the range 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.

Range Safety

Range Commands

"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. ANYONE NOTICING A DANGEROUS/RISKY CONDITION MAY CALL A CEASE FIRE.

"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.

"MOVE FORWARD, TAKE YOUR POSITION"

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.

"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.

"LOCK AND 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.

"COMMENCE FIRING" or "HOT RANGE"

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

"THE RANGE IS CLEAR"

This is the indication that all shooters have cleared their weapons, put the safety on and set the gun down.

"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, RETRIEVE TARGETS AND PUT UP NEW TARGETS"

Authorizes shooters to move downrange to retrieve their targets and ready targets for the next course of fire.

"RANGE IS NO LONGER CLEAR, YOU MAY HANDLE YOUR FIREARMS"

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

"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.

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. Set firearms down with muzzles pointed downrange, or in a proper rack with muzzles pointing up.
4. Before anyone moves downrange, all persons must acknowledge the cease fire verbally or visually to the RSO.
5. 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.
6. Brass forward of the firing line may be picked up during a cease fire.
7. Anyone handling a firearm during a cease fire should be reported to the RSO.
8. **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 firing line. Designated spectator areas do not require eye protection, but it is recommended.
2. Ear protection is mandatory on the firing line 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. During a cease fire, all firearms are to be unloaded and empty chamber flags inserted into the chamber.
5. No one is allowed forward of the firing line unless the range has been declared safe by the RSO.
6. Once on the firing line, a firearm's muzzle must be pointed down range at all times.
7. Loaded firearms must be pointed down range with barrel horizontal at all times.
8. Only one firearm and matching ammunition is allowed at the shooting bay/position at one time.
9. Shoot only at designated targets.
10. If there is a misfire be sure to keep the muzzle pointed down range (preferably on target) for at least 30 seconds, in case it is a hang fire.
11. 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 hang fire 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 hang fires is to:
 - i. Keep the gun pointed downrange (safe direction).

- ii. Wait at least 30 seconds in case it is a hang fire.
- iii. Squib load is when there is less than normal pressure or bullet velocity after ignition of the cartridge and the bullet is 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.

12. 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.

Emergencies and Incident Reporting

General

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.
- ☑ RSO 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.
- ☑ 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 blood borne 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, 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.

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

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. Pens/Pencils
 - e. Sharpie Marker
 - f. Note Pad
 - g. Witness statement sheets
 - h. Rubber Gloves
 - i. Range inspection sheets
3. Pull inspect and make ready: rifles, ammunition, targets, and eye and hearing protection.

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 will not be used. However if you determine that the range cannot be operated safely - DO NOT OPEN THE RANGE.
2. Supplies-a targets, safety glasses, and ear protection will be made available to shooters.
3. The Red "Range Hot" flag is posted during the entire time the range is open, whether the line is hot or cold.
4. Make sure all target frames are in good working condition. Replace backer boards as needed.
5. 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 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 from the property.
 - 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 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, RSO will call a series of commands to bring the range to "HOT"

Making The Line Safe

1. RSO 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. No one is touching a firearm.

2. Once all shooters are cleared, RSO will announce: "THE LINE IS CLEAR. YOU CAN NOW GO DOWN RANGE AND CHANGE TARGETS. THERE IS TO BE NO HANDLING OF FIREARMS UNTIL FURTHER NOTICE."
3. 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 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. Close and lock all doors of supply cabinets and other secured storage.
6. Insure that everyone has left the range.
7. Ensure all items are in RSO duty pack and replace/refill items that were used for the shift (see above).

Safety Incident Report

Documented by: _____ Date: _____

Name of person(s) involved: _____

Indicate type of incident: Accidental Discharge Personal Injury Other

Near Miss Property

YES

NO

Damage **Put a check (✓)**
under the appropriate
response

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? _____

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	-----	-----
Firing Line Marked	-----	-----
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	-----	-----
First-Aid Kit Filled/Accessible	-----	-----
Range Rules Posted	-----	-----
Gun Racks Available	-----	-----
Empty Trash Receptacles Available	-----	-----
Brass/Dud Buckets Labeled	-----	-----
Lockable Storage	-----	-----

Comments:
