

SHOOTING RANGE STANDARD OPERATING PROCEDURE



The Andover Sportsman's Club
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Dedicated to organize and promote the shooting sports, and by formal instruction and example to teach the safe and proper use of firearms. Also, to provide the facilities required to influence the proper protection and conservation of fish and game, and to foster good fellowship among sportsmen.

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Purpose

This procedure outlines the rules and regulations governing the use of the range facilities located at the Andover Sportsman's Club with the physical address of 122 Route 6, Andover, CT 06232. While shooting incidents are rare on ranges, the following range rules and regulations are established to ensure safety and discipline for individuals using the ranges as well as the safety for our neighbors and surrounding properties.

General

Live fire conducted at the ranges is designed to provide authorized members access to a facility where they can become proficient with firearms and practice both individual and group shooting sports. Individuals using the ranges shall become familiar with these safety rules and procedures prior to using any range. The range safety rules and procedures help to provide range supervision and allow for enforcement of these rules in an effort 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 a Range Safety Officer, a representative of the Board of Directors or local law enforcement if required for further action.

Definitions

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

Firing Line: A line parallel to the targets, from behind which firearms are discharged.

Live Fire Activities: an activity that involves the discharging of a firearm. 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 (RSO): an authorized designee of The Andover Sportsman's Club that is charged with monitoring and enforcing all rules outlined in this SOP as they pertain to range use.

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 or pointed by having the shooter's eye aligned with the firearm sights and the sights aligned with an approved target.

Cease Fire: stop all shooting and wait for further instructions

Hot Range: no Cease Fire is in effect; firearms may be handled and fired at will.

Cold Range: Cease Fire is in effect, **NO HANDLING OF FIREARMS.**

Range Use Requirements

The use of The Andover Sportsman's Club ranges 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 range facility. These SOPs define what every member and public participant must know to utilize The Andover Sportsman's Club ranges. These SOPs are available from The Andover Sportsman's Club RSO staff and website www.andoversportsmansclub.com.

Restrictions

The following are strictly prohibited on Andover Sportsman's Club 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 unless permitted and engaged in hunting.
3. No shooting cross-lane.
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. Range access will be denied 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**
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.
10. No bullet impacts off the range, into buildings, signs, storage containers, sheds, or any other structure or range feature not an ASC approved target or 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 Andover Sportsman's Club property other than on the Firing Line under a Hot Range condition
 - a. Exceptions to this are for Andover Sportsman's Club members and customers who are properly licensed, Connecticut Carry Licensed individuals, and Law Enforcement personnel.

Allowable Firearms

1. Upper Pistol Range
 - a. Any firearm that chambers a pistol caliber round. No BOTTLENECK cartridges may be used at ANY time.
 - b. Shotguns – all types using LEAD birdshot only. No STEEL or SLUGS allowed.
2. Lower Rifle/Pistol Rang
 - a. Rifles (shoulder fired) - all calibers with the exception of those identified in the "Restrictions" section above.
 - b. Handguns - all calibers except those identified in the "Restrictions" section above.
3. Trap and Skeet Range
 - a. Shotguns - all types with shot specific to the rules of the discipline.

Range Safety Officers

All Andover Sportsman's Club Range Safety Officers are required to have the following:

1. Official NRA Range Officer training and a valid certificate identifying them as a NRA certified Range Safety Officer.
2. The Andover Sportsman's Club Range Safety Officer Training and yearly Standard Operating Procedure review.

Range Safety Officers are required as part of open shooting at all ranges. All members using the Andover Sportsman's Club ranges must first attend the New Member Safety orientation prior to being allowed unsupervised use of any range. A designated RSO will be in charge of the firing line(s) and ranges when on duty and during special events.

The RSO on duty is tasked with:

1. Ensuring that all Andover Sportsman's Club members and guests 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. Escorting anyone (to include members) off the range if the person(s) are deemed a safety risk to others on the range.
4. Require anyone shooting on the range be given additional training before being allowed to shoot on the range again.
5. Reporting to Andover Sportsman's Club directors any incidents on the range to include:
 - Accidental discharges
 - Personal injuries such as slide bites, forehead scope hits, and etc that draw blood
 - Trespassers - to include wildlife, pets, and unauthorized people
 - Any other incidents deemed reportable

Authorized Matches

It is the intention of the Andover Sportsman's Club to attract and host organized shoots and competitive matches. These are shoots and matches such as Three-Gun, IDPA, USPSA, Steel Challenge, ATA, Sporting Clay, 3D Archery and more. It is also the intention to work with organizations such as the National Rifle Association, National Shooting Sports Foundation, Civilian Marksmanship Program, and any others that have an interest in the shooting sports.

- The Andover Sportsman's Club will designate an Event Coordinator to oversee a given shoot or match. The Event Coordinator will be a director or member that has a vested interest in the shoot or match.
- All events must be scheduled and planned out with the Andover Sportsman's Club Board of Directors to ensure the necessary schedule, supplies, resources, and logistics can be obtained.
- All planned, scheduled, and approved shoots and matches take precedence over any individual or personal activity.

The Event Coordinator is tasked with:

1. Conducting competitive shoot/matches within the planned schedule approved by the Andover Sportsman's Club Board of Directors.
2. Ensuring all necessary resources such as RSO and any other needed safety personnel are in attendance while the shoot/match is taking place.
3. Conducting the shoot/matches with the primary goals of safe shooting for the participants.

Range Rules

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

Liability Waiver and Age Restrictions

Members must have a current and signed liability waiver on file before using the range.

1. See the "Children On The Range" section below for children under the age of 18.
2. Individuals ages 18 - 20 will be permitted to use the rifle range for rifles and pistol range for shotguns only if not accompanied by an adult 21 or older.
3. Andover Sportsman's Club rules on age and gun possession is in line with federal and state laws.
4. Individuals under the age of 21 who possess a handgun will not be allowed on the range and will be asked to leave the property unless accompanied by someone 21 or older who possesses a CT State permit to carry.

Range Training Requirements

All New Members of the Andover Sportsman's Club must complete a Safety orientation. The orientation may include a safety video, in-person briefing or formal classroom training. The orientation format will be determined by the Andover Sportsman's Club Board of Directors as recommended by the Chief Range Safety Officer.

Each Member of the Andover Sportsman's Club range will be issued a Membership card which indicates that they have completed a Safety orientation which is endorsement for use of the range. Members will only be issued their membership card upon completion of a safety orientation.

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

Fundamental Range Safety Rules

1. **THE FOUR PRIMARY RULES OF FIREARMS SAFETY MUST BE OBSERVED AT ALL TIMES**
 - a. Always keep the gun pointed in a safe direction
 - b. Always keep your finger off the trigger until ready to shoot
 - c. Be sure of your target and what is beyond
 - d. Treat every gun as if it were a loaded gun

General Range Rules

1. Everyone is required to adhere to the written Range Safety Operating Procedures (SOP).
2. All scheduled event use of the ranges shall take precedence over any individual or personal activity.
3. All vehicles shall be parked in the designated parking areas, unless authorized by the Andover Sportsman's Club Board of Directors.
4. Ranges are to be used as posted, or as directed by the RSO on duty.
5. Andover Sportsman's Club members must sign in prior to using the ranges and must have their membership card in their possession to identify them as a member while on club property.
6. Non-members and guests must be signed in and identified as Guests.
7. Only APPROVED targets may be used on ranges. **Each shooter on the range must clean up their bench, targets and/or empty hulls and casings prior to leaving.**
8. Exercise caution not to accidentally discharge guns in the direction of range property, range signs, and stationary furniture.
9. All shooting can only be done from the designated firing line.

10. No shooting of center fire rifle or necked cartridge ammunition on the pistol range.
11. If your rounds are not going to hit solidly in the berm - **DO NOT FIRE!**
12. Police up your brass and spent casings when finished shooting. All targets are to be removed from down range when finished shooting and ONLY during a called "**Cease Fire**" or Cold Range condition.
13. All shooters and spectators on the firing lines and staging areas must wear ear and eye protection.
14. As part of the range safety procedures, all safety rules will be followed.
15. Live-fire times have been designated by agreement with the town of Andover to be Sunday thru Saturday, 9:00am until dusk. Trap and Skeet shooting is allowed until 10:00pm on Tuesdays only.
16. ALL firearms must be unloaded, cased, or actions open when taken to and from the firing line. Personal carry firearms are the exception, however all safety rules must be observed when handling them at the firing line.
17. Inexperienced shooters are to advise the RSO if assistance is needed.
18. When a "Cease Fire" is called, **STOP all shooting and WAIT for further instructions.**
19. **NO firearms are to be handled or moved until a range is designated as a "Hot Range".** All firearms in need of cleaning or repair during a "**Cease Fire**" must move to a designated repair area.
20. 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 or elevated horizon. Any individual firing in a careless manner will be dismissed from the range pending an inquiry. A Safety Incident Report will be filled out by the RSO and will be reported to the Chief Range Safety Officer.
21. While ASC recognizes that open carry is legal in our state, we request that loaded firearms carried on your person remain **concealed** when not on the firing line.
22. RSO commands and range rules must be accepted at all ranges. Challenge to any rule or RSO command may be made in writing or in person to the Andover Sportsman's Club Board of Directors.
23. All children under the age of 18 must be under adult supervision at all times while inside the range perimeter. Any adult supervising a child will not be allowed to shoot on the range leaving the child unsupervised.
24. The minimum age to shoot on the range by one's self is 18 for rifle/shotgun and 21 for handgun.
25. The RSO on duty will be equipped with first aid supplies, basic tools, and radio for communications with other RSOs.
26. **Keep your area used clean - the RSO will enforce this.** Please respect the equipment and clean up your area when you are through shooting. If you move something, **PUT IT BACK.** If you break something, **REPORT IT** so it can be repaired for future use. If you make a mess - **CLEAN IT UP.**

Children on The Range

1. Children under the age of 10 are not allowed on the firing line of any range or are to be left unsupervised by a member parent or guardian while on club grounds.
2. Children between the ages of 10 and 17 are not allowed on the firing line of any range without adult supervision of an adult member, parent, or guardian.
3. The minimum age for unsupervised shooting of a long gun on any range is 18.
4. The minimum age for unsupervised shooting of a hand gun on any range is 21.
5. 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.
6. All children must be fitted with eye and ear protection while visiting the range.

Range Safety

Range Commands

To indicate emergency or hazardous conditions:

"CEASE FIRE"

To stop all shooting routinely or, in the case of an emergency, immediately. Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from the trigger and wait for further instructions.

"MISSFIRE"

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

To prepare the range for **LIVE FIRE**:

"IS THE LINE READY?"

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

"READY ON THE RIGHT?"

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

"READY ON THE LEFT?"

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

"READY ON THE FIRING LINE?"

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

"COMMENCE FIRING" or "RANGE IS HOT"

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

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

"COLD RANGE" or "RANGE IS COLD"

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

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 ranges.
3. Hot Range Procedure: proceed to a shooting bench as directed by the RSO. Uncase the firearm with the muzzle pointing downrange ensuring the action is open, only take out magazines and ammunition out of the case for the firearm to be shot.
4. Cease Fire Procedure: Remain behind the firing line and do not uncase any firearms until the cease fire has been completed and the range is back to a hot range status. Uncase the firearm with the muzzle pointing downrange ensuring the action is open, only take out magazines and ammunition out of the case for the firearm to be shot.

Cold Range Procedure

1. When a verbal "**Cease Fire**" is heard all shooting must stop immediately and when prompted, unload firearm ensuring the chamber is empty and remove magazines.
2. Fix actions open and insert empty chamber flag if available
3. Place firearms on the bench with muzzles pointed downrange, or in a proper rack with muzzles pointing in a safe direction.
4. Engage Cease Fire Identifier (Red Light Indicator or Orange Cone)
5. Absolutely no firearm handling during a cease fire. Individuals may be downrange at or loading targets, picking up brass in front of the firing line, or behind the firing line.
6. Brass or hulls forward of the firing line may be picked up during a cease fire.
7. Chronographs may be set up only when everyone has returned from downrange while the range is "Cold". The chronographer should be the only person in front of the firing line. The chronographer may handle the firearm to line it up with the chronograph but may not load the firearm until a Hot Range is in effect.
8. Anyone handling a firearm during a cease fire or carelessly sweeping people on a Hot Range should be reported to the CRSO.

Firing Line Rules

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

1. A Machine Review shall be conducted by a qualified individual before any member may load and/or operate any automated target thrower or make use of any field for practice.
2. A **TRAP SQUAD** shall consist of no more than five shooters.
3. Shooters must be at their stations prepared to shoot promptly after the squad is called.
4. Shooters at the line shall refrain from speaking or making noise to prevent inadvertent discharge of targets.
5. All scoring disputes shall be settled by the scorer.
6. No member of any squad may move to the next station until the last shot of the round has been fired.

Range Rules Specific for Archery

1. Always use field points at a regular archery bow range (avoid hunting broad-heads as they are more dangerous to handle and will damage most practice targets).
2. Pull arrows out of the targets away from your body.
3. Pull the arrow straight out to avoid bending it by accident.
4. Clean up after yourself, leave the course the way you found it, put targets away and lock up.
5. Never fire the arrow high into the air.
6. Keep your arrow aimed towards the ground as you nock it.
7. It's strongly recommended that you wear an arm guard.
8. Never nock an arrow if there are any people between you and your target, even if you don't intend to shoot yet.
9. Never over-draw your bow (over-drawing is when you pull the string further than the actual length of your arrow). This can result in serious injury and damage to your equipment.
10. Check the bow limbs for any damage before you start shooting.
11. Take off your watch and/or jewelry before you begin shooting.
12. Do not dry fire your bow (pulling and releasing the string without an arrow seated).

13. Don't run while retrieving your arrows.
14. If you drop anything in front of the shooting line, even if it's within reach of your arm, don't grab it, wait for a cease fire prior to crossing the firing line.
15. Check Arrows for any damage prior to knocking them.
16. If an arrow gets logged into the wood portion of a target, unscrew and leave the field point in the wood, do not try and wrench out the portion of arrow as this could cause damage to the target's frame.
17. Line up with the target that you are shooting do not shoot across the range.

Range Rules Specific to Black Powder Firearms

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

NRA Hygiene Guidelines

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

Emergencies and Incident Reporting

In the event of an Emergency please follow these procedures:

- Cease Fire Immediately.
- Notify the RSO on duty or director on premises.
- Follow all instructions given by the RSO.
- Offer assistance if you are able.
- Take charge of the situation. Determine seriousness of injury.
- Render aid if possible. First-aid kits are located at the lower house common area, rifle range, upper house and the skeet warming shed.
- Call for help. Call 911 or the appropriate emergency number(s).
- Direct help to the specific location. Stand post by the main gate to direct emergency personnel as needed.
- There is an Automatic Defibrillator devices are located at the lower house common area, rifle range, upper house and the skeet warming shed.
- Take notes as soon as practical. Interview witnesses and get written statements. Safety Incident report sheets are included on page 17 and 18 of the SOP.

First Aid Procedures

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

Government guidelines can be found at www.OSHA.gov, search for OSHA Occupational Exposure to Bloodborne Pathogens.

Personal Protective Equipment

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

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

Procedure for Cleaning Surfaces Contaminated with Biohazardous Material

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

1. An approved Bloodborne Pathogen Cleanup Kit must be used for cleaning if at all possible.
2. If a large amount of blood or other biohazardous material exists on surfaces or on equipment, the area must be roped off with "Caution Biohazard" tape. The personnel in charge of the cleanup must adorn whatever amount of personal protective

equipment is needed for protection. The biohazardous material must be wiped up with paper towels or sprinkled with liquid-congealing powder. The paper towels or powder must then be placed in a red biohazard bag.

3. The surface, floor, or equipment must then be decontaminated using an approved germicidal liquid. The solution must remain on the surface for ten minutes or as directed and then wiped off with water. In addition to commercially available germicides, a 1 part solution of sodium hypochlorite (common household bleach) to 10 parts water prepared daily is an effective germicide.
4. For a small drop of blood or other biohazardous material that exists on a surface or equipment, wipe off with approved germicidal liquid. Do not use rubbing alcohol as a cleaning solution as it does not kill viruses. The solution must remain on equipment or surface for 10 minutes and then wipe off with water.

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

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

Facility Operating Procedures

Building - Opening Procedure

Designated director/coordinator will:

1. Unlock the door and turn off the alarm in the bathroom hallway.
2. Ensure air conditioning/heat is set and turned on as appropriate.
3. Check out radio for communications with RSOs and test as each RSO reporting for duty checks out his/her radio to ensure everyone has proper and working communications.

Building - Closing Procedure

1. Check in radio used for communications with RSOs. Verify all radios checked out have been checked-in and are hooked up to be charged for the next business day use.
2. Empty garbage cans taking all trash to the dumpster.
3. Close out cash drawer
4. Turn off computer(s).
5. Ensure air conditioning/heat is set and turned to appropriate temperatures for closed building.
6. Ensure all outside doors are locked from the outside.
7. Turn off lights.
8. Turn on outside lights.
9. Turn on the alarm and lock the door.

Range - Opening Procedure

All RSOs reporting for duty will:

1. Check out RSO duty pack
2. Ensure all items are in RSO duty pack:
 - a. Copy of this SOP
 - b. Incident Reports

- c. FULL first aid kit
 - d. Tourniquet
 - e. Pens/Pencils
 - f. Sharpie Marker
 - g. Note Pad
 - h. Witness statement sheets
 - i. Rubber Gloves
 - j. Trauma Kit
 - k. Range inspection sheets
3. Check out Radio and test with Building staff on duty
 4. Check out RSO vest
 5. If a match or private event scheduled for designated Rifle or Pistol range:
 - a. Review "Event Checklist" and perform the appropriate tasks:
 - i. Post appropriate "Event" signage on the range(s) announcing a closed pistol/rifle/shotgun range event
 - ii. Ensure appropriate targets are made ready for event and placed on range(s) as necessary and outlined in event checklist
 - iii. Ensure appropriate shooting line/stations are identified and made ready
 - iv. Ensure appropriate supplies - garbage cans etc.
 - v. Identify event spokesperson prior to event starting and coordinate duties of any volunteers and/or event staff
 - vi. Give safety briefing for event with all participants to include those not shooting - SAFETY FIRST!

Range - Operating Procedure

1. Range inspection:
 - a. Ensure that there are no hazards/obstructions between the firing line and the impact area. Keep the area clean.
 - b. Correct any problems before opening the range.
 - c. If a problem is found that can't be corrected immediately you will have to determine if the range/bay can be run safely with the existing problem. For example: If a section of the primary impact berm is damaged or eroded away, the range could still be opened but the affected section/bench will not be used. However if you determine that the range cannot be operated safely - **DO NOT OPEN THE RANGE**. Report the problem to the CRSO as soon as possible so that the problem can be addressed; hang a sign so that every RSO coming to the range will be aware of the problem.
2. Supplies:
 - a. Extra cardboard, targets, safety glasses, and ear protection will be made available to shooter(s) in limited quantities by the RSO.
3. Make sure all target frames are in good working condition. Replace backer boards as needed.
4. For each shooter using the range:
 - a. Ranges use is first come first serve.
 - b. Members shall have priority range use over any guest.
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! 911 shall be called along with a club emergency response number and a CEASE FIRE called on all ranges and a lock-down initiated on the entire facility while emergency and first responders perform necessary tasks. Range closure may be necessary, and in the case of a range closure of this nature, SAFETY FIRST by following first responder and RSO directions followed by SAFE egress of shooters and members from the ranges to a designated area or from the property as directed.
- c. **ANY Accidental Discharge** - RSO will fill out an incident report and have shooter(s) and/or witness(es) acknowledge and sign report. It will be up to the RSO to determine if the shooter(s) can remain on the range or if their shooting session is concluded.

Making The Line Hot

1. After all shooters are back from putting out target frames or changing or loading 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, shooters are ready and it is safe to shoot, an announcement can be made for the range to go "HOT"
3. An RSO must always be monitoring the firing line condition. If the RSO must help a shooter and is on duty alone, the line must be shutdown until he is free to continue his duty

Making The Line Safe

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

- minimize the time spent down range.
- c. Keep their safety glasses on down range at all times.
- d. That now is also a good time to pick up any brass that has fallen forward of the benches and cement pad and to deposit it in the designated brass buckets if they don't want it. Brass on the firing line can be picked up after the RSO gives the command to do so after all shooters have returned behind the firing line.
- e. Bring their target frames back if they are done shooting.

Range - Closing Procedure

All RSOs closing the range will:

1. Make the line safe for the last time. Verify firearms are empty and cleared prior to directing everyone to case their firearms before declaring the line safe and allowing shooters down range.
2. Maintain observation of the line until all shooters have removed their firearms from the range.
3. Put any equipment such as sandbags and rests in their storage location.
4. Pick up all trash and dispose of properly. Sweep off shooting area if required.
5. Place stools adjacent to the shooting benches.
6. After all shooters have left the range, turn off all lights and electrical equipment.
7. Close and lock all doors of supply cabinets and other secured storage.
8. Insure that everyone has left the range.
9. Ensure all items are in RSO duty pack and replace/refill items that were used for the shift:
 - a. Copy of this SOP
 - b. Incident Reports
 - c. FULL first aid kit
 - d. Tourniquet
 - e. Pens/Pencils
 - f. Sharpie Marker
 - g. Note Pad
 - h. Witness statement sheets
 - i. Rubber Gloves
 - j. Trauma Kit
 - k. Range inspection sheets
10. Check in RSO duty pack.
11. Check in Radio and ensure that it is plugged in to recharge the batteries.
12. Check in RSO vest
13. If a match or private event was held for designated Rifle or Pistol range:
 - a. Perform the appropriate tasks:
 - i. Remove "Event" signage on the range(s) announcing a closed pistol bay/rifle range event
 - ii. Remove event targets and put them away.
 - iii. Ensure shooting line/stations are cleaned up.
 - iv. Ensure garbage cans and any other debris are emptied into the dumpster
 - v. Ensure any full brass buckets are replaced with empty buckets. All full brass buckets are to be put in the designated storage area.

Range - Inspection Procedure

All ranges shall have a written safety inspection completed by a RSO once every three months. Inspection reports shall be submitted to the Chief Range Safety Officer for review and a summary shall be provided to the Board of Directors.

Safety Incident Report

Documented by: _____ Date: _____

Name of person(s) involved: _____

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

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

All "NO" answers or "Other" type of incident must be commented on in the space provided below. Provide as much detail as possible for the incident being reported. All incidents must be reported to the Andover Sportsman's Club CRSO for investigation.

Comments: _____

(Add additional blank pages if necessary)

Eye Witness Form

What did you see? _____

What did you hear? _____

What did you do? _____

Signed

Date