

RANGE STANDARD OPERATING PROCEDURES

**Tewksbury Rod and Gun
Club, Inc.**

**79 Chandler Street
Tewksbury, MA 01876**



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CHAPTER 1

INTRODUCTION

Tewksbury Rod and Gun Club, Inc. is a non-profit organization founded in 1957. The purpose of the club is defined in Article II of the Bylaws. The club has an indoor 50 foot pistol range, a function hall, an outdoor archery range, a 100 yard high bore rifle range and a trap range.

CHAPTER 2

RANGE RULES

Section I

Gun Handling Rules

- ALWAYS point the muzzle in a safe direction.
- ALWAYS Keep your finger OFF the trigger until ready to fire.
- ALWAYS Keep the action open and unloaded until ready to shoot.
- Know how to operate your firearm.
- Be sure your gun and the ammunition is compatible.
- Be sure of your target and what is beyond.
- Wear eye and ear protection.
- NO ALCOHOL or DRUGS during or prior to shooting.
- Be aware that circumstances may require additional rules unique to a particular situation.

Section II

General and Specific Range Rules

Range Officer:

Neither the Trap nor High Bore Ranges may be utilized without the presence of, and under the direct control of a Range Officer. The Range Officer shall assure that safe conditions prevail, that the range commands are obeyed, and that all Range Rules are being followed. The Range Officer is responsible for reporting range safety or procedure violations to the Chief Range Officer or chairperson of each range.

High Bore Range - Range Officers for the High Bore Range are required to sign up for two (2) Saturday time slots (9 to 1 or 12 to 4) each Spring. The responsible RO's name will be posted on the club's website calendar for each time slot. Anyone unable to fulfill this requirement will not be allowed to continue as a Range Officer. The Outdoor Range will be open every Saturday April 1st through October 31st from 9 am until 4 pm. The Range Officer list will be annotated to show which Range Officer MIGHT be available to open the Range during the week.

Each Range Officer is responsible for finding a substitute Range Officer should a scheduled opening need to be canceled for any reason. If a substitute cannot be found the Chief Outdoor Range officer shall be notified.

When on the Outdoor Range, the Range Officer in charge will wear a distinctive vest/armband or other approved apparel to clearly identify them as the Range Officer in charge. Additionally, the Range Officer is responsible for ensuring that the approved First Aid Kit is available at the range prior to opening the range.

If for any reason the range officer must leave the active shooting area in order to address an issue downrange or operate the trap machine or similar situation, he/she should designate a range officer to cover for him or her while they are addressing the issue downrange. This designee must ensure that no guns or ammunition are handled and all safety rules are adhered to while the RO is downrange. This designated RO must wear the orange vest or arm band to clearly identify him or her as the range officer in charge. If there are no trained range officers available, the RO may designate an adult shooter to ensure that no one handles firearms while the RO is not available on the range. This individual should wear the armband or vest identifying him/her as the RO.

The Range Officer is responsible for ensuring that the approved First Aid Kit is available at the range prior to opening the range.

It is **STRONGLY** recommended that the Range Officer have a cell phone available when at the range. The phone numbers for the Tewksbury Police (978-851-7373) and Fire Departments (978-640-4410) will be prominently posted on the range.

ANY Range Incident requiring the involvement of the Tewksbury PD, Fire Department or requiring medical attention **MUST** be reported to **BOTH** the Chief RO and the Club President as soon as possible.

Range Log Books:

A permanent Range Log Book, conveniently accessible at the indoor range and Hi Bore range **MUST** be completed **PRIOR** to the use of any range (not required for league matches, or club sanctioned functions). All shooters (including guests) must sign-in individually, including the starting time and caliber(s) being used.

Trap Range: The Range officer opening the range shall complete the sign in sheet with the name of each shooter. This sign in sheet should be left in the sealed envelope with the funds collected at the end of the day.

Range Hours:

OUTDOOR RANGES:

Monday through Friday.....9 AM to 30 minutes after sunset

Saturday.....9 AM to 4 PM

Sunday.....Closed

INDOOR RANGE:

Daily.....(.22 cal).....7 AM to 12 midnight

(> .22 cal).....7 AM to 10 PM

Littering:

No littering is permitted on Club property. All trash, including paper targets and shell cases, must be properly disposed of in the barrels provided. Keep the ranges **CLEAN**.

Alcohol or Drugs:

No Alcoholic beverages or illegal drugs are allowed on any range at any time, regardless of whether or not shooting is taking place. Persons who appear to the Range Officers to be intoxicated or under the influence of drugs or alcohol will not be permitted to shoot or remain on the range.

Firearm Actions Shall be OPEN:

The actions of all uncased firearms shall be open at all times the firearms are on Club property, with the exception of when the firearm is held in the shooter's hand and pointed at a safe target from the firing line. Firearms in cases may have their actions closed, but must be unloaded. For the Trap Field only, firearms may be stored with their actions closed (but unloaded) when on the Shotgun Racks. A pistol holster constitutes a case. Autoloading firearms whose actions cannot be locked open must be cased when not in direct use or have a breach flag used to identify the unloaded status. **NOTE:** Firearms carried on one's person for personal protection do not need to be unloaded unless they are being handled or displayed.

Targets:

TRAP RANGE - Only Clay Targets are allowed. No handheld throwers are allowed. The shotgun patterning board may be used from station 1 with RO permission.

LOADING TRAP HOUSE: Whenever anyone is in the trap house loading or servicing the machine, the orange cone must be placed on top of the house to indicate that someone is inside. No one under the age of 18 is allowed in the trap house. If the range officer is required to load the house, he should designate another range officer to ensure that no one handles firearms or ammunition while anyone is down range. This designee should wear the orange vest or armband clearly identifying him as the range officer.

HIGH BORE RANGE - Only paper targets, or Range Committee approved targets are allowed (**NO GLASS**). No targets closer than 50 yards from the firing bench and no ground targets except at 100 yards. For pistol shooters who

want to shoot targets closer than 50 yards, with Range Officer Approval, the entire firing line may be moved down range to the 100 yard line with the shooters allowed to back up to the preferred distance.

INDOOR RANGE - Only paper targets are allowed. All targets must be placed all the way down range (50 feet) at the steel plates.

Ammunition:

NO Tracer, Incendiary, or Armor-piercing ammunition is allowed on any range.

TRAP RANGE: Gauge shall be no larger than twelve (12) gauge, Shot size shall be no larger than 7½, with a maximum of three (3) Dram equivalent of powder (TARGET LOADS). No Field or Game loads.

HIGH BORE RANGE: There are no specific limitations, except as listed above, for ammunition on the HIGH BORE RANGE. Under no circumstances shall unsafe ammunition be allowed.

INDOOR RANGE: .22 cal thru .45 cal PISTOL ammunition only, however NO MAGNUM ammunition is allowed. Jacketed ammunition is allowed on the indoor range as long as "splash back" does not occur. Only .22 cal rimfire rifles may also be used on the indoor range. No pistol caliber rifles may be used at this range other than .22 caliber rifles.

Automatic Weapons:

Fully Automatic or selective fire (multi-fire triggers) operation is PROHIBITED on all ranges.

Penalties:

Failure to abide by one or more of the above rules MAY result in DISMISSAL from the Tewksbury Rod & Gun Club, at the Board of Directors' discretion. At a minimum, anyone observed to be in violation of the above rules will be counseled by the Chief Range Officer, and repeat violations require the appearance of the offending party before the Board of Directors.

CHAPTER 3

RANGE OPERATIONS RANGE OPERATIONS GUIDE

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RANGE OPERATIONS GUIDE

1. **General.** Live fire ranges at the Tewksbury Rod and Gun Club, Inc. are designed to provide club members in good standing a facility where they can become proficient with privately owned firearms.
2. **Facilities for Use.** Range availability is at the discretion of the club board of directors. Live-fire shooting is normally limited to the following ranges and equipment:
 1. Outdoor Range—Rifles, pistols and shotguns any caliber or gauge. (No tracer, armor-piercing ammunition, exploding targets or hell fire or bump stocks.)
 2. Indoor Range--BB guns, air rifles, air pistols, .22 caliber rifles only; handguns up to .45 caliber. No magnum, tracer, or armor-piercing ammunition.
 3. Trap Range--Shotguns only. (#7, #8, 8.5 shot; no slugs.)
3. **Range Limitations and Safety Requirements.** Live-fire shooters will:
 - a. Fire only on scheduled ranges and have a Range Officer (RO) present at the Hi Bore and Trap ranges. The indoor range may be used without a range officer present.
 - b. Fire only authorized firearms and ammunition. No incendiary ammunition or explosive targets allowed.
 - c. Fire at authorized targets only. No Silhouette targets allowed at any range in accordance with MA state law.
 - d. Ensure all projectiles impact within the established range safety limits.
 - e. Only fire when given permission from the RO.
 - f. Call "Cease fire" and make safe all firearms when a shooter moves forward of the firing line or during any unsafe condition.
 - g. Call "Cease fire" if any unsafe condition is discovered or a firing line becomes staggered (one shooter forward of another) anywhere on the range complex. Any person may call a cease fire for safety purposes.
 - h. All targets at the high bore range must be placed at least at the 50 yard marker. The range officer may allow the firing line to be moved closer to the berm in order to accommodate pistols.
 - i. All targets on the indoor range must be placed at the backstop. No targets can be closer than all the way down range. All benches on the indoor range must remain 50 feet from the target and must not be moved closer to the backstop.
 - j. No quick draw or handling of firearms in an unsafe manner
 - k. Use appropriate eye and ear protection.
 - l. Notify the RO, Chief Range Safety Officer (CRSO) or range chair-person of any safety infractions.
 - m. Police all brass, paper, and other debris that accumulates on the range. Dispose of them in the containers provided.
 - n. An orange cone will be displayed whenever people are downrange in the trap house for maintenance or loading of targets. While the cone is displayed, no one should handle any firearms.
 - o. Whenever anyone is downrange at ANY range, no one is allowed to handle any firearms or ammunition.
4. **Authorized & Prohibited Firearms.** Fully automatic firearms are not allowed on any range. No bump fire or hellfire stocks allowed. Black power firearms may only be used at the high bore rifle range.
5. **Authorized Personnel.** The following persons are allowed to fire:
 - a. Current members in good standing of the 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). All guests MUST sign in to range log books individually.
 - c. Personnel approved by the club officers or CRO on a case-by-case basis.

6. Personnel Responsibilities.

a. Range Chairman

1. Maintain the range facility.
2. Schedule ROs for all range operating hours.
3. Conduct RO training as needed
4. Confirm that all ranges have a fully stocked and up to date first aid kit.

b. Chief Range Safety Officer

1. Ensure each RSO understands and can execute live-fire procedures.
2. Ensure that all ranges are safe to operate and that no safety hazards exist
3. Review range standard operating procedures on a yearly basis and send any recommended changes to BOD for approval.
4. Assist the range chair persons in conducting the Range Safety Officer Training Program for Range Safety Officers.
5. Establish minimum standards for range safety briefings

c. RSOs. The range chairperson must first approve anyone desiring to become a shooting club RSO and to ensure that they are properly trained.

1. Conduct range inspection using the appropriate checklist.
2. Conduct range safety briefing.
3. Conduct live fire in accordance with the range rules. Failure of shooters to abide by the range rules may result in corrective action by the RSO up to and including eviction from the range and reporting to the board of directors. Report all incidents to the range chairperson.
4. Confirm that all actions are open and all guns are unloaded before allowing anyone to go downrange.
5. Close the range according to established range procedures

d. Club Members

1. All shooters must sign in at the log book for the specific range.
2. Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
3. All shooters are responsible for their guns and ammunition while on the complex.
4. 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.)
5. Only load firearms on the firing line after the RO has given the command to load.
6. Do not point firearms at anything other than authorized targets.
7. Fire at your own targets only
8. Give the command "Cease Fire" if an unsafe condition exists.
9. Follow all commands of the RO.
10. Assist in policing of brass and other debris.

7. Hours of Operation and Scheduling.

Range Hours:

OUTDOOR RANGES:

Monday through Friday... 9 AM to 30 minutes after sunset

Saturday..... 9 AM to 4 PM

Sunday..... Closed

INDOOR RANGE:

Daily.....(.22 cal)..... 7 AM to 12 midnight

(> .22 cal)..... 7 AM to 10 PM

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 RSO will deny range access to anyone in violation. After firing, shooters may consume alcoholic beverages in the clubhouse if the bar is opened by authorized personnel.

9. **Medical Support.** In the event of a medical emergency, call 911 and notify the range chairperson.

CHAPTER 4

RSO TRAINING REQUIREMENTS AND REPORTS

1. All RSOs for all ranges will pass an NRA certified RSO class either by classroom training with a Chief RSO or online within 1 year of becoming a club RSO. Registration with the NRA is not necessary but evidence that the class was attended and passed should be recorded by the club CRSO.
2. All RSOs for all ranges will receive range specific training by the range chairperson prior to being scheduled for any RSO shifts.
3. An incident report will be completed by the RSO for any incidents that may occur during his/her range shift.

CHAPTER 5

RANGE SAFETY BRIEFING

Range Safety Briefing

Follow this outline when conducting range safety briefings. Point out and explain range rules to all participants. 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. This should be conducted at the beginning of each formal shooting event. It may be conducted on a person by person basis in instances where shooters arrive at different times during the day.

PURPOSE OF THE SHOOTING EVENT

- State the purpose (e.g., recreational shooting, ham shoot, turkey shoot, CMP Match, pistol league match).
- Provide an overview of the event.
- State the total numbers of rounds and time available (if applicable).

RANGE PERSONNEL

- Introduce range personnel.
- Explain that their role is to ensure safety.
- Indicate how they may be identified, e.g., orange vest or arm band

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 on the picnic tables at the trap range, behind the gate at the Hi Bore Range and behind the glass at the indoor range
- Ready area--Located behind the firing line where shooters may store and prepare their equipment. Located at the picnic tables at the trap range, the rear tables at the Hi Bore Range and the bench behind the glass at the indoor range.
- 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 locations at the indoor range, at the five trap stations on the trap range and the bench at the firing line on the Hi Bore range. 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.
- Demonstrate the proper use of special equipment and explain any special safety practices (e.g., trap microphones, indoor and outdoor range target holders)

RANGE SAFETY RULES

Three Fundamental NRA Rules for Safe Gun Handling

- *Always keep the gun pointed in a safe direction.*
 - The gun is pointed so that even if it were to go off, it would not cause injury.
- *Always keep your finger off the trigger until ready to shoot.*
- *Always keep the gun unloaded until ready to use.*

Rules for Safe Use

- 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.
 - 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.
 - 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.
 - Users of air gun ranges, including spectators, need eye protection to prevent injuries from ricochets.
- Never use alcohol or drugs before or while shooting.
 - 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

- Know and obey all range commands.
 - "Cease Fire"; "Commence Fire"; "Range is Hot"; "Range is Cold"; "Make safe", etc.
 - Stop shooting immediately upon the command of "Cease Firing."
- Shoot only at authorized targets.
- Do not handle a firearm or ammo or stand at the firing line where firearms are present while others are downrange.
- All shooters must check in with the RO and sign in on the range book. This includes all shooters including guests.
- Any shooting activities can only be performed while a range officer is present at the trap range and Hi Bore range. The indoor range may be used without a range officer present.

NRA Hygiene Guidelines

- NRA hygiene guidelines are intended to minimize exposure to airborne particulate lead and cleaning product residues.
- Everybody exposed at the range or cleaning area--even if he did not participate in the shooting session--should follow these 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 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

- Machine guns are not allowed
- Armor-piercing or tracer ammunition is not allowed.
- Targets must be placed to ensure bullets hit the impact area.
- On the Hi Bore range, targets cannot be placed any closer than the 50 yard marker
- On the indoor range, targets must be placed all the way down range.
- An orange cone will be placed on the top of the trap house when a person is in the house for maintenance or loading targets. When a cone is visible, no handling of firearms or ammunition is allowed.
- Leave dropped ammunition on the floor until the stage of fire 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.
- Notify the RSO when there is a firearm stoppage malfunction that you cannot clear.
- 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.
- Explain all posted range rules for that particular range.

Administrative Range Rules

FIRING LINE COMMANDS (For formal shooting activities)

- “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.

EMERGENCY PROCEDURES

- Take charge of the situation. (Determine seriousness of injury and assigned duties)
 - Assignments may include:
 - Administer first aid
 - Secure firearms
 - Call EMS
 - Direct EMS to incident location
 - Document situation
 - Move cars to allow for EMS vehicles
 - Clear an area for EMS personnel to work
 - Contact range chairperson, club board member and chief range officer
- Render aid. First-aid kits are located at each range:
 - Indoor range – Mounted on wall outside range door
 - Hi Bore Range – Should be on the back table near the range closet while range is open
 - Trap Range – Should be on scorers chair or first picnic table closest to scorers chair while range is open
- Call for help via telephone. Emergency phone numbers:

Contact	Primary Phone Number	Secondary Phone Number
EMS	978-640-4410	911
Police	978-851-7373	911
Fire	978-640-4410	911
Poison Control Center	800-222-1222	911

- Direct help to location.
- Take notes. Emergency report sheet should be located at the range

Outdoor Range Inspection Checklist

Inspected by _____ Date _____

	Yes	No
Backstop/Impact area inspected	_____	_____
Target frames/mounts in good repair	_____	_____
Firing Line marked	_____	_____
Shooting Benches/tables inspected	_____	_____
First Aid Kit inspected and available	_____	_____
Range Rules Posted	_____	_____
Gun Racks available and in good repair	_____	_____
Trash available	_____	_____
Brass/dud bucket available	_____	_____
Log book out and available	_____	_____
RO is wearing orange vest	_____	_____

Comments:

Trap Range Inspection Checklist

Inspected by _____ Date _____

	Yes	No
Trap machine filled	_____	_____
Trap machine in good working order	_____	_____
Microphones in good working order	_____	_____
Signal cone is available	_____	_____
Sign in sheet available	_____	_____
Fluorescent vest displayed on RO	_____	_____
First Aid Kit inspected and available	_____	_____
Range Rules Posted	_____	_____
Gun Racks available and in good repair	_____	_____
Trash available	_____	_____

Comments:

Indoor Range Inspection Checklist

Inspected by _____ Date _____

	Yes	No
Backstop/Impact area inspected	_____	_____
Target frames/mounts in good repair	_____	_____
Firing Line marked	_____	_____
Shooting Benches/tables inspected	_____	_____
First Aid Kit inspected and available	_____	_____
Range Rules Posted	_____	_____
Trash available	_____	_____
Brass/dud bucket available	_____	_____
Log book out and available	_____	_____
Ventilation System is operational	_____	_____
Lights are functional	_____	_____

Comments:

Tewksbury Rod and Gun Club, Inc.

Contact Information

Tewksbury Emergency Services	978-640-4410
Tewksbury Police	978-851-7373
Tewksbury Fire	978-640-4410
Club President – Jeff Blute	(See Club Newsletter)
Club Vice President – Rich Sorrentino	(See Club Newsletter)
High Bore Range Chairman – Mike Hebert	(See Club Newsletter)
Trap Range Chairman – Zach Richard	(See Club Newsletter)
Indoor Range Chairman – Anthony Tosto	(See Club Newsletter)

Emergency Report Sheet

Effective Date: _____

EMERGENCY COMMUNICATIONS

Contact	Primary Phone Number	Secondary Phone Number
EMS	978-640-4410	911
Police	978-851-7373	911
Fire	978-640-4410	911
Poison Control Center	800-222-1222	911

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.
- Range Officer designee will coordinate edging or pulling of targets, if possible, and securing the scene and the injured person's gear.
- Range Officer or designee will notify EMS at from their cell phone or nearest telephone located at the indoor range and provide the following information:

1. Specific Location or Address of Incident with Directions

Location: _____

Address: 79 Chandler Street
Tewksbury, MA 01876

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: _____

- Follow all instructions from EMS personnel. Return to the injured and continue care until EMS arrives.
- If an available person is currently certified in American Red Cross (ARC) Standard First Aid and CPR. He/she may assist in evaluating the situation for hazards, protect the injured, and provide first aid until relieved by more qualified personnel, (e.g., physician or EMS).

Person assisting 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.

- Range officer or designee will retrieve the first-aid kit located at the tables on the trap range, the rear bench at the Hi Bore range and on the wall outside the indoor range door and assist personnel as needed.
- If the accident involves a gun-shot injury, the range officer will notify police and preserve the scene as it appeared at the time of the incident.
- Range officer designee will go to the range entrance and direct EMS personnel to the injured.

COORDINATION

- Range officer or designee will supervise the situation and ensure fulfillment of emergency procedures by:
 1. Getting names of witnesses and taking statements.
 2. Completing injury report forms.
 3. Notifying chief range officer and chair-person of the range.
 4. Filing copies of the injury report form with range chairperson, chief range officer and chief range safety officer

NOTES:

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: _____