



**MANATEE GUN &  
ARCHERY CLUB** 

**1805 Logue Road  
Myakka City, FL 34251**

# **Standard Operating Procedure (SOP)**

**Range Safety, Rules, Policy and Procedures**

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## **1.0 Preamble**

### **1.1 Authority**

The Manatee County Gun and Archery Club, Inc., doing business as Manatee Gun and Archery Club (MGAC or Range), was incorporated in the State of Florida as a 501 (c) 4 not-for-profit corporation with an original filing date of May 26, 1978 under the State of Florida, Department of State, Division of Corporations FEI/EIN#: 59-1859462.

### **1.2 Purpose**

MGAC is a not-for-profit shooting club with Members that is also open to the public. MGAC is dedicated to the education and enjoyment of safe shooting. It is governed by its elected Officers and Board of Directors where Authorized Shooters (who may also be referred to as *Members, Users, Patrons, or Customers* herein) can enjoy recreational (open shoot), competitive (sanctioned or scheduled shooting event) and formal firearms training (instructional shoot) activities operating firearms in a safe, professionally managed, friendly atmosphere.

In order to conduct these shooting activities in a safe manner, collectively the Range Staff, who include the MGAC Manager, Office Support Staff, a Senior Chief Range Safety Officer, Chief Range Safety Officers (CRSO), and Range Safety Officers (RSO)\*, are hereby authorized to carry out MGAC rules, policies and procedures established, sanctioned and adopted by the MGAC Officers and its Board of Directors as outlined in this SOP. Authorized Shooters using Range facilities or engaging in any activities at the Range must comply with all directives, instructions or requests made by Range Staff in the performance of their assigned job functions and duties while conducting and supervising safe shooting activities and in their performance of Range maintenance and operations.

\* MGAC Range Safety Officer Designation – An NRA Safety Officer works the mainline Range 1 or Range 5.

### **1.3 Revisions**

The MGAC Officers and its Board of Directors reserve the right to revise or amend this SOP as necessary and appropriate in accordance with established corporate bylaws. No Range Staff or Members may arbitrarily revise this SOP without Officer and Board of Directors approval. All revisions or amendments shall be noted in the table below including their effective date.

Manatee Gun and Archery Club, Inc. Standard Operating Procedure (SOP)		
Effective Date	Version	Revised or Amended Sections
April 2023	Current ver.5	Concealed Carry, Minors/Inexperienced
November 2018	4	Entire Document

**1.4 Approval of Standard Operating Procedure**

  
 \_\_\_\_\_ Date: 4/20/23  
 Bill Milligan, President

Manatee Gun and Archery Club

Date Approved by MGAC Board of Directors:

  
 \_\_\_\_\_ Date: 4/20/23  
 Robert Longo, Chairman, on behalf of Board of Directors

**2.0 General Information**

**2.1 MGAC Physical Location and Contact Information**

MGAC is located on 360 acres in Manatee County, Florida 22 miles east of I-75 (exit 220, State Road 64) and then 1.2 miles north of State Road 64 on the west side of Logue Road.

Physical address: 1805 Logue Road, Myakka City, FL 34251

GPS Coordinates: Longitude 27 degrees 28' 36.27" N

Latitude 82 degrees 09' 19.66" W

Elevation 89 feet above sea level

Mailing Address: 1805 Logue Road, Myakka City, FL 34251

Telephone: 941-322-0055/Facsimile: 941-322-0755

MGAC E-Mail: manateegunclub@gmail.com

## 2.2 MGAC Facilities

- 2.2.1 Main building including registration and administrative offices, restroom facilities, pro shop with ammunition, targets, apparel, limited shooting supplies, beverages and snacks.
- 2.2.2 Dedicated classroom building and related support facilities housing maintenance and range equipment.
- 2.2.3 Main Pistol Range 1: 36 static shooting positions accommodating seven-yard, 15 yard and 25 yards shooting plus a six position, ten yard dedicated special purpose (certain short-barreled firearms) range. **See also Section 5.4.1.**
- 2.2.4 Main Rifle Range 1: 44 static bench rest, standing, seated and prone positions accommodating 50 yards, 75 yards, 100 yards, 200 yards and 300-yard shooting.
- 2.2.5 Three (3) dynamic pistol bays (Ranges 2, 3, 4).
- 2.2.6 Range 5 -600 Yard Bench Rest (NRA F Class) and precision rifle.
- 2.2.7 Range 6 - 100 Yard rifle range and 25 Yard pistol (under construction).
- 2.2.8 Range 7 – To be determined.

## 3.0 Firearm Safety Rules

### 3.1 Fundamental Firearm Safety Rules\*

Firearm safety is non-negotiable. Strict adherence to these firearm safety rules can virtually eliminate critical injury or death due to an accidental or negligent discharge:

- **Always** treat every firearm as if it were loaded.
- **Always** keep the firearm muzzle pointed in a safe direction.
- **Always** keep your finger off the trigger and out of the trigger guard until you are ready to shoot on target.
- **Always** know the target and what is beyond it.
- **Always** keep a firearm unloaded until ready to use.
- **Know** how to use and operate firearm safely.
- **Know** that the firearm is safe to operate.
- **Use** only the correct ammunition for the firearm (match firearm markings to ammunition box and cartridge head stamp).
- **Never** use a firearm under the influence of alcohol, controlled substances or prescriptions that may cause mental or physical impairment.

- **Always** wear proper eye and hearing protection on the Range.
- **Always** store firearms so they are not accessible to unauthorized persons.

\*Source: National Rifle Association, *Basics of Pistol Shooting*, and Glock Professional, *Armorer's Manual*, 2016.

### **3.2 Posting Requirements of Firearm Safety Rules**

Applicable Section 3.1 Firearm Safety Rules shall be posted in a conspicuous location visible to all Authorized Shooters adjacent to the main ranges together with any applicable General or Specific Range Rules. Applicable Section 3.1 Firearm Safety Rules shall be covered in all Range Safety Briefings together with any General or Specific Range Rules deemed necessary by the Senior CRSO.

## **4.0 MGAC General Operating Policy and Rules**

### **4.1 Operating Hours, Force Majeure, and Authorized Use**

MGAC regular days and hours of operation are 9:00 AM – 5:00 PM, Thursday through Sunday, year-round, for Authorized Shooters who include both Members and public Patrons. The MGAC Office closes at 4:30 PM. MGAC may become non-operational during regular operating days/hours due to a force majeure, example: The Range shooting facilities will shut down if lightning strikes are detected within 10 miles or less. Range facilities will reopen once the lightning threat exceeds ten miles for at least 15 minutes.

MGAC is closed to Authorized Members and public Patrons Monday through Wednesday. Otherwise, only persons authorized by the MGAC Manager or MGAC President are allowed entrance and use of the MGAC facilities during the days MGAC is closed to the Members and the public.

### **4.2 Authorized Shooters**

#### **4.2.1 Responsibilities**

All Authorized Shooters regardless of membership status must check in at the MGAC office prior to any shooting activity and check-in with Range Staff when entering upon any MGAC range prior to use.

This SOP shall be made available to all Authorized Shooters of the MGAC range facilities for review at the MGAC office. Any Authorized Shooter using the MGAC facilities is responsible for compliance with the policies and rules contained herein. Any questions regarding same should be directed to the MGAC Manager or President.

**Directors, Officers and volunteers all have authorized access to the premises.**

After a Range Safety Briefing or other instructional presentation that may be required, all Authorized Shooters are presumed to possess a reasonable knowledge of firearm safe handling, the application of firearm safety rules, how to respond to a *Cease Fire* range command and when to call a *Cease Fire* if necessary.

No intentional misuse or vandalism of the Range facilities including intentionally shooting at target carriers or fixtures will be tolerated and shall be met with serious consequence including action to recover damages.

**4.2.2 Inexperienced Shooters and Minors**

MGAC recommends, but does not require, inexperienced shooters of any age take a basic firearms safety and use training course prior to using the range on their own. MGAC can provide instructional resources.

Minors are welcome to shoot at MGAC.

Minors on the Range

Minors must always be accompanied by a parent or legal guardian.

All minors must have parent/guardian sign waiver with written confirmation of minors age (DOB)

All minors are only allowed to shoot under parent/guardian's supervision. Parent or Guardian must be within arm's reach of the minor any time they are operating a firearm.

Minors are required to wear the appropriate wrist band for proper age bracket identification.

No minors under the age of 6 are allowed on any firing line or shooting area.

Minors ages 6-7 are allowed as observers only on the firing line; and only when they are accompanied by their non-shooting parent or guardian.

#### Minors Ages 8-11

Allowed to shoot 22 caliber rimfire, air, and BB rifles only.

Pistols are not allowed.

No rapid fire.

The maximum distance is 100 yards.

#### Minors Ages 12-17

Not limited by distance or firearm configuration. (i.e., rifle or pistol)

Shooters ages 12-17 are prohibited from shooting magnum pistol loads. Shooters must be able to safely operate, sight, and shoot firearms.

#### Inexperienced & First Time Shooters

Always learn proper grip, sight alignment, and safety practices with an unloaded firearm.

Shooters should always dry fire before the first shot.

For the first shot only load one round into the magazine or firearm. (if proficient they may continue)

For the next shots only load two rounds into the magazine or firearm. (if proficient they may continue)

For the next group of shots load three rounds into the magazine or firearm. (if proficient they may continue)

After the shooter has successfully fired the sequence of rounds, they may proceed with fully loaded magazines.

#### **4.2.3 Eye and Hearing Protection**

Pursuant to Section 3.1, eye and hearing protection is required for all Authorized Shooters and any other person immediately adjacent to or on the firing line of any range facility at MGAC.

Eye protection must meet a safety specification of the minimum ANSI Z-87 Standard. Those with glass or plastic prescription lenses must wear side shields or a wraparound protective covering over their regular lenses. It is recommended that eye protection meet the stricter Mil-PRF-31013 Standard.



Hearing protection must meet a minimum of 25 DB noise reduction level or greater. It is recommended that for sustained exposure to high decibel noise levels that both ear buds and earmuffs be worn simultaneously.

#### **4.2.4 Range Hygiene**

The potential for lead dust exposure on an outdoor range like MGAC is relatively small, but still exists. It is recommended that no food or beverages be consumed on the firing line because of the risk of transferring lead dust or spent combustion material from hands to eyes or mouth. It is also recommended to not touch eyes, nostrils or mouth with hands until hands are washed (cold water wash with soap recommended) after shooting is finished or upon exiting the Range. Restroom facilities are provided for wash-up.

Women who are pregnant or nursing are recommended to not participate in shooting activities because of the potential for contact exposure to lead dust and combustion particles.

#### **4.2.5 Apparel Restrictions**

No open toe shoes or sandals shall be worn on the firing line of any range; no open top boots with shorts or skirts; no undershirts, low cut or undercut men's or women's tops shall be worn when engaging in any shooting activity or as an observer on any range. A high collar/neckline button up shirt, polo type shirt or t-shirt is recommended. A baseball type cap is also recommended for pistol shooters.

**All CRSO/RSOs shall dress in compliance with the Personal Appearance Policy # 605 in the Employee Handbook.**

### **4.3 Firearm Safety Violations**

Violations or repeated violations of any Section 3.1 Firearm Safety Rule or Section 4 General and Section 5 Specific Range Rules contained within this SOP by an Authorized Shooter may result in the following actions:

- Warning issued by the Senior CRSO, a CRSO or a RSO for correction of the safety or rule violation.
- Additional warning issued or in the safety and interest of other Authorized Shooters and Range Staff, termination of shooting activity and dismissal from the Range premises.

- Any indication or observation that an Authorized Shooter is attempting to operate a firearm under the influence of alcohol, a controlled substance or prescription medication that impairs shooting ability will result in refusal of use of the Range and dismissal from the Range premises for that day.
- The MGAC Manager or any CRSO or RSO on duty reserves the right to refuse use of the Range facilities to any person they deem necessary.

#### **4.4 Smoking and Vaping**

Smoking or the use of vaping devices is prohibited in or immediately adjacent to all range facilities except for designated smoking/vaping at or in those areas identified by a sign or smoker's outpost receptacle.

#### **4.5 Parking and Vehicle Use**

Passenger vehicles may only be parked in designated parking areas and areas identified for disabled parking. Temporary parking to facilitate the offloading and loading of shooting equipment adjacent to a range is allowed as directed by Range Staff. Personal off-road type (ATV) or golf cart type vehicles may only be used with Range Staff permission for specific authorized purposes and such personal vehicles may not be parked within the limits of any range or interfere with range operations at any time.

Recreational Vehicles (RV) may only be parked in designated areas for a specific fee per twenty-four (24) hour period or portion thereof. RV rates and information for utility hook-up are available in the MGAC office unless arrangements are made for long-term parking.

Recreational vehicles may not be parked in designated areas for twenty-four hours unless approved by the MGAC Manager or Board of Directors. RV rates and information for utility hook-up are available in the MGAC office.

The speed limit at MGAC is 15 miles per hour on the main drive. When using parking lots and accessing all ranges vehicle speed must be reduced below 15 miles per hour in accordance with driving conditions to avoid injury to others or damage to property.

## 5.0 MGAC Specific Range and Operations Rules

### 5.1 Range Safety Officers

#### 5.1.1 Training and Responsibilities

NRA certified CRSO and RSO staff are the primary enforcement instruments of MGAC range safety and operations. Each CRSO and RSO, whether employed or volunteer staff, must hold an NRA membership, hold an active CRSO or RSO certification with the NRA, and be approved by the MGAC Senior CRSO.

A Senior CRSO will be designated by the MGAC Board of Directors, who is primarily responsible for overall range safety, for supervising and recommending to the Board for approval the updating of MGAC Range Rules and SOP and for training RSO staff including RSO certifications.

Commands issued by Range personnel must be obeyed immediately and without question. The ruling of instruction by the MGAC RSO's are final. Protocols and rules provide safety to all shooters and are meant to provide a safe and structured shooting environment.

No MGAC range may be used without the presence of a CRSO or RSO, who are approved by the Senior CRSO. Exception: Law Enforcement or renter of range(s) that supply their own RSO's with the prior approval of the Senior CRSO.

CRSO and RSO staff shall conduct all activities in a professional and courteous manner with all Authorized Shooters and with fellow Range staff.

CRSO and RSO staff must be completely familiarized with and responsible for understanding the requirements of this SOP. All CRSO and RSO staff are responsible for the safe operation of MGAC range facilities where assigned during normal operating hours and shall dress in accordance with MGAC guidelines while on duty. CRSO and RSO staff shall have the absolute authority to implement MGAC policy and rules while conducting safe shooting activities in accordance with this SOP.

A CRSO or RSO should *never* act as firearms instructors regardless of whether he or she holds an instructor certification in any firearm discipline while on duty as a CRSO or RSO at MGAC. A CRSO or RSO should assist an Authorized Shooter in correcting fundamental firearm shooting skill knowledge and handling skill (manual of arms or sighting optics) in the interest of range safety.

### **5.1.2 Basic Check-In Procedures**

The RSO shall report to the assigned Chief Range Safety Officer upon scheduled arrival time for informational updates or special assignments relating to the day's range operations.

Prior to going Range Hot, the down range area must be inspected for unauthorized persons, berm damage, access damage, debris, misplaced target frames, and safety check/paint steel targets as necessary. Range equipment including carts, public address system, range lights and flags, emergency first aid kit and supplies etc. should be function checked for the day's use and deployed. The firing line and observation area on the range should be inspected for structural damage and to be made clear of debris and obstructions to ensure each shooting position is functional and safe for the day's activities. Blow off the range concrete pad if necessary. Any damage or other issues with facilities, equipment or supplies necessary for range operations must be immediately reported in writing to the CRSO on duty or MGAC Club Manager.

### **5.1.3 Basic Close-Out Procedures**

Ensure that a *Range Cold* condition exists and that all Authorized Shooters have exited the facility.

Ensure that no one remains down range.

Stow equipment in its proper place and check range for lost and found items. Repaint steel targets as time and weather permits. Turn range lights off. Return carts to storage and secure keys. Leave the PA system on.

Complete any necessary written reports of items needing repair or replacement for the CRSO on duty and MGAC Club Manager prior to leaving for the day.

## **5.2 Firearms: Transport and Carry; Authorized and Prohibited Types**

### **5.2.1 Transport and Carry of Firearms**

Firearms and other guns (pellet, air rifle, etc.) are to be transported in a safe manner. Firearms or guns of any type should be transported *unloaded* in a closed case onto the range. All firearms are to be uncased and cased upon the bench with the muzzle pointed downrange. No uncasing of firearms behind the firing line at any time.

Firearms may only be placed onto the firing line during *Range Cold* if they are in a closed case under Range staff supervision. No firearm may be uncased or handled or removed from the firing line on any range until *Range Hot* by an Authorized Shooter. No firearm or ammunition may be handled while the line is *Cold*.

All firearms placed in gun racks behind the firing line are to be unloaded with magazines out, actions open and clear chamber indicator inserted.

Shooters who wish to shoot their "Concealed Carry Firearm" on a range must advise an RSO of their intent and may be asked to unload and clear their firearm while under observation during entry to the range, and load and holster upon exiting the range.

The "Open Carry of a Sidearm" is permitted for law enforcement officers on or off duty with shield displayed, in addition to Range Safety Officers on duty who hold a valid Florida Concealed Weapon/Firearm License AND have received written permission from a Senior CRSO.

For all others, the "Open Carry of Firearms" is restricted to back firing ranges and is only permitted during an appropriate "course of fire" where it is required.

### **5.2.2 Pistols/Revolvers:**

Use of all modern pistol and revolver types and calibers, rim fire or center fire, is allowed; use of muzzle loading, or modern black powder pistols/revolvers is allowed.

### **5.2.3 Rifles:**

Use of all rim fire and centerfire rifles and carbines of any action and caliber is allowed. Muzzle loading and modern black powder rifles are allowed.

Certain rifle barrel lengths, actions (for example, fully automatic), stock (or substitution thereof with a brace or pistol grip), trigger type, grip type, certain caliber, or modification with any legal device that pre-empts factory safety design to allow for rapid fire may or will be restricted to the dedicated special purpose range (see Section 2.2.3) by Range staff.

#### **5.2.4 Shotguns:**

Use of shotguns of any type, action and gauge is allowed.

Any legal short, barreled shotgun or pistol grip shotgun is allowed; however, use will be restricted to the dedicated special purpose range (see Section 2.2.3).

This SOP shall be amended from time to time to include separate rules to accommodate other shotgun sports as they may be developed.

#### **5.2.5 Pellet/Air Guns**

CO2 or air driven pellet/BB rifles and pistols are allowed.

#### **5.2.6 Prohibited Firearms or Guns**

Prohibited firearms and guns include: any firearm, pellet, or air gun without a properly mounted fixed, telescopic or reflex/red dot type sight device; any rifle or shotgun without a stock or pistol grip; paintball guns; any firearm modified illegally under current Bureau of Alcohol, Tobacco and Firearms regulations. On Range 1 or Main Range, prohibited firearms include bump stock, full auto, binary trigger or rapid-fire type triggers, or anything that fires when released.

#### **5.2.7 Large Caliber Firearms**

Authorized Shooters using large caliber firearms such as .50 BMG must announce in a clear and loud voice, "Fire in the hole" prior to each discharge as a courtesy to shooters or observers nearby.

### **5.3 Authorized and/or Prohibited Ammunition**

No armor piercing, tracer or other incendiary ammunition is allowed.

Factory remanufactured and reloaded ammunition is allowed for personal use.

Pure lead bullets, hard cast, ball, full metal jacket, jacketed hollow point, frangible and copper bullets are allowed.

Only shotgun shells with slugs may be used on a target supported by a target frame; shot of any size may only be used to shoot at clay targets positioned on the middle third of the backstop berm on a static range. Slugs may be used on the pistol and 100-yard positions on Range 1.

## **5.4 Firing Line Positions, Targets and Target Frames/Stand**

### **5.4.1 Main Rifle and Pistol Range: Firing Line Positions**

On the Main Rifle and Pistol Range the following shooting position assignments are correlated with specific shooting distances:

Positions 1 – 12: 300 yards

Positions 13 – 24: 200 yards

Positions 25 – 44: 50 yards, 75 yards and 100 yards

Positions 45 –74: pistol, revolver, rim fire, certain centerfire rifle use: seven (6) yards, fifteen (15) yards and 25 yards.

Positions 75– 82: Special Purpose as established in Section 2.2.3, 10 yards

### **5.4.2 600 Yard Position Qualification**

MGAC requires any Authorized Shooter who wishes to shoot at a 600-yard range position to qualify with a specific rifle/scope combination. Qualification requires the following:

- Ability to group five (5) consecutive rounds in six (6) inches at 300 yards.

### **5.4.3 Targets, Target Frames**

Only targets and target backers that attach to the target frames/stands supplied by MGAC are allowed.

No steel targets on any range other than those provided by MGAC are allowed unless authorized by the Senior CRSO. The use of any upright (not angled or swinging) steel target is prohibited.

No incendiary targets allowed or targets with an image that portrays political, religious, racial, or sexual bigotry and/or divisiveness is allowed on any range.

No cross position/lane shooting of targets.

No shooting into any berm lower than fifteen (15) feet or side berms.

Mangers are provided to use in place of side berm targets.

Authorized shooters whose targets are positioned at a distance of 200 yards and 300 yards and must use the motorized carts provided and post a flag; indicating shooters are down range; the last person back retrieves the flag.

All target frames are to be taken down and removed to their proper storage place on the range; target backers are to be placed in the rack provided outside the MGAC office by the Authorized Shooter after use. Any non-steel targets placed in the backstop berm should be removed for reuse or discarded (for example, clays). Rifle rest or block and chairs returned to original location.

## 5.5 Firing Line Procedures and Commands

### 5.5.1 *Range Going Cold and Range Cold: Procedure*

The Main Rifle and Pistol Ranges will go *Range Cold* at the hour and half hour.

Range Staff shall issue the following commands for *Range Going Cold*:

*“Shooters, you have one minute to finish your exercise.”*

*“Shooters, you have thirty seconds to finish your exercise.”*

*“Cease Fire, Cease Fire. Unload firearms, remove magazines, actions open, insert chamber flags into an empty chamber, remove hearing protection, and step behind the red line.”*

Range signal light will shift from Green to Yellow.

When shooters are all behind the red line, each RSO will walk the firing line to ensure all firearms at their assigned shooting positions are clear and have been made safe.

Range staff issuing commands shall verbally request verification from the RSO staff, *“Is the firing line safe on the right? Is the firing line safe on the left?”*

Note: if any shooting position has **not** been made safe during *Range Going Cold*, the RSO shall indicate so with the crossed arms signal above head and will attend the shooting position until it is made safe.

Once verification of a safe firing line is confirmed by a thumbs up signal from each RSO on duty, the following command shall be issued:



*“Shooters, we are safe on the left and safe on the right, the firing line is safe – the range is cold. You may go forward to work with your targets or clean-up your brass. Brass goes in the yellow buckets; shot shells in the white trash cans. If you are not working with your target or cleaning up your brass, please remain behind the red line. There is no handling of firearms or ammunition while the range is cold. Please work with targets from the front of your shooting position. Please remove your hearing protection so that you may be able to hear additional commands. Thank you”.*

Range signal light will shift from yellow to red.

### **5.5.2 Range Going Hot and Range Hot**

During *Range Going Hot*, the firing line is preparing to go *Range Hot*. Each RSO shall inspect their assigned shooting positions to ensure that each shooter is prepared for a *Range Hot* condition.

Range staff issuing commands shall verify down range is clear and then request ready verification from the RSO staff:

*“Shooters, we have everybody back from down range - eye and ear protection please. Is the firing line ready on the right? Is the firing line ready on the left?”*

In response, each RSO shall give a raised thumbs up verification that their assigned shooting positions are prepared to go *Range Hot*.

Range staff issuing commands shall then command:

*“The firing line is ready. Shooters, you may step forward and commence firing. The range is hot.”*

Range signal light will shift from red to green.

***Under no circumstance shall any Authorized shooter move forward of the firing line during Range Hot. The firing line is defined as the area between the red control line and forward leading edge of any bench or the painted yellow line.***

### **5.6 Spent Cartridge Cases and Shot Shells; Trash**

Authorized Shooters are expected to police their spent cartridge cases and trash when finished shooting. Brooms and debris pans are provided. Spent cartridge cases should

be collected and deposited in the yellow buckets provided. Spent shot shell cases should be deposited in the white trash cans.

Authorized Shooters may only retain the amount of spent brass in the caliber that they used while shooting. All trash including empty ammunition boxes generated by the Authorized Shooter should be disposed of in the trash receptacles provided inside the Range.

### **5.7 Steel Targets on Range 1 (Main line)**

The steel silhouettes, bench targets and tree are for pistol only. Calibers .22 to .45. No steel core ammunition.

## **6.0 Emergency Procedures**

### **6.1 Emergency Management**

Effective emergency management requires a Range Safety Plan that is simple, realistic, scalable, and identifies the resources and actions necessary to protect against, respond to, recover from and mitigate the effects or impacts of *all* types of emergency incidents.

MGAC defines "incident" as any occurrence NOT consistent with the routine care and operation of the organization.

Examples such as, medical emergencies or injuries to any person including, but not limited to, bodily injury due to an accidental or negligent firearm discharge or flying debris, heat stroke, seizure, cardiac arrest, stroke, insect bite or sting, or any other sudden illness or unforeseen injury to a person, as well as, events involving or impacting MGAC property, facilities or other non-injury/non-life threatening events including, but not limited to, minor fires, water and gas leaks, downed power lines/lightning strike, equipment failure, vehicle collisions on site, etc.

Such accidents should be reported promptly to the Senior CRSO and MGAC Club Manager and an Incident Report completed and filed with the MGAC Club Manager, preferably as soon as possible after the incident occurred and no later than seventy-two (72) hours. The Follow-up form shall be completed to document actions taken to prevent a potential or a similar situation from recurrence.

An Incident Report is confidential and those involved/witnesses will be advised/instructed not to discuss incident. Refer to the Disciplinary Policy for specific directions for completion of Incident Report. Report to the appropriate Insurance carrier when indicated.

Regardless of type, the MGAC President, Chairman of the Board or Treasurer must be notified of any incident within twelve (12) hours of its occurrence. Notification will be in compliance with MGAC insurance carrier's protocol.

In the event of an emergency, the on-duty Chief Range Safety Office/RSO delegated in charge, or the Club Manager shall be the designated Emergency Coordinator. All emergency responses will be coordinated through his or her direction and with his/her approval.

## **6.2 Emergency First Aid Kit**

The Range shall have a centrally located Emergency First Aid Kit (EFAK) at all times, as well as cardiopulmonary resuscitation (CPR) breathing devices and hemorrhagic trauma injury supplies in a clearly marked location on or adjacent to the Main Pistol and Rifle Range.

## **6.3 Immediate Action Emergency Response Plan**

**6.3.1 React: Evaluate the situation. Use a calm, commanding voice. Stay calm and move with purpose. Do not exhibit panic or confusion.**

- Command a ***Cease Fire***. Designate another RSO to call 911 *if necessary* and to stand by while making the call. If no other range staff are on duty or present, direct another person on the range to call 911 and to stand by with you while making the call.
- Designate an RSO to obtain the EFAK/Trauma Kit *if necessary* and an RSO to ensure a ***Range Cold*** condition. If no other RSO is on duty, direct assistance from other persons on the range to obtain the EFAK/Trauma Kit and to ensure a ***Range Cold*** condition.

**6.3.2 Respond: Provide immediate first aid only *within your capabilities* to the injured person. Identify yourself to the injured, inform them of your training (for example, current American Red Cross Adult First Aid and CPR) and ask if you can assist them.**

**Receive verbal confirmation of permission to assist if an adult or parent/guardian verbal permission if a minor. Check for life threatening conditions. Do not move the injured person unless his or her life is endangered.**

**Assume implied permission if the individual is unconscious or unable to respond. Assume implied permission if the injured is a minor with serious injury and a parent or guardian is not present.**

**Do not give care to a conscious individual who refused medical support/care and objects to any physical contact to evaluate the incident, as appropriate. Do not dispense any medication unless directed to by Fire and Rescue/EMS personnel or a Poison Control Center.**

Enlist assistance as necessary from Range Staff in order to complete communications with 911 while administering first aid and to secure the incident scene. If no other Range Staff are present, direct other persons at the incident scene to assist.

**When communicating with 911 Operator or First Responder Dispatch:**

- State your name and position.
- State name and address of the Range facility.
- Provide a contact telephone number.
- State the type of injury or illness that has occurred.
- Ensure the 911 Operator understands that it is a gunshot **accident** medical emergency or other medical emergency versus a crime in progress so that Fire & Rescue/EMS is dispatched **before** law enforcement.
- State number of persons injured/ill and condition.
- Advise type of first aid being provided and status of injury.
- Answer 911 Operator or Dispatcher questions.
- **Do not hang up!** Wait for Fire and Rescue/EMS personnel to arrive or the 911 Operator or Dispatcher ends the call.
- Direct other Range staff or other persons to meet Fire & Rescue/EMS/Law Enforcement at the intersection of State Road 64 and Logue Road as well as at the MGAC entrance to guide their access to the incident site.

**6.3.3 Regain Control: Clear the area of persons not involved in the incident or not assisting. Ask for witnesses and direct them to stand by to provide their personal information to Range Staff. Direct Shooters to case unloaded firearms and to exit Range.**

- Emergency Coordinator turns over care of injured to Fire & Rescue/EMS and/or Law Enforcement.

- Identify and ask for witnesses. Obtain their name, address, and phone number. Record the information in writing.
- Identify and secure the evidence: firearm and ammunition if involved, etc. Record the information in writing. Take photographs.
- Document only facts and not opinions. Complete Incident Report.
- Conduct briefing with Management and complete Incident Report and Follow-up Form (see Appendix B).
- Any gunshot wounds must be reported to law enforcement if law enforcement has not responded. Be sure to obtain a copy of any responding agency report forms once filed.
- If EMS is contacted, provide report of care provided and request copy of the report.

# Manatee Gun and Archery Club

## Standard Operating Procedures

Appendix A: Range Map

Appendix B: Incident Report and Follow-up Form (attached)

Attachment A: MAP



# MGAC: INCIDENT REPORT FORM

REPORTED BY : \_\_\_\_\_ DATE OF REPORT: \_\_\_\_\_

TITLE / ROLE: \_\_\_\_\_ INCIDENT NO.: \_\_\_\_\_

LOCATION: \_\_\_\_\_

## DETAILS OF INCIDENT:

Specific Location: \_\_\_\_\_ Date and Time Incident Occurred: \_\_\_\_\_

Incident Description: \_\_\_\_\_

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Name/Contact of Individual Involved: 1. \_\_\_\_\_

2. \_\_\_\_\_

Name/Contact Witnesses: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Reported to: Club Manager: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reviewed by Office Manager: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reported to Club Secretary: Date: \_\_\_\_\_ Time: \_\_\_\_\_



# INCIDENT FOLLOW-UP FORM

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Incident Date: \_\_\_\_\_

Incident report is attached for review by Club Secretary /Disciplinary Committee members.

## FOLLOW –UP ACTION:

Reviewed by Club Secretary:

1. Concur with actions/intervention taken by:

- Club Manager
- CRSO
- No further action required

2. Incident escalates to Disciplinary Committee due to:

- Repetitive action/conduct/behavior of individual
- Risk Management Potential
- Club Secretary advises President and calls for Committee meeting

3.  Disciplinary Committee Meeting

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

4. Discuss issue with individual and advise of Disciplinary Committee Meeting to discuss incident

5. Correspond with affected individual in writing:

- Warning if recurrence will affect access to Club
- Advise suspension if member
- Advise revocation of membership privileges
- Ban from Club due to severity of incident and safety of all.

Action approved by the Board: \_\_\_\_\_

President: \_\_\_\_\_