STANDARD OPERATING PROCEDURES

Plattsburgh Rod and Gun Club 7450 Route 9 North Plattsburgh, NY 12901



Revision Log

This Standard Operating Procedure has not been adopted by the board and in still draft form.

Revision Log will be used to track updates, taskings, while working on our SOP.

Revision 1

- 1. First Draft
 - a. Completed First Draft for Club President, Chief and Assistant Safety Officers for first revisions.
- 2. Second Draft

08/27/2020

- a. Removed By Laws and Constitution Will Remain separate document
- b. Made necessary changes from first edit
- c. Added Major / Minor Violations
- d. Added Table of Contents

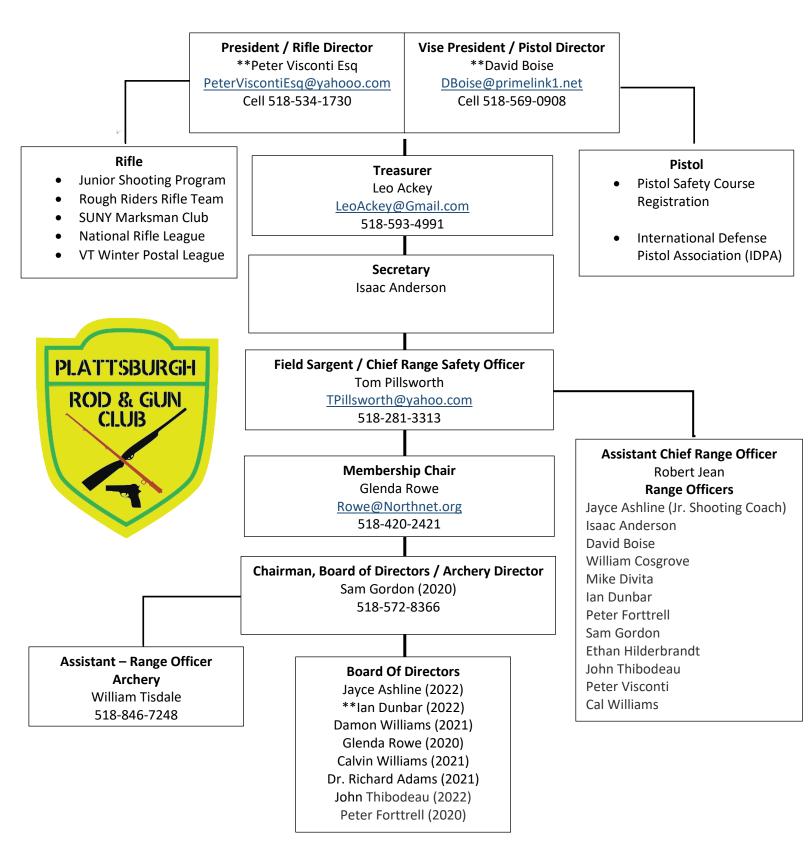
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Organization Chart

** Certified NRA Instructor



- General Live Fire conducted at the Plattsburgh Rod and Gun Club is designed to provide authorized personnel access to a facility where they can become proficient with privately-owned and Club owned firearms.
- Facilities for use (Include designed use) Indoor Range, BB guns, Air Rifles, Air Pistol, .22 caliber rifles, and handgun up to .45 caliber

Range Limitations and Safety Requirements

- Fire only on scheduled range nights that have a Range Safety Officer or at times authorized by the Club's President or Chief Range Safety Officer.
- Fire only authorized guns, ammunition, and approved targets
- Fire at authorized targets only.
- All shooters Fire only after signing "hold harmless agreements"
- (Both Firearms and COVID agreements)
- Ensure ALL projectiles impact within the established range safety limits
- Anyone can Call a "CEASE FIRE" during ANY unsafe condition.
- It is recommended that appropriate Eye, Ear protection be used. It is mandatory that junior shooters wear ear protection while inside range.
- Notify the Range Safety Officer, of any safety infractions.
- Police all brass, paper, and other debris that accumulate on the range. Dispose of them in the containers provided.
- All Shooters must sign in and pay Range fees unless prior authorization is received by Club President, Vice President or Chief Range Safety Officer to waiver daily range fee.
- Ventilation System must be in use when shooting

Authorized / Prohibited Guns-Targets-Ammunition

- Authorized Firearms
 - New York State Compliant firearms for NON Law Enforcement members
 - Law Enforcement Only High Capacity Magazines (More Than 10 Rounds)
 - Pistol Carbine Caliber Rifle (9mm)

Prohibited Firearms

- Shotguns ALL Type from SLUG to SHOT (s)
- Firearms capable of shooting multiple rounds with 1 pull of the trigger (Pistol or Rifle)

Authorized Targets

- Paper, Carboard style targets
 - IDPA, USPSA, NRA .22, Silhouette, etc.....

Prohibited use Targets

- o Tannerite
- Steel Targets unless approved by Chief Range Safety Officer
- Explosive Type Targets
- Authorized Ammunition
 - Full Metal Jacketed (FMJ), Total Metal Jacketed (TMJ), Copper Plated, Jacketed Hollow Points, Lead Free, 22 Rim Fire

Prohibited Ammunition

- o Tracers
- \circ Armor-Piercing
- Steel Tipped
- \circ Steel Core

Authorized Personnel

- Current members of the PR&G Club
- Lifetime members of the PR&G Club
- Pistol shooters with NYS Pistol License or Law Enforcement
- Junior Shooters with supervision (Rifle)
- Daily Use Non-Members (After Paying Non Member Shooting Fees)

Personnel Responsibilities

- Shooting Members
 - Plattsburgh Rod & Gun Club is a "COLD RANGE" (A "COLD" Range means that the only guns handled are the ones property presented at the firing line, or shooter's box. All other weapons are unloaded and cased (or holstered) at all other times. When you come onto a "COLD" range, there is a designated unloading area.

 - All shooters must check in with the designated Range Safety Officer, then sign in and pay daily fee
 - All shooters and spectators must fill out/Sign "No Harmless agreements" upon first visit to range.
 - All shooters will always conduct themselves in an orderly manner and will be responsible for the conduct of any guests they bring
 - All shooters are responsible for their firearms, ammunition while on Plattsburgh Rod & Gun Club property
 - Firearms that are out of a case and not being fired MUST be benched. (Actions opened, and facing up, chambers empty, with camber flags, muzzles pointing downrange, and mechanical safety's on.
 - Only load firearms on the "FIRING LINE" after Range Safety has giving the command to LOAD
 - Do not point firearms at anything other than authorized targets.
 - Only shoot your own targets (Or Lane)
 - Give the command "CEASE FIRE" if an unsafe condition exists.
 - Follow all instructions from Range Safety Officer
 - Assist in policing the area of brass and any other debris

- No pets allowed on Range
- No smoking, Eating, or drinking on Range

Chief Range Safety Officer (Field Captain)-

- Will be responsible for the general supervision of the shooting facilities.
- Will be responsible for shooting activities held on the Club property.
- Will be directly responsible to the President and, in the absence of the President and Vice President, assume and exercise all duties of that office.
- May appoint an Assistant Chief Range Safety Officer and Range Safety Officers, to be responsible for the operation of rifle, pistol and archery activities.
- Program Directors (Rifle, Pistol, Archery, Junior Shooting, College Shooting and Safety Courses) will have their schedule of events approved by the Field Captain and be directly responsible to the Field Captain.

Range Safety Officers –

- Role Of Range Safety Officer The RSO SUPERVISES SHOOTING ACTIVITIES AS PRESCRIBED BY RANGE SOP. The RSO needs to be on the firing line and in a location that allows the best control of the firing line. It is the RSO's DUTY to maintain order on the range. The RSO ensures that the shooters follow the range regulations which prevents possible property damage and personal injury.
- They are responsible to properly open and close the facility.
- Note The security of firearms and equipment on the range is primarily the responsibility of the owner of the property, SET THE STANDARD - Safety is never compromised and RSO's are always professional, friendly, helpful, understanding, and honest.

Becoming A Range Safety Officer - The Club President and Chief Range Safety Officer must first approve anyone desiring to become a Range Safety Officer.

Duties of Range Safety Officer

- BEFORE Arrive about 30 minutes before scheduled range time to
- Unlock Gate, Building, and Range
- Adjust Temperature in range if need be.
- Setup Range for scheduled event such as, IDPA, Fixed Firing Points, etc....
- Setup CLEARING Table
- Indoor Range Inspection Check List (Appendix 1)
- Club Sign-in Forms, Hold Harmless Agreements, Membership forms

DURING

- o Determine membership status of shooters for payment
- All shooters sign Hold Harmless Agreements on first visit
- Collect and Document Range Fees Winter Member \$ 7, Summer \$ 5 and Non-Member \$ 10
- Conduct Safety Brief for first time visitors to range.
- Conduct Safety Briefing for groups or non first time shooters if needed
- Range Safety Officer supervise clearing of all firearms
- Supervise shooting activities

✤ AFTER

- Range Safety Check Out and Range Operational Procedures
- Clean up Range, sweep brass throw out trash
- o Lower Heat
- Turn off all ventilation systems
- Lock up all Club owned rifles
- o Put away all Club owned gear
- Return all tables, Chairs, target holders, dividers And General range set up to properly stored configuration.
- Make sure Exit Door is clear and Point 8 is not blocked
- Foam Backers and Range Dividers can be stored in Point 1

- Place Money and Cash Collection Sheet in Safe and lock all safes
- Turn off lights
- Report any incidents or maintenance needs
- o Insure Kitchen and Bathroom Doors are shut during winter
- Lock Door to Club House, turn out lights
- Lock Gate (other than winter time)

RSO Disciplinary Action Guidance

- The RSO, made aware of violations and attendant circumstance, is solely responsible to
- determine and to implement the appropriate corrective action while applying good
- judgment and discretion. A comprehensive listing of potential minor and major violations
- is not practical. Where and when Plattsburgh Rod & Gun Club *Rules* infractions occur, the RSO is "required" to take immediate action to address infractions.

Minor Violations Examples

- \circ \Box Eye and ear protection violations
- \circ \Box Handling firearms while others are down range
- $\circ \Box$ Advancing in front of firing line (for example, to collect brass) without "Cease Fire"
- \circ \Box Failure to clean up after shooting is completed

Major Violations Examples

- \circ \Box Deliberate disregard or intentional violation of a firearms or archery safety rule
- \circ \Box Any negligent discharge whether resulting in an injury or not
- $\circ \Box$ Discharging of any firearm or bow/arrow when other individuals are down range,
- where required, whether "Cease Fire" is in effect or not.
- \circ \Box Significant or wanton carelessness or unsafe behavior.

🕏 Hours of Operation and Scheduling

| Day of the Week | Times | | Range Safety Officer |
|-----------------|-----------------------------|---|----------------------|
| Sunday | 3 – 5 PM 6- 9 PM | Archery IDPA Pistol | Sam Dave |
| Monday | 4- 5pm 5- 8pm | Rifle College Rifle | Peter Peter / Tom |
| Tuesday | 6- 8pm | Rifle | Pete |
| Wednesday | 4 – 5:30 PM 8 – 10:00 PM | Pistol Pistol IDPA | Jim Dave |
| Thursday | 6:30 – 7:30 PM | Jr. Rifle (Oct 15 th) | Peter / Jayce /John |
| Friday | 7:00 – 9 PM | Pistol | Robert / Ian |
| Saturday | 1:00– 5:00 PM | Pistol Safety Course Twice a month (Subject to Change) | Dave |
| | 8:00 – 3:00 PM | NRA Rifle Match December, January, February and March (1 Sat per Month) | Peter |
| | 11:00- 1pm | Mixed Rifle and Pistol | Alex / Bill |

Alcohol / Drugs

 Shooters may NOT consume alcoholic beverages, illegal drugs or prescription and over the counter medications that include narcotics; before or during live fire. Chief Range Safety Officer or Range Safety Officers will deny range access to ANYONE in violation.

Medical Support

 In the invent of a medical emergency, call 911 and notify Chief Range Officer – (Detailed Procedures in Range Safety Briefing APPENDIX #4

Bad weather or other Range Closure

 If the Range is Closed for any reason Club President will be notified, Safety Officer will attempt to contact any regular shooters that normally shoot at that time, the Club President will place a notice on the club's Facebook page, and if possible send out an e-mail to club.

Range Safety Officer Training

- Range Safety Officers are responsible to know all of the procedures to open, run and close the range.
- They should receive a one on one briefing / training, prior to running the range by the Chief Range Safety Officer, Club President or Program Director for their area.
- Range Safety Officers are required to seek assistance with any parts of their duties they are not confident with or are unsure about.
- Range Safety Officers will meet yearly to review critical topics like, clearing firearms, basic range commands, basic medical (Stop/control Bleeding), good Samaritan laws, what, how to call for EMS, recommended paperwork etc....

Appendix 1 Indoor Range Inspection/Open/Close Checklist

| Date | |
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| YES | NO |
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| | Date |

Commits

Appendix 4 Range Safety Briefing Please Note – This section is to be used as a guide to address ALL levels from beginner to experience shooters.

Follow this outline when conducting range safety briefings. **Conduct** the briefing on the range immediately prior to range use for first time visitors or mixed groups of experienced and non-experienced shooters (if needed) **Stand** where posted rules, demonstrations, and explanations of range equipment can be included in the briefing. **Involve** range users. Have them read rules from posters and handouts if possible. Ask questions to reinforce understanding. If guns are used during the briefing, *the RSO must follow the NRA Gun Safety Rules*.

1. PURPOSE OF THE SHOOTING EVENT

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

Range Personnel

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

2. RANGE LAYOUT AND LIMITS

- **Conduct** a range orientation on, or within view of, the range.
- Point **out** key areas of the range and briefly describe actions that occur within each.

<u>Spectator area</u> –Located behind the ready line where visitors and range users may wait and observe activities.

<u>Ready area</u>—Located behind firing line where shooters may store and prepare their equipment.

<u>Firing point</u>—Shooters may occupy their firing points at the firing line when authorized to do so. Points are numbered and correspond to the target numbers. Shooters may only dry fire at the firing line before an event and should only handle guns when authorized to do so.

<u>Backstop</u>—Located downrange behind the target line. Guns 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.

3. Range Safety Rules

NRA Firearms Safety Rules Three Fundamental NRA Rules for Safe Gun Handling

- <u>ALWAYS</u> 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 or damage.
- <u>*ALWAYS*</u> keep your finger off the trigger until ready to shoot.
- The finger should rest alongside the gun, i.e., on the frame, receiver, or trigger guard.
- <u>ALWAYS</u> keep the gun unloaded until ready to use.
 (Emphasize that safeties can fail. Safe gun handling rules should be followed at all times)

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 or projectiles.
- 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 guns.
- Wear eye and ear protection as appropriate.
- Many guns are loud and the noise can cause hearing damage.
- Guns can also emit debris, hot gas, and cartridge cases that could cause eye injuries.
- Users of air gun ranges, including spectators, need eye protection to prevent injuries from ricochets.
- Never use alcohol or drugs before or while shooting.

- 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.

4. General Range Safety Rules

- Know and obey all range commands.
- Know where others are at all times.
- Shoot only at authorized targets.
- Do not handle a gun or stand at the firing line where guns are present while others are downrange.
- Stop shooting immediately upon the command of "Cease Firing." And await further instruction by RSO
- Await further instructions from the RSO.
- Stoppages (Gun does not fire) There are three common ammunition stoppages.
- A misfire is when a cartridge does not fire after the primer has been struck by the firing pin.
- 2. A **hangfire** is when a perceptible delay in the ignition of the cartridge after the primer has been stuck by the firing pin.
- The normal procedure for handling misfires or hangfires is to:
 - Keep the gun pointed down range (safe direction).
 - Wait at least 30 second in case it is a hangfire. With black powder guns, wait at least 2 minutes.
- A squib load is when there is less than normal pressure or bullet velocity after ignition of the cartridge. The bullet may or may not exit the barrel. Squib loads are identified by difference in recoil or noise.
 - The normal procedure for handling squib loads is:
 - Keep the gun pointed downrange (safe direction).
 - Unload the gun—make sure the chamber is empty.
 - Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

NRA Hygiene Guidelines

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

Emphasize that everybody exposed at the range or cleaning area—should follow these guidelines.

Remind range users of these guidelines prior to, during, and immediately after occupying the range.

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

Site-Specific Range Rules (examples)

- Full-automatic guns are not allowed
- Armor-piercing and tracer ammunition is not allowed.
- Muzzleloading guns are not allowed.
- Targets must be placed at the shooter's eye level to ensure bullets hit the impact area.
- Leave dropped ammunition on the floor until the stage of fire is completed and guns are benched or grounded.
- Notify the RSO when there is a gun stoppage or malfunction.
- Dry firing is only permitted at the firing line and only when authorized.
- All guns must remain unloaded with actions open except when on the firing line and authorized to be loaded.
- When guns are benched or grounded, keep the actions open and ejection ports facing upward so chambers are visible.
 - Leave dropped ammunition on the floor This policy prevents shooters from unintentionally pointing the gun at other users while retrieving dropped ammunition, or inadvertently moving in front of the firing line.

Administrative Range Rules

Did everyone park his or her car in the shooters' parking area and not front lawn? Has everyone signed in, signed waiver and paid their fees.

5. FIRING LINE COMMANDS

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

- "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.
- "Misfire" is called by a shooter to inform the RSO and other shooters that a gun failed to fire and hazardous condition may exist. Due to the possibility of a hangfire (a delay in the ignition of the cartridge,) or at least two minutes for muzzleloading guns, 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.
- "Go forward, score targets, and paste" (or 'Change') authorizes shooters to go forward of the firing line and handle their guns since no personnel are downrange.
- "Range is clear, you may handle your guns" means shooters may approach the firing line and handle their guns since no personnel are downrange.
 - Any one may use the command "Cease firing" and "Stop".
 - Misfire means that the gun failed to fire and a hazardous condition may exist. The misfire could actually be a hangfire, which is a delay in the ignition of the cartridge.
 - Due to the possibility of a hangfire, the shooter keeps the gun pointed downrange and waits at least 30 seconds for modern guns, or at least two minutes for muzzleloading guns, prior to correcting the malfunction.
 - Dry firing is Only permitted at their firing points and only when authorized to do so.

5.EMERGENCY PROCEDURES

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

Appendix 5 Emergency Report Sheet

| Effective | Date: | | | | | |
|-----------|-------|--|--|--|--|--|
|-----------|-------|--|--|--|--|--|

IMMEDIATE RESPONSE FOR INJURIES OR ILLNESS

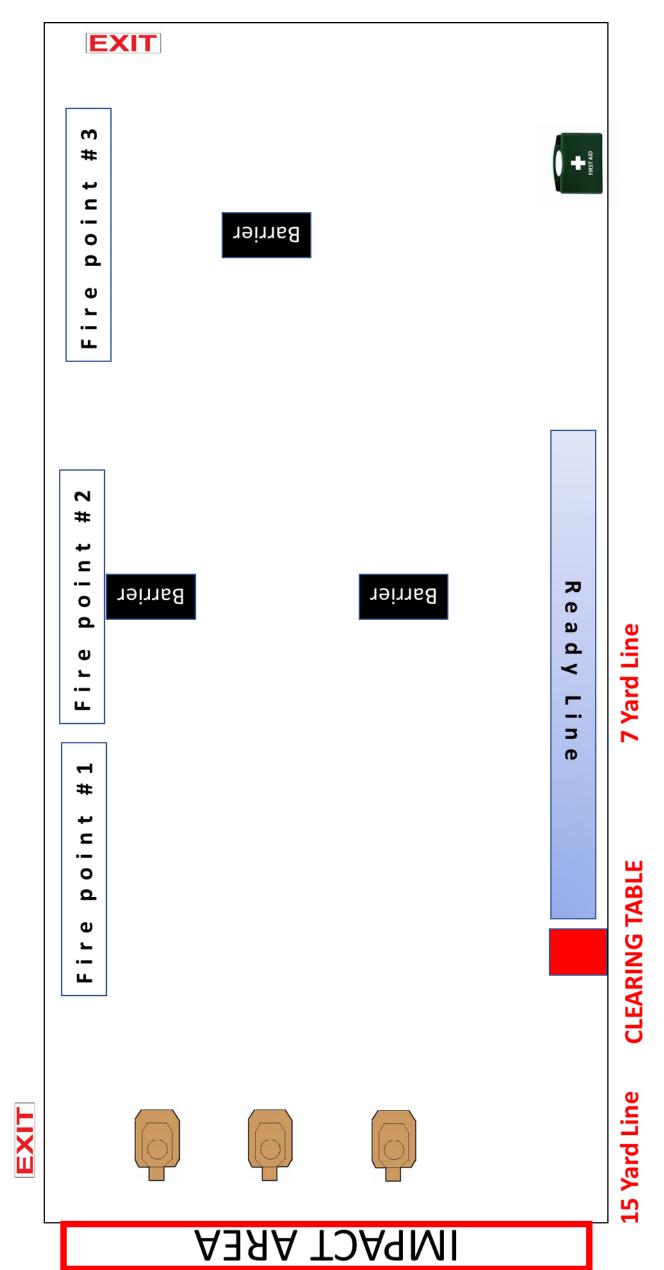
- Call a cease fire if injured is near firing line or down range. Range Safety Officers, MUST Ensure that ALL firearms are unloaded and clear (Use Camber Flags If Available)
- Range Safety WILL DESIGNATE individual to coordinate securing the scene and the injured person's gear. (Note – Record Designated Individual and provide inventory of equipment secured)
- Range Safety WILL DESIGNATE individual to notify EMS at from nearest telephone/radio and provide the following information.
- Specific Location or Address of Incident with Directions
 Location Plattsburgh Rod & Gun Club
 Address 7450 Rte. 9 North, Plattsburgh, NY 12901
 Directions If needed
- 2. Your Name
- 3. Telephone number that you are calling from _____
- 4. What Happened and possible hazards for rescuers:
- 5. Number of Individuals Injured or III_____
- Condition of injured or III______
- 7. First Aid provided______
- Certified American Red Cross (ARC) Standard First Aid and CPR. He/She will evaluate the situation for hazards, protect the injured, and provide first aid until relieved by more qualified personnel, e.g., physician or EMS. Person with ARC certification WILL
 - Identify self in injured
 - Inform injured of training (American Red Cross Standard First Aid & CPR)
 - Inform injured of aid offered
 - Receive verbal permission from injured (If Adult), or parent/guardian (If Child) prior to given care
 - Refrain from giving care to conscious injured person whom objects
 - Assume implied permission if injured is unconscious or unable to respond
 - Assume implied permission if the injured is a child with a serious injury and parent or guardian is not present.
 - Move the injured ONLY if life is endangered.
 - Check injured for life threating condition before providing care. PROVIDE CARE ONLY WITHIN LEVEL OF TRAINING.
 - Never dispense aspirin or medications; administer activated charcoal or syrup of Ipecac (or other treatments) unless directed by EMS or Poison Control Center.
- Designated Individual will retrieve the first aid kit hanging on the wall near the ready table and assist EMS personnel as needed.
- If the accident involves chemical burns, and eye flush station located at ??????
- If the accident involves a gun shot injury, DESIGNATED INDIVIDUAL will
 - notify Clinton County 911 Emergency Center
 - Preserve scene as it appeared at the time of the accident.
- DESIGNATED INDIVIDUAL will go to the range entrance and direct EMS personnel to injured.
- COORDINATION
 - DESIGNATED INVIDUAL will supervise the situation and ensure fulfillment of emergency procedures by.
 - Getting Names of witnesses and taking statements

- Completing INJURY REPORT FORMS (APPENDIX 6)
- Notify official of the Plattsburgh Rod & Gun Club, concerning activation of emergency plan
- Plattsburgh Rod & Gun Club leadership will coordinate with insurance company
- Evaluating emergency plan for possible revisions
- Filing copies of injury report form with records as appropriate
- ✤ HELICOPTER MEDICAL EVACUATION (MEDEVAC)
 - A suitable MEDEVAC site is available at Plattsburgh Rod & Gun Club Orange Flags, visual signals, and strobe lights are available for marking the landing site and stored at ??????? THIS WILL HAVE TO PRE COORDINATED WITH CLINTON COUNTY

Appendix 6 (DRAFT) INJURY REPORT FORM

| Name Address | | Date of Injury Time Of Injury |
|-----------------|--------------------------------------|---|
| Telephone N | umber (Dav) | _ Telephone Number (Night) |
| | | rts of body): |
| 2. Descri | be how the injury occurred: | |
| 3. Descri | be first aid given: | |
| 4. First a | id was provided by (Include names | s, and contact information): |
| 5. Dispos | sition (Specify name of hospital, te | lephone numbers, time of transport, etc.: |
| 6. Notific | cation of next of kin (Specify time, | person contacted, and method): |
| 7. Locati | on of incident and conditions of ar | ea: |
| 8. Was p | rotective equipment worn: | |
| 9. Descri | be steps taken to preserve the sce | ne (Equipment, photographs, etc.): |
| | Witness (Name) | eparately. Use attachments if needed Statement Attached Yes No |
| | Phone Number (Day) | Phone Number (Night) |
| b. | | Statement Attached Yes No |
| | Phone Number (Day) | Phone Number (Night) |
| C. | | Statement Attached Yes No |
| | Phone Number (Day) | Phone Number (Night) |
| 11. Note a | and comments: | |

| a. | Name: | Title: | |
|-----------|-----------------------|--------|--|
| b. | Date: | | |
| c. | Signature: | | |
| 13. Dispo | sition and Follow up: | | |
| | | | |



IDPA





