

Standard Operation Procedures

Organizational Chart

Revised 02/14/02

President

Rich Christianson

Vice President

Mike Landolfi

Treasurer

Manny Pacheco

Financial Secretary

Jay Eshbaugh

Recording Secretary

Marcia Evans

Communications Secretary

Kathy Navonis

Executive Committee

Al Anganes

Joe Bova

Tony Fisher

Jim Martin

Al Unger

Chief Range Safety Officer

Al Unger

Range Safety Officers

See attached list

Standard Operating Procedures

Range Operation Guide

1. **Live fire conducted at the Lowell Sportsman Club is designed to provide authorized personnel access to a facility where they can become proficient with privately owned firearms.**
2. **Facilities for Use:**
 - a. Indoor Range - 22 caliber rifles only and handguns up to .45 caliber. (No jacketed ammo of any caliber.)
 - b. Trap and Skeet Range - Shotguns only. (Up to #7 shot only, no slugs.)
 - c. Outdoor Range - Modern Rifles smaller than .50 caliber center fire, pistols and shotguns of any caliber or gauge. (No tracer or armor-piercing ammunition.) Black powder rifles and handguns up to and including 90 caliber.
 - d. Outdoor .22 Caliber Range – Pistols and rifles of .22 caliber only.
 - e. Archery Range - Bows and Arrows of any type and length.
3. **Range Limitations and Safety requirements.**

Live-fire shooters will:

 - a. Fire only on designated ranges during scheduled hours of operation.
 - b. Fire only authorized firearms and ammunition.
 - c. Fire at authorized paper or cardboard targets only. No recognizable person, cartoon or realistic form may be used. Standard purchase bad guy/hostage type targets are acceptable. Metal silhouette targets are to be used for silhouette matches only and not for recreational shooting.
 - d. Ensure all projectiles impact within the established range safety limits.
 - e. Call “Cease firing” and make all firearms safe when a shooter moves forward of the firing line or during any unsafe conditions.
 - f. Call “Cease firing” if a firing line becomes staggered (one shooter forward of another) anywhere on the firing line.
 - g. Use appropriate Eye and Ear Protection during any live firing.
 - h. Notify the Range Safety Officer (RSO) and/or Chief Range Safety Officer (CRSO) of any safety infractions.
 - i. Police all brass, paper and other debris that accumulates on the range. Dispose of them in the containers provided.
4. **Authorized and Prohibited Firearms.**
 - a. Only use firearms specified for ranges under range specific rules.
 - b. Fully automatic firearms are authorized upon prior written approval from the Board of Directors and the CRSO. The member must provide the proper Federal Firearms Licenses (FFL) and all required paperwork to the RSO prior to live fire.
5. **Authorized Personnel.**

The following persons are allowed to fire.

 - a. Members in good standing.
 - b. Invited guests of the above, provided the authorized person is present and assumes full responsibility for the conduct of his/her quest(s).
 - c. Other guests with prior approval of the Board of Directors on a case by case basis.
6. **Personnel responsibilities.**
 - A. Board of Directors.
 1. Ensure range functionality.
 2. Approves all special request for club uses.
 3. Ensure the CRSO receives written range schedules at least one month in advance. Schedules should include matches, recreational fire and any special instructions.

4. Provide CRSO and RSO training, as needed using the NRA Range Safety Officer Training Programs.
- B. Chief Range Safety Officer, CRSO.
 1. Ensure an RSO is on duty prior to scheduled live fire on the specified range.
 2. Ensure each RSO understands and can execute live-fire procedures. (Live fire must be conducted in accordance with the Standard Operating Procedures and Specific range Rules.)
 3. Maintain an RSO master log and approve all RSO schedules.
 4. Review all range reports and logs. Report to Board of Directors any issues, violations and failure of SOP compliance.
- C. Range Safety Officers, RSO
 1. Arrive one half an hour prior to scheduled live fire.
 2. Conduct a range inspection and complete a range Safety Checklist.
 3. Ensure that there are two range safety officers are on duty prior to live fire.
 4. Check all shooters for club identification badges prior to shooting.
 5. Conduct live fire in accordance with Range Specific Rules and Match Rules.
- D. Shooting Club members.
 1. All shooters must check in with the designated RSO on the scheduled 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. Only one shooting guest on the firing line at any given time with a member in good standing.
 3. All shooters are responsible for their guns and ammunition while on club property.
 4. Firearms that are out of their case and not being fired must be benched, actions open, actions facing up, chambers empty, magazines out, and muzzles pointed downrange and safeties on if applicable.
 5. Only load firearms after command from RSO is given to do so.
 6. Do not point firearms at anything other than authorized targets.
 7. Give the command to "Cease Fire" if an unsafe condition arises.
 8. Follow all instructions given by the RSO
 9. Assists in policing the area of brass and any other debris and deposit appropriately.
 10. No pets are allowed on the firing Line during live fire.
7. **Hours of Operation and Scheduling.**

The Board of Directors develops a schedule of live fire based on special requests received at least one month prior to the event. The schedule will be posted for all members to view.
8. **Alcoholic Beverages and Drugs.**

Shooters may not consume alcoholic beverages prior to or during any live firing.

 - a. The consumption of alcohol may take place in designated areas only after completion of live fire and firearms are properly stored.
 - b. Use of controlled substances is strictly forbidden.
9. **Food and Beverages.**

There is to be no eating or drinking on the firing lines . The consumption of food and nonalcoholic beverages are permitted in designated areas only.
10. **Medical Emergency.**

In the event of a medical emergency Dial 911 and notify the RSO/CRSO immediately.
A telephone is located outside the clubhouse next to the beverage machines.
A telephone is located inside the clubhouse next the rest rooms.

Standard Operating Procedures

Emergency Procedures

Emergency Communications

EMS 911

Chelmsford Police Business 1-978-256-2521
Chelmsford Fire Department 1-978-250-5265

Poison Control Center 1-800-682-9211

State Police Andover Barracks 1-978-475-3800

Response Guidelines for Injury or illness

1. Call a "Cease Fire" if live fire is being conducted. Ensure that all firearms are unloaded and clear.
2. The RSO is to be notified immediately of injury or illness.
3. The RSO will ensure that EMS is notified if required.
 - a. EMS should be notified of location of injured or ill person.
 - b. Provide the address and phone number of the facility and where to locate the injured or ill person.
 - c. State the nature of the injury or illness of the injured person.
 - d. Ensure that EMS is aware of any and all conditions that may be hazardous or impeded care being provided to ill or injured person.
 - e. Inform EMS of the aid being given to the injured or ill person.
 - f. Ensure that someone will direct EMS to the injured or ill person.
4. The RSO will provide assistance to the person with the injury or illness until more qualified personnel arrive.
 - a. The RSO must identify him/herself to the injured or ill person.
 - b. Inform the injured or ill of medical training.
 - c. Inform the injured or ill of aid to be offered.
 - d. Record all pertinent information for EMS when they arrive.
 - e. Receive permission from injured or ill prior to providing care. If the injured or ill is a minor, permission must be given by parent or guardian prior to given care.
 - f. Refrain from given care to any person whom is conscious and alert that refuses care.
 - g. Assume that permission is implied if the injured or ill person is unconscious or unable to respond.
 - h. Assume implied permission if the injured or ill is a minor and parent or guardian is not present.
 - i. Do not move the injured or ill person unless a life threatening condition will occur.
 - j. Provide care only within level of training.
 - k. Never dispense any medication or other substance unless directed to do so by EMS or Poison Control Center.
5. The RSO will secure the scene and injured or ill person's firearms and equipment.
6. The RSO is responsible for collecting witness information and statement forms.
7. The RSO must complete an Incident Report and submit it to the CRSO/Board of Directors.
8. Ensure that all medical supplies are replenished in the first aid kits if applicable.

Standard Operating Procedures Injury Report Form

Name of RSO: _____

Date of incident: _____

Name of injured/ill: _____

Time of incident: _____

Describe the nature and extent of injury/illness:

Describe how the injury/illness occur:

Who provided aid to the injured/ill person: _____

Describe the aid given to the injured/ill:

Was EMS notified: _____

What aid, was provided to the injured/ill person by EMS:

Where was the injured/ill person taken: _____

Describe the location and condition of the area involved:

Was protective equipment worn at the time of injury/illness, describe:

Describe the equipment involved in the incident:

List all witnesses to the incident:

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

Notes and Comments:

Follow-up and disposition:

Incident Report completed by:

Name: _____
Title: _____

Signature: _____
Date: _____

Standard Operating Procedure Witness Statement Form

Name: _____

Address: _____

Phone: _____

Describe in Detail how the injury/illness occurred:

Describe the location and condition of the area the injury/illness took place:

Was protective equipment worn at the time of the injury/illness:

Describe steps taken to preserve the scene the injury/illness took place:

What role did you take in assisting the RSO in providing aid:

Comments/Notes:

Signature: _____

Date: _____

Standard Operating Procedures

Range Safety Briefing

The attending RSO may change the Range Safety Briefing as needed.

Follow Appendix: Range Safety Briefing