



CASCADE SHOOTING FACILITIES  
Range Standard Operating Procedures

Revised November 2012

Cascade Shooting Facilities  
Range Standard Operating Procedures

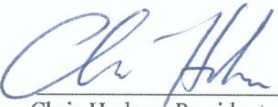
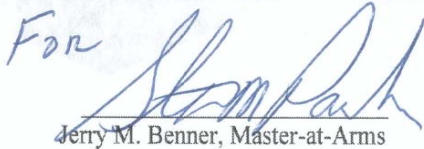
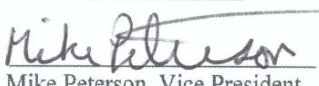
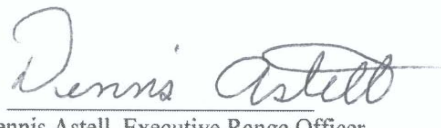
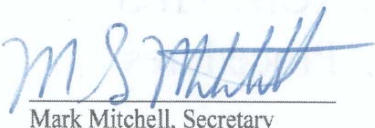
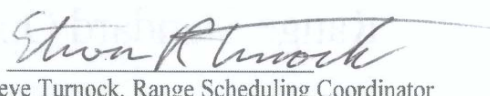
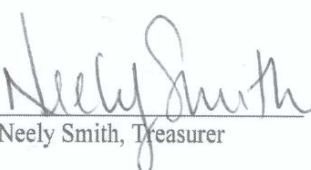
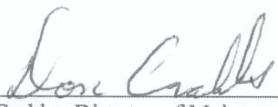
Many of the activities hosted by Cascade Shooting Facilities (CSF) are open to the public. A few of those events are; Hunter Education, Civilian Marksmanship Program (CMP) Competitions, NRA Highpower Rifle Competition, Bullseye Pistol events, Practical Pistol events, Personal Protection Training, Basic marksmanship training, Boy Scouts of America Rifle Merit Badge Classes and other events.

Whereas Cascade Shooting Facilities is under certain liabilities for member and public safety during member use and sponsored events, the Board of Directors of Cascade Shooting Facilities has determined instituting a set of Range Standard Operating Procedures to be desirable.

Therefore the Board of Directors of Cascade Shooting Facilities has adopted this Range Standard Operating Procedure.

This Range Standard Operating Procedure will be reviewed for updates in compliance with CSF bylaws and becomes effective thirty days after the Board of Directors affixes their signatures.

Signed this 21st day of January in the year 2013.

 Chris Hodges, President	For  Jerry M. Benner, Master-at-Arms
 Mike Peterson, Vice President	 Dennis Astell, Executive Range Officer
 Mark Mitchell, Secretary	 Steve Turnock, Range Scheduling Coordinator
 Neely Smith, Treasurer	 Don Crabbs, Director of Maintenance

Cascade Shooting Facilities  
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**Purpose of this Standard Operating Procedure.**

This standard operating procedure is intended to provide a consistent and documented set of rules that govern the range shooting operations and serve as guidelines to be followed by all other users of the ranges operated by CSF. The Range Standard Operating Procedures provide the minimum guidelines necessary for all activities that occur on the ranges. **Safety is never to be compromised.**

Members and guests may petition and the Board of Directors may approve special exemptions to these Range Standard Operating Procedures and will provide written documentation of such permission. A member acting under an exemption will make this documentation available upon request by any member.

**1) Range Safety Officers (RSO):**

- a) CSF Executive Range Officer must approve anyone desiring to become an RSO for CSF.
- b) This is accomplished by attending an RSO Class given by an NRA certified Chief Range Safety Officer (CRSO).
- c) CSF will conduct RSO training in accordance with the National Rifle Association guidelines on a periodic schedule for any individual wishing or needing such training.
- d) Each shooting activity that is open to the public will have at least one certified Range Safety Officer present upon that range during any shooting activity. That range safety officer must be certified either by the State of Washington, the National Rifle Association or a recognized shooting association with the approval of the board of CSF.
- e) The RSO has authority for control of the range during events and range shooting operations. The RSO is charged with the enforcement of CSF range rules during events and operations. RSO responsibilities can be rotated to allow participation in an event.

**2) General Range Commands**

- a) “Cease Fire” means to discontinue firing immediately. Used to halt an unsafe act or allow the firing line to be made “safe” for target retrieval
- b) “Firing line” Point from which shooting transpires. At Cascade it is generally the front of the concrete slab at each shed.
- c) “The line is safe” Firearms are to be unloaded, actions open and benched. Step behind the yellow safety line and do not handle firearms when the firing line is safe.
- d) “The line is hot” Indicates that the line is no longer safe. Shooters may handle their firearms and commence firing.

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**3) General Rules**

- a) Members, family and guests must register upon entry. Swiping of the keycard on the reader is registry for the member. All others must sign the liability waiver.
- b) CSF member identification must be worn, and visible at all times except while participating in work parties
- c) Guests/visitors must use guest/visitor badges, visible at all times. This includes any person not issued a CSF member identification.
- d) Members are directly responsible for their guests and must be immediately present with their guest(s) during shooting activities. Guests are not allowed to roam at will on the range.
- e) All shooters under the age of 18 must be accompanied by an adult and be under their direct supervision while shooting or handling firearms. This is generally interpreted as being within arms reach.
- f) Guests must yield to member use of a shooting position or range.
- g) Organized CSF functions will have priority in the use of ranges and NRA rules will apply to safety, conduct and activities.
- h) Each range shall be posted with applicable range safety rules and operating procedures.
- i) The Executive Range Officer, or designee, shall be responsible for range safety and enforcement of all range safety rules.
- j) No alcohol or illegal drugs are allowed. Persons showing signs of alcohol or drug usage shall be barred from handling any firearms and escorted from the facilities.
- k) No smoking is allowed in any CSF buildings.
- l) Persons not complying with these SOPs and CSF bylaws may be asked by the RSO to leave the firing line or to leave the range depending upon the severity of the infraction.
- m) The RSO shall be identified by any means that makes them readily identifiable to all participants.
- n) It is the duty and responsibility of each member that observes an improper or unsafe action on CSF property to discreetly bring it to the attention of the offender, requesting corrective action. If the offender(s) refuses to comply, violations should be reported to the Executive Range Officer, Range Safety Officer, if present or a Board member.

**4) General Range Rules**

- a) Un-cased or unholstered firearms must be unloaded with the actions open with all clips/magazines removed at all times while on CSF property, except when preparing to fire on the firing line.
- b) A common firing line shall be maintained at all times. There shall be no personnel forward of shooting activities except in the target pits of the D-Range.
- c) When a "Cease fire" is called, everyone is to stop firing, remove any ammunition, actions open, magazines removed, muzzles pointed downrange, and remain behind the yellow safety line unless engaged in changing a target.
- d) Do not handle firearms (either cased or uncased) when the line is "safe" and there are people forward of the firing line.
- e) The handling of any firearm is **not allowed** while **anyone** is downrange. This includes moving firearms (either cased or uncased) to and from a vehicle and the range area.

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- f) The firing line can be called “hot” only by the person calling the “Cease fire” or the RSO.
- g) All shots will be directed down range at proper targets and into the impact berm.
- h) Ricochets are prohibited. Information about the target placement required to prevent ricochets is posted on the CSF web site at <http://cascadeshootingfacilities.org> under the line entitled “Proper target Placement-Everyone Must Read and Comply”.
- i) No projectile is to leave the range.
- j) Only paper targets will be used. These targets will **NOT** be a “human” type target with human features, personality, or details. The following silhouette type targets and others complying with this paragraph are specifically authorized for CSF usage: **B-27, B-273, B-34, B-29, TQ-15, TQ-16, TQ-19, TQ-20, B-21, B-21x, B-21e, and B-30.**
- k) Fully automatic, short barreled and suppressed firearms (Class 3) use is allowed by law enforcement personal and those individuals with appropriate paperwork. Any persons operating these firearms must have on their person proper documentation for such and shall produce those documents on request from any other member.
- l) Uniformed military and police department personnel may use issued Class 3 equipment with the understanding that documentation/paperwork is kept at their headquarters. Police officers with badges are considered in uniform.
- m) Organized events may use any type target determined to be safe by the sanctioning organization and the CSF Board of Directors.
- n) Cartridges that have failed to fire properly are to be removed from the range or placed in the receptacles provided on each range.
- o) All members and range users are responsible for the cleanup of targets, and/or supporting materials before leaving the range.
- p) No shooting at glass bottles, cans, rocks, or any item that may cause harm to persons, animals, or CSF property is permitted.
- q) If no Range Safety Officer is present, designate one. Generally speaking, the first person on the line will function as such, or the person calling a cease fire.
- r) Loaded firearms that have malfunctioned.
  - i) Check with the gate attendant to determine if a gunsmith is on site.
  - ii) Call one of the gunsmiths listed on the call list.
  - iii) No loaded firearm should leave the range unless permitted by as concealed or open carry and in a concealed or open carry condition
- s) Targets may **not** be attached to any bench, building, tree stump, or other CSF property not specifically designed to hold targets
- t) Eye protection is strongly recommended for all archery activities.
- u) Eye and hearing protection is required for all shooting activity involving firearms.
- v) Broadhead arrow use is permitted only on the Broadhead range adjacent to the Archery Walk Through range.
- w) Remove your trash from the range. This includes empty cases, cleaning patches, paper targets and ammo boxes.

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**x) Firearm Safety Rules**

- i) Rules of Safe Shooting
  - (a) **ALWAYS** treat a firearm as though loaded.
  - (b) **ALWAYS** keep the firearm pointed in a safe direction.
  - (c) **ALWAYS** keep your finger off the trigger until ready to shoot
  - (d) **ALWAYS** keep the firearm unloaded until ready to use.
- ii) Rules of Safe Handling
  - (a) Know your target and what is beyond.
  - (b) Be sure the firearm is safe to operate
  - (c) Know how to use the firearm safely
  - (d) Use only the correct ammunition for your firearm.

**5) Hygiene Guidelines.**

- a) Refrain from consuming food and/or drink, smoking, applying makeup, or placing your hands in the proximity to your mouth or nose while on the range or cleaning a firearm.
- b) Range patrons are advised to wash with cool water following shooting activities.
- c) Change and wash clothing after a shooting or firearm cleaning session to minimize exposure to airborne lead or solvent and cleaning product residues.
- d) Pregnant women and children under seven years of age, and others who have health concerns should consult a physician before visiting shooting ranges.

**6) Indoor Range Rules**

- a) All General rules and General range rules will apply.
- b) Range shooting hours are between 8:00 am to 10:00 pm
- c) Use only paper targets.
- d) The indoor range is open to any firearm that uses .22 short, .22 long, or .22 long rifle cartridges, any BB or pellet gun, and bow and arrow.
- e) Archers must use their own targets. No shooting into the plywood backstop.
- f) Hearing and eye protection is required for all individuals on the range.
- g) Ventilation shall be on during all shooting and cleaning activities.
- h) Entry lights shall be on during all shooting activities.
- i) Ventilation shall be on during cleaning activities. Do not use a brisk sweeping motion when cleaning. The use of brooms is prohibited on the indoor range.

**7) Outdoor Range Rules**

- a) All General rules, and General Range rules will apply.
- b) Outdoor range hours are 9am to Sunset. Archery is sunrise to sunset.
- c) Speed limit is 10 miles per hour.
- d) No shooting firearms at archery targets.
- e) Remove your trash from the range. This includes empty cases, cleaning patches, paper targets and ammo boxes. Return your target frames to the firing line shed.
- f) Metal targets for organized shoots may be used with Board approval and only on B, C, and E ranges with adequate backstop, and directing splatter to the ground while imparting

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no ricochets. The general membership may use commercially produced metal targets shot only on B, C and E ranges at minimum distance of 40 yards with adequate backstop. Members may petition the Board of Directors for permission to shoot steel targets at distances less than 40 yards. The Board of Directors will provide written documentation of such permission, which must be available upon request by any member. All groups and members must use free swinging, knock down, or angled models directing splatter to the ground while imparting no ricochets. Metal targets must be tall enough and placed for rounds to impact the berm when the target is missed.

- g) Do not climb upon, nor set targets on the berms.
- h) There will be no random hiking on any part of the range or surrounding wooded areas.
- i) Camping on any range floor is prohibited.
- j) Pets must be kept under control.
- k) The shooting or harassing of animals on the range is strictly prohibited.
- l) A flag shall be displayed on the A-range shed when accessing the storage containers east of the A-range.
- m) No tracer or incendiary type ammunition.
- n) No aerial targets, except on the Multi-purpose range while firing shotgun.
- o) The main gate must be kept locked at all times except when the gate is staffed.
- p) The use of eye protection and hearing protection is strongly recommended at all times.
- q) **Members and guests may petition and the Board of Directors may approve special exemptions to these rules and will provide written documentation of such permission. A member acting under an exemption will make this documentation available upon request by any member.**

**8) Ranges Designed For A Specific Shooting Activity.**

**a) Archery Range (A-Range)**

- i) All Outdoor range rules apply.
- ii) Shooting allowed from sunrise to sunset.
- iii) Open to any bow and arrows equipped with target or field points.
- iv) Broadheads are not allowed on A-range.
- v) No firearm use is permitted on this range at any time.
- vi) Crossbows are permissible using only shooter-supplies targets.
- vii) Use of eye protection is strongly recommended.

**b) Archery Walk-Through Range**

- i) All Outdoor range rules apply.
- ii) Open to any bow and arrows equipped with field or target points.
- iii) Broadhead tipped arrows are to be used only on the designated Broadhead Practice area.
- iv) No firearms are permitted on this range at any time.
- v) Crossbows are not allowed.
- vi) No backtracking.
- vii) Use of eye protection is strongly recommended.



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**c) Archery Broadhead Practice Range**

- i) All Outdoor range rules apply.
- ii) Shooting allowed from sunrise to sunset.
- iii) Open to any bow and arrows, any tips.
- iv) No firearm use is permitted on this range at any time.
- v) Crossbows are permissible.
- vi) Use of eye protection is strongly recommended.

**d) Multi-Purpose Range (B-Range)**

- i) For Shotgun Usage.
  - (1) All Outdoor range rules apply.
  - (2) Must use 10 gauge or smaller shotguns.
  - (3) Must use # 7 ½ shot or smaller.
  - (4) Shot fallout must be contained to the B-range.
- ii) For General Usage.
  - (1) All Outdoor range rules apply.
  - (2) Range is open to any center fire rifle cartridge. Center fire handgun cartridges are prohibited, except as noted in this section. See section 10 for a description of rifle and pistol cartridges.
  - (3) Range is open to any center fire rifle, shotgun, BB and pellet rifle.
  - (4) The use of hunting handguns (hunter pistols) are approved with a shooting test which consists of written designation of firearm, load, and bullet drop/kinetic energy at specific distances to be shot i.e. 50 yd, 100 yd, 200 yd. Shooter will fire a minimum of five rounds at the requested distances. All rounds must properly impact the berm. The test will be administered under the direction of the Executive Range Officer and approved by the Board of Directors.
  - (5) Range is open to any muzzle-loading long arms.
  - (6) No rimfire cartridges are allowed.
  - (7) Crossbows are permissible using only shooter-supplied targets.
  - (8) All projectiles must impact the backstop berm.

**e) Silhouette / Muzzle Loader Range (C-Range)**

- i) All Outdoor range rules apply.
- ii) Range is open to any center fire rifle cartridge. Center fire handgun cartridges are prohibited, except as noted in this section. See section 10 for a description of rifle and pistol cartridges.
- iii) Range is open to any center fire rifle, rimfire rifle, BB or pellet guns.
- iv) Rimfire rifles shall utilize the short targets with short berms. Rimfire rifles shooting beyond the short berms will use targets tall enough to reach the 200 yard berm.
- v) Centerfire arms are not to use the short berms.
- vi) Range is open to any muzzle-loading firearm

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- vii) All projectiles must impact the appropriate berm.
- viii) The use of hunting handguns (hunter pistols) are approved with a shooting test which consists of written designation of firearm, load, and bullet drop/kinetic energy at specific distances to be shot i.e. 50 yd, 100 yd, 200 yd. Shooter will fire a minimum of five rounds at the requested distances. All rounds must properly impact the berm. The test will be administered under the direction of the Executive Range Officer and approved by the Board of Directors.

**f) 600 Yard Range (D-Range)**

- i) All Outdoor range rules apply.
- ii) Shooting distance determined by first come, first serve. 200 yard users should consider use of the B or C-range if other members are asking to shoot at 300 yards or greater.
- iii) All targets must be placed into the target carriers in the target butts.
- iv) While active shooting is in progress, eye and ear protection is required in the target butts.
- v) No targets are to be placed between the 600-yard line and the target butts.
- vi) No targets at distances less than 200 yards.
- vii) Range is open to any center fire rifle cartridge. Center fire handgun cartridges are prohibited, except as noted in this section.
- viii) Range is open to any center fire rifle.
- ix) The use of muzzle-loaders is permissible from the 200-yard or 300-yard firing line only.
- x) The use of hunting handguns (hunter pistols) and handgun cartridges are by special permission of the Board of Directors which will provide written documentation of such permission. A member acting with this permission will make documentation available upon request by any member. No other handguns are allowed.
- xi) Use of the 500 yard and 600 yard shooting positions requires a NRA Blackpowder Cartridge or NRA Highpower Rifle classification card, or a shooting test.
- xii) You must physically inspect the 200 yard and 300 yard positions to ensure they are clear of occupants prior to shooting at distances of over 300 yards.
- xiii) The use of metal targets is prohibited.
- xiv) All projectiles must impact the backstop berm.

**g) 50 Yard Pistol Range (E-Range)**

- i) All Outdoor range rules apply.
- ii) Range is open to any handgun, any rimfire firearm, rifle shooting handgun cartridges, shotguns (tactical), BB and pellet guns.
- iii) Members may petition The Board of Directors for permission to shoot up to .223,762x39 rifles in Bays 3, 4 and 5. The Board of Directors which will provide written documentation of such permission. A member acting with this permission will make documentation available upon request by any member.
- iv) Place tables in upright position after use on bays 1 and 2.
- v) Do not place targets at less than 25 yards on Bays 1 and 2.

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- vi) The 25 yard berm on Bays 1 and 2 is intended to protect the turning target apparatus, and as such is not intended as a backstop berm.
- vii) All projectiles must impact the backstop berm.
- viii) No bowling pins allowed.
- ix) No aerial targets allowed.

### 9) Muzzle-Loading Safety Rules

- a) Flintlock shooters are to inform the other shooters when ready to shoot.
- b) Generally this is accomplished by loudly stating “Flint”.
- c) Smoking is prohibited, except in designated area
- d) Loading benches will be no closer than 8 feet to the rear of the firing line.
- e) Powder must be loaded into the firearm by means of a single charge dispenser. Pouring powder from flask, horn, or other large container is prohibited.
- f) Never discharge muzzle-loading firearms over or near a loading bench.
- g) Load muzzle-loading firearms only with black powder or an authorized substitute such as Pyrodex.
- h) Designated spectator area shall be at least 6 feet behind the loading area.
- i) Do not cap or prime the pan of any muzzle-loading firearm until into position at the firing line and after the command to “Line is hot”.
- j) Once the muzzleloader is capped or primed, the muzzle must be pointed at the target area.
- k) Do not “Blow” down the barrel to extinguish sparks.
- l) It is recommended that the barrel be swabbed with a damp patch between shots to kill any live sparks that may remain in the bore.
- m) Charging of the barrel is not permitted at the firing line.
- n) After two falls of the hammer or cock and no main charge ignition it is considered a malfunction:
  - o) Un-cap or dump the pan,
  - p) Keep the muzzle pointed down range,
  - q) Inform the RSO of the malfunction,
  - r) Move to the properly designated “Problem Box” upon direction of the RSO.
  - s) No capped or primed firearm shall leave the firing line.
  - t) Charged firearms will be permitted to leave the firing line only by instruction of the RSO.
- u) **CAUTION** A charged firearm may fire uncapped, by a spark created by the hammer striking the nipple when residue from a cap remains. Also the flint striking the frizzen of a flintlock even with an empty flash pan may cause the firearm to discharge.

### 10) Range Firearm and Cartridge Definitions

- a) Rifle: A rifle is a firearm that conforms to the local legal definition of a rifle. See Revised Code of Washington (RCW) 9.41.010
- b) Pistol: A pistol is a firearm that conforms to the local legal definition of a pistol. See Revised Code of Washington (RCW) 9.41.010
- c) Handgun: A handgun is a firearm that conforms to the legal definition of a pistol. The terms “handgun” and “pistol” are considered equivalent.

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- d) Rifle Cartridge: A recognized center fire rifle cartridge is a cartridge which was developed for rifle use. E.g. 30-06 Springfield, .243 Winchester, .223 Remington, etc. or is generally understood to be a rifle type cartridge. It is impossible to list all cartridges in this category. The member is responsible for correct categorization of any cartridge used. The CSF Board is the ultimate authority in determining the category of a cartridge.
- e) Handgun Cartridge: A recognized center fire handgun cartridge is a cartridge which was developed for handgun/pistol use. E.g. 9mm, .38 Special, .45 Colt, .45 ACP, etc. or is generally understood to be a handgun type cartridge. It is impossible to list all cartridges in this category. The member is responsible for correct categorization of any cartridge used. The CSF Board is the ultimate authority in determining the category of a cartridge.

**11) Range Opening Procedures**

- a) Procedures for Public Shooting operations are found in the document “Instructions for Public Shooting Support”. This document is available on the CSF web site, <http://cascadeshootingfacilities.org>.
- b) Primary RSO should arrive about 1/2 hour before the scheduled event.
- c) Conduct a communications check to insure radio system working properly.

**12) Check-in Procedures**

- a) All non-member attendees to entity sponsored events need to sign the range register upon entry to CSF.
- b) Procedures for Public Shooting are found in the document “Instructions for Public Shooting Support”.

**13) Equipment/Facility Maintenance**

- a) Any damage should be reported to the Executive Range Office, his designee or any Board Member.
- b) Report any first aid supplies used to the Executive Range Officer, his designee or Board Member.

**14) Range Close Down Procedures.**

- a) Inspect the range.
- b) Insure that no personnel are remaining on the range.
- c) Count the fees received and match back to the sign in sheets.
- d) Return in all checked out range equipment range flag, keys, etc.
- e) Turn in any necessary reports or cash at the Clubhouse secure deposit box.

**15) Location of First Aid Kit (AED)-Automated External Defibrillator**

- a) First Aid Kits are located at each Gate House, the Range House and the D-Range target butts.
- b) (AED)-Automated External Defibrillator is located in the Range House.

**16) Location Of Range Flags**

- a) Not currently used.

**17) Location Of Communication Equipment**

- a) Telephone is located at the leftmost bathroom on the outside.
- b) Radios are in the range house on the battery chargers.

**18) Location Of Range Equipment Keys**

- a) For access contact the appropriate entity head.

**19) Shooting Competitions Will Utilize Their Own Specialized Firing Line Commands.**

**20) Emergency Procedures**

- a) Take charge of the situation
- b) Cease firing, unload, and stay in place commands are issued.
- c) Evaluate the situation
- d) Minor or major injury?
- e) Designate helpers, if necessary
- f) Render first aid (AED-automated external defibrillator located in range house)
- g) Call for help
- h) Direct help to the location
- i) Take notes (Reports)
- j) Identify all witnesses and quarantine them from each other

**21) Dealing with the Media**

- a) All information about any incident should be given to the Club President or his designee
- b) Remind all persons involved that they are not to talk to the media
- c) All questions from the media are to be directed to the Club President or his representative.

**Table of Authorities**

National Rifle Association Range Manual October 1996  
NRA Range Safety Officer Manual  
Cascade Shooting Facilities Bylaws  
NRA Competition Rule Books

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**EMERGENCY REPORT SHEET**

*To be turned into the Executive Range Officer*

Injured party's name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Phone number: \_\_\_\_\_

Key number: \_\_\_\_\_

**EMERGENCY COMMUNICATIONS**

Dial **911** on a phone, or use the red phone at the range house for emergency assistance.

**Immediate Response for Injuries or Illness**

- Call a cease-fire if the injured is near the firing line. Ensure that all firearms are unloaded, cleared and secured.
- \_\_\_\_\_ will coordinate edging or pulling of targets, if possible, and securing the scene and the injured persons gear.
- Open and man main gate to admit emergency responders.
- \_\_\_\_\_ will notify 911 from the nearest telephone located at \_\_\_\_\_ and provide the following information:

1. Specific Location or address of incident with directions.

Location: \_\_\_\_\_

Address: \_\_\_\_\_

Directions: \_\_\_\_\_

2. Telephone Number calling from: \_\_\_\_\_

3. Caller's name: \_\_\_\_\_

4. What happened:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Possible hazards for rescuers:

\_\_\_\_\_  
\_\_\_\_\_

6. Number of people injured or ill: \_\_\_\_\_

7. Condition of injured or ill:

\_\_\_\_\_  
\_\_\_\_\_

8. First Aid Provided:

\_\_\_\_\_  
\_\_\_\_\_