



CASCADE SHOOTING FACILITIES  
Range Standard Operating Procedures

Revised 06/21/2021

## 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, Precision 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 have been reviewed for updates in compliance with CSF bylaws and becomes effective thirty days after the Board of Directors approval. The information in the "Cascade Shooting Facilities Bylaws and Operating Procedures" supersedes this document, the "Cascade Shooting Facilities Range Standard Operating Procedures" in the event of any conflict. The Cascade Shooting Facilities Range Standard Operation Procedures" supersedes all CSF documents except the bylaws.

This document was approved by the Cascade Shooting Facilities Board of Directors on this day: June 21<sup>st</sup>, 2021

X

*Steven J. Winter*

CSF - Secretary

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## 1 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 Cascade Shooting Facilities (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.

## 2 Firearm Safety Rules

These fundamental rules of firearm safety are the foundation for the RSOP. All the rules defined here are derived from these fundamental rules. For someone to suffer an accidental firearm injury one or more of these fundamental rules for firearm safety must be broken. When encountering a situation not covered by the RSOP applying these rules will guide you to a safe solution.

### 2.1 NRA Gun Safety Rules

- ALWAYS keep the gun pointed in a safe direction.
- ALWAYS keep your finger off the trigger until ready to shoot
- ALWAYS keep the gun unloaded until ready to use.

### 2.2 Additional Rules for Using and Storing Guns Safely

- Know your target and what is beyond.
- Know how to use the gun safely.
- Be sure the gun is safe to operate.
- Use only the correct ammunition for your gun.
- Wear eye and ear protection as appropriate.
- Never use alcohol, over-the-counter drugs or prescription drugs before or while shooting.
- Store guns so they are not accessible to unauthorized persons.
- Be aware that certain types of guns and many shooting activities require additional safety precautions.
- Before cleaning your gun
  - Make absolutely sure that it is unloaded.
  - Remove all ammunition from the cleaning area
  - The gun's action should be open during the cleaning process.

## 3 Range Commands

A common set of range commands allows for rapid consistent communication between RSOs and range users. Anybody can issue the "STOP!" and "Cease Fire" commands. Only the range RSO shall issue "The line is cold" and "The line is hot."

1. "STOP!" Immediately stop what you are doing. Remove your finger from the trigger guard. Freeze in your current position and wait for further instructions from the RSO.

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2. "Cease Fire" Immediately discontinue firing and remove your finger from the trigger guard. Firearms are to be unloaded, then benched with the magazines removed, actions opened and muzzles pointed down range. Then step behind the yellow safety line."
3. "The line is cold" Handling firearms is prohibited. Remain behind the yellow safety line except to proceed directly forward of the firing line. Touching any item at a shooting station is prohibited while the line is cold. While the range is cold targets may be changed, brass forward of the firing line may be collected, and other activities that require access forward of the firing line may be conducted.
4. "The line is hot" Shooters may handle their firearms and commence firing.
5. "Cookie" Shooters provide cookies to the RSOs to thank them for volunteering.

Entities and organized competitions may use discipline specific range commends. During entity sponsored events and organized competitions range commands and procedures shall be reviewed with all participants to start the event.

## 4 General Rules

The "General Rules" shall be in effect at all CSF facilities at all times.

1. 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.
2. CSF member identification must be worn, and visible at all times except while participating in work parties
3. Anybody using CFS facilities that is not displaying CFS member identification shall display a guest/visitor badges at all times. This includes any member not in current possession of their member badge.
4. Members are directly responsible for their guests and must be immediately present with their guest(s). Guests are not allowed to roam at will on the range unescorted by a member.
5. All shooters under the age of 18 must be under immediate control by an adult CFS member. Immediate control is generally interpreted as being within arm's reach.
6. Guests must yield to member use of a shooting position or range.
7. Organized CSF functions will have priority in the use of ranges.
8. Safety rules and key operating procedures shall be posted on each range.
9. The Executive Range Officer, or designee, shall have authority over range safety and enforcement of all range rules.
10. No alcohol or drugs are allowed at CSF. Persons showing signs of impairment shall be barred from handling any firearms and escorted from the facilities.
11. No smoking is allowed in any CSF buildings or shooting sheds.
12. 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.
13. The RSO shall be identified by any means that makes them readily identifiable.
14. 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 and request corrective action. If the offender(s) refuses to comply, violations should be reported to the Executive Range Officer, Range Safety Officer, or a Board member.
15. Speed limit in CSF is 10 miles per hour.

16. Pets must be kept under direct control by the owner.
17. 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.
18. When a CSF facility is not open facilities shall not be occupied without permission from the CSF Board of Directors.

## 5 Range Rules

These rules govern the use of all CSF ranges: Indoor, A, B, C, D, E, Archery Broadhead, and Archery Walk Through.

### 5.1 General Range Rules

The "General Range Rules" shall be in effect at all CSF ranges at all times. All General Rules are applied on the ranges.

1. Firearms shall be in the "safe" condition except when preparing to fire on a "hot" firing line. A firearm is in a "safe" condition when it is;
  - a. in a closed case that completely contains the firearm and prevents the activation of the trigger.
  - b. in a holster that prevents activation of the trigger.
  - c. completely unloaded with the actions open and all clips/magazines removed. Preferably with an empty chamber indicator installed.
2. A common firing line shall be maintained at all times. There shall be no personnel forward of the firing line on a hot range except in the target pits of the D-Range.
3. Shooting distance determined by first come, first serve. The first person on the range establishes and maintains the firing line.
4. All shots will be directed down range at proper targets and into the impact berm.
5. Only approved targets by the CSF board of directors may be used on CSF ranges. See Target Types for approved targets.
6. Targets shall be positioned so that the bullet will penetrate the target and reach the impact berm. See Appendix A: Proper Target Placement.
7. Targets shall only be attached to holders specifically designed for targets. Attaching targets to any bench, building, tree stump, or other CSF property is not allowed.
8. No projectile shall leave the range.
9. No tracer or incendiary type ammunition.
10. 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.
11. Cartridges that have failed to fire properly are to be removed from the range or placed in the orange receptacles provided on each range.
12. No loaded firearm shall leave the firing line unless permitted as concealed or open carry. If a firearm cannot be unloaded:
  - a. Check with the gate attendant to determine if a gunsmith is on site.
  - b. Call one of the gunsmiths listed on the call list located in the Range House.
13. Fully automatic, short barreled and suppressed firearms (Class 3) use is allowed by law enforcement personnel 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.

14. 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.
15. Eye and hearing protection is required for all shooting activity involving firearms.
16. Eye protection is strongly recommended for all archery activities.

## 5.2 Indoor Range Rules

The "Indoor Range Rules" shall be in effect at the CSF indoor range at all times. All General Rules and General Range Rules apply to the Indoor Range.

1. Indoor range is closed between 11:00 pm and 7:00 am.
2. Shooting is allowed on the Indoor Range between 8:00 am to 10:00 pm
3. Use only paper targets. Metal targets are not allowed.
4. 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.
5. Archers must use their own targets. No shooting into the plywood backstop.
6. Hearing and eye protection is required for all individuals on the range during shooting activities.
7. Ventilation shall be on during all shooting.
8. Entry lights shall be on during all shooting activities.
9. 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.

## 5.3 Outdoor Range Rules

The "Outdoor Range Rules" shall be in effect at all CSF outdoor ranges: A, B, C, D, E, Archery Broadhead, and Archery Walk Through. These rules are in effect at all times. All General Rules and General Range Rules apply to the outdoor Range.

1. Outdoor Range is closed an hour after sunset until an hour before sunrise.
2. Shooting is allowed on the outdoor ranges 9am to sunset.
3. Archery is allowed from sunrise to sunset.
4. Do not climb upon, nor set targets on the impact berms.
5. There will be no random hiking on any part of the range or surrounding wooded areas.
6. The shooting or harassing of animals on the range is strictly prohibited.
7. A flag shall be displayed on the A-range shed when accessing the storage containers east of the A-range.
8. The main gate must be kept locked at all times except when the gate is staffed.

## 5.4 Archery Range (A-Range)

The Archery Range is designed to support bow target practice. These rules govern the use of the A-Range. All General Rules, General Range Rules, and Outdoor Range Rules apply to the A-Range.

1. Open to any bow and arrows equipped with target or field points.
2. Broadheads are not allowed on A-range.

3. No firearm shall be used on the A-Range, except a handgun may be carried for personal protection.
4. Crossbows are permissible using only shooter-supplied targets.

### 5.5 Archery Walk-Through Range

The Archery Walk Through Range consists of a path leading through the woods leading to an assortment of targets positioned at a variety of distances. It is a fine place to lose a plethora of arrows if your aim is not dependable. These rules govern the use of the Archery Walk Through Range. All General Rules, General Range Rules, and Outdoor Range Rules apply to the Archery Walk Through Range.

1. Open to any bow and arrows equipped with field or target points.
2. Broadhead tipped arrows are not allowed on Archery Walk Through range.
3. No firearm shall be used on the Archery Walk Through Range, except a handgun may be carried for personal protection.
4. Crossbows are not allowed.

### 5.6 Archery Broadhead Practice Range

The Archery Broadhead Practice Range is set aside for the use of broadhead arrows. These rules govern the use of the Archery Broadhead Practice Range. All General Rules, General Range Rules, and Outdoor Range Rules apply to the Archery Broadhead Practice Range.

1. Broadhead arrow use is permitted only on the Broadhead range.
2. Open to any bow and arrows, any tips.
3. No firearm shall be used on the Archery Broadhead Range, except a handgun may be carried for personal protection.
4. Crossbows are permissible.

### 5.7 Multi-Purpose Range (B-Range)

The B-Range is designated for general rifle practice as well as shotgun trap shooting. These rules govern the use of the B-Range. All General Rules, General Range Rules, and Outdoor Range Rules apply to the B-Range.

1. B-Range is open to any centerfire firearm and ammunition combination with a muzzle velocity greater than 2000 fps. Most center fire rifles with standard ammunition will exceed a muzzle velocity of 2000 fps. Members and guests may petition the board of directors for a special exemption to the minimum velocity.
2. B-Range is open to shotgun, crossbows, and any muzzle loading long arms.
3. Crossbows shall only use shooter-supplied targets.
4. Shotgun Usage
  - a. Must use 10 gauge or smaller shotguns.
  - b. Must use # 7 ½ shot or smaller. Larger shot sizes are restricted to the E-Range.
  - c. Shot fallout must be contained in the B-range.

### 5.8 Silhouette / Muzzle Loader Range (C-Range)

The C-Range is configured for general rifle and silhouette practice. These rules govern the use of the C-Range. All General Rules, General Range Rules, and Outdoor Range Rules apply to the C-Range.



1. C-Range is open to any firearm and ammunition combination with a muzzle velocity greater than 2000 fps. Most center fire rifles with standard ammunition will exceed a muzzle velocity of 2000 fps. Members and guests may petition the board of directors for a special exemption to the minimum velocity.
2. C-Range is open to rimfire rifle, BB rifle, pellet rifle, any muzzle-loading long firearm and any muzzle loading pistol.
3. Only Rimfire, BB rifle, pellet rifles and muzzle loading firearms shall utilize the short targets and short impact berms.
4. Short targets shall be placed within arm's reach of the base of a short impact berm. See Appendix A: Proper Target Placement.
5. Rimfire rifles shooting beyond the short berms shall use tall target stands placed close enough to the 200 yard berm to ensure projectiles impact the berm.

### 5.9 600 Yard Range (D-Range)

The D-Range is configured to support NRA and CMP centerfire rifle competition. These rules govern the use of the D-Range. All General Rules, General Range Rules, and Outdoor Range Rules apply to the D-Range.

1. Targets shall only be placed in the target carriers in the target butts. No targets are to be placed between the 600 yard line and the target butts.
2. While active shooting is in progress, eye and ear protection is required in the target butts.
3. Range is open to any centerfire firearm and ammunition combination with a muzzle velocity greater than 2100 fps. Most center fire rifles with standard ammunition will exceed a muzzle velocity of 2100 fps.
4. The use of any muzzle-loading long guns is permissible from the 200-yard or 300-yard firing line only.
5. Use of the 500-yard and 600-yard shooting positions requires a NRA Black powder Cartridge or NRA High-power Rifle classification card, or a shooting test.
6. 200-yard users should consider use of the B or C-range if other members are asking to shoot at 300 yards or greater.
7. 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.
8. The use of metal targets is prohibited.
9. Targets shall be visible from the 600-yard line while any shooting position is occupied.

### 5.10 50 Yard Range (E-Range)

The E-Range is configured to support a wide variety of shooting activities. The activities range from precision pistol shooting to shotgun patterning. These rules govern the use of the E-Ranges. All General Rules, General Range Rules, and Outdoor Range Rules apply to the E-Range.

1. E-Range is open to centerfire, rimfire, BB gun, pellet gun and muzzle loading firearms
2. E-Range Bays 3, 4, and 5 are open to shotguns.
3. E-Range Bays 1 and 2 are open to shotguns when the firing line is between the impact berm and the 25-yard berm.
4. Place tables in upright position after use on bays 1 and 2.

5. No targets shall be placed between the shelter and the 25-yard protection barrier on bays 1 and 2.
6. Projectiles shall not impact the 25-yard protection barrier on Bays 1 and 2. The 25-yard protection barrier on Bays 1 and 2 is intended to protect the turning target apparatus, and as such is not intended as an impact berm.
7. The firing line may be established between the impact berm and the 25-yard berm on Bays 1 and 2. The firing line is established on a first come, first served basis. People wishing to shoot less than 25 yards should prefer using bay 3, 4, or 5.

## 6 Targets Types

Acceptable targets range from paper plates to metal silhouettes. These rules define the targets that have been approved by the CSF Board of Directors.

1. Only paper, metal targets, and clay pigeons shall be used as targets. See target restrictions under "Additional Rules". No shooting at glass bottles, cans, rocks, or any item that may cause harm to persons, animals, or CSF property is permitted.
2. Paper and Metal targets shall only be attached to designated target holders.
3. No aerial targets, except clay pigeons on the Multi-purpose range (B-Range) while firing shotgun.
4. Targets shall be placed properly in the target area. See Appendix A: Proper Target Placement.

### 6.1 Paper/Cardboard Targets

Paper targets represent the most affordable and readily available targets for shooting. They can range from sophisticated precision rifle targets to a simple "X" on a piece of note book paper.

1. Commercial paper targets, paper plates, playing cards and other paper objects that easily decompose are acceptable targets.
2. No targets shall have human features, personality, or details.
3. The following silhouette type targets 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.
4. IPSC and USPSA silhouette targets are approved for use on CSF ranges.
5. Other silhouette type targets not listed may be used with CSF Board of Directors approval. The Board of Directors will provide written documentation of such permission, which must be available upon request by any member.

### 6.2 Clay Pigeons

Clay pigeons offer the unique opportunity to shoot at a moving target.

1. Clay Pigeons shall only be used as aerial targets.
2. Clay Pigeons shall only be dispensed by the club throwers on the B-Range.
3. Club throwers shall only be adjusted by authorized personnel.

### 6.3 Metal Targets

Metal targets can be fun and safe to shot. These rules govern the use of metal targets on all the CSF Ranges.

1. Metal targets may be used only on B, C, and E ranges.



2. Metal targets shall be placed such that rounds that miss the target impact the impact berm
3. Muzzle velocities greater than 2000 fps require metal targets shall be placed no closer than 100 yards and the minimum distance recommended by the manufacturer from the firing line.
4. Muzzle velocities greater than 1400 fps require metal targets shall be placed no closer than 40 yards and the minimum distance recommended by the manufacturer from the firing line.
5. Metal targets shall be placed no closer than 10 yards and the minimum distance recommended by the manufacturer from the firing line.
6. Metal targets shall be mounted on target stands stable enough to withstand impact.
7. Metal targets shall be mounted such that they direct bullet fragments to the ground while imparting no ricochets.
8. Free swinging metal targets shall hang using materials that will not impart ricochets. Chains are not an acceptable material for hanging targets.
9. Reactive metal targets shall not be hinged from below the target
10. Metal targets shall be:
  - a. AR-500, AR-550, or harder steel
  - b. 3/8" thick or greater
  - c. Targets must be in good condition and free of defects
  - d. commercially produced

## 7 Additional Rules

This set of rules govern specific range activities. These rules augment the other rules and procedures in this document.

### 7.1 Muzzle-Loading Safety Rules

Muzzle loading provides shooters the opportunity to get a taste of what shooting was like long before the west was won. These rules govern the use of Muzzle Loading Firearms on CSF Ranges.

1. Loading benches will be no closer than 8 feet to the rear of the firing line.
2. All powder charges will be measured. Pouring powder from flask, horn, or another large container is prohibited.
3. Load muzzle-loading firearms only with black powder or black powder substitute.
4. Capping or priming any muzzle loading firearm shall only be done on the firing line with the muzzle pointed down range.
5. No capped or primed firearm shall leave the firing line.
6. After 3 falls of the hammer or cock and no main charge ignition it is considered a malfunction:
  - a. Keep the muzzle pointed down range
  - b. Wait 2 minutes.
  - c. Then escalate as follows
    - i. Recap and try again.
    - ii. Tap opposite side of gun directly across from bolster, pick nipple, recap/reprime and try again.
    - iii. Blow charge out with CO2
    - iv. Trickle powder into bolster and try again
  - d. Charged firearms will be permitted to leave the firing line only by instruction of the RSO.

## 7.2 Hygiene Guidelines

Lead exposure is a concern on any gun range. Following these guidelines will help reduce the risk of harmful lead exposure.

1. 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.
2. Range patrons are advised to wash with cool water following shooting activities.
3. Change and wash clothing after a shooting or firearm cleaning session to minimize exposure to airborne lead or solvent and cleaning product residues.
4. Pregnant women and children under seven years of age, and others who have health concerns should consult a physician before visiting shooting ranges.

## 8 Range Flags

Standard range flags are not currently used. A semaphore flag is used on the A range when accessing the storage containers east of the A-range.

## 9 Range Equipment Keys

For access contact the appropriate entity head.

## 10 Range Safety Officers (RSO):

1. CSF Executive Range Officer must approve anyone desiring to become an RSO for CSF.
2. All CSF RSOs shall attend an RSO Class given by an NRA certified Chief Range Safety Officer (CRSO).
3. 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.
4. 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.
5. 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. During an event the RSO responsibilities can be rotated to allow everybody to participate in an event.

## 11 Emergencies and Incidents

Emergencies and incidents can occur at any time. The information here will help guide the needed actions during emergencies and incidents

### 11.1 Emergency Procedures

1. Take Charge of the situation
2. Order a cease fire including clearing of firearms
3. Evaluate the situation and determine if injuries are Major or Minor and if anyone has any medical training
4. Render first aid (if injuries are major then access the trauma kit)



5. If a heart attack is suspected or the victim is unresponsive, have someone get the closest AED if possible.
6. Assign someone to call 911 for help either from Cell Phone or from Range house (if injury is from a firearm let 911 know it was an accidental shooting)
7. Assign someone to guide EMS to the scene
8. Identify all witnesses and assign someone to quarantine each person separately and take notes of what they saw
9. Complete an incident report (See Appendix C: Incident Reports) and notify a Board Member as soon as possible

### 11.2 Trauma Kits

Trauma kits are on each range: A, B, C, D, and E. The kits on the D range are positioned at the 200- and 600-yard firing lines. The kits are in the orange boxes mounted to posts. The trauma kits contain some of the necessary material for providing initial treatment for gunshot and other major wounds. The trauma kits are closed with breakable zip ties to ensure the integrity of each kit. In an emergency the ties can easily be broken to gain entry into the kit.

Note: The trauma kits do not contain any general first aid supplies.

### 11.3 First Aid Kits

First Aid Kits are located at each Gate House, the Range House and the D-Range target butts. The first aid kits contain supplies to treat minor injuries and wounds.

### 11.4 Automated External Defibrillators

Automated External Defibrillators (AED)-are located in the Range House and 600 yard target pits. An AED device helps provide emergency treat individuals suffering from heart problems. Directions for use are located with the unit. Receiving complete training through a CPR class is recommended.

### 11.5 Communication Equipment Location

During an emergency, communication with Emergency Responders and witnesses is essential. A phone is located in the Range house that connects directly to 911. If the receiver is removed from the hook, stay on the line with the 911 operator until you are told it is OK to hang up.

Radios are located in the range house on the battery chargers. The radios may be used to help with coordinating the people aiding the incident response.

### 11.6 Emergency Responders

Should police or fire be needed on the outdoor range, witnesses will need to be placed at the gate on 292<sup>nd</sup> to assure the gate is open and guide the emergency responders to the right location.

## 12 Dealing with the Media

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



## 13 Glossary

**Cold Range:** All firearms are in a “safe” condition and no firearms are being handled

**Firing line:** Point from which shooting transpires. At Cascade it is generally the front of the concrete slab at each shed.

**Fps:** Feet per second

**Hot Range:** If a range is not “cold” it is “hot”

**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

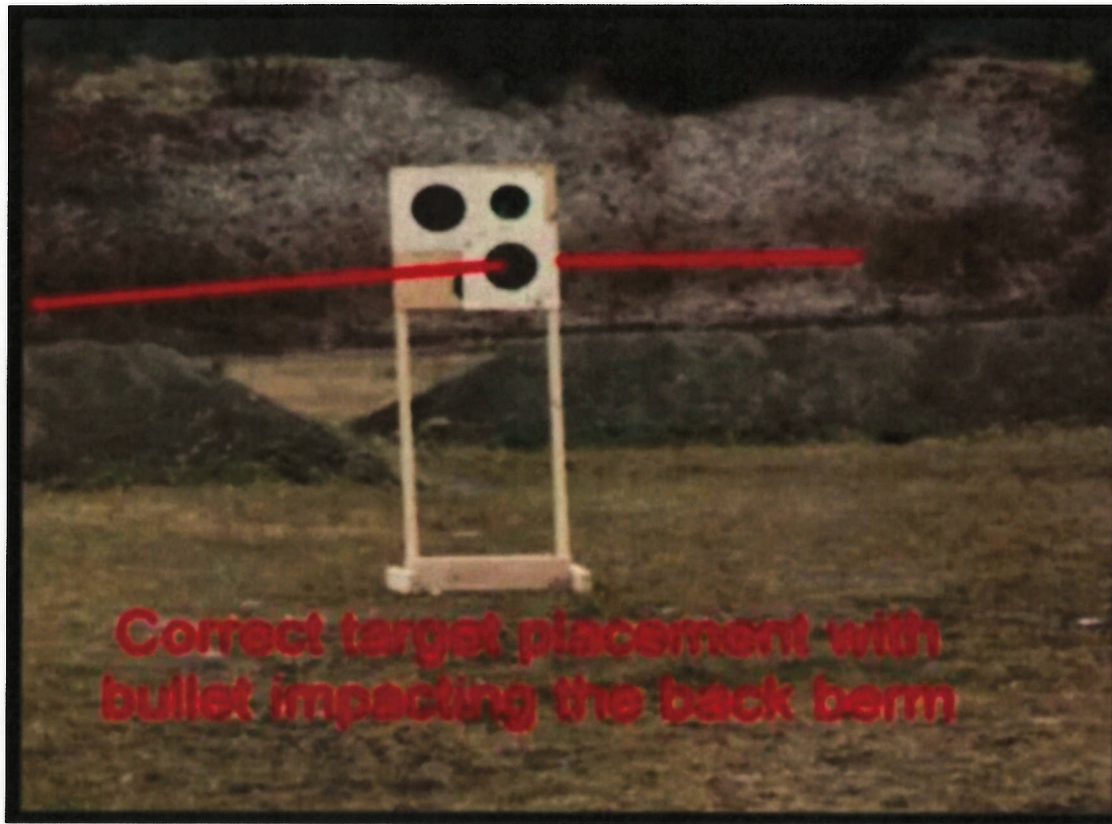
**Pistol:** A pistol is a firearm that conforms to the local legal definition of a pistol. See Revised Code of Washington (RCW) 9.41.010

**Handgun:** A handgun is a firearm that conforms to the legal definition of a pistol. The terms “handgun” and “pistol” are considered equivalent.

## 14 Appendix A: Proper Target Placement

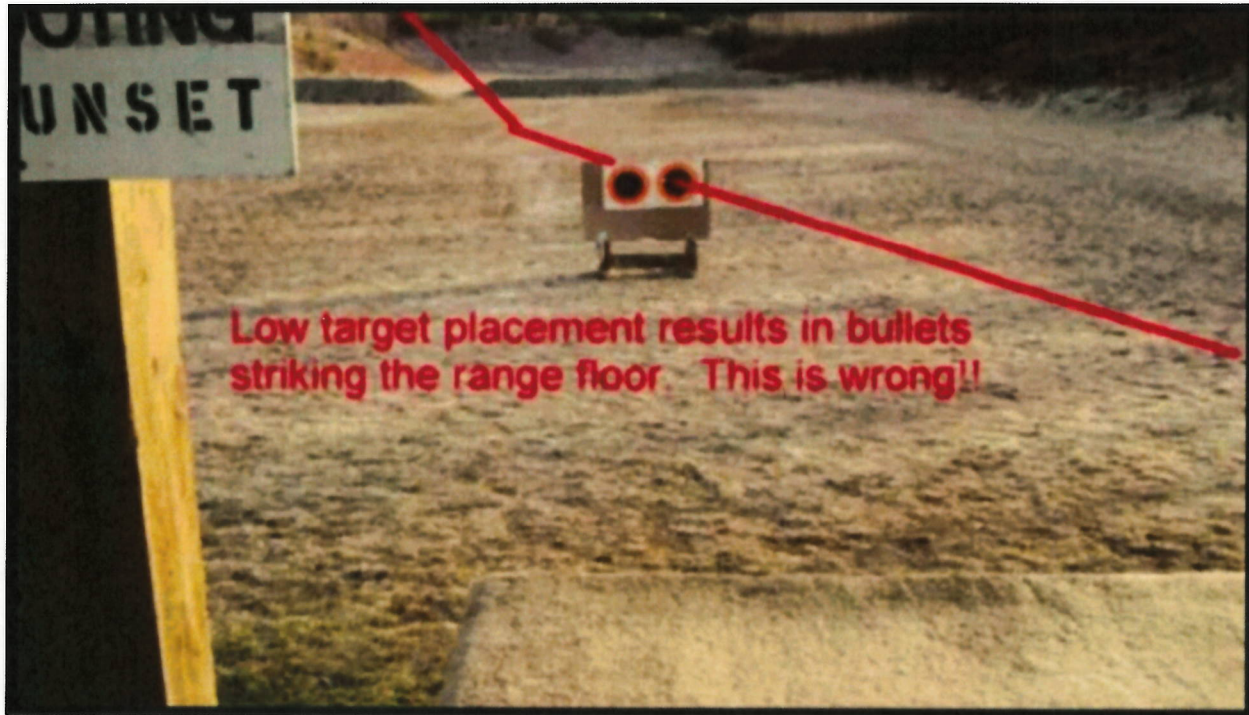
**RULE:** “All shots will be directed down range at proper targets and into the impact berm.”

The “impact berm” is the pile of dirt at the end of the shooting range. This means that whatever position you are shooting in, your projectile has to travel in a path from your gun, through the target, and into the impact berm. As a rule of thumb, you should see significant impact berm above, below, left and right of your target.



*Figure 1 Properly Placed Target*

Figure 1 illustrates the proper placement of the target for this shooter and their position so that the bullet will penetrate the target and impact into the rear impact berm. As you can see there is significant impact berm visible above, below, left and right of the target.



*Figure 2 Improperly Placed Target*

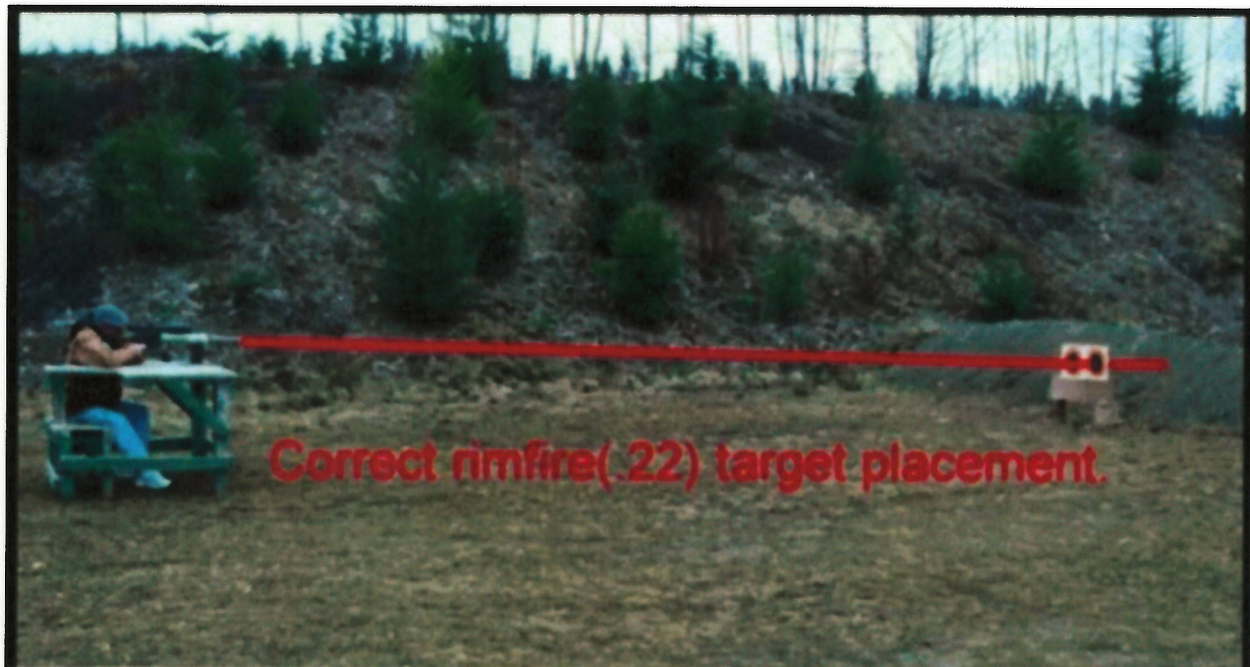
The picture in Figure 2 is an example of a target that is being used on the C-range. It is too low for the application. The bullet will strike the range floor and most likely ricochet over the impact berm to the 600-yard range. This is unacceptable.





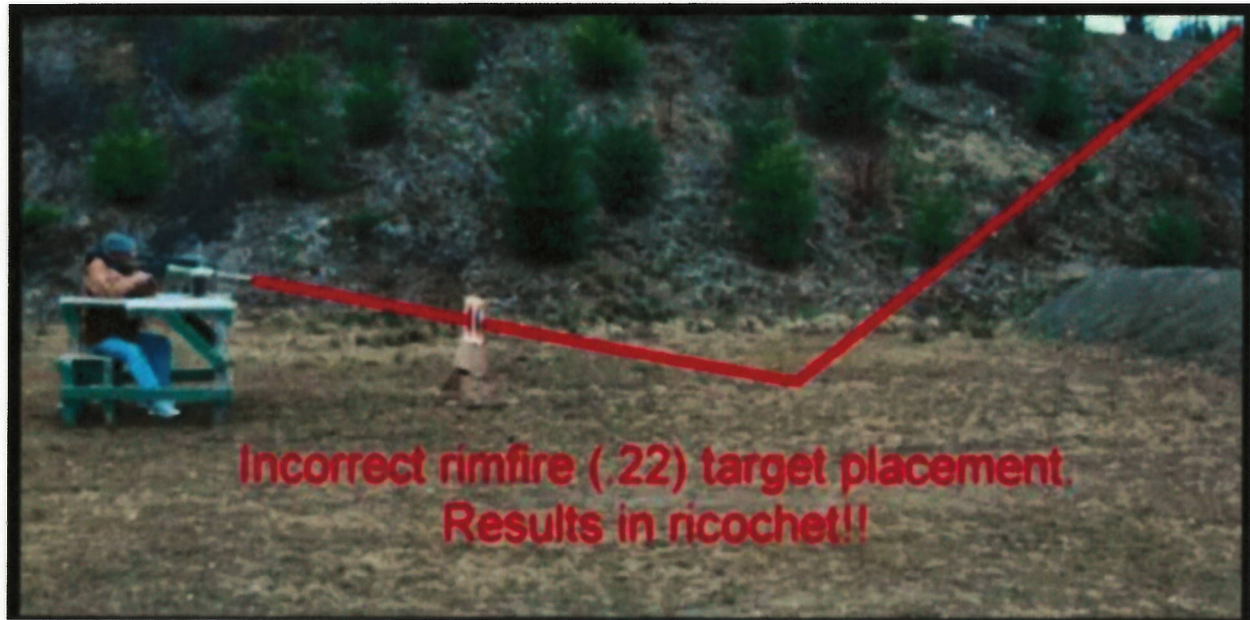
*Figure 3 Poor Placement on E-Range*

The picture in Figure 3 is from an actual police department training session. As you can see the targets are both too low, and too close. This resulted in numerous ricochets that went overhead on the 600-yard range. What would you do differently to correct this?



*Figure 4 Proper Short Berm Target*

On the C-Range you will see short impact berms. The short targets are to be used in conjunction with the short impact berms only. Figure 4 depicts the shooter with a proper target location within arm's reach of the base of a short berm. This bench is located close to the impact berm for illustrative purposes.



*Figure 5 Improper Short Berm Target*

As you can see in photo Figure 5, the shooter is going to experience a ricochet because his target is located such that the bullet will hit the range floor rather than the impact berm. Please don't do this.





*Figure 6 Target Carriers*

On the 600-yard range only place targets in the target carriers. Figure 6 is a close view of the target carriers. These are 4 by 4 feet targets set into the carriers that move up and down behind a protective wall. Figure 7 is a long-distance view of the same.



Figure 7 Targets on D-Range

We take a very serious view of safety here. If you are observed causing a ricochet or errant round you will be suspended immediately. Most of our problems have been from the guests of members. So, if you bring a guest or family member, please give them a detailed orientation of target placement. You are responsible for your guests and their actions. Remember: Safety First, Last, and Always!

## 15 Appendix B: Emergency Plan

An Emergency plan is to be completed prior to any range event. The information is intended to reduce confusion and save time during an emergency.

1. \_\_\_\_\_ is the primary RSO. The primary RSO is responsible for taking control of the situation and coordinating the emergency response.
2. \_\_\_\_\_ will notify 911. The 911 operator will need to know the following information:
  - a. If this is an emergency
  - b. What type of emergency. If this was an accidental shooting be sure to emphasize that it was an ACCIDENT and the scene of the accident has been made safe.
  - c. Range Location
    - i. Outdoor Range – 26520 292<sup>nd</sup> Ave SE, Ravensdale WA 98051
    - ii. Indoor Range – 27036 SE Ravensdale Way, Ravensdale WA 98051
  - d. Directions to the scene
  - e. Caller's name
  - f. Phone number calling from
  - g. Answer any other questions the 911 operator has.
  - h. Remain on the phone with the operator until they tell you it is OK to hang up.

3. \_\_\_\_\_ will man the gate at 292<sup>nd</sup> Ave SE to lead emergency responders to scene of the incident.
4. \_\_\_\_\_ will maintain the cold range and ensure all firearms remain benched.
5. \_\_\_\_\_ will collect and secure the injured party's belongings when it is safe to do so.

## 16 Appendix C: Emergency/Incident Report

An emergency/incident report should contain the following information. The report should be completed as soon as is practical. The information in the report is to be provided to the Board of Directors.

1. Who was involved - Name, Key Number and Role (Actor, Witness, Victim)
2. What happened - A brief description about what happened including pictures and diagrams.
3. Was anybody injured – If anybody was injured identify who and the type of injury
4. What aid was provided – Describe any medical or other aid provided during the event.
5. What, if any, rules were violated – Identify any club or range rules that were violated leading up to the event
6. Any additional information that is relevant to the event.
7. Author of the report – Name, Key Number