



**CHESHIRE COUNTY SHOOTING  
SPORTS EDUCATION FOUNDATION**

19 Ferry Brook Road  
P.O. Box 233  
Keene, New Hampshire 03431

## **STANDARD OPERATING PROCEDURES**

Approved June 2 2020

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## PREFACE

This document contains information related to the procedures and rules in effect at the Cheshire County Shooting Sports Education Foundation (CCSSEF) property known as the Ferry Brook Range located in Keene and Sullivan New Hampshire. This is a stand-alone document available to all members of CCSSEF. Other documents related to the Foundation such as Articles of Incorporation, By-Laws, History, and Organization Officers and Directors, are available separately on our website [www.CCSSEF.org](http://www.CCSSEF.org). Foundation Officers and Directors, along with phone numbers, are also listed on the back of your membership card.

Prior revisions relied on templates from the NRA and references to other organizations. From the NRA Training website [www.nraonlinetraining.org](http://www.nraonlinetraining.org): *“It is up to the local club/organization/facility to determine whether Standard Operating Procedures (SOPs) are required and if so, what the contents should be. It is recommended that a decision be made after consulting with the appropriate advisors. Text and/or samples are not an NRA requirement, because the needs of each range may vary.”*

This revision attempts to organize the best of these materials into a concise, cohesive and easy-to-modify form. Archery Range, Carbine Bay, High Power, Action Pistol and individual Discipline and Event SOPs are separate.

## REVISION APPROVAL

This document is subject to amendment approved by the BOD at any "Board Meeting". The Revision History is shown in **Appendix 1**.

Board of Directors Representative

Michael Hagan  
NAME

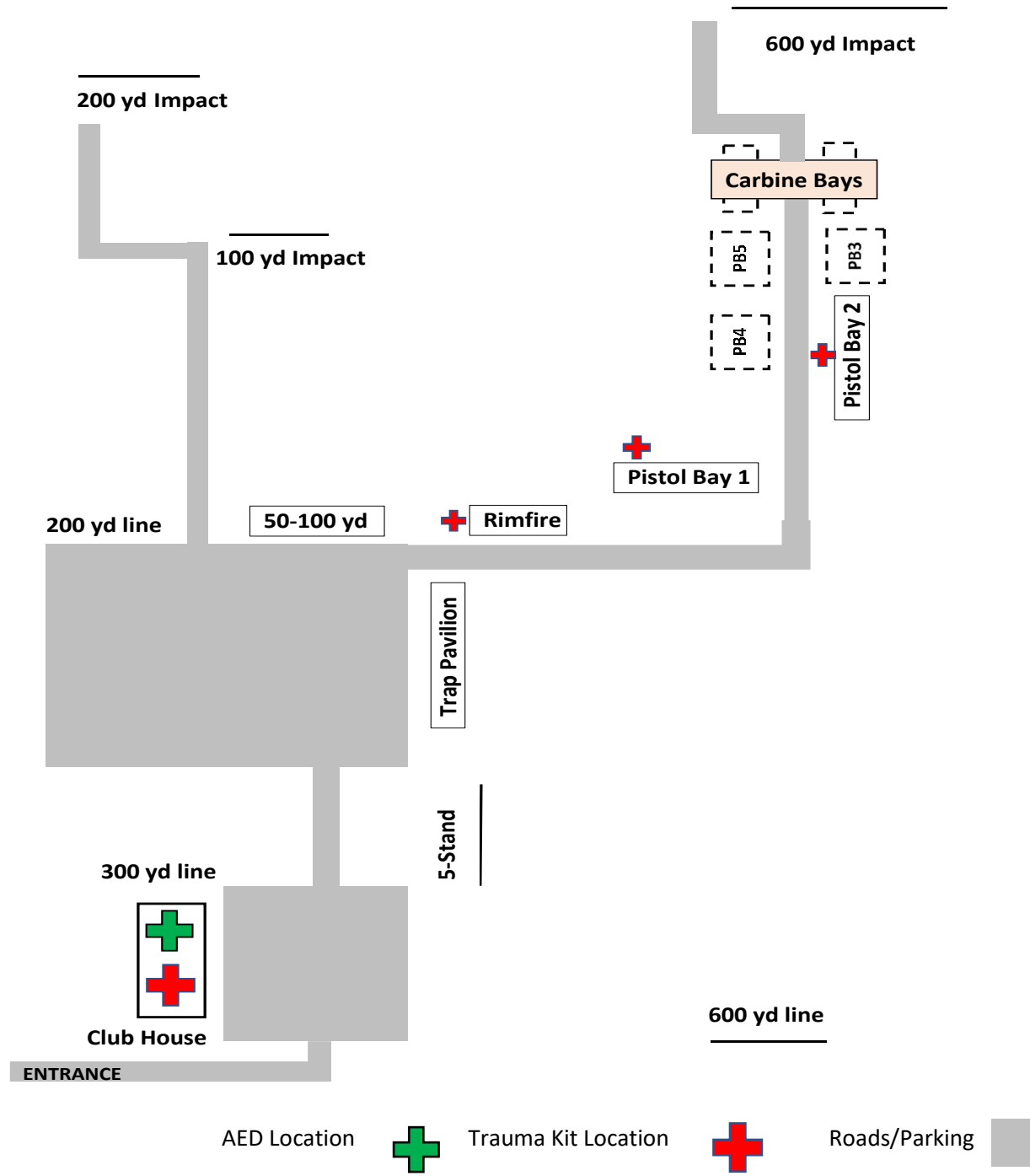
  
SIGNATURE

Chairman of the Board  
TITLE

June 8 2020  
DATE

# Chapter 1 RANGE MAP & FIRST AID LOCATIONS

The following schematic shows the existing layout of the firearm ranges and clubhouse at 19 Ferry Brook Road. Please refer to this map for the specific Range Rules and SOPs, as well as First Aid equipment locations.



## Chapter 2 GENERAL RANGE SAFETY RULES

Basic rules for the range facility are addressed here. Administration policies covering disciplinary actions and insurance regulations may be found in the Foundation By-Laws.

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**Think Safety at all times - Treat all guns as if they are loaded!**

***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.***

Recreational shooters should load at the firing line. Class and event participants must wait for the command to load. *The intention is that the firearm is under your direct control when loaded. Concealed and open carry IS ready to use and IS allowed.*

***ALWAYS! Be sure of your target, and what is behind it. Shoot down-range ONLY at the designated target.***

---

1. No one under the age of 18 is to use the Range unless supervised by a current member.
2. Eye and ear protection are required on all active [hot] ranges. These are available at the Clubhouse.
3. Display your Membership Card when on the Range or to Foundation Officers, Directors and/or Range Safety Officers when requested. No shooting is allowed without a current Range membership or as a signed-in guest accompanying a Member.
4. **Pay Attention to our Signs.** Shoot the appropriate firearm and ammunition for each range.
5. Keep all actions open, magazines out and safeties on when off the firing lines or when anyone is down range. Use chamber flags (Empty Chamber Indicators - ECI) — These are available at the Clubhouse
6. DO NOT handle firearms when a Ceasefire (a temporary suspension of shooting activity) is called, or if anyone is down range. Use both down-range flags (at the right end of the 200-yard firing line and/or the left side of the 50/100-yard firing line) whenever anyone is forward of the firing lines.
7. DO NOT SHOOT from 300 or 600 yard lines except during sanctioned events or approval by Board of Directors.

8. No one is permitted forward of the 300-yard or 600-yard lines whenever a 300/600-yard event is in progress. The road is to be blocked to prevent vehicles from going forward of the firing line.

9. All shooters are responsible for their rounds staying within the confines of CCSSEF property.

- Shooters may shoot only from the firing line at the target in-line with their position (not angled cross range).
- All bullets shall impact a solid target or berm. Be sure to post targets at an appropriate height on the target frame so that rounds do not escape the range.

10. Use approved targets only. (DO NOT shoot at political images, ground targets, bottles, trees, target frames/posts, signs, sandbags or rocks.)

11. Respect Range Housekeeping:

- Please place your trash into the trash receptacles and your spent brass and shot shells into the recycling receptacles. If receptacle is full, inform a Range employee or Volunteer. Otherwise, empty it into the dumpster and return the receptacle to the appropriate Range.
- Use “Dud Boxes” provided at each Range location for live ammunition disposal.

12. Alcoholic beverages or recreational drugs in any form and/or medications that impair judgement are prohibited. Any person having consumed alcoholic beverages or drugs will be refused admittance.

13. Tracer, explosive, incendiary or other destructive ammunition is prohibited except during BOD approved events.

14. Be courteous to other shooters at all times. Keep Your Cool!

15. If needed, remind other shooters of the Range Rules and point out any safety infractions. If you observe an infraction of these rules, politely remind the person/s involved to comply with the rules. If they refuse to comply, then report the incident to a Range official immediately (CRSO, RSO, or BOD).

16. Do NOT shoot wildlife on the Foundation property without BOD permission.

17. Any behavior or activity that endangers any individual, or endangers or destroys Range property should be documented using **Appendix 2**.

18. Any infraction of safety rules may result in revocation of your membership.

19. Obey any special directives given to you by an official of the Range.
20. Range hours are from 8 am until sunset unless approved by the BOD.

**Reporting Safety Incidents:**

**Anyone may report a safety incident using the Appendix 2 Form. Reports do not require confrontation with a perceived violator and may be made anonymously by leaving the completed form in the Clubhouse "Drop Box".**

21. Lock the front gate and Clubhouse if you are the last one to leave the Range.

*Note: The Archery Range is located ½ mile past the range gate on the left on Ferry Brook Road – Same gate lock combination.*

## **Chapter 3 RANGE OPERATIONS GUIDE**

**Smile! – Cameras are recording Clubhouse and Range activities.**

### **1. General**

Live firing conducted at the Range is designed to provide authorized personnel access to a facility where they can become proficient with firearms.

- a. Target assembly and repair components are available and can be obtained from Foundation employees.
- b. Target height is important throughout the facility. All projectiles must remain within the Foundation property.
- c. Trash, brass and live ammunition ("dud") receptacles are available throughout the facility.
- d. Fully automatic firearms using pistol caliber ammunition are permitted on Pistol Bay 1. Other types of fully automatic firearms (Class III) using center-fire rifle ammunition are permitted only on the 50/100-Yard Rifle Range. These firearms should be effectively controlled at all times to avoid any rounds from leaving the range or any personal injury.
- e. It is recommended that members who bring National Firearms Act (NFA) devices to the Foundation property have copies of the appropriate forms with them.



## 2. Facilities for Use

The Range is available at the discretion of the Board of Directors. Live-fire shooting is normally limited to the following ranges and equipment:

- a. Trap and 5-Stand Range — Shotguns only (#7 1/2 – 9 shot; no slugs.)
- b. Pistol Ranges — Pistols; carbines with pistol caliber ammunition; shotguns any caliber or gauge; and rimfire rifles
- c. Rimfire Rifle Range (covered enclosed range) — rimfire rifles only
- d. 50/100-yard covered and 200-yard open firing line — Rifles, pistols and shotguns of any caliber or gauge provided projectiles are impacting a berm
- e. 300-yard line — Centerfire rifle cartridge and muzzle loading rifles only
- f. 600-yard line — Centerfire rifle cartridge only

## 3. Range Limitations and Safety Requirements

Live-fire shooters will:

- a. Fire only on designated ranges.
- b. Fire only authorized firearms and ammunition as designated on ranges.
- c. Fire at authorized targets only:
  - i. Paper/cardboard targets affixed to wooden, cardboard or metal frames.
  - ii. BOD-approved metal and reactive targets set at distances prescribed by target manufacturers and/or discipline sanctioning/governing organizations.
- d. Trap houses and target throwers are for organized practices and events and are not for casual recreational shooting.
- e. Intentional shooting at Range buildings, structures, equipment, tables or chairs is grounds for immediate revocation of membership.
- f. Non-members can fire only after completing a Waiver agreement (**Appendix 3**). Forms are kept on file in the Foundation office.
- g. Ranges and events will have a designated spectator area.
- h. Ensure all projectiles (bullets) impact within the established range safety limits.

- i. Call “Cease Fire” and make safe all firearms before a shooter moves forward of the firing line or during any unsafe condition, such as if a firing line becomes staggered (one shooter forward of another).
- j. Keep the Range Clean! Dispose of brass and debris in the containers provided. Empty in dumpster when full or inform Range employees or volunteers.

#### **4. Authorized Personnel**

The following persons are allowed to use the CCSSEF facilities:

- a. Current members of the Range.
- b. Invited guests of the above, provided they are signed in by a member. The sponsoring member must be present and assumes full responsibility for the conduct of his or her guests.
- c. Personnel approved by the BOD, Event Organizer, RSO or CRSO on a case-by-case basis.

***All non-members must sign a Waiver (Appendix 3) prior to participating in any events or shooting activities.***

#### **5. Members and Event Participants**

Organized event participants must check in with the designated Event Organizer, Line Officer, Pit Officer or RSO on the scheduled range.

- a. All non-member shooters must fill out Waivers (**Appendix 3**).
- b. Members and participants will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
- c. All shooters are responsible for their guns and ammunition while on the Foundation property.
- d. Firearms that are out of the case and not being fired must be holstered, lawfully concealed or benched/racked. (Actions open, magazines removed, chambers empty with empty chamber indicators, muzzles pointing in a safe direction, and safeties on when required.)
- e. During organized events, only load firearms on the firing line after the Line Officer or RSO has given the command to load.
- f. Do not point firearms at anything other than authorized targets.
- g. Fire only at your own target. Do not cross-fire to other ranges or targets.

- h. Give the command “Cease Fire” if an unsafe condition exists.
- i. Follow all instructions from the Line or Pit Officer or RSO.
- j. Pick up casings (brass), shotgun shells and any other debris.
- k. Members are required to close the main gate behind them going out if they are the last person to leave the range after an event.

## **6. Hours of Operation and Scheduling**

General hours of firing are from 8 am to sunset except for BOD approved events. The BOD/General Manager develops a live-fire event schedule based on requests received and availability of RSOs or the equivalent. Schedules are posted on the website calendar, are provided in the Newsletter and on the Clubhouse white board as appropriate.

All other range requests are approved based on range availability. Event Organizers must notify the General Manager in order to be placed on the operations schedule. Information on range availability and scheduling is accessible 24 hours at [ccssef.org](http://ccssef.org).

## **7. Alcoholic beverages and drugs are prohibited**

However, the BOD may approve alcoholic beverages at special non-shooting events.

## **8. Medical Emergencies**

In the event of a medical emergency, **call 911**.

OR Keene EMS 352-1100 DIRECT

OR Keene Police 352-2222

1. Report as “Medical Emergency” or “Training Accident”
  2. address for EMS **19 Ferry Brook Road, Keene NH**
- a. Begin First Aid Treatment by Trained Personnel if present.
  - b. **ANNOUNCE CEASE FIRE ALL RANGES via 3 air-horn blasts**
  - c. Call Clubhouse
    - 2-way radio OR
    - 603-352-8563
  - d. Send Personnel to Direct EMS to Emergency Location
    - At Driveway Entrance

- At Clubhouse

All calls to 911 or any other Emergency Service from the Range Property require notification of the CRSO, an Officer or a BOD member as soon as possible. An Injury Report must be filed (**Appendix 4**). For more details, refer to “Emergency Procedures” in **Appendix 5**.

*To facilitate EMS ingress, all people except those directly involved with the incident should assemble at the large Trap pavilion. Spectators there may be requested to aid according to their level of ability.*

## **9. Waiver of Liability**

Waiver forms must be completed by all non-member participants of live-fire events and by all guests of members. Guests will also complete an entry in our Guest Book or event roster sheet. Range Waiver forms are kept in our guest sign-in book and may also be found in **Appendix 2**.

## **10. Definitions**

For the purposes of this SOP and Range activities the following terms will be defined and include:

Accident: An undesirable, unexpected, unintentional happening or event without a deliberate cause resulting in harm, injury, damage or loss.

Alcohol or Drugs: Never use alcohol or drugs. Recreational, over-the-counter or prescription drugs that may impair normal mental or physical functions must not be used before, or while, handling or shooting firearms.

Cease Fire: A temporary suspension of shooting activity which requires that a shooter immediately stop shooting, remove ammunition source (i.e. magazine), open actions, insert a flag (ECI) in their chambers, put firearm down and step back from the firing line until given the command that the range is again made "hot" or active.

Cold Range: Shooters must check with others to ensure firearms are unloaded, actions open, ammunition source removed, and firearms set down before going down range. No one is permitted to handle firearms or stand at the firing line while there is a cold range.

Discipline sanctioning or governing organizations: Include, but are not limited to, NRA, NSSF, ATA, CMP, USPSA, SASS, IDPA, ISPC and USA Shooting.

Emergency Services: Including, but not limited to, 911, Police (local, State or Sheriff), any Fire Department, any Search & Rescue Squad, any ambulance squad or EMS service.

Hot Range: Shooters must check with others to ensure there is no one down range; when the range is declared "HOT" shooters are permitted to commence firing. Only shooters are permitted on the firing line. Shooters may move safe guns to and from the firing line only when the range is "HOT."

Incident: A distinct or definite occurrence, event or accident resulting in harm, injury, damage, loss, a grave or extreme safety concern.

Injury: A physical damage or hurt.

Safe Table: designated area for the purpose of un-bagging, handling, and holstering a firearm. Ammo and ammo feeding devices may be stowed on your person but there is to be NO handling of magazines, speed-loaders, or ammunition at a Safe Table.

Safety Violation or Incident: An event on the range considered unsafe such as, but not limited to: bullets not being contained in the range or into an impact area; handling firearms while people are down range; shooting at non-approved targets.

## **Chapter 4 SPECIFIC RANGE RULES & ISSUES**

*Exceptions to the following may be approved by the Foundation BOD during specific events.*

### **1. Trap and 5-Stand Fields**

- a. Only authorized members are allowed to access the Trap Hut and the Trap and 5-Stand equipment.
- b. During competitive and public events, an authorized Foundation member must be present to set-up and run the equipment.
- c. Trap shooters are responsible for securing the two (2) chains across the road between the Trap Pavilion and Pistol Bay 2. This will prevent accidental ingress to the Trap Field during use.

### **2. Open Rifle & Pistol 50/100 & 200-Yard Firing Lines**

- a. Firing lines on BOTH sides of the access road are simultaneously "Hot" or under "Cease Fire". Use BOTH Orange Flags before anyone goes down range and take them down when everyone returns from down range.
- b. Shooting Bench relocation for positional shooting is permitted. Please return benches to firing line when finished
- c. No cross-firing especially at the steel gong. Shoot at the target in your firing lane.

- d. All rifle, pistol and shotgun calibers allowed. No shotgun slugs or buckshot on steel.

### **3. Covered/Enclosed Rimfire-Only Range**

- a. ONLY rimfire ammunition is allowed in this area. NO centerfire ammunition is allowed on this Range without BOD approval for sanctioned events.
- b. Shooting is to be done from the concrete pad firing line.
- c. Target assembly and repair components are available or can be obtained from Foundation employees.
- d. Target height is important to ensure projectiles hit the berms.

### **4. Covered/Enclosed Pistol Bay 1**

- a. No center-fire rifle ammunition is allowed on Pistol Bay 1. Carbines with pistol caliber ammunition are allowed. Rim-fire rifles (such as .22 caliber) are OK on all pistol ranges.
- b. NO steel targets are allowed except by BOD-approved individuals or during sanctioned events.
- c. Shoot from concrete pad and straight from firing line into impact berm.
- d. Do not draw from holsters when behind the firing benches.
- e. No cross firing.
- f. Do not breach the chain barrier that blocks the entrance of the road going down through the trap field. (Beside the port-a-potty) This chain blocks entry onto the Trap Field when it is in use.

### **5. Covered Pistol Bay 2**

- a. Maintain a 30-foot minimum distance while shooting the stationary metal targets. For the Falling Plate Rack & Dueling Tree, distances are set for shooting from behind the benches.
- b. DO NOT move steel targets or benches on this Range.
- c. DO NOT shoot shotgun slugs or birdshot at metal targets.
- d. DO NOT shoot magnum calibers at steel on this range as it would be destructive to the targets.
- e. For hanging metal targets, DO NOT shoot if one of the chains is broken. Notify a CCSSEF Officer or employee.

### **6. Open Pistol Bay 3**

This bay is along the access road on the same side, and just beyond, the covered Pistol Bay 2.

- a. Pistol caliber ammunition only.
- b. Position targets near the berm
- c. Shooters are allowed flexible shooting distances

### **7. Open Pistol Bays 4, 5**

These bays are across the access road from Pistol Bays 2 and 3, and are before the Carbine Bay Gate. These bays are for BOD sanctioned events and authorized training only.

***Not for General Shooting — These are training and event bays.***

### **8. Carbine Bays - RESTRICTED**

This range is closed to general membership. Use is by BOD approval only (Trainers, Law Enforcement). All events/usage should be posted on the Clubhouse whiteboard: Who, What, When

### **9. Clubhouse**

- a. Loaded pistols must be kept holstered while in Clubhouse.
- b. Rifles or other long guns brought into the clubhouse should be placed in the rifle rack unloaded, safety on, and with the empty chamber indicator in the chamber.
- c. When food is prepared using the kitchen, please observe Department of Health sanitary guidelines.
- d. Observe basic hygiene rules:
  - You should wash your hands and face after shooting. Wash hands in the bathroom and not the kitchen sink.
  - Perform housekeeping and cleaning procedures on a frequent basis. Keep all surfaces as free of lead accumulations as practical.
  - Do not use compressed air to clean floors or other surfaces where lead may accumulate. Rugs may be shaken outside.
  - Do not shovel, dry-sweep, or brush lead-bullet debris unless vacuuming or other equally effective methods have been tried and found not to eliminate the hazard. Use a HEPA filtered vacuum and/or damp mop for cleaning.

## 10. Non-CCSSEF Range Facilities

When visiting other ranges for events and competitions, the Host organization Standard Operating Procedures govern participant activities and behavior. Be sure to familiarize yourself with local Rules & Regulations.

# Chapter 5 RANGE SAFETY OFFICERS

## 1. RSO Training Requirements

RSO status is achieved by successfully completing an RSO course from an organization approved by the BOD such as the NRA. The Foundation office has copies of CCSSEF RSO Certifications.

## 2. RSO Duties

The primary function of our Range Safety Officers is to provide guidance and assistance to the general membership on our ranges whenever possible. This may include assisting members with general safety and range operations questions and technical firearms assistance within the RSO's capabilities.

RSOs may be requested to assist Event Organizers or the Chief RSO prior to the first scheduled live fire during organized events. RSOs are expected to:

- a. Ensure safe Range operation at all times.
- b. Maintain an RSO kit containing: Waiver forms, Injury Report Forms, Emergency Report Forms, Safety Briefing narratives and any special instructions.
- c. Know the location of the Range's keys, trauma and first aid kits, AED, phones and 2-way radios (test the radio to ensure it works)
- d. Conduct range inspection. Optional checklists based on NRA templates are provided for Outdoor Ranges **Appendix 6** or Shotgun Ranges **Appendix 7** or Indoor Ranges **Appendix 8**.
- e. Check that all shooters have current membership cards, and that all non-member shooters and spectators fill out Waivers (**Appendix 3**).
- f. Ensure that at least one Line Officer, RSO, or equivalent is on the range at all times during events.
- g. Conduct range-safety briefings. An example is provided in **Appendix 9**.



- h. Request permission to conduct live fire events from the BOD or CRSO when applicable.
- i. Inspect the range when live fire is finished.

In the absence of an RSO, the event organizer is responsible for items listed above.

### **3. New Member Safety Tours of the Range**

New Members are required to undergo an orientation tour with a CCSSEF RSO. The RSO will introduce them to each range and explain the appropriate SOP for each range. They will also ensure that the new member can use their firearm safely by having them demonstrate basic safety protocols. This demonstration may be waived if the new members have sufficient evidence of approved prior training.

Safe firearm use demonstration may include:

- a. Muzzle discipline
- b. Allowable calibers and ammunition
- c. Target placement & repair
- d. Steel Target safety
- e. Range Safety Flags
- f. Safe handling of firearms on the Range
- g. Firearms open, clear, ammunition source removed, safety on, chamber flag (ECI) in the chamber, and not being handled while people are down-range or firearms are left out and unattended.

### **4. New Member Range Safety Tour Orientation Guidelines**

In addition to a physical tour and descriptions of Range Rules and Operations for each shooting area (**Chapters 2-4** above), RSOs should cover the following information.

Range Hours – 8 am until sunset

Location 19 Ferry Brook Road, Keene, New Hampshire

Lock Combinations

- First In – Open and secure the gate
- Last Out – Lock the gate

- Clubhouse Door Lock – combination is same as the Gate, if the last person out, lock the door.
- Archery Range - ½ mile past the range gate at 268 Ferry Brook Road – Same gate lock combination.

First Aid, AED and Trauma Kits Clubhouse just inside the front door and other Foundation property locations (See **Chapter 1 Map**)

Clubhouse: Bathrooms, Wi-Fi (see signs in Clubhouse for password to connect, Soda/water & Coffee Machines, Gun Cleaning Supplies, clothing, (Honor System) Drop Box

Office Hours — Monday, Wednesday and Friday 10–3. Office upstairs.

### 300/600 Firing Lines

Activity at these firing lines closes All other ranges. (Seasonal). Check calendar for all weekend high-power events that close the ranges. Thursday 8-12 and 4–finish all other ranges are closed. All ranges are open from noon to 4 pm

### Trap and 5-Stand Fields

Wednesdays at noon and Saturdays at 10 am, year-round. Trap & 5-Stand regular events are Open to the public. Each shooter pays a ‘per round’ (25 birds) fee.

Shotgun Patterning Board — Birdshot ONLY – No buckshot, slugs, rifles or pistols. These would be considered “destructive ammunition” and grounds for membership revocation.

Trap Hut — Heated and air-conditioned gathering hut for shotgun shooters. Separate lock.

# APPENDIX 1 - SOP REVISION HISTORY

This document is subject to amendment approved by the BOD at any “Board Meeting”. A list of changes will be maintained.

- 1/22/11 Page 1 – Dates
- Page 2 - Table of Contents Appendix 8 and 9
- Page 5 – Organizational update
- Page 6 – updated non profit status
- Page 8 - #20 Gate & Clubhouse locking
- Page 9 – amended page #'s, added #11, definitions
- Page 10 – 3 c.2 and added 3 e.
- Page 11 – added b.6, e.2 “if requested”
- Page 12 – inserted organizer responsible for c.3-11
- Page 13 – added Definitions, Reporting Safety Incidents
- Page 14 – Updated RSO certification dates
- Page 15 – Appendixes 8&9 added
- Page 16 – Insert Target Frame Height for Safe Impact
- Page 19 – Insert discussion on Safety Briefing
- Page 23 – Specifies responsibility for reporting emergencies, incident, accidents, etc.
- APPENDIX 8 – Incident Report
- APPENDIX 9 – Sample Safety Briefing (smallbore)
- APPENDIX 10 – Sample Safety Briefing (pistol)
  
- 7/1/2014 APPENDIX 2b–Indoor Range Checklist – Peterborough Sportsmen’s Club Range
  
- 1/1/2015 APPENDIX 5 – Emergency Services Reporting Sheet
- 3/1/2015 CHAPTER 3 – Organizational Chart
  
- 5/20/2016 CHAPTER 3 – Organizational Chart
- CHAPTER 7 – RSO Roster
- 6/15/2016 APPENDIX 7A – CMP Event Release & Waiver of Liability
- 8/2/2016 CHAPTER 6 (10) – Hold Harmless Agreement and Guest Book
- CHAPTER 7A – RSO Duties
- CHAPTER 7B – “New Member’ Range Safety Tour Guidelines
- 4/17/2017 CHAPTER 6A – 2017 Rifle Range Changes
- 6/2/2020 Entire Document Revised**

# APPENDIX 2 - SAFETY VIOLATION/INCIDENT REPORT

Report Medical Emergencies or Injuries on Injury Report Form [Appendix 4](#).

Name (Person Reporting): \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Contact Number (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

1. Describe the incident:

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2. Members/Guests involved:

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4. Was this during an organized event? \_\_\_\_\_

5. Was the incident reported to an RSO or the organizer? \_\_\_\_\_

6. Describe steps were taken to document the incident (equipment, photographs, etc.):

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8. Firearm involved? \_\_\_\_\_ Firearm Description/Owner: \_\_\_\_\_

9. Witness (Name): \_\_\_\_\_

Phone Number (Day): \_\_\_\_\_ Evening: \_\_\_\_\_

10. Notes and Comments: \_\_\_\_\_

---

11. Disposition and follow-up: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

***Use additional sheets as necessary.***

# APPENDIX 3 - RELEASE AND WAIVER OF LIABILITY

I, \_\_\_\_\_ of

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Complete Address)

\_\_\_\_\_  
, hereby agree to participate in program sponsored by the Cheshire County Shooting Sports Education Foundation, Inc. (CCSSEF), subject to the following terms and conditions:

Guest

\_\_\_\_\_  
of/Event:

1. I hereby certify under the penalties of perjury that I am over 18 years of age.
2. I know that programs sponsored by the Foundation include potentially hazardous activities. IN CONSIDERATION of participating in programs sponsored by CCSSEF, I acknowledge and agree as follows:
3. I have read this release of liability and I understand that by signing this agreement I hereby release CCSSEF, its agents and employees, from, waive any claims of any type, including claims for personal injury, against CCSSEF, its agents and employees, on account of, discharge CCSSEF, its agents and employees from any liability on account of, and covenant not to sue CCSSEF, its agents and employees, on account of any and all loss or damage, and any claims or demands therefore on account of the negligence of CCSSEF, its agents and employees, which I currently have or which may arise while I am participating in any programs sponsored by CCSSEF, its agents and employees.
4. I hereby assume full responsibility for and risk of bodily injury, death or property damage due to the negligence of CCSSEF, its agents and employees, while participating in the programs sponsored by CCSSEF, its agents or employees.
5. I acknowledge that I am signing this release and waiver of liability voluntarily as my own free act and deed, and further agree that no oral representations, statements or inducements apart from the foregoing written agreement have been made.

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

# APPENDIX 4 - INJURY REPORT FORM

Name (Person Reporting): \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Contact Number (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

1. Describe nature and extent of injury (specify parts of body):

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

2. Describe how the injury occurred:

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

3. Describe "First Aid" given, by whom, and contact info:

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

4. Disposition (specify name of hospital, telephone numbers, time of transport, etc.):

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

5. Notification of next of kin (specify time, person contacted, and method):

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

6. Describe steps taken to preserve the scene (equipment, photographs, etc.):

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

7. Witness (Name): \_\_\_\_\_

Phone Number (Day): \_\_\_\_\_ Evening: \_\_\_\_\_

8. Notes and Comments: \_\_\_\_\_

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

9. Disposition and follow-up: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

***Use additional sheets as necessary.***

## APPENDIX 5 – EMERGENCY PROCEDURES

The most senior Foundation Officer or Event Director at the range in which the medical emergency occurs shall be in charge until EMS personnel arrive. **Anyone qualified may begin to administer first aid for the victim as soon as it is safe to do so.**

- 1) Call a cease fire on all ranges using an audible “3 blast signal” signal with an air/vehicle horn or by having someone go to all ranges to notify all personnel of the emergency and the “cease fire”. Ensure the entire range is clear and a range-wide cease-fire is in effect so that EMS personnel can get in and give treatment to the victim as quickly as possible. All firearms are to be unloaded and safe on all ranges.

RSO/CRSO/Line Officer or Event Director will coordinate pulling of targets, if necessary, and securing the scene and the injured person’s gear.

**RSO/CRSO/Line Officer or Event Director will assign personnel to:**

- 2) notify EMS via 911

OR 352-1100 DIRECT

OR Keene Police 352-2222

**The physical address is: 19 Ferry Brook Rd in Keene, NH.**

Directions to gate: East on Route 9 9/10<sup>th</sup> mile past the intersection of Route 10. Turn left onto the Sullivan Road. Continue 2/10<sup>th</sup> mile and turn left onto Ferry Brook Rd. Continue 1/10<sup>th</sup> mile to the entrance to the range on the right.

**The Archery Range address is: 268 Ferry Brook Rd in Sullivan, NH.**

Continue beyond the Foundation entrance another 5/10<sup>th</sup> mile to the gate on the left.

- 3) Call Clubhouse

2-way radio OR

603-352-8563

- 4) Send Personnel to Direct EMS to Emergency Location

At Driveway Entrance

At Clubhouse

When the emergency has been resolved and EMS has cleared from the range, the RSO/CRSO/Line Officer/Match Director will declare the “cease fire” ended.

All calls to 911 or any other Emergency Service from the Range / Foundation Property require notification of the CRSO, RSO, Officer or a BOD member immediately. Complete an Injury Report (**Appendix 3**).

**For those currently certified in Standard First Aid and CPR:**

Evaluate the situation for hazards, protect the injured, and provide first aid until relieved by more qualified personnel, e.g., physician or EMS.

1. Identify self to the injured.
2. Inform injured of training (American Red Cross Std First Aid & CPR).
3. Inform injured of aid offered,
4. Receive verbal permission from injured (if adult), or parent/guardian (if child) prior to giving care.
5. Refrain from giving care to a conscious injured person who objects.
6. Assume implied permission if the injured is unconscious or unable to respond.
7. Assume implied permission if the injured is a child with a serious injury and a parent or guardian is not present.
8. Move the injured only if life is endangered.
9. Check injured for life threatening 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.*

10. Retrieve the nearest first-aid kit or trauma kit located in the clubhouse
11. If the accident involves chemical burns, an eye flush is located at the clubhouse.

**Follow-Up**

The most senior Foundation official present will supervise the situation and ensure fulfillment of adequate follow-up by:

1. Confirming names of witnesses and statements,
2. Providing EMS with treatment release forms, medical history information (maintained on employees, staff, and competitive athletes) and next of kin information for the injured as available and appropriate.
3. Notifying next of kin once EMS has examined the injured and prepared for transportation to a medical facility.
4. Verifying completion and filing of injury report form (**Appendix 4**).
5. Notifying Board of Directors of activation of the emergency plan.
6. Notifying insurance company, legal counsel and/or others as appropriate.
7. Evaluating emergency plan for possible revisions.

**HELICOPTER MEDICAL EVACUATION (MEDEVAC)**

Suitable MEDEVAC sites are available just forward of the 200-yard firing line and at the Archery Range clearing.



# APPENDIX 6 - OUTDOOR RANGE INSPECTION CHECKLIST (optional)

Range: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Date \_\_\_\_\_

|   | Yes   | No    | Not Applicable |
|---|-------|-------|----------------|
| Controlled Access/Fencing/Gates Closed  | _____ | _____ |                |
| Flags, Lights or Signs Displayed        | _____ | _____ |                |
| Left and Right Range Limits Displayed   | _____ | _____ |                |
| Backstop/Impact Area Inspected          | _____ | _____ |                |
| Number Boards Painted and Visible       | _____ | _____ |                |
| Target Frames/Mounts in Good Repair     | _____ | _____ |                |
| Target Height Set to Ensure Safe Impact | _____ | _____ |                |
| Target Turning Machines in Good Repair  | _____ | _____ |                |
| Reactive Targets Set at Proper Distance | _____ | _____ |                |
| Firing Line Marked                      | _____ | _____ |                |
| Firing Points Numbered/Clean            | _____ | _____ |                |
| Shooting Benches/Tables Inspected       | _____ | _____ |                |
| Sandbags/Gun Rests on Hand              | _____ | _____ |                |
| Ready Line/Area Marked                  | _____ | _____ |                |
| Spectator Area Designated               | _____ | _____ |                |
| Scoring Area Established                | _____ | _____ |                |
| Supplies Available                      | _____ | _____ |                |
| RSO Control Area Centralized            | _____ | _____ |                |
| Emergency Communications Working        | _____ | _____ |                |
| First-Aid Kit Filled/Accessible         | _____ | _____ |                |
| PA System/Bullhorn Working              | _____ | _____ |                |
| Range Rules Posted                      | _____ | _____ |                |
| Bulletin Board Hung                     | _____ | _____ |                |
| Gun Racks Available                     | _____ | _____ |                |
| Empty Trash Receptacles Available       | _____ | _____ |                |
| Brass/Dud Buckets Labeled               | _____ | _____ |                |
| Wash Area Identified                    | _____ | _____ |                |
| Lockable Storage                        | _____ | _____ |                |

Comments: \_\_\_\_\_  
 \_\_\_\_\_

# APPENDIX 7 - SHOTGUN RANGE INSPECTION CHECKLIST (optional)

Range: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Date \_\_\_\_\_

Not Applicable

|  | YES   | NO    | Not Applicable |
|--|-------|-------|----------------|
| Controlled Access/Fencing/Gates Closed | _____ | _____ |                |
| Flags or Signs Displayed               | _____ | _____ |                |
| Left and Right Range Limits Displayed  | _____ | _____ |                |
| Backstop/Impact Area Inspected         | _____ | _____ |                |
| Voice Activated System Connected       | _____ | _____ |                |
| Extra Batteries on hand                | _____ | _____ |                |
| Machine Filled/Inspected               | _____ | _____ |                |
| Cable Connected/Inspected              | _____ | _____ |                |
| Firing Stations Marked /Clean          | _____ | _____ |                |
| Ready Line/Area Marked                 | _____ | _____ |                |
| Spectator Area Designated              | _____ | _____ |                |
| Scoring Area Established               | _____ | _____ |                |
| Supplies Available                     | _____ | _____ |                |
| RSO Control Area Centralized           | _____ | _____ |                |
| Emergency Communications Working       | _____ | _____ |                |
| First-Aid Kit Filled/Accessible        | _____ | _____ |                |
| PA System/Bullhorn Working             | _____ | _____ |                |
| Range Rules Posted                     | _____ | _____ |                |
| Bulletin Board Hung                    | _____ | _____ |                |
| Gun Racks Available                    | _____ | _____ |                |
| Empty Trash Receptacles Available      | _____ | _____ |                |
| Hull/Dud Buckets Labeled               | _____ | _____ |                |
| Wash Area Identified                   | _____ | _____ |                |
| Lockable Storage                       | _____ | _____ |                |
| Lights                                 | _____ | _____ |                |

Comments: \_\_\_\_\_

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# APPENDIX 8 - INDOOR RANGE INSPECTION CHECKLIST (optional)

Range: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Date \_\_\_\_\_

|   | YES   | NO    | EXIT  |
|---|-------|-------|-------|
| Clubhouse Entry Secure                    | _____ | _____ | _____ |
| Safe and equipment lockers locked         | _____ | _____ | _____ |
| Backstop/Impact Area Inspected            | _____ | _____ | _____ |
| Number Boards Painted and Visible         | _____ | _____ | _____ |
| Target Frames/Mounts in Good Repair       | _____ | _____ | _____ |
| Firing Line Marked                        | _____ | _____ | _____ |
| Firing Points Numbered & Clean            | _____ | _____ | _____ |
| Shooting Benches/Tables Inspected         | _____ | _____ | _____ |
| Sandbags/Gun Rests on Hand                | _____ | _____ | _____ |
| Heat set at proper temperature            | _____ | _____ | _____ |
| Spectator Area Clean                      | _____ | _____ | _____ |
| Scoring Area Clean                        | _____ | _____ | _____ |
| Supplies Available                        | _____ | _____ | _____ |
| Ventilation System Working                | _____ | _____ | _____ |
| Wash Area Clean / Supplied                | _____ | _____ | _____ |
| First-Aid Kit Filled/Accessible           | _____ | _____ | _____ |
| Range Rules Posted                        | _____ | _____ | _____ |
| Bulletin Board Hung                       | _____ | _____ | _____ |
| Gun Racks Available                       | _____ | _____ | _____ |
| Empty Trash Receptacles Available         | _____ | _____ | _____ |
| Brass/Dud Buckets Labeled                 | _____ | _____ | _____ |
| If used, Air Rifle Frames & Lights stowed | _____ | _____ | _____ |
| Indoor Range lights off                   | _____ | _____ | _____ |
| Indoor Range Door Locked                  | _____ | _____ | _____ |
| Clubhouse & bathroom thermostats set      | _____ | _____ | _____ |
| Clubhouse Door Locked                     | _____ | _____ | _____ |
| Front Gate Locked                         | _____ | _____ | _____ |

Comments: \_\_\_\_\_  
 \_\_\_\_\_

# APPENDIX 9 - RANGE SAFETY BRIEFING RECOMMENDATIONS

Each event organizer is responsible for their own safety briefing. Follow an appropriate outline when conducting range safety briefings. Issue copies of the shooting range rules to all range users. Conduct the briefing on the range immediately prior to range use. Stand where posted rules, demonstrations, and explanations of range equipment can be included in the briefing. A scripted Safety Briefing may be read before each event and posted with a Match / Event Bulletin.

## 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.

## 2. Introduce Range Personnel

State where range personnel will be located.

Explain that their role is to ensure safety.

Indicate how they may be identified, e.g., orange vest and hat.

## 3. Range or Pit Layout

Conduct a range orientation on, or within view of, the range or pit.

Point out any key areas of the range that may be designated for a particular event/activity and briefly describe these. Examples include:

- Spectator area:
- Ready area:
- Firing point:
- Backstop or designated impact area:
- Cleaning area: No ammunition is allowed in a designated cleaning area.

Demonstrate the proper use of special equipment and explain any special safety practices, e.g., body and hand positions for target carriers, trap machines, etc.

## 4. General Range Safety Rules

Reiterate the Fundamental NRA Rules for Safe Gun Handling

- Be sure the gun is safe to operate.
- Know how to use the gun safely.
- Shooters should ensure that the caliber marked on the barrel, ammo box and cartridge case match. This is especially true for antique firearms.

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." Await further instructions from the RSO.

Notify the RSO when there is a firearm stoppage or malfunction by raising your hand.

#### 4. Firing Line Commands

State and explain standard range commands that will be used for specific shooting events.

- "Load" means shooters are given permission to load authorized number of rounds and prepare for the shooting event.
- "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.
- "Ready on the right!", "Ready on the left!", "Ready on the firing line!" is the general sequence of commands that gives shooters their last chance to signal "Not ready."
- "Commence firing!" signals shooters to begin shooting.
- "Cease firing!" notifies shooters to stop firing immediately and await further instructions. Emphasize that this command can be given by anyone observing an unsafe condition.

Line officers or the RSO check that all guns are unloaded with actions open and chambers empty.

- "Go forward, score targets, and paste" (or "Change") authorizes shooters to go forward of the firing line to change targets.
- "Range is clear, you may handle your guns" means shooters may approach the firing line and handle their guns since no personnel are downrange.

#### 5. Emergency Procedures

Before beginning an event, assign personnel on hand for initiating and following the Emergency Response Procedures described in **Appendix 5**.