

SOP Appendix 5a
Range Opening, Operating, and Closing Procedures
Archery Ranges
2/1/2024

1. Range Opening Procedure

- a. Opening the facility
 - i. Unlock and open the facility. Visually verify equipment is in place from previous range session. Investigate and note anything unusual.
 - ii. Walk the facility looking for any condition which seems out of normal or might be a safety concern.
 - iii. Equipment should remain in storage until handling of equipment is deemed appropriate.
- b. Range Inspection – make corrections as needed.
 - i. Verify all signage is up and visible.
 - ii. Verify all Safety areas are secure.
 - iii. Verify berms are intact and functional.
 - iv. Verify there are no hazards/obstructions between the shooting line and the target area.
 - v. Verify the area is clean.
 - vi. Verify target area.
 - vii. Verify crowd control and the waiting area is ready.
 - viii. If a problem is found that can't be corrected immediately, determine if the range may can be run safely with the existing problem or if the range must be closed.
 1. If the range can be run safely with restrictions – For example: If an area of the range has a large amount of pooled water, the range could still be opened but the affected section would not be used.
 2. If the range cannot be run safely – **DO NOT OPEN THE RANGE.**
 3. In both cases – Report the problem to the camp director as soon as possible so that the Camp Ranger can address the problem. Additionally, hang a sign so that every range officer coming to the range will be aware of the problem.
- c. Equipment Inspection
 - i. Regular inspection (daily, weekly and seasonal) of equipment (bows, arrows, safety equipment, etc.) is required to ensure operational soundness and safety. A maintenance log is to be kept noting inspection date, general condition, and any issues.
 - ii. Storage safes and enclosures may have humidity/condensation issues, report issues to camp director.
 - iii. Equipment with mechanical issues shall be disabled and marked out of service until a qualified individual can make repairs.
 - iv. Inspect protection equipment and verify they are clean and suitable for use.
 - v. Inspect any other equipment used during shooting.
- d. Making the Range Ready
 - i. Upon completion of inspections, it is time to make the range ready for operation. Ensure all required staff are present.
 - ii. Setup shooting positions and anything else required for range operations. Assemble and arrange as required.
 - iii. Verify safety equipment is available for all shooting positions.
 - iv. Set out and arrange bows and arrows at the shooting positions. Once bows and arrows are placed at every shooting position, make the range safe. When range is safe, range personnel are either downrange or behind the ready line. No standing near the bows.
 - v. Raise the range flag to indicate the range is open.

- vi. The range is ready to accept shooters.

2. Range Operating Procedure

- a. Before Shooting
 - i. Invite the shooters into the range area and have them store any of their personal belongings in the designated area.
 - ii. Keep watch over the entire range to ensure that there is no unauthorized handling of bows or arrows.
 - iii. Issue safety equipment to all participants. It is preferred that safety equipment is issued to participants as they enter or after they are behind the waiting line.
 - iv. Verify that all participants are wearing their safety equipment properly. Make any corrections as needed before continuing.
- b. Making the range HOT
 - i. Once the range officers are satisfied that participants have their safety equipment on and a double check that the range is clear, the range can be made hot.
 - ii. **Two Whistle Blasts** – archers may proceed to the shooting line, take the correct stance, and archers wait for the next command.
 - iii. Once the range officers are satisfied that the participants are ready to proceed, a **Single Whistle Blast** is given to instruct archers to nock an arrow and begin shooting.
 - iv. A range officer must always be monitoring the shooting line and the range.
 - v. If a range officer must help an archer and no other range personnel are available, the line must be shut down until the range officer is free to continue their duty.
- c. Making the range safe, making the range COLD
 - i. Common reasons for closing the range are:
 - 1. To reset or fix targets.
 - 2. If animals are sighted on the range.
 - 3. To investigate possible safety concerns.
 - ii. **Five Or More Whistle Blasts** is the signal to stop shooting immediately.
 - iii. Any participant can halt activity within the range for immediate safety concerns by announcing “**CEASE FIRE**”. At such point as the participant announces “**CEASE FIRE**”, a range office must immediately respond with **Five Or More Whistle Blasts**.
 - iv. Upon hearing the **Five Or More Whistle Blasts**, archers are to let down their bow strings, remove any nocked arrows from bow strings replacing them in the ground quiver, set down their bows, and move behind the waiting line.
 - v. Once the cause of the stopping of shooting has been determined, further instructions to the archers may need to be given. Take appropriate action to keep the range safe while the stoppage is handled.
- d. Remind shooters to:
 - i. After returning from forward of the shooting line, move behind the waiting line.
 - ii. Do **NOT** handle bows under any circumstances while anyone is forward of the shooting line.
 - iii. Handle retrieved arrows as instructed.

3. Range Closing Procedure

- a. Clearing the range
 - i. Make the range safe.
 - ii. All shooters can proceed downrange and retrieve targets and target holders.
 - iii. The shooters can be dismissed from the range once range personnel are satisfied they have completed shooter housekeeping tasks (shooters will also be included in cleaning process to facilitate the merit badge lesson on cleaning).
 - iv. Lower range flag to close the range to shooters.

- b. Equipment Cleaning and Inspection
 - i. Cleaning should be a regularly scheduled task. Precautions should be taken to protect personnel prior to start of cleaning process.
 - ii. No solvents other than plain water or Isopropyl Alcohol (aka Rubbing Alcohol) should be used on any of the archery equipment.
 - iii. Any wet equipment should be towel dried and air dried if needed to complete the drying process. This includes bows, arrows, safety equipment and other range equipment.
 - iv. Inspect all bow components, arrows, safety equipment and other range equipment for defects/damage or excessive wear regularly. Report and Replace as necessary.
 - v. Always reassemble using correct components (same limbs, same order of limbs, same string per bow, etc.).
 - vi. The bows, arrows, safety equipment and other range equipment can now be secured in the storage area.
 - vii. The storage area should be large enough that each of the pieces of gear can be safely accessed without causing other items to become damaged. Keep items that might harm other items separated to minimize damage in storage. Storing of all gear for a range in a single loose jumble in a box or a bag is not acceptable practice.
- c. Range Inspection
 - i. Walk the range looking for debris and or damage that may have occurred during the shooting session. Verify impact area, back and side berms are intact and operational.
 - ii. Make corrections immediately if possible. If not, address them as soon as possible prior to your next session. Significant issues that would be a safety concern should be noted in the range log and reported to the Area Director for correction by the Camp Ranger.
- d. Securing the Facility
 - i. Remove all shooting equipment to the storage room that needs to be secured for breaks in operations. Some equipment (such as target holders) may be left in place on a weekly or seasonal basis (summer camp) at the discretion of the Area Director.
 - ii. Sweep floors and empty trash.
 - iii. Ensure all storage areas are secure and locked.
 - iv. Lock up facility.