

SOP Appendix 2

Emergency Range Procedures

2/1/2024

Emergency Communications

All Shooting sports operations must have access to communication to emergency medical services (EMS) at the range or via relay through radio or other reliable devices, to an individual who can perform this communication. In the case of a relay, the following conditions must be in place to meet the policy.

1. The relay person must be able to make EMS contact within 1 minute of receiving a call.
2. The relay person must all ways be in the range of service for the relay device.
3. The relay person must have in their possession the contact list for crisis communication.
4. A runner must be sent to guide EMS to the affected range.
5. The relay person must understand the policy stated below Council Crisis Intervention Protocol (CCIP).

In the case where reliable communication exists directly to EMS at the range, the following conditions must be in place to meet the policy.

1. The relay person must have in their possession the contact list for crisis communication.
2. The relay person must understand the policy stated below for communication beyond EMS.
3. If the communication device does not allow to complete the communications beyond EMS, a runner may be sent to make the communications required by the Council Crisis Intervention Protocol.
4. A runner must be sent to guide EMS to the affected range.

Emergency Procedure

During the operation of any shooting range, the opportunity for an incident which requires external intervention and reporting may occur. The timeliness and procedures for this communication depend on the scenario. The three categories of incidents are:

- **Serious**
- **Near Miss**
- **Minor Injury or Significant Non–Injury**

Serious Incident

A serious incident results in serious injury, illness, or damage. In the event of a serious injury, the following procedures occur in this order.

- Cease Fire Immediately.
- Notify the Range Officer in charge.
- Follow all instructions given by the Range Officer in charge.
- Offer assistance if you are able.
- Take charge of the situation. Determine seriousness of injury.
- Stabilize the Victim. First–aid kit is located in the Range Storage Room. There is an Automatic External Defibrillator (AED) located in the Camp Health Lodge.
- Notify EMS (in person or via relay).
- Follow EMS directions.
- Send a runner to guide EMS to the affected area.
- Contact Property Ranger (If on–site).
- Contact Event Lead, (in the case of a council or district–run activity).
- Execute Council Crisis Intervention Protocol (CCIP).
- Once the situation is resolved, ask witnesses to write down what they saw and did.
- Treat witnesses for crisis exposure.

- If needed, treat for shock.
- Check on the emotional wellbeing of each witness.
- Connect each witness to a trusted person for self-assurance.
- Close the range until a council review has been conducted.

Near Miss Incident

A near miss is an incident that does not result in injury, illness, or damage, by definition, but it had the potential to do so. In the event of a near miss injury, the following procedures occur in this order.

- Cease Fire Immediately.
- Notify the Range Officer in charge.
- Follow all instructions given by the Range Officer in charge.
- Contact Property Ranger (If on-site).
- Contact Event Lead, (in the case of a council or district-run activity).
- Execute Council Crisis Intervention Protocol (CCIP).
- Once the situation is resolved, ask witnesses to write down what they saw and did.
- Close the range until a council review has been conducted.

If the range witnesses an event where injury or damage was avoided, a near-miss report must be completed and submitted to the council office within 72 hours of the event. The event leader and the property ranger should also be notified of the near-miss within 2 hours of the incident. If the event involves a ricochet or other shooting related event and the cause cannot be identified, the range must be closed until a range inspection has been completed by qualified Certified personnel and the situation has been resolved.

Near Miss Report must be available to the shooting range prior to its operation. The near-miss form can be found on <https://www.scouting.org/health-and-safety/incident-report/> or contact the council office.

Minor Injury or Significant Non-Injury Incident

Any event where an injury or other significant non-injury event occurred. In such an event, the following procedures occur in this order.

- Cease Fire Immediately.
- Notify the Range Officer in charge.
- Follow all instructions given by the Range Officer in charge.
- Offer assistance if you are able.
- Take charge of the situation. Determine seriousness of injury.
- Stabilize the Victim. First-aid kit is located in the Range Storage Room. There is an AED (Automatic Defibrillator Device) located in the Camp Health Lodge.
- Contact Property Ranger (If on-site).
- Contact Event Lead, (in the case of a council or district-run activity).
- Execute Council Crisis Intervention Protocol (CCIP).
- Once the situation is resolved, ask witnesses to write down what they saw and did.
- Close the range until a council review has been conducted.

An incident report must be completed and submitted to the Council Office within 72 hours. This is the report that instigates review that leads to future avoidance of the incident and informs council leaders to help protect the interests of the leaders and council. The event leader and property ranger should be informed within 2 hours of an incident.

Incident Report Forms must be available to the shooting range prior to its operation. Incident Report forms can be found on <https://www.scouting.org/health-and-safety/incident-report/> or contact the council office

Council Crisis Intervention Protocol (CCIP)

The Council Crisis Intervention Protocol (CCIP) exists to engage trained crisis administrators to help affected individuals, ensure the protection of volunteers and the council. Once an administrator is contacted, they will most likely take control of the incident response and begin travel to the site.

Key Contacts

Each year the council identifies the key people to contact and posts this information at each property. The Council (as part of the duties of the Camp Ranger or Camp Director or other staff as the council may designate from time to time) will post this list at the shooting sports range for reference.

The contacts include but are not limited to:

1. Council Scout Executive
2. Council Director of Program

These people work with people on-site to create a report of the incident, support the witnesses, contact families, and, if needed, work with the media.

Arrival of the Media

Only the Council Scout Executive or designee can speak to the media. If the media arrive, the following procedures must be executed. The Scout Executive identifies someone to speak with them.

1. Be polite.
2. Create a location away from the incident for the media to gather. This location must be away from campers, or others they may solicit for a story.
3. Offer them snacks and drinks and make them comfortable.
4. Please inform the media that only the Scout Executive is allowed to make a comment. You can say, "I am not authorized to speak with the media; someone will be along soon who can speak with you."

First Aid Procedures

All personnel rendering first aid should be aware of the precautions surrounding blood borne pathogens in the event of an accident. The following guidelines should be followed if someone is injured and you come in contact with biohazardous materials including but not limited to: blood, secretions, fluids, fluids visibly contaminated with blood, organ or tissues, cleaning items, and first aid dressings. Universal precautions should be used; all blood and body fluids must be treated as potentially infectious. Government guidelines can be found at www.OSHA.gov, search for OSHA Occupational Exposure to Bloodborne Pathogens.

Personal Protective Equipment

Appropriate equipment should be used when coming in contact with biohazardous material:

- Gloves, eye and face protection
- Fluid-proof over garments
- Shoe coverings
- Resuscitation mouthpieces for CPR

Procedure for Cleaning Surfaces Contaminated with Biohazardous Material

Only those personnel trained and designated as the Bloodborne Pathogen Team should be in charge of the cleanup procedure. In addition to training, each individual should be inoculated for Hepatitis C. Your local physician is capable of administering the vaccine regimen.

- An approved Bloodborne Pathogen Cleanup Kit should be used for cleaning.
- If a large amount of blood or other biohazardous material exists on surfaces or on equipment, the area must be roped off with "Caution Biohazard" tape. The personnel in charge of the cleanup must adorn whatever amount of personal protective equipment is needed for protection. The biohazardous material must be wiped up with paper towels or sprinkled with liquid-congealing powder. The paper towels or powder must then be placed in a red biohazard bag.
- The surface, floor, or equipment must then be decontaminated using an approved germicidal liquid. The solution must remain on the surface for ten minutes or as directed and then wiped off with water. In addition to commercially available germicides, a 1 part solution of sodium hypochlorite (common household bleach) to 10 parts water prepared daily is an effective germicide.
- For a small drop of blood or other biohazardous material that exists on a surface or equipment, wipe off with approved germicidal liquid. Do not use rubbing alcohol as a cleaning solution as it does not kill viruses. The solution must remain on equipment or surface for 10 minutes and then wipe off with water.

Disposal of Contaminated Material (i.e. paper towels, personal protective equipment, saturated dressing): All contaminated materials including personal protective equipment must be placed in a red biohazard bag; the bag must be closed with a metal twist closure or tied in a knot. The bag must then be taken to a Biohazard Laboratory for proper disposal.