

**SOP Appendix 5**  
**Range Opening, Operating, and Closing Procedures**  
**Gun Ranges**  
**2/1/2024**

**1. Range Opening Procedure**

- a. Opening the facility
  - i. Unlock and open the facility. Turn on lights as needed. 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 the ordinary 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 berms are intact and functional.
  - iii. Verify there are no hazards/obstructions between the shooting line and the impact area.
  - iv. Verify the area is clean.
  - v. Verify target area – for example: verifying target holders are functional.
  - vi. Verify crowd control and the waiting area is ready.
  - vii. Verify all perimeter fencing secure and gates locked. The range supervisor will have exclusive control of all range locks while in camp.
  - viii. If a problem is found that can't be corrected immediately, determine if the range 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 a section of the impact trap is damaged, the range could still be opened but the affected section/bench 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 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 operating humidity/condensation control devices, 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 Personal Protection equipment and verify it is clean and suitable for use.
  - v. Inspect any other equipment used during shooting – for example: detachable magazines, targets.
- d. First Aid Kit
  - i. An appropriately stocked first aid kit is required for range operation.
  - ii. First Aid, CPR, AED training with emphasis on gunshot trauma recommended for range personnel.
- e. Fire Extinguisher
  - i. Fire extinguisher with current inspection is required.

- f. Communication
  - i. Cell phone or radio is required and meets the requirements of Appendix 2.
- g. 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. If available, turn on the water at the hand washing station. Refill supplies of soap and paper towels as needed.
  - iii. Setup shooting benches, tables, rests and anything else required for range operations. Assemble and arrange as required.
  - iv. Set out safety equipment.
  - v. If used, fill shooting blocks or magazines with cartridges
  - vi. Set out and arrange guns so that muzzles are pointed in a safe direction in a rack. After all guns have been made safe, make the range safe. There must be no standing near the guns.
  - vii. Raise the range flag to indicate the range is open.
  - viii. The range is ready to accept participants.

## 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. If there are targets to be put out by participants, instruct the participants concerning the targets and what needs to be done.
  - iii. Keep watch over the entire range to ensure that there is no unauthorized handling of equipment.
- b. Making the range HOT
  - i. After all shooters are behind the ready line, double check to ensure that no one is down range.
  - ii. After confirming that the range is clear and it is safe to shoot, announce – "PUT ON YOUR SAFETY EQUIPMENT". Only after the range officers are satisfied that all participants have their safety equipment in place does the process to make the range hot continue.
  - iii. To begin the process to make the range hot, the range officer in charge calls out in a loud voice: "IS THE RANGE CLEAR?" Other range personnel respond with the "RANGE IS CLEAR" or "NO! RANGE IS NOT CLEAR"! Only when the range officer in charge is certain the range is clear, he/she announces: "RANGE IS HOT" All Range personnel, whether they were running shooters or not, would echo the call: "RANGE IS HOT" The reason for repeating the call is to make sure everyone hears and understands the call.
  - iv. A range officer must always be monitoring the shooting line condition.
  - v. If a range officer must help a shooter and no other range personnel is 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 making the range cold are:
    - 1. To reset, retrieve or fix targets.
    - 2. If animals are sighted on the range.
    - 3. To investigate possible safety concerns.
    - 4. To end a shooting session.
  - ii. Once it has been determined to make the range safe, announce "CEASE-FIRE".
    - 1. NOTE that anyone on the range can declare "CEASE FIRE".
  - iii. All other range officers will echo the call "CEASE-FIRE" and make sure that all participants STOP IMMEDIATELY and not continue activity.

- iv. Minimal handling of guns needs to be enforced by the range officers until the reason for the cease fire has been understood and the action necessary has been determined by the range officers. All participants must wait for further instruction.
  - 1. Is the CEASE FIRE, for example, due to temporary condition that will clear itself or a need for the range officer to correct something quickly before allowing shooting to continue?
    - a. The range officer should instruct the shooters to keep the muzzle pointed in a safe direction and wait for further instructions.
    - b. If the condition clears, the range officer would be able to announce “ALL CLEAR, YOU MAY RESUME SHOOTING”.
    - c. If the condition does not clear, it will be necessary to make the range safe and the range cold so further corrective action can be taken.
  - 2. Is the CEASE FIRE, for example, due to a longer-term condition such as completion of shooting activities or something that requires access to the target area?
    - a. The range officer in charge would announce “MAKE GUNS SAFE, ACTIONS OPEN, MAGAZINES OUT, (if used) EMPTY CHAMBER INDICATORS IN AND SAFETIES ON.”
    - b. Verify all guns are safe before continuing. If additional instructions are needed for some of the participants to make the guns safe, it is recommended to give individual attention to those individuals.
    - c. Announce, “DO NOT TOUCH ANY GUN UNTIL FURTHER NOTICE.”
    - d. Announce, “MOVE AWAY FROM THE SHOOTING LINE AND STAND BEHIND THE READY LINE.”
    - e. Go down the shooting line and inspect all guns. Confirm that:
      - i. Everyone is standing back behind the ready line, away from the shooting position.
      - ii. All guns have been made safe.
      - iii. No one is touching any gun. No casing of guns while the range is safe.
      - iv. All guns must be cased or placed muzzle up at bench or rack before going down-range.
    - f. Once the line is safe, the range officer in charge can announce "THE LINE IS SAFE, THE RANGE IS COLD.”
    - g. Range personnel echo the range command ‘RANGE IS COLD’
    - h. Announce, “THERE IS TO BE NO HANDLING OF GUNS UNTIL FURTHER NOTICE”
    - i. Once the range has been made cold, it will need to be made hot before shooting may resume.
- d. General reminders for shooters:
  - i. Stay behind the ready line while people are down range.
  - ii. Spent cases and anything else around the shooting line are not to be picked up until given permission.
  - iii. When going to the target area, take new targets, staplers, tape, clothespins, or any other target items as needed with them down range so as to minimize the time spent there.
  - iv. Bring their targets back if they are done shooting.

### 3. Range Closing Procedure

- a. Closing the range

- i. Make the range safe.
  - ii. Remind shooters to not handle guns at this time. Range officers will continue to observe the shooting line.
  - iii. Move all guns off the line to a safe place.
  - iv. All shooters can proceed downrange and retrieve targets and target holders.
  - v. Pick up all spent cartridges and debris forward of the firing line.
  - vi. After all targets and personnel are off the range, pick up all spent cartridges and debris near shooting line and dispose of them into proper location.
  - vii. The shooters can be dismissed from the range once range personnel are satisfied, they have completed shooter housekeeping tasks (shooters may also be included in cleaning process that follows).
  - viii. Lower range flag to close the range to shooters.
- b. Equipment Cleaning and Inspection
- i. Gun cleaning should be a regularly scheduled task per the following guideline. Precautions should be taken to protect personnel prior to start of cleaning process. Gloves should be provided and all cleaning takes place in a well-ventilated area. Eye protection is required.
    1. Muzzleloaders
      - a. **Daily** – Muzzleloaders are thoroughly cleaned daily when in use. Inspect and perform operational check.
      - b. **Seasonally** – As above but pay particular attention to oil/grease of all surfaces to protect for long term storage. An assessment of excessive wear should be made at this time and noted in maintenance logs. **(Long term or seasonal storage is defined as any period longer than one week, including after resident camp is complete and between off–season activities).**
    2. Modern Firearms
      - a. **Daily** – Run a patched cleaning rod with gun cleaner thru the barrel if dirty. Wipe down external parts with a clean rag. Lightly oil all external metal surfaces. Perform operational check.
      - b. **Weekly** – Thorough cleaning with disassembly as far as practical. Clean, dry and lube parts. Reassemble and wipe down external parts prior to storage. Perform operational check.
      - c. **Seasonally** – As above but pay particular attention to oil/grease of all surfaces to protect for long term storage. An assessment of excessive wear should be made at this time and noted in maintenance logs. **(Long term or seasonal storage is defined as any period longer than one week, including after resident camp is complete and between off–season activities).**
    3. Air Guns
      - a. **Daily** – Wipe gun with clean dry cloth to remove any dust, dirt, grime, oils, etc. Inspect and perform operational check.
      - b. **Seasonally** – As above but pay particular attention to oil/grease of all surfaces to protect for long term storage. An assessment of excessive wear should be made at this time and noted in maintenance logs. **(Long term or seasonal storage is defined as any period longer than one week, including after resident camp is complete and between off–season activities).**
  - ii. Inspect all components for defects/damage or excessive wear regularly. Check magazines regularly for operational fitness. Replace as necessary.

- iii. Check trigger for function and pull weight. Note condition in log, tag if not within specs.
- iv. Always reassemble using correct components (example: correct bolt with correct rifle, check serial numbers or markings).
- v. Cycle actions multiple times as an operational check. Wipe down complete gun as necessary prior to storage.
- vi. The gun can now be secured in the storage location.
- vii. Wash hands with cold water and soap after all cleaning and maintenance.
- c. Maintenance and Flagging of Guns
  - i. Regular disassembly for routine cleaning and maintenance can be done by qualified range personnel. Should conditions exist that require a qualified individual, the gun in question should be disabled, flagged as out-of-service and secured as to prevent possible use prior to further repairs.
  - ii. Disabling the gun can consist of but not limited to the following (steps should be taken to ensure the gun is not in working order):
    - 1. Removal of the bolt or key components
    - 2. Using a trigger lock or cable lock thru the magazine well and ejection port.
  - iii. The gun should be flagged with a tag noting the reason for disabling it, the date, and the name of the person doing the flagging.
- d. Range Inspection
  - i. Walk the range looking for debris and or damage that may have occurred during the shooting session. Verify impact area, berms are intact and operational. Verify target area is left functional for the next shooting session.
  - ii. Make corrections immediately if possible. If not, address them as soon as possible prior to the next session. Significant issues that would be a safety concern should be noted in the range log and reported to the camp director.
- e. Securing the Facility
  - i. Move all shooting equipment to storage so that it is secured. Shooting benches, tables, and other positional shooting aids should be placed in the range storage room.
  - ii. Sweep floors and empty trash.
  - iii. Ensure all equipment is secure and safes are locked.
  - iv. Wash hands with cold water and soap.
  - v. Turn off any lights and lock up facility.