

QSC Sample RSO Briefing and Checklist

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1. Check for forms and range availability at the clubhouse.
 - QSC Hold Harmless form (note **Hot** and **Cold** times here)
 - QSC Recreational Fire SOP
 - QSC Fee envelopes
2. Report to WTBN S3/OOD for equipment prior to opening range. Identify yourself as the RSO for your range.
3. Draw range equipment and fill out equipment checkout form:
 - First Aid Kit**
 - Radio and battery**
 - Range flag(s)**
 - Keys** (check via radio before crossing or opening any gates)
 - Range Book**
4. Test Radio in OOD/S3 parking lot and when arriving at range
5. Place all flags
6. Inspect range – If dirty request inspection from OOD/S3.
7. Set up sign-in station – check membership cards, note categories
8. **Safety briefing:** (a. through e.)
 - a. Introduction (RSOs, health professionals present?)
 - b. Purpose (recreation, zeroing, grouping)
 - c. Range layout and limits
 - Ready area
 - Firing line
 - Left and right limits

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- d. Range safety rules:
 - **ALWAYS** keep the firearm pointed in a safe direction
 - **ALWAYS** keep your finger off the trigger until ready to shoot (sights on target)
 - **ALWAYS** keep the firearm unloaded until ready to use
 - **Handle firearms only at the firing line and when the line is hot**
 - **Don't go forward of the firing line chasing dropped items when the line is hot**
 - **"Cease fire" is NOT a clearance to go forward of the firing line. Wait for the all clear from RSO.**
 - **Firearms will be uncased or re-cased only at the firing line when the line is hot. No firearm handling whatsoever while the line is cold.**
 - **Stoppages and malfunctions – stop shooting, keep the muzzle pointed down range, clear or request assistance**
 - **Refrain from eating, drinking, smoking, applying makeup or placing your hands in proximity to your mouth, nose or eyes while on the range – remember to wash your hands after shooting.**

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- e. Sample firing line commands and actions expected:
1. **“CEASE FIRE” – anybody can call (all repeat)**
 2. **“MAGAZINES OUT, ACTIONS OPEN, CLEAR CHAMBERS, BENCH, GROUND, OR HOLSTER ALL FIREARMS.” “STAY BEHIND THE FIRING LINE AND WAIT FOR THE ALL CLEAR BEFORE GOING DOWNRANGE”**
 3. **“THE FIRING LINE IS CLEAR, GO FORWARD TO SCORE AND PASTE TARGETS, NO FIREARM HANDLING WHILE THE LINE IS COLD”**
 4. **“READY ON THE LEFT, READY ON THE RIGHT, READY ON THE FIRING LINE, CHECK EYE AND EAR PROTECTION, FIRE WHEN READY”**
 5. **Policing firing points before leaving**
 6. **Questions?**

End of Safety Brief

9. Emergency procedures

1. **Cease firing and clear actions – Take charge – assign tasks**
2. **Render aid**
3. **Call for help** (radio, cell phone, or runner)
4. **Direct emergency responders**
5. **Take notes**

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10. When ready to go hot: “RANGE CONTROL (S3/OOD), THIS IS (Name of range) WITH HOT REQUEST, OVER”

- (0) **“RSO name is ___ last four is ___”**
- (1) **“OIC name is ___ last four is ___ and is present on the range complex”**
- (2) **“EMT is present on the range complex”**
- (3) **“Range flag is posted”**
- (4) **“The safety vehicle is present on the range complex”**
- (5) **“RSO has identified left and right lateral limits per the range safety card and they are visible and valid at this time”**
- (6) **“RSO has read and understands items 1-7 and will comply”**
Have **QSC LIVE FIRE BRIEF** available. Comply with items 1-7. Note “hot” time on QSC Hold harmless form.

11. Conduct hourly (half hourly) radio checks with Range Control (S3/OOD)

12. When ready to go cold: “RANGE CONTROL (S3/OOD), THIS IS (name of range) “ALL WEAPONS CHECKED AND CLEARED, REQUEST TO GO COLD, OVER.” (Note “Cold” time on QSC Hold Harmless)

13. Gather range equipment:

- First Aid Kit
- Radio and battery
- Range flag(s)
- Keys
- Range Book

14. Return equipment and complete the WTBN End of Training Report

15. Count the range use fee money, complete the **QSC Hold Harmless Agreement and place both in an envelope and place in the QSC clubhouse mail slot**

End of checklist