

# Range 1 Standard Operating Procedures

Quantico Shooting Club, Inc.

SUBJECT: Range 1, Recreational Firing, Standing Operating Procedures (SOP)

Applicability: This SOP applies to all members and guests of the Quantico Shooting Club, Incorporated (QSC) operating, participating in, observing, and visiting recreational rifle ranges by the QSC.

Purpose: To provide procedures ensuring the safe conduct of recreational firing on rifle ranges operated by QSC.

This SOP is organized in three sections. Section I addresses the responsibilities of the Officer in Charge (OIC) and Range Safety Officer (RSO). Section II addresses the responsibility of shooters. Section III addresses range limits, restrictions, prohibitions, and special and miscellaneous considerations. All QSC members and guests present at QSC operated recreational rifle ranges, whether OIC, RSO, shooter, observer, or visitor must read, understand and comply with the requirements of all three sections of this SOP.

## **SECTION 1, OIC/RSO RESPONSIBILITIES**

### **I-1. OIC/RSO QUALIFICATIONS:**

- QSC OICs and RSOs must be adult QSC members in good standing.
- The following examinations must be passed:
  - United States Marine Corps Range Level 1 Safety Course
    - Proctored Exam
    - As of 15 December 2010, this certification is valid for 3 years
  - Quantico Range Control – Range OIC/RSO Course
    - Online Course
    - As of 15 December 2010, this certification is valid for 3 years
- QSC OICs and RSOs must possess and display the knowledge, skills, and attitude essential to organizing, conducting, and supervising safe shooting activities and range operations
- RSOs are expected to open, operate, and close ranges at least two times per year in order to remain proficient in QSC range operations.
- OICs and RSOs must understand the range SOP and be able to ensure compliance with the SOP by all participants.

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- OICs and RSOs must be able to identify and consider risks associated with weather, terrain, environment, and number of shooters for the shooting event and be able to mitigate those risks.

## I-2. RANGE SCHEDULING PROCEDURES:

- The Club Operations Officer will ensure QSC schedules ranges for recreational fire 30 days prior to requirements.
- RSOs desiring to operate a range must contact (phone call or email) the Club Operations Officer by 1200 on the Wednesday prior to the desired date and coordinate the use of the range.

## I-3. RANGE CHECKOUT PROCEDURES:

- Range 1 requires a dedicated OIC and a dedicated RSO. The Range 1 OIC cannot be shared with any other range.
- Report to the WTBn S-3 or Officer of the Day (OOD) no later than ½ hour prior to the range's scheduled opening time. Identify yourself, provide your RSO card/certification, and draw the required range equipment. This equipment consists of:
  - 1<sup>st</sup> Aid Kit
  - Two Handheld Radios
  - Two range pit flags and one firing line flag
  - Range 1 book containing the Range SOP
- Ensure the radios remain on the Range Control (Channel 3) and WTBn (Channel 1) "Safety Net". No range operations will commence or continue without positive and uninterrupted radio contact with Range Control and the S-3/OOD.

## I-4. OPENING RANGE 1:

- The RSO/OIC must visit S-3/OOD & check out two radios. One radio is tuned to channel 3, Range Control, and the other is tuned to channel 1, S-3/OOD.
- Before leaving the parking lot at S-3, WTBn, conduct a radio check with the Range Control and S-3 or the OOD. If you fail to establish radio contact with either Range Control or S-3/OOD, check power, volume and channel. If you still fail to contact either Range Control or S-3/OOD, return to S-3/OOD to be issued a replacement radio(s).

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- A radio check must be made with S-3/OOD every hour, on the hour, and with Range Control every ½ hour, on the hour and ½ hour.
- Upon arrival at the range, place the firing line flag on the pole attached to Shooting House 1
- Inspect the range to ensure it is safe to conduct live firing. Inspect the parking area, Shooting House 2, and the berms. Physically walk to the 150 yard line and scan the entire area to the 300 yard berm. This area is in defilade and is not observable from the vantage point of the shooting house/firing line.
- Check the condition and cleanliness of the range, including outside of the shooting house. If problems exist, contact S-3/OOD and request an on-site inspection. It is imperative that QSC not be held responsible for the clutter and litter others leave.
- Place the two pit flags on the poles at each end of the target pit. These flags designate the extreme left and right lateral limits of the range.
- Setup the range sign-in area. Ensure each shooter completes the “Rifle/Pistol Sign-in” sheet.
- Provide a range safety briefing to all shooters. The range safety briefing must be conducted within view of the range. The briefing must contain, at a minimum:
  - RSO introduction
  - Purpose of the activity (i.e. safe recreational rifle fire)
  - Range layout and limits
  - Range safety rules
  - Firing line commands and accompanying actions expected of participants
  - Range prohibitions
  - Emergency procedures
- Request, from Range Control, permission to go hot. Provide Range Control with the WTBn Live Fire Brief. Note the hot time on the “Rifle/Pistol Sign-in” sheet. Advise S-3/OOD of “Hot Time.”
- The RSO on duty is not allowed to shoot during the conduct of the range. The OIC, on the other hand, may shoot while on duty. In order to shoot, the RSO must change roles with the OIC by requesting Range Control approval. The newly approved RSO then becomes the RSO on duty. The RSO’s sole responsibility is to ensure safe operation of the range by focusing on and controlling the activities of the range.

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## I-5. OPERATION OF THE RANGE/CONDUCT OF FIRING:

- Guests:
  - MCBO 7010.1b states that Members may bring up to three guests per day to the Range. However, due to the cramped nature of Shoot House #2, no more than **two** Shooting Guests of a Member may be in the Shoot House at any moment in time. Guests will shoot on the same firing position as their member sponsor.
  - All Members and their guests or observers must report to the Club House before being allowed to shoot.
  - Members are fully responsible for their guests.
  - The inviting club member must be present with invited guest when the guest is on the firing line.
  - Each adult shooting guest must pay a \$10.00 fee each day he or she participates in recreational firing.
  
- Firing line commands must be clear, concise, consistent, heard by all participants, understood, and followed. Anyone can call the command “**CEASE FIRE**” if observing an unsafe act. The following are the firing line commands and the expected accompanying shooters’ actions.

**CEASE FIRE:** Upon hearing the command “**CEASE FIRE**”, all shooters will immediately cease firing; keeping muzzles pointed down range and await further instructions or commands from the RSO.

**CEASE FIRE, REMOVE YOUR MAGAZINES, OPEN YOUR ACTIONS, CLEAR YOUR CHAMBERS, AND STEP BEHIND THE FIRING LINE:** Upon hearing these commands the shooter must render his firearm safe by keeping the muzzle pointed down range, opening the action, engaging the firearm’s safety, removing the firearm’s ammunition and ammunition source, physically and visually ensuring the firearm’s chamber is empty. With the firearms remaining at the firing line and muzzles pointed down range, shooters must move behind the firing line. If a firearm’s magazine is not removable, the shooter must ensure the magazine is empty. Once all range participants have moved behind the firing line, the RSO will check the chambers of all uncased firearms. When the RSO is satisfied that all firearms and the firing line have been rendered safe, he will state:

**THE FIRING LINE IS COLD. YOU MAY GO DOWNRANGE AND CHECK OR PASTE YOUR TARGETS. WHEN NOT DOWN RANGE YOU MUST STAY BEHIND THE FIRING LINE. DO NOT HANDLE FIREARMS WHILE THE LINE IS COLD.** Shooters, as required, will quickly move downrange to check and

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paste their targets. At NO time will shooters be permitted at the firing points or anywhere on the firing line while the firing line is cold. At NO time will any firearms be handled while the line is cold. All shooters will remain behind the firing line unless downrange.

If a shooter is going beyond the 150 yard line to place, check, paste, or retrieve a target from the 300 yard berm, that shooter must notify the RSO. The shooter will place a traffic cone in front of their firing point. The area between the 150 yard line and the 300 yard berm is in defilade and is not observable from the firing line. The traffic cone in front of the firing point signals to all range participants that shooters remain down range. Upon returning from the 300 yard berm, the shooter must retrieve the traffic cone and remain behind the firing line.

The RSO must remain in the vicinity of the firing line while the line is cold to best assure the safety of the range. Once the RSO is satisfied that all shooters have returned from down range he will start:

**THE FIRING LINE IS HOT. YOU MAY APPROACH THE FIRING LINE AND COMMENCE FIRING. EYE AND EAR PROTECTION IS REQUIRED.**

Shooters may return to their firing positions, load their firearms and commence firing at their targets until commanded to cease fire. Everyone on the firing line, whether shooting or not, must use eye and ear protection. Everyone in the shooting house must use ear protection.

Firearms may only be handled at the firing line and then only when the firing line is hot. Any shooters departing from the range may case firearms only when the line is hot and the firearms' actions, chambers, and magazines are empty. All shooters must police their firing points and sweep those areas if necessary prior to departing the range. Ensure all shooters complete the cartridge designations and cartridges fired blocks of the range sign-in sheet.

- Any newly arrived and briefed shooters may uncase firearms only when the firing line is hot and then only at the firing line.
- While the range is open, a radio check must be made with S-3/OOD every hour, on the hour, and with Range Control every ½ hour, on the hour and ½ hour. The RSO must contact Range Control in the event of any emergency or in the case of any event for which assistance is required.
- The RSO must always be physically present on the range in the most advantageous position to observe range activities and to ensure range safety.

## I-6. CLOSING THE RANGE:

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- At the end of live firing the OIC/RSO must notify Range Control that firing has ceased and request a cold time. Note the cold time on the “Rifle/Pistol Sign-in” sheet.
- Ensure the range has been properly policed and equipment stowed. Secure the 1<sup>st</sup> Aid kit, handheld radios, two range pit flags and one firing line flag, and the Range 1 book containing the Range SOP.
- Have S-3/OOD inspect the range. The OIC/RSO will complete the “End of Training Report” and call it in via land-line or cell phone (**703-784-5321**) to **Range Control**. Return to S-3/OOD and turn-in range equipment.
- Notify Range Control and S-3/OOD of any pertinent problems encountered during the operation of the range.
- Annotate the amount and DODIC of the expended ammunition on the “Rifle/Pistol Sign-In” sheet. Upon leaving the Base, place the sign-in sheet in the mail slot of the QSC Club House door.
- Report all emergencies and serious incidents to the QSC’s BoD. At a minimum provide date and time of incident, names of all involved, statement of circumstances surrounding the incident, a list of witnesses, and any action taken as the RSO.

## **SECTION II, SHOOTER RESPONSIBILITIES**

### II-1. SHOOTER QUALIFICATIONS:

- Each shooter must be a QSC member in good standing or a guest accompanied by a QSC member in good standing. A valid and current QSC membership card is proof of membership in good standing.
- Every shooter must possess the knowledge, skills, and attitude necessary to safely handle firearms.
- Each shooter must be permitted by law to be in control of and to shoot firearms.
- Each shooter must show proof of safe gun handling experience or firearms safety training.

### II-2. SHOOTER RESPONSIBILITIES:

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- Everyone present at the range must report to the RSO and have a valid Range Visitation Pass.
- All firearms must be cased when entering the Shoot House and approaching the firing line/point. Firearms will only be uncased/cased at the firing point after permission from the RSO.
- Shooters must provide their own firearms, ammunition, targets, target backers, target stands, eye/ear protection, and any other shooting accessories.
- Shooters must constantly maintain muzzle awareness. Shooters must ensure the muzzles of their firearms are pointed down range at all times. Shooters must understand and implement the three fundamental rules for safe firearm handling:
  - **Always** keep the firearm pointed in a safe direction.
  - **Always** keep your finger off the trigger until ready to shoot.
  - **Always** keep the firearm unloaded until ready to use.
- Shooters must also understand and exercise the eight rules for using and storing a firearm:
  - Know your target and what is beyond.
  - Be sure the firearm is safe to operate.
  - Know how to use the firearm safely.
  - Use only the correct ammunition for your firearm.
  - Wear eye and double ear protection.
  - Never use alcohol or drugs before or while shooting.
  - Store firearms so they are not accessible to unauthorized persons.
  - Be aware that certain types of firearms require additional safety precautions.
- Shooters must aim and fire only at their targets. Shooters must understand the layout of the range and ensure bullets from their firearms are impacting only in authorized areas of the range.
- Target/target frames must be placed in a location essentially straight ahead and perpendicular from the firing point being used to eliminate crossfire and visual obstruction to targets on adjacent firing points.
- Shooters must know where other shooters and the RSO are at all times.
- Shooters are responsible for policing up their spent brass and other materials resulting from shooting.

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## **SECTION III, LIMITS, RESTRICTIONS, PROHIBITIONS, AND SPECIAL AND MISCELLANEOUS CONSIDERATIONS.**

### III-1. LIMITS, RESTRICTIONS, AND PROHIBITIONS:

- Smoking is not allowed on the firing line, in the shooting house, or downrange when installing, checking, pasting, or retrieving targets. The smoking area is in the parking lot.
- Food and beverages are not allowed on the firing line.
- Use of eye and double ear protection is required by all on the firing line when the line is hot. Use of ear protection is required by all in the shooting house when the firing line is hot.
- All vehicles must be parked on the paved parking area behind the shooting houses and only on the paved area. Parking in numbered or lettered spaces is not permitted.
- Metallic targets to include metallic target frames and stands are not allowed. Target stands/frames must be constructed of wood or PVC tubing, fiberboard, or other rigid penetrable material.
- Fully automatic fire is not allowed.
- Uncontrolled rapid fire is not allowed. All shots must be aimed.
- Shooting into the berms is not allowed. Targets must be placed so that projectile impact is beyond the 150 yard line. In order to contain splatter and ensure fired rounds will impact in the desired impact area, targets should be posted no lower than:
  - Prone: 24 inches above the ground plane
  - Sitting/Kneeling: 36 inches above the ground plane
  - Bench: 36 inches above the ground plane
  - Offhand: 36 inches above the ground plane
  - Pistol: 48 inches above the ground plane
- Firearms and cartridges allowed:
  - Rifles firing smokeless powder rifle cartridges up to NATO 7.62 Special Ball or equivalent (but not to include 30.06).

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- Pistols firing allowable smokeless powder rifle cartridges.
  - Black powder rifles up to .75 caliber.
  - Rifles firing pistol cartridges.
  - Shotguns firing slugs and buckshot through #7 shot.
- All shooters 12 to 17 years of age may only shoot under the direct supervision of a qualified adult.
  - Only unloaded firearms are allowed to leave the range. If a firearm has a case in the chamber or is believed to have a case in the chamber, whether or not the cartridge is believed to have been fired, whether or not the case is stuck, that firearm can not leave the range until the chamber is empty.
  - Consuming alcohol before and during shooting activities is not permitted. Consuming alcohol on the range at any time is not permitted.

## III-2. EMERGENCY PROCEDURES IN CASE OF INJURY:

- Call/command “CEASE FIRE”.
- Assess the situation and determine the course of action. The RSO will begin the delegating of responsibilities such as:
  - Directing people to render 1<sup>st</sup> Aid.
  - Posting road guides for emergency personnel.
  - Having another RSO qualified member render the range safe and to continually monitor and supervise the safe range.
  - Tasking a note taker to follow him noting actions and times.
  - Tasking witnesses to segregate themselves and write statements regarding what they heard and saw.
- Call Range Control, if necessary, and request medical/emergency assistance.
- After responding medical personnel take charge of the victim, provide Range Control or Military Police a statement and assist in identifying witnesses.
- After the situation is resolved, contact the QSC BoD with all pertinent information.