

SVG NFA
Arnos Vale Range

STANDARD
OPERATING
PROCEDURE

CHAPTER 1

The NFA is committed to promoting recreational shooting and firearms training to encourage safe handling of firearms by the police, other security forces, members of the NFA, trainees and approved applicants for Firearms Licenses.

This document provides the standard operating procedures (SOPs) for the use of the range at Arnos Vale.

General

The NFA operates the Range for the safe enjoyment of shooting by its members and guests.

The Range is not to be used for any non-sanctioned commercial activity. The Range Officers, under the direction of the Chief Range Safety Officer and the Board of Directors of the NFA have the responsibility for the administration, upkeep and safe operation of the Range

Range Usage

Overall range availability is at the discretion of the Board of Directors.

Normally shooting for members and their guests may take place each evening in the week and on weekends. On weekends, the Range is open from 9:00 a.m. to 7:00 p.m. on Saturday and Sunday.

Range Officers and Firearms Training Officers with range keys may use the range during the week from dawn to dusk.

Other than on Public Holidays the Range may be closed to Members of the NFA on weekdays, between 8.00am and 3.00pm, for use by the Police.

Members of the NFA may use the ranges only when a Range Officer or Firearms Training Officer is on duty.

Range Closures

The Range will be closed for all shooters for special events approved by the Board of Directors and requiring range closure.

Range Limitations and Safety Requirements

Live fire shooters will:

1. Fire only while a qualified Range Officer or Firearms Training Officer is on duty and only at the direction of the Range Officer or Firearms Training Officer.
2. Fire only authorized firearms and ammunition.
3. Fire at authorized targets only. Firing at cans, bottles, etc is strictly prohibited.
4. Ensure that all projectiles impact designated areas and stay within the established Range safety limits.
5. Ear protection is mandatory while on the firing line and eye protection is recommended.
6. Ear protection is required for all personnel in the range house when the range is hot.
7. Obey all commands of the Range Officer in charge.
8. Notify a Range Officer if any unsafe practices are observed.
9. At the direction of the Range Officer recover all brass, paper, and other debris that accumulates on the Range and dispose of it in the appropriate containers provided.
10. Fire only from the established firing line.

Authorized and Prohibited Firearms and Ammunition

Shooters are permitted to fire all legally owned center fire or rim fire rifles and pistols up to and including .30 caliber rifles.

Shotguns are permitted.

Sale of Ammunition

All ammunition sold on the Range will be at prices notified to Members from time to time. A receipt will be issued for any ammunition purchased and should be retained. All ammunition purchased on the Range will be used on the Range. No ammunition may be removed from the Range by Members. Any surplus ammunition must be returned to the Range Officer for safe keeping. Members are reminded that it is a criminal offence to sell ammunition to any person who does not have a Firearms Licence.

Ammunition will be sold by the Range Officer only from a designated ammunition point. A record will be kept of all Range sales.

It is the responsibility of each Member to ensure that the ammunition purchased is the correct ammunition for the firearm in which it is to be used.

Alcoholic Beverages and Drugs

Alcoholic beverages and drugs are strictly prohibited on the Range. Anyone observed using them or deemed to be under their influence will not be permitted to use or remain on the Range and the person(s) involved will be reported to the Board of Directors.

CHAPTER 2

NRA Firearm Safety Rules

3 Fundamental Rules for Safe Gun Handling:

- Always keep the gun pointed in a safe direction.
- Always keep your finger off the trigger until ready to shoot.
- Always keep the gun unloaded until ready to use.

Rules for Using or Storing a Gun

- Know your target and what is beyond
- Be sure the gun is safe to operate
- Know how to use the gun safely
- Use only the correct ammunition for your gun
- Wear appropriate eye and ear protection
- Never use alcohol or drugs before or while shooting
- Store guns so they are not accessible to unauthorized persons
- Be aware that certain types of guns and shooting activities may require additional safety precautions.

General Range Rules

- Know and obey all Range rules
- The Range Officer is responsible for all operations of the Ranges. Obey all of his/her commands or those assigned to help him/her
- Know where all persons on the range are at all times.
- Shoot only at authorized targets.
- At non-scheduled times where more than one shooter is on-line, a Range Officer must be present.
- Do not handle a firearm or stand on the firing line where firearms are present while others are downrange.

Stop shooting immediately upon the command "Cease Fire".

- Follow hygiene guidelines by minimizing exposure to airborne particulate lead (clean hands and clothes) and limit the presence of pregnant women and children less than 7 years of age
- Ear protection is mandatory for all shooters and spectators. Eye protection is recommended.

- No more than 2 persons are allowed at a firing point on the firing line; 1 shooter and 1 coach/spotter
- Each shooter may have more than one firearm at a time available to his firing point. Firearms not in use will be stored in the gun racks or in a pistol box, cleared of all ammunition with the actions open or effectively blocked, or otherwise made safe as directed by the Range Officers.
- When entering the range, long guns must have their actions open or otherwise be made safe. Pistols may be carried in a holster or brought in to the range with their actions open or otherwise be made safe.
- **Licensed firearms holders may carry their loaded firearm in a holster on or off the range.**

Site Specific Rules

Permitted:

- Single shot center fire and rim fire rifles and pistols up to and including .30 caliber.
- Bolt action or lever action, magazine fed, center fire and rim fire rifles and pistols up to and including .30 caliber.
- Semiautomatic magazine fed, center fire and rim fire rifles and pistols up to and including .30 caliber.
- Shotguns.

Not permitted:

- Incendiary, armor piercing, or explosive ammunition
- Shooting at unauthorized targets (cans, bottles, etc)
- Dry firing or aiming behind the firing line

Administrative Rules

Parking

All users of the Range must park in the parking area immediately to the rear of the Range.

Cricket Balls

Any cricket ball found on the Range should be returned to players.

CHAPTER 3

Emergency Response Sheet/Checklist

Emergency Response Sheet/Checklists are located in Appendix A of this SOP.

Place the date of the emergency as the Effective Date:

Check off each step in the checklist as it is completed. If an item on the checklist is not applicable to the emergency situation, check it off and note “NA” to indicate it was not overlooked.

Injury Report Form

Injury Report Forms are located in Appendix B of this SOP.

Designate one of the Range Officers to initiate the Injury Report Form and keep notes on what is occurring with times.

Fill in the DATE and TIME on the cover sheet. The same DATE and TIME should be reflected in the “Date of Injury” and “Time of Injury” boxes on page 1 of the Injury Report Form.

Fill in every box on the Injury Report Form. If there is no information available for a particular box or the box is not applicable to the event, indicate so in the box to indicate it was not overlooked.

Identify any witnesses to the incident and provide them with a “Witness Statement”, and request that they fill it out in as much detail as possible.

Collect “Witness Statements” and attach them to the Injury Report Form when completed.

Witness Statements are located in Appendix C of this SOP behind the Injury Report Forms.

Accidents

Minor accidents - Cuts, sprains, dislocations, etc.

Administer first aid as required.

Major accidents: - Heart attack, choking, broken limb, gunshot wound, etc.

1. Duty Range Officer should close down the Range (Take charge of the situation)
2. Administer first aid (Render aid)
3. Call to report accident (Call for help). If no cell phone is available use the telephone at the Sports Council..
4. Station people to direct emergency vehicles to the Range.
5. The President, Chief Range Officer and the Board of Directors should also be notified as soon as possible.

Weather

In the event of severe weather that could endanger the lives of shooters and spectators, the Range Officer should close down the Range and evacuate the area.

Firearm Stoppages and Malfunctions

Any firearm stoppage or malfunction can cause serious safety problems if not handled correctly. Range Officers need to be prepared for these occurrences.

Definitions:

Stoppage - an unintentional interruption in the operational cycle of a firearm.

Examples: Bolt fails to lock cartridge in position, a stove pipe in a semi- automatic pistol, double feed, failure of a cylinder to rotate in a revolver, etc.

Malfunction - failure of a firearm to function as designed or to fire satisfactorily.

Two categories:

- Firearm malfunction like a broken sear or firing pin

- Ammunition malfunction like a misfire, hang fire, squib load

There are eight basic steps in the operating cycle of a firearm and a stoppage can occur in any one of the steps. The eight basic steps are:

1. Feeding: The face of the bolt makes contact with the base of the cartridge at the top of the magazine and pushes it toward the chamber.
2. Chambering: The bolt continues forward and pushes the cartridge into the chamber.
3. Locking: As the bolt continues forward, the locking lugs move into the locking recesses in the barrel, locking the cartridge into the chamber.
4. Firing: The trigger is pulled to the rear causing the firing pin to strike the primer and fire the cartridge.
5. Unlocking: As the bolt moves to the rear, the locking lugs rotate out of the locking recesses.
6. Extracting: As the bolt moves rearward, the extractor withdraws the cartridge case from the chamber.
7. Ejecting: As the face of the bolt passes over the ejector, the case strikes the ejector and is kicked outward through the ejector port.
8. Cocking: As the bolt moves rearward, the firing pin moves into a cocked position.

Note: These are the eight basic steps of a firearm operational cycle but not all firearms follow these steps in exact order. For example, revolvers do not extract and eject between shots.

If a shooter experiences a malfunction where the firearm fails to function as designed, the cause will be due to the firearm itself or the ammunition.

A malfunctioning firearm must be unloaded and removed from the firing line. An example of a malfunctioning firearm is a semi-automatic rifle that doubles, i.e. fires two rounds when the trigger is pulled. Such a gun is a hazard on the range and the owner should be advised to take the gun to a qualified gunsmith.

Ammunition malfunctions can be classed as:

Misfire where a cartridge fails to fire after the primer is struck by the firing pin

Hang fire where there is a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.

Squib load where there is less than normal pressure or bullet velocity after ignition of the cartridge.

Normal procedure for handling misfires or hang fires is to:

Keep the gun pointed downrange (safe direction)

Wait at least 30 seconds in case it is a hang fire and at least two minutes in the case of muzzleloaders before attempting to unload.

Normal procedure for handling squib loads is to:

Stop firing immediately

Keep the gun pointed downrange

Unload the gun -- make sure the chamber is empty

Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

Range Officers must be particularly vigilant to observe any gun malfunctions, stoppages, or ammunition malfunctions and be prepared to move to the shooter's aid.

Remember throughout the entire process of stoppages and malfunctions to adhere to the three NRA rules of safety.

Problems with the normal operation of a firearm pose special safety conditions which must be managed by on duty range officers. All Range Officers should be familiar with the operation and functioning of all firearms that they are liable to encounter on the range.

CHAPTER 4

Range Equipment

Range house, toilets and storage room

Control Box

Twenty-four turning target frames on the pistol range

Wooden target frames

Assorted NFA sanctioned targets

Emergency first aid kit

A copy of the NFA approved SOPs.

APPENDIX A

Emergency Response Sheet/Checklist

Immediate Response for Injuries or Illness:

- Call a cease fire immediately and issue the command to unload, clear, and bench/rack all firearms.
- Identify one of the Range Officers or other responsible person to secure the gear of the injured person.
- Identify one of the Range Officers or other responsible person to notify emergency services via 911 and provide the following information:
 1. Specific location of incident with directions
 2. Telephone number that you are calling from
 3. Your name
 4. What happened and possible hazards for rescuers
 5. Number of people injured or ill
 6. Condition of people injured or ill
 7. First aid provided.
- Station one of the Range Officers or other responsible person to direct emergency services to the scene.
- Provide first aid until the emergency services arrive provided the injured party agrees.
- Assume implied permission if the injured is unconscious or unable to respond.
- Avoid dispensing any medicine unless directed to by emergency services over the telephone
- Assign one of the Range Officers to complete an Injury Report Form (if applicable) and keep a log of events and time relative to the injury or illness.

APPENDIX B

Injury Report Form

Name of Injured Party:

Address:

Telephone Number:

Date of Injury:

Time of Injury:

1. Describe the nature and extent of the injury (specify parts of body):

2. Describe how the injury occurred:

3. Describe first aid given:

4. First aid was provided by (include names and telephone numbers):

5. Disposition (specify name of hospital, telephone numbers, time of transport, etc.):

6. Persons notified (relatives, Chief Range Officer):

7. Location of incident:

8. Conditions prevalent at the time of the incident:

9. Witness statements: Interview witnesses separately.

A. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes No

B. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes No

C. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes No

D. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes No

10. Notes and Comments:

11. Injury report completed by:

Name:

Title:

Date:

Signature:

Witness Statement

Prepared By:

Address:

Telephone Number:

Date:

Time:

Statement: