

# NRA BASIC RANGE SAFETY OFFICER COURSE

Fourth Edition – October 2005

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# INTRODUCTION

## Welcome to the NRA Basic Range Safety Officer Course!

The Basic Range Safety Officer Course is the National Rifle Association's response to the American public's need for Range Safety Officer training.

This course teaches the basic duties a Range Safety Officer performs. It provides a thorough introduction to: the role of Range Safety Officers (RSOs); range Standard Operating Procedures (SOPs); range safety briefings; range inspections and rules; emergency procedures; and how to clear firearm stoppages and correct malfunctions. The skills acquired in this course require regular practice which should initially take place under the supervision of a qualified individual—such as an NRA Chief Range Safety Officer (CRSO).

### Total Participant Involvement

The NRA Basic Range Safety Officer Course is designed to use the training methodology of Total Participant Involvement (TPI), which minimizes the use of lecture and stresses active training and learning by doing. Instructors guide participants to develop specific knowledge, skills, and attitude through the use of hands-on exercises and practical applications. Involving participants at every step of the training process engages their energies, holds their interest, and makes learning fun! At the same time, this performance-based training approach enables instructors to better evaluate the participants and provide appropriate feedback.

The NRA Basic Range Safety Officer Course lessons have lists of bulleted statements to help the instructor lead the students and ensure that lesson objectives are met. The instructor can have a local copying office convert the enclosed slide pages into viewgraphs or choose to write the information on flipcharts. The Student Study Guide can also be used to keep the instruction on track. The instructor's notes show what to teach and how to teach. Involving participants is stressed throughout the course.

One example of involving participants is the NRA policy on how instructors handle firearms. Each time they pick up a gun, instructors set the example by practicing the NRA's three fundamental rules of gun safety: **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.** Instructors then have participants verify that the guns are unloaded.

Another way to involve participants is through the coach-pupil method. While one participant (in the role of the pupil) acts as the shooter, another participant (in the role of the coach) acts as the Range Safety Officer and is guided to provide feedback under the instructor's direction. The instructor then has the participants reverse roles and repeat the exercise.

As in the NRA Basic Firearm Training Courses, instructors should provide 10-minute breaks to participants after every 50 minutes of teaching.

## Policy Notes

Once the course is complete, the Chief Range Safety Officer has 10 days to submit the online course report at [NRAInstructors.org](http://NRAInstructors.org). **Generally, 24-48 hours after the report is submitted by the trainer,** Range Safety Officer candidates will have 30 days to register and log in at [NRAInstructors.org](http://NRAInstructors.org) using their NRA member identification number to complete their credentials processing. Those that are not currently NRA members will need to wait until a non-member identification number is assigned, and they are notified by email. Part of this process will be a requirement for candidates' to acknowledge and agree to a disclaimer and pay the appropriate credentialing fee, which varies depending on NRA membership status. Once this is accomplished, candidates will be able to print and/or download their certificate and ID card. In order to be an NRA certified Range Safety Officer, individuals will need access to an electronic device that can be used to log in to [NRAInstructors.org](http://NRAInstructors.org), a valid email address, and may find it useful to have some method to print or download items from [NRAInstructors.org](http://NRAInstructors.org).

**NO LIVE AMMUNITION IS PERMITTED IN THE CLASSROOM UNDER ANY CIRCUMSTANCES, OR ON THE RANGE BEING USED AS THE CLASSROOM FOR THE NRA BASIC RANGE SAFETY OFFICER COURSE. DUMMY AMMUNITION MUST BE VISUALLY DISTINGUISHABLE FROM LIVE AMMUNITION TO ENSURE THAT A LIVE ROUND IS NOT BROUGHT INTO THE CLASSROOM OR THE RANGE DURING THE COURSE.**

NRA trainers and instructors may refer to guns as firearms, rifles, pistols, shotguns, etc., but *not* weapons. *Weapon* has a negative connotation.

Establish emergency procedures to be followed in the event of an accident during the course. All course staff must be aware of these procedures. Maintain a list of emergency telephone numbers and keep a first-aid kit within reach.

## Good Luck!

The NRA Basic Range Safety Officer Course was designed with both instructor and participant in mind. These lesson plans will prepare you to conduct a successful course and provide your students with an exciting and informative introduction to becoming Range Safety Officers.



We thank you for your commitment to firearm education and for participating in the training programs of the National Rifle Association. Your expertise and dedication will help train a new generation of shooters how to exercise their freedoms safely and responsibly. If you ever have any questions about the NRA Range Safety Officer Training Program, please contact:

NRA Training Department  
11250 Waples Mill Road Fairfax, Virginia 22030  
(703) 267-1500

To join NRA today, or for additional information about membership, call (800) NRA-3888. Your membership dues can be charged to Visa, MasterCard, American Express, or Discover.



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# COURSE OUTLINE

**COURSE GOAL:** To develop NRA Certified Range Safety Officers who possess the knowledge, skills, and attitude essential to organizing, conducting, and supervising safe shooting activities and range operations.

**LENGTH OF COURSE:** 9 hours. The course length may vary depending on the instructor/student ratio and the participants' abilities.

**STUDENT TEXT:** *NRA Basic Range Safety Officer Course Student Study Guide.*

## **COURSE LESSONS:**

Lesson I: Introduction to the NRA Basic Range Safety Officer Course

Lesson II: The Role of the Range Safety Officer and Range Standard Operating Procedures

Lesson III: Range Inspection and Range Rules

Lesson IV: Range Safety Briefing

Lesson V: Emergency Procedures

Lesson VI: Firearm Stoppages and Malfunctions

Lesson VII: Test and Review

# COURSE MATERIALS

(Visit [materials.nrahq.org](http://materials.nrahq.org) for item numbers and prices.)

## **NRA RANGE SAFETY OFFICER STUDENT PACKET (EF 13520)** **(Allow one per student)**

Each packet contains the following items:

- *NRA Basic Range Safety Officer Course Student Study Guide (EF 13524)*
- NRA Gun Safety Rules Card (ES 39977)

## **OTHER MATERIALS & EQUIPMENT**

- NRA Trainer's Guide (EF 13530) How To Introduce A Speaker (Appendix O)
- NRA Home Firearm Safety or Rifle, Pistol, and Shotgun Instructional Wall Charts
- NRA Range Rules Poster (AR 14880)
- Range Perimeter Sign (AR 14836)
- Range Flag (AR 14835)
- NRA Range Source Book (AR 14840)
- Range first-aid kit
- Phone or radio (walkie-talkie)
- Long guns (six action types)
- Pistols (revolvers and semi-automatics)
- Muzzleloading firearms (flintlock or percussion)
- Air guns (rifle or pistol)
- BB guns (rifle or pistol)
- Dummy ammunition (to match the guns used in Lesson VI)

# LESSON I: Introduction to the NRA Basic Range Safety Officer Course

**LEARNING OBJECTIVES:** Upon completion of this lesson, students should be able to:

1. Understand the NRA's Range Safety Officer Course.
2. Explain the purpose for becoming an NRA Range Safety Officer.
3. Explain the goal of the NRA Range Safety Officer Course.

**Length:** 25 Minutes

**Facility:** Classroom

**Training Materials:**

- *NRA Basic Range Safety Officer Course Student Study Guide* (one per student)
- Notepads and pencils (one per student)
- NRA Trainer's Guide, Appendix O, How to Introduce A Speaker
- Viewgraphs or Lesson Plan PowerPoint CD.
- Training aids as appropriate: chalk, eraser, blackboard, flipchart, easel, markers, overhead projector, bulbs, screen, etc.

**Reference:**

NRA Range Source Book



# **LESSON I: Introduction to the NRA Basic Range Safety Officer Course**

## ***Learning Objectives:***

**Upon completion of this lesson, you should be able to:**

- 1. Understand the NRA's Range Safety Officer Course.**
- 2. Explain the procedure for becoming an NRA Range Safety Officer.**
- 3. Explain the goal of the NRA Range Safety Officer Course**



I-1

**5 Min.**

**Cumulative Time: 5 Min.**

**Before class, prepare for your course with this slide up on the screen and:**

- Have felt tip pens and name tags available for students to fill out.
- Set up any charts or visual aids.
- Have an extra light bulb if you are using an overhead projector.
- Have cups, stirrers, sugar, etc. available if coffee and/or refreshments are being offered.
- Have extra pens, pencils, and paper available for the students.

**Welcome** Range Safety Officer (RSO) students. Identify yourself and members of your training team following the guidelines in your Trainer's Guide, "Introducing A Speaker."

- Give instructor's name. (Do not use nicknames.)
- Describe instructor's experience (shooting, training, range supervision).
- Describe instructor's NRA involvement (Life Member, NRA Certified Instructor, etc.).
- State the instructor's function in the course and why he or she was selected.
- Write key information on the chalkboard or easel pad. Include names of Chief Range Safety Officer and Assistant Trainers.

## STUDENT INTRODUCTIONS

- **Student Introductions to Include:**
  - **Full Name**
  - **Experience in Shooting, Training, and Range Supervision**
  - **NRA Involvement**
  - **Occupation**
  - **How you intend to use this certification**



**PRACTICAL EXERCISE:  
PREPARATION TIME: 5 MINUTES  
PRESENTATION TIME: 1 MINUTE**

I-2

**8 Min.**

**Cumulative Time: 13 Min.**

Direct students to stand and give 30 second introduction of themselves using the outline on the slide.



## INTRODUCTION

- **No Live Ammunition, Percussion Caps, Propellants, or Projectiles in the Classroom**
  - **Schedule of Events**
  - **Facilities**
  - **Security**
  - **Student Study Guide matches the slide presentation**
  - **RSO test is open book**
- *You may work on the test during the breaks*



I-3

3 Min.

Cumulative Time: 16 Min.

❖ **Absolutely no live ammunition, percussion caps, powder, propellants or projectiles are allowed in the classroom** due to safety reasons. Anyone having any of these items must remove them from the room.

❖ **Schedule of Events** : Begin the course on time!

**Explain** that the schedule may be modified to adequately cover topics. Discussions may continue during breaks between classes. Break length will be scheduled after each lesson and announced prior to the break. Each lesson will begin promptly at the announced time.

❖ **Facilities**: Orient students with the locations of:

- Emergency Exits
- Fire Extinguishers and First-Aid Kit
- Water Fountains
- Rest Rooms
- Telephones

❖ **NRA Hygiene Guidelines**: No eating, drinking, or touching the face when at the range or gun cleaning area. Wash hands and face immediately with cold water upon leaving the area, and always change and wash clothing after a range session.

❖ **Security**: Each person is responsible for his own equipment.

❖ **Student Study Guide**: Explain that the Student Study Guide pages match the slide presentation.

❖ **RSO Test**: Explain that the test is open book and they may work on the test during their breaks.



## ***COURSE GOAL***

- **To develop NRA Certified Range Safety Officers who possess the *knowledge, skills, and attitude* essential to organizing, conducting, and supervising safe shooting activities and range operations.**



I-4

**3 Min**

**Cumulative Time: 19 Min.**

**Ask:** What do each of you hope to learn during this course?

- Allow a few students to respond briefly.
- Relate these responses to the course goal.

**State and explain the course goal:**

- To develop NRA Certified Range Safety Officers (RSOs) who possess the knowledge, skills, and attitude essential to organizing, conducting, and supervising safe shooting activities and range operations.
- RSOs will refine their knowledge and skills with experience.
- Of the three attributes (knowledge, skills, attitude), attitude is the most important when it comes to safety.
- RSO training cannot prepare students for every possible situation.
- RSO training establishes a strong foundation for students to build on. A range's Standard Operating Procedures (SOP) serves as the RSO's guidebook on how to perform duties and responsibilities at a particular range.



## COURSE LESSONS

- **Subjects Include:**
  - **Defining the role of the Range Safety Officer (RSO).**
  - **The purpose of range Standard Operating Procedures (SOP).**
  - **Procedures for inspecting a range prior to live fire.**
  - **Conducting a range safety briefing.**
  - **Emergency procedures.**
  - **How to safely unload guns and correct stoppages and malfunctions.**



I-5

**2 Min.**

**Cumulative Time: 21 Min.**

As a result of this training, students will be able to:

- ◆ Explain the role of an RSO.
  - RSOs must know and understand their duties and responsibilities in order to function effectively.
- ◆ Explain the purpose of range SOPs.
  - The range SOPs serve as the RSO's guidebook. They specify how all activities are conducted on the range and how the range is to be used for the purposes for which it was designed.
- ◆ Explain procedures used for inspecting a range prior to live fire.
  - Prior to conducting live fire, the RSO must take certain steps to ensure that the range, range equipment, and range conditions are safe and functional. Checklists, which should be part of range Standard Operating Procedures (S.O.P.s), are often used to guide the RSO with each item specified for that range.

**2 Min.**

**Cumulative Time: 23 Min.**

- ◆ Explain how to conduct a range safety briefing.
  - RSOs learn a simple method of informing range users about what takes place on the range.
- ◆ Explain procedures that should be implemented during an emergency.
  - RSOs use a step-by-step approach to handle emergencies by following an emergency response plan.
- ◆ Demonstrate how to safely unload and correct firearm and air gun stoppages and malfunctions.
  - The RSO should follow standardized methods to ensure that the range, range equipment, and range conditions are safe and functional.



## ***CERTIFICATION REQUIREMENTS***

- **21 years old or older**
- **Attend the entire course.**
- **Participate in discussions and practical exercises.**
- **Demonstrate knowledge, skills, and attitudes necessary to organize, conduct, and supervise safe shooting activities and range operations.**
- **Achieve an examination score of 90% or higher.**
- **Register at [nrainstructors.org](http://nrainstructors.org)**



I-6

**1.5 Min.**

**Cumulative Time: 24.5 Min.**

**State** certification requirements.

**Explain** that students need to:

- Participate in discussions.
- Participate in role play and practical exercises.

**Emphasize** that students must meet all requirements to be eligible to receive certification.



## LESSON II PREVIEW

- **The role of the Range Safety Officer.**
- **The purpose of having range Standard Operating Procedures.**



I-7

.5 Min.

Cumulative Time: 25 Min.

Preview the next lesson by stating what the students will learn.

**Instructor's Option:**

*Lesson II is only a 20-minute class. To stay on time, you need to start immediately. A break may be needed here, however, so observe the class and decide what is best for you.*

## **LESSON II: The Role of the Range Safety Officer and Range Standard Operating Procedures**

**LEARNING OBJECTIVES:** Upon completion of this lesson, students should be able to:

1. Explain the role of the Range Safety Officer (RSO).
2. Explain the purpose of having range Standard Operating Procedures (SOPs).

**Length:** 20 Minutes

**Facility:** Classroom

**Training Materials:**

- *NRA Basic Range Safety Officer Course Student Study Guide* (one per student)
- Notepads and pencils (one per student)
- Viewgraphs
- Training aids as appropriate: chalk, eraser, blackboard, flipchart, easel, markers, overhead projector, bulbs, screen, etc.

**Reference:**

NRA Range Source Book



## **LESSON II: Role of the Range Safety Officer and Range Standard Operating Procedures**

### **➤ Learning Objectives:**

**Upon completion of this lesson, you should be able to:**

- **Explain the role of the Range Safety Officer (RSO).**
- **Explain the purpose of having range Standard Operating Procedures (SOP).**



II-1

**3 Min.**

**Cumulative Time: 3 Min.**

**Discuss** why each objective is important.

1. Explain the difference between a Range Safety Officer (RSO) and a Chief Range Safety Officer (CRSO).
  - RSOs need to have a basic understanding of the CRSO's role to enable them to work together as a team.
2. Explain the duties of an RSO.
  - To effectively serve as an RSO, you must make sure all persons on the facility follow range regulations, which will reduce property damage and preclude personal injury.
3. Explain the responsibilities of an RSO.
  - RSOs must understand their responsibilities which often include taking action during circumstances where duties were not assigned.
4. Explain the purpose of having range Standard Operating Procedures (SOPs).
  - Range SOPs provide guidelines for all activities that occur on a range. SOPs include shooting range rules, emergency response plans, and other information needed to conduct safe shooting activities and range operations consistent with the purposes for which the range was designed.



## ***ROLE OF THE RANGE SAFETY OFFICER***

- **The Range Safety Officer (RSO) supervises shooting activities as prescribed by the range Standard Operating Procedures (SOP).**



II-2

**3 Min.**

**Cumulative Time: 6 Min.**

**Ask:** What is the purpose for having a RSO on the firing line?

- The primary purpose is to provide direct supervision on the firing line to ensure that shooters follow range regulations (SOP) designed to prevent possible personal injury and property damage. The RSO needs to be on the firing line in a location that allows the best control of the firing line. It is the RSO's duty to maintain order on the range.
- Some other benefits could include some insurance companies that may give ranges a reduced insurance rate for having an RSO on duty.
- The security of firearms and equipment on the range is primarily the responsibility of the owner. The RSO and other shooters should be concerned for each other.

**Ask:** What is the source of the RSO's authority?

- The range management, through the SOP, gives the RSO the authority and responsibility to enforce range rules and regulations.

**Display** sample SOPs. Emphasize that the SOP provides written guidelines for the conduct of range operations.

- The RSO is the organization's official on the firing line to ensure safety and to help shooters, but *not* to teach shooters how to shoot. The RSO's actions, and the actions of all users, are guided by the range SOP.

**State** that the role of the RSO is to educate range users on shooting range rules and safety, and to enforce shooting range rules.

**Note:** *The Range Officer (RO), as referred to in the NRA Rule Books (Rule 11.5), is not required to take the NRA RSO Course. The RO follows the NRA Rule Book for the competition being held and range SOPs.*



## ***ROLE OF THE CHIEF RANGE SAFETY OFFICER***

- **The Chief Range Safety Officer (CRSO) trains RSOs and has overall responsibility for safe gun handling and shooting everywhere on the range premises.**
- **The CRSO develops range SOP as directed by the range owners.**
- **Conducts Range Safety Officer training.**



II-3

**2 Min.**

**Cumulative Time: 8 Min.**

**Ask:** Who is the CRSO and what is their role?

- May be the range owner, operator, manager, or someone who reports directly to any or all of them.
- Responsible for the safe handling and shooting of firearms and air guns anywhere on the range property.
- Trains, coordinates, and supervises RSOs.
- Develops range SOPs which are directed and approved by the range organization.

**Ask:** What additional training is required to become an CRSO?

- The CRSO receives additional training on how to develop the range SOP and how to conduct the RSO Course.

One may become a Chief Range Safety Officer in one of two ways.

1. Become an NRA RSO. Then complete both the 6-hour NRA Basic Instructor Training (BIT) Course (remember, the CRSO rating is an instructor rating) and the 8-hour Chief Range Safety Officer Course with an NRA Training Counselor (TC) certified as Chief Range Safety Officer. This training requires a total of 23 hours of course-work.
2. Become both an NRA RSO and an NRA TC. TCs who are RSOs are upgraded to CRSO. NRA TCs with CRSO credentials are authorized to train CRSOs.

In all cases, the CRSO must obtain the required instructional materials to conduct the RSO course and must provide all RSO candidates with their own RSO Student Packet (item #13520).



## ***Range Standard Operating Procedure***

### **CONTENTS**

- **The content of the SOP is determined by the range owner, and includes:**
  - **Organizational Information**
  - **Range Capabilities**
  - **Range Operations**
  - **Shooting Range Rules and Regulations**
  - **Emergency Response Plans**



II-4

**7 Min.**

**Cumulative Time: 15 Min.**

**Have** students take turns reading items from the slide and then **ask** the related question below:

- ❖ As an official document, what organizational information would you expect to see in the SOPs?
  - The SOPs are printed on letterhead and include the name of the organization, its address and phone numbers, the date of adoption or last review, and signatures of officers. The SOPs also include the source of organizational authority, such as bylaws.
- ❖ What details should be specified concerning range capabilities?
  - Purposes for which the range was designed, what firearms and shooting activities are authorized or prohibited, and the parameters for use and limitations of the range.
- ❖ What types of procedures are needed to conduct range operations?
  - Opening and closing procedures, range check/inspection procedures, general use details (e.g., target storage), security procedures, range safety briefings, RSO authority, and disciplinary procedures.
- ❖ What is the purpose for having shooting range rules and regulations?
  - To promote safety by governing the actions of range users and to ensure that the range is used in the manner for which it was designed.
- ❖ The SOP should state the regulations for eye and hearing protection, as well as hygiene guidelines in regard to smoking, drinking, and eating on the firing line.
- ❖ What is an emergency response plan?
  - An emergency response plan specifies actions to be followed during various emergencies (e.g., how to take charge of the situation, render aid, call for help, direct help to location, take notes, etc.)
  - The SOP should state the requirements for emergency training.

**State:** RSOs with doubts about any range regulations should refer to the SOPs for guidance.



## ***REVIEW QUESTIONS***

- **What is the role of the Range Safety Officer (RSO)?**
- **What is the purpose of having range Standard Operating Procedures (SOP)?**



II-5

**4 Min.**

**Cumulative Time: 19 Min.**

**Ask** the review questions listed below. Strive to have students generate the appropriate answers and discuss the correct responses. If the correct responses are not given, ask additional questions to guide responses. Continue questions and additional training as needed until students demonstrate an understanding of the content and meet the learning objectives.

- ❖ What is the role of the RSO?
  - The RSO is the organization's official on the firing line, and is there to ensure safety and to help the shooter. The RSO's actions, and the actions of all users, are guided by the range SOPs.
- ❖ What is the purpose for a range SOP?
  - An SOP provide guidelines for safe conduct of shooting activities and range operations consistent with the purposes for which the range was designed.

**Ask:** What are your questions?

## ***LESSON III PREVIEW***

- **Basic Inspection Procedures for Ranges**
- **Range Rules**



II-6

**1 Min.**

**Cumulative Time: 20 Min.**

**Preview** the next lesson by stating the topics that students will learn.

**Announce** the amount of time allotted for the break and what time the next lesson will begin.



## LESSON III: Range Inspection and Range Rules

**LEARNING OBJECTIVES:** Upon completion of this lesson, students should be able to:

1. Properly inspect an indoor range.
2. Properly inspect an outdoor range.
3. Describe the four types of shooting range rules and how each type applies to the handling and use of guns.

**Length:** 60 Minutes

**Facility:** Classroom

**Training Materials:**

- *NRA Basic Range Safety Officer Course Student Study Guide* (one per student)
- Notepads and pencils (one per student)
- NRA Gun Safety Rules Brochure (one per student)
- NRA Rifle, Pistol, and Shotgun Instructional Wall Charts
- Viewgraphs
- Training aids as appropriate: chalk, eraser, blackboard, flipchart, easel, markers, overhead projector, bulbs, screen, etc.

**Reference:**

NRA Range Source Book

## **LESSON III: Range Inspection and Range Rules**

### **Learning Objectives:**

**Upon completion of this lesson, you should be able to:**

- **Explain basic inspection procedures for an indoor range.**
- **Explain basic inspection procedures for an outdoor range.**
- **Explain four types of shooting range rules and how each type applies to the handling and use of guns.**



III-1

**3 Min.**

**Cumulative Time: 3 Min.**

**Discuss** why each objective is important.

1. Explain basic inspection procedures for an indoor range.
  - Range Safety Officers (RSO) must be able to conduct basic inspection procedures for an indoor range, such as checking the backstop, ventilation system, and target carriers.
2. Explain basic inspection procedures for an outdoor range.
  - RSOs must be able to conduct basic inspection procedures for an outdoor range. The RSO must check the downrange area to ensure that no personnel are present, and check range features such as target frames and communication systems.
3. Explain four types of shooting range rules and how each type applies to the handling and use of guns.
  - RSOs must be able to educate range users on shooting range rules, such as gun safety rules, general range rules, site-specific rules, and administrative rules.



## ***RANGE CHECK-IN PROCEDURES***

- **Check-in at the range office.**
- **Pick up equipment/materials.**
  - **SOP for the specific range**
  - **First-aid kit**
  - **Communications equipment (including backup system)**
  - **Keys, etc.**
  - **Range flags**



III-2

**2 Min.**

**Cumulative Time: 5 Min.**

**Ask:** What check-in procedures are usually required prior to occupying a range?

- Check in at the range office.
- Check information updates (normally posted on a bulletin board) such as range hazards, equipment problems, etc.
- Pick up the range Standard Operating Procedures (SOP), which should include emergency response procedures and checklists for various range activities. (Checklists may include: opening the range, check-in procedures, equipment/facility maintenance, steps for conducting a course of fire, and closing procedures.)
- Receive or have a first-aid kit, primary and backup communications equipment, keys, flags, and other items appropriate for the range and scheduled shooting events.



## ***RANGE INSPECTIONS***

- **Facility SOP provide inspection procedures.**
- **Ensure that each item is checked.**
- **Each range is unique.**
- **Check the SOP for the specific range.**
- **Use your own GOOD judgment.**



III-3

**3 Min.**

**Cumulative Time: 8 Min.**

**Ask:** What common types of ranges exist?

- Indoor ranges--rifle and pistol.
- Outdoor ranges--rifle, pistol, and high power rifle.
- Shotgun ranges--trap, skeet, and sporting clays.
- Muzzleloading firearm ranges.

**Ask:** How may two ranges of the same type, e.g., indoor pistol ranges, vary?

- Design capabilities and layouts.
- Authorized and prohibited range activities.
- Ventilation systems and lighting.
- Backstops, target frames/carrier systems, and communication systems.

**Explain** to students that prior to using any range, even ranges on the same complex, the RSO should conduct a range inspection as specified in the SOP for that specific range.

**Emphasize** that:

- Each range is unique, as are the inspection procedures for each range.
- The RSO should always conduct a range check/inspection using the SOP and checklists for that particular range.



## ***INSPECTING AN INDOOR RANGE***

- **Condition of range on arrival: clean/dirty?**
- **Lighting set correctly?**
- **Air-flow system working properly?**
- **Impact area functional and free of personnel?**
- **Target carriers working properly?**
- **Targets ready?**
- **Communication and backup systems working?**
- **Safety briefing prepared?**
- **Emergency procedures reviewed and checked?**



III-4

**5 Min.**

**Cumulative Time: 13 Min.**

**Ask:** What items should be inspected when using an indoor range?

**Encourage** students to generate responses and appoint a student to record responses on the blackboard or flipchart. After discussion, display the transparency shown above and explain that indoor range inspections will, at a minimum, include these items:

- Condition of range on arrival?
- Lighting set correctly (at line and target areas)?
- Air flow system working properly?
- Impact area functional and free of personnel?
- Target carriers working properly?
- Targets ready?
- Range communication and backup systems working?
- Range safety briefing prepared?
- Emergency procedures reviewed and checked?

**Emphasize** that the RSO should check the backstop and downrange area for defects or changes that may cause a hazardous situation (e.g., recently completed range repair that created steel “flat spots” with surfaces perpendicular to the firing line). Also, emphasize that proper operation of ventilation systems is imperative for users’ hygiene and health.

**Explain** that checklists vary in form and content. One format, as displayed on the slide, uses questions to guide the RSO through the inspection process. Other formats typically list items and have boxes to check “yes” or “no,” or “go” or “no go,” with additional space for specific comments (e.g., *target carrier/frame on point 12 is down and needs repair*).



## ***INSPECTING AN OUTDOOR RANGE***

- **Condition of range on arrival: clean/dirty?**
- **Impact area functional?**
- **Range area clear of personnel?**
- **Target holders or target throwers working properly?**
- **Targets ready?**
- **Communication and backup systems working?**
- **Safety briefing prepared?**
- **Emergency procedures reviewed and checked?**
- **Baffles and berms checked?**



III-5

**5 Min.**

**Cumulative Time: 18 Min.**

**Ask:** What items should be inspected when using an outdoor range?

**Encourage** students to generate responses and appoint a student to record responses on the blackboard or flipchart. After discussion, display the transparency shown above and explain that outdoor inspections will, at a minimum, include these items:

- Condition of range on arrival?
- Impact area functional?
- Range area clear of personnel?
- Target holders or target throwing machines are working properly?
- Targets ready?
- Range communication and backup systems working?
- Range safety briefing prepared?
- Emergency procedures reviewed and checked?
- Baffles and berms checked?

**Emphasize** that it is imperative to check the downrange area to ensure that it is clear of any personnel. In addition, when using bermed and baffled ranges, check items unique to that type of range (e.g., that the berm is free of rocks and that all baffles are in place and in good condition). Emergency procedures, equipment, and backup communication systems are very important on outdoor ranges, and procedures must be rehearsed. For example, on large outdoor range complexes, an escort to meet and guide the Emergency Medical Service (EMS) can save precious minutes.



## ***GUN SAFETY***

- **Shooting incidents are rare on ranges!**
- **How can RSOs help prevent problems on the range?**
  - **Educate users.**
  - **Provide direct range supervision.**
  - **Enforce shooting range safety rules.**



III-6

**2 Min.**

**Cumulative Time: 20 Min.**

**Ask:** Why is firearm safety important?

- Firearm safety helps prevent injuries and property damage.

**Ask:** How can RSOs help prevent gun accidents?

- Educate range users on shooting range safety rules.
- Provide direct supervision on the range to ensure that users handle and use guns safely.
- Enforce shooting range safety rules.

**Emphasize** that the RSO plays a critical role in preventing accidents. While on duty, the RSO must be vigilant and not divert attention from the firing line and range users.

**Explain:** Shooting incidents are rare on ranges and we want to keep it that way. To prevent incidents from happening, the range users need to be educated and supervised, and the range rules need to be enforced.



## ***CATEGORIES OF SHOOTING RANGE RULES***

- **NRA Gun Safety Rules**
  - **3 Fundamental Rules for Safe Gun Handling**
  - **8 Rules for Using or Storing a Gun**
- **General Range Rules**
- **Site-Specific Range Rules**
- **Administrative Rules**



III-7

**3 Min.**

**Cumulative Time: 23 Min.**

**State** that there are four general categories of range rules: NRA gun safety rules, general range rules, site-specific range rules, and administrative rules. Provide a brief overview and explanation of each as listed below.

**Direct** students to refer to their NRA *Gun Safety Rules* brochures.

❖ **NRA Gun Safety Rules:**

- Includes fundamental rules for safe gun handling and rules for using or storing a gun.
- Forms the foundation for shooting range rules.

❖ **General Range Rules:**

- Apply to all shooting ranges. Published in the *NRA Range Source Book*, Section 1, Chapter 2.

❖ **Site-Specific Range Rules:**

- Created for the particular range.
- Tailored to meet site-specific needs or limitations (e.g., no full metal-jacket ammunition, full metal-jacket ammunition allowed, blackpowder allowed, and tracer ammunition prohibited, etc).
- Site-specific range rules and procedures appear in the *NRA Range Source Book* and in NRA Rule Books (e.g., range commands and procedures are found in Rule 10.7).

❖ **Administrative Rules:**

- Provide administrative and policy guidance. Example: Always ask permission before touching any student, shooter, or customer.



## **NRA GUN SAFETY RULES**

### ➤ **Three Fundamental Rules for Safe Gun Handling**

1. **ALWAYS keep the gun pointed in a safe direction.**
2. **ALWAYS keep your finger off the trigger until ready to shoot.**
3. **ALWAYS keep the gun unloaded until ready to use.**

***These rules should be followed at all times!***



III-8

**5 Min.**

**Cumulative Time: 28 Min.**

**Direct** students to read “The Fundamental NRA Rules for Safe Gun Handling” printed in the *NRA Gun Safety Rules* brochure.

**Ask:** What are the three fundamental NRA rules for safe gun handling?

**Emphasize** that safeties can fail and cannot replace safe gun handling. Safe gun handling rules should be followed all the time!

**Ask:** What does a “safe direction” mean?

- The gun is pointed so that if it were to go off it would not cause injury or property damage.

**Ask:** What is a safe direction in this classroom?

**Discuss** why the direction was chosen. **State** that circumstances dictate the safest direction. **Discuss** examples, such as a building with multiple floors and rooms.

**Ask:** Unless shooting, where should the shooter’s trigger finger rest?

- The trigger finger should rest alongside the gun, i.e., high on the frame, receiver, or trigger guard.

**Ask:** What does “ready to use” mean?

- “Ready to use” depends upon the circumstances.
- When target shooting, the gun should be loaded only at the firing line and only when authorized to load.

The phrase “ready to use” requires explanation. When target shooting, the gun should be loaded *only* at the firing line and *only* when authorized to load.



## ***NRA GUN SAFETY RULES***

### **Rules for Using or Storing a Gun**

- 1. Know your target and what is beyond.**
- 2. Be sure the gun is safe to operate.**
- 3. Know how to use the gun safely.**
- 4. Use only the correct ammunition for your gun.**



III-9

**3 Min.**

**Cumulative Time: 31 Min.**

**Direct** students to read “When Using or Storing a Gun” printed in the NRA *Gun Safety Rules* brochure. **Direct** students to read the rules, then ask the questions related to the rules.

**Ask:** What is meant by “know your target and what is beyond?”

- The shooter must be sure that the bullets, shotgun pellets or slugs, or air gun projectiles will safely impact into a backstop. For example, when hunting with a centerfire rifle, the hunter should shoot only if the bullet will impact into soft earth in case the projectile misses or passes through the target. Some bullets can travel more than 4 miles. Shooters must check their target and what is beyond every time they shoot.

**Ask:** What is meant by “be sure the gun is safe to operate?”

- A gun should be cleaned at the end of each use and the shooter should look for any changes in the gun’s functioning or appearance. If changes are detected, the gun should be taken to a knowledgeable gunsmith or returned to the manufacturer for repair.

**Ask:** What is meant by “know how to use the gun safely?”

- Shooters need to know how the gun operates--its basic parts, how to safely open and close the action, and how to remove ammunition.

**Emphasize** that RSOs should know how a gun operates prior to giving assistance. In the event an RSO encounters a gun with which he is unfamiliar, it is recommended that he seek help from another knowledgeable RSO. RSOs can expand their gun knowledge, when not supervising a range, by asking users of unique guns to demonstrate how their guns operate. The owner’s manual is the best source of information for a gun. The public library is another excellent source.



# **NRA GUN SAFETY RULES**

## **Rules for Using or Storing a Gun (cont'd)**

- 5. Never use alcohol or drugs before or while shooting.**
- 6. Store guns so they are not accessible to unauthorized persons.**
- 7. Wear eye and ear protection as appropriate.**
- 8. Be aware that certain types of guns and many shooting activities require additional safety precautions.**



III-10

**3 Min.**

**Cumulative Time: 34 Min.**

**Direct** students to read the rules, then ask the questions related to the rules.

**Ask:** What is meant by “use only the correct ammunition?”

- Only ammunition designed for a particular gun can be safely fired in that gun. Shooters should ensure that the ammunition type indicated on the gun, ammunition box, and cartridge case all match. This precaution is especially true for antique firearms designed for cartridges of that era.
- Use only ammunition authorized by range SOPs. Violations could result in ricochets and projectiles traveling outside of range limits.
- If the cartridge type is not on the firearm take it to a gun collector or gunsmith.

**Ask:** Why should range users wear both eye and ear protection?

- Many guns are loud and the noise can cause hearing damage. Guns can emit debris, hot gas, and cartridge cases that could cause eye injuries.
- Air gun range users, including spectators, need eye protection to prevent injuries from ricochets.

**Ask:** What substances are referred to when using the phrase “Never use drugs or alcohol before or while shooting”?

- Any substance that may impair normal mental or physical bodily functions.
- Alcohol, as well as any other substance likely to impair normal mental or physical bodily functions, must not be used before or while handling or shooting guns.
- Anyone taking any medication or substance that may impair normal mental or physical bodily functions should be prohibited from using the range. Even non-prescription (over-the-counter) drugs, such as cold medicines, may cause drowsiness, nervousness, balance problems, or other side effects.

**2 Min.**

**Cumulative Time: 36 Min.**

**Direct** a student to read the rule, then ask the related question.

**Ask:** What determines how and where to store guns?

- Each shooter should consider several factors unique to his particular situation. Safe and secure storage requires that untrained individuals, especially children, be denied access to guns.
- A variety of safes, cases, and other security devices are available to securely store guns.

**Emphasize** that certain types of guns and many shooting activities require additional safety precautions. For example, muzzleloading guns and air guns differ significantly from many modern guns, and require special procedures for using, unloading, etc. RSOs on shotgun ranges should be aware that some shotguns may be equipped with special “release triggers,” and the shotgun will fire when the trigger is released instead of when it is pulled.



## **GENERAL RANGE SAFETY RULES**

- **Know and obey all range rules.**
- **Know where others are at all times.**
- **Shoot only at authorized targets.**
- **Malfunctions**
  - **Gun malfunction**
  - **Ammunition malfunction**



III-11

**5 Min.**

**Cumulative Time: 41 Min.**

**State** that general range safety rules apply to all ranges. **Direct** students to take turns reading the rules, then ask the questions related to the rules.

**Ask:** Why is it important to know and obey all range rules?

- Each range is unique and the rules may have special applications at that range, e.g., a shooter reporting a misfire on a muzzleloading range must wait several minutes in case of a hangfire.

**Ask:** Why is it important to use standard range commands and educate shooters on their meanings?

- Standard range commands facilitate shooter understanding and safety. Ignorance of commands and using non-standard commands is confusing and unsafe.

**Ask:** Why must the RSO (and shooters) know where others are at all times?

- It is sometimes necessary for personnel to move downrange or into the impact area. Any gun discharge at this time could result in injury.

**Ask:** Why is it important to shoot only at authorized targets?

- Targets and target distances and directions are authorized by the range SOPs and are established based upon the design of the range. Shooting at different targets, e.g., steel targets, at different distances or angles, or similar violations of the SOPs may result in back splatter, ricochets, or other hazardous conditions.

**Ask:** What is a malfunction?

- Failure of the gun or ammunition to function as designed. We will cover both types of malfunctions in Lesson VI.

**Example of a general safety rule:** To move a firearm from the ready area to the firing line, the firearm must be clear (unloaded with action open) with the muzzle elevated. Some ranges may also require the use of empty chambers indicators (ECIs).

III-11



## **GENERAL RANGE SAFETY RULES** **(cont'd)**

- **Designate an RSO when none is present or assigned.**
- **Do not handle a gun or stand at the firing line where guns are present while others are downrange.**
- **Stop shooting immediately upon the command "Cease firing."**



III-12

**5 Min.**

**Cumulative Time: 46 Min.**

**Direct** students to take turns reading the rules, then ask the questions related to the rules.

**Ask:** Why is it important to designate an RSO even on informal ranges or during informal events?

- An RSO should be designated to ensure safe handling of guns and movement of personnel on the range.

**Ask:** Where should the RSO be positioned while personnel are downrange? Why?

- The RSO should remain at the firing line where he can see the entire firing line. This position allows the RSO to observe and ensure that no users stand near the firing line or handle guns while others are downrange.

**Explain:** When moving a gun from one location to another, the gun is pointed in a safe direction, the finger is off the trigger, the mechanical safety is engaged (if possible), and the action is open (unloaded). Some ranges may require the muzzle to be pointed in a specific direction and to have an empty chamber indicator inserted into the chamber to show that the gun is unloaded.

**Ask:** What action may the RSO take to facilitate a “cease fire?”

- The RSO can remove targets from the shooters’ view, i.e., targets edged or pulled into the pit, to further reduce the opportunity for shooters to continue firing.

**Ask:** What actions should shooters perform during a “cease fire?”

- All personnel must stop shooting immediately.
- Remain in place.
- Await further instructions from the RSO or the Range Officer.

**Anyone observing an unsafe condition (e.g., personnel downrange) should shout, “Cease firing.”**



## **GENERAL RANGE SAFETY RULES** **(cont'd)**

- **Hygiene Guidelines (Shooting and cleaning guns)**
  - **Refrain from eating, drinking, smoking, applying makeup, or placing your hands in proximity to your mouth or nose while on the range or cleaning a gun.**
  - **Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.**



III-13

**3 Min.**

**Cumulative Time: 49 Min.**

**Emphasize** that hygiene guidelines are intended to minimize exposure to lead and cleaning product residues, and should be followed by everybody exposed at the range or cleaning area--even if he or she did not participate in the shooting session. RSOs should inform/remind range patrons of these guidelines prior to and immediately after occupying the range or cleaning area. The RSO needs to tell patrons to wash with cold water after leaving the range or cleaning area before eating, drinking, etc.

**Direct** students to take turns reading the rules, then ask the questions related to the rules.

**Ask:** Who should follow these guidelines?

- Everybody exposed at the range or cleaning area, even if he or she did not participate in the shooting session.

**Ask:** What is the purpose of these guidelines?

- NRA hygiene guidelines are intended to minimize range users' exposure to lead and cleaning product residues.

**Ask:** How do these guidelines help reduce exposure?

- These guidelines inform range users how to prevent direct ingestion of harmful substances and minimize inhalation of particulate lead and residues.



## **GENERAL RANGE SAFETY RULES** **(cont'd)**

- **Special Concerns**
  - **Pregnant women, children under seven years of age, and others who have concerns should consult a physician before visiting shooting ranges.**
  - **Physical contact**



III-14

**1 Min.**

**Cumulative Time: 50 Min.**

**Emphasize** that pregnant women and children under age seven should follow a physician's guidance concerning their presence on shooting ranges.

**Emphasize** that physicians may have concerns about exposure to airborne lead particulate and other factors. Avoid any statements, speculation, or guidance that would contradict a physician's recommendation.

**Emphasize** that you always ask permission before touching any student, shooter, or customer. For example, by asking permission prior to adjusting a shooter's position, you may find that he has a sore arm. If you just grab the arm, you run the risk of aggravating the condition. The only exception to this policy is when safety is an issue.

## **SITE-SPECIFIC RANGE RULES**

- **Tailored for a particular shooting range.**
- **Specifies authorized guns, calibers, ammunition types, and limitations.**
- **Provides rules for special types of shooting events (e.g. muzzleloading).**



III-15

**2 Min.**

**Cumulative Time: 52 Min.**

**Explain** that these range rules are site-specific and are tailored for a particular range and its unique capabilities.

**Emphasize** that the RSO should always read the SOP for a specific range and be aware of any particular range rules.



## **ADMINISTRATIVE RULES**

- **Provide policy rules of the range.**
  - **Govern how the range facility operates.**
  - **Hours of operation.**
  - **Parking policies.**
  - **Schedule of activities.**



III-16

**1 Min.**

**Cumulative Time: 53 Min.**

**Ask:** What are some examples of range rules that could be classified as administrative?

**State** that administrative rules address day-to-day activities of the range.

## ***ENFORCEMENT OF RANGE RULES***

- **The range Standard Operating Procedures (SOP) guide the RSO and all range users.**
  - **Educate to reduce incidents from occurring.**
  - **Warning.**
  - **Penalties.**
  - **Removal from range.**
  - **Loss of privileges.**



III-17

**2 Min.**

**Cumulative Time: 55 Min.**

The RSO's duties go beyond stating authorized and prohibited items. RSOs should observe shooters' equipment and actions to ensure that range specifications are followed. For example, the RSO observes what appears to be sparks as the shooter fires into a steel backstop.

**Ask:** What should the RSO suspect as a cause?

- Students should respond that the shooter is using military-style ammunition with steel-core penetrators.

**Ask:** How can this possible cause be verified?

- If the shooter is not sure, the RSO can place a magnet against the bullet and attempt to lift it. If the bullet tends to follow the magnet and lift, then the ammunition contains a steel penetrator.

**Ask:** What would you do if bullets were steel penetrators and the bullets caused damage to the back stop? (The Range SOP does not allow this type of ammunition and you informed the shooter of it during the range safety briefing.) What would you do?

**Discuss** each of the following options with the students.

- Step one (educate) did not work. This shooter decided to ignore the rule and has caused damage to the back stop
- Warning?
- Penalize?
- Removal from the range?
- Loss of privileges?

**Ask:** Should you make a report for the record on the incident and the damage? Yes.

**Ask:** Should that shooting lane be closed until the damage is repaired? Yes.



## ***REVIEW***

- **Explain basic inspection procedures for an indoor range.**
- **Explain basic inspection procedures for an outdoor range.**
- **Explain four types of shooting range rules and how each type applies to the handling and use of guns.**



III-18

**2 Min.**

**Cumulative Time: 57 Min.**

**Ask** the review questions listed below. Strive to have students generate the appropriate answers and discussion. If the correct responses are not given, ask additional questions to guide responses. Continue questions and additional training as needed until students demonstrate an understanding of the content and meet the learning objectives.

**Ask:** What check-in procedures are usually required prior to occupying a formal range?

- Check in at the range office.
- Check information updates such as range hazards and equipment problems.
- Pick up the range SOP, which should include emergency response procedures and checklists.
- Have a first-aid kit, primary and backup communications equipment, keys, etc.

**Ask:** What items should be inspected when using an indoor range?

- Condition of range on arrival?
- Lighting set correctly?
- Air-flow system working properly?
- Impact area functional and free of personnel?
- Target carriers working properly?
- Targets ready?
- Range communication and backup systems working?
- Range safety briefing prepared?
- Emergency procedures reviewed and checked?



## ***REVIEW***

- **Explain basic inspection procedures for an indoor range.**
- **Explain basic inspection procedures for an outdoor range.**
- **Explain four types of shooting range rules and how each type applies to the handling and use of guns.**



III-19

**2 Min. Student Study Guide Page 19.**

**Cumulative Time: 59 Min.**

**Ask:** What items should be inspected when using an outdoor range?

- Condition of range on arrival?
- Impact area functional?
- Range area clear of personnel?
- Target holders working properly?
- Targets ready?
- Range communication and backup systems working?
- Range safety briefing prepared?
- Emergency procedures reviewed and checked?
- Baffles and berms checked?

**Ask:** How can RSOs help prevent firearm accidents?

- Educate range users on shooting range safety rules.
- Provide direct supervision on the range to ensure that users handle and use guns safely.
- Enforce shooting range safety rules.

**Ask:** What are four types of shooting range rules and how does each type apply?

- NRA gun safety rules should always be followed by anyone handling a gun.
- General range rules apply to all shooting ranges.
- Site-specific range rules are created for a particular range to meet its needs or limitations.
- Administrative rules provide policy guidance.



## ***LESSON IV PREVIEW***

- **Range Safety Briefing**
- **Range Safety Briefing Exercise**



III-20

**1 Min. Student Study Guide Page 20.**

**Cumulative Time: 60 Min.**

**Preview** the next lesson by stating the topics that students will learn.

**Announce** the amount of time allotted for the break and what time the next lesson will begin.

## LESSON IV: Range Safety Briefing

**LEARNING OBJECTIVES:** Upon completion of this lesson, students should be able to:

1. Explain the purpose of a range safety briefing.
2. Conduct a range safety briefing.

**Length:** 85 Minutes

**Facility:** Classroom

**Training Materials:**

- *NRA Basic Range Safety Officer Course Student Study Guide* (one per student)
- Notepads and pencils (one per student)
- NRA Gun Safety Rules Brochure (one per student)
- NRA Rifle, Pistol, and Shotgun Instructional Wall Charts
- Viewgraphs
- Training aids as appropriate: chalk, eraser, blackboard, flipchart, easel, markers, overhead projector, bulbs, screen, etc.

**References:**

- NRA Range Source Book
- NRA Rule Books



## **LESSON IV: Range Safety Briefing**

### ***Learning Objectives:***

**Upon completion of this lesson, you should be able to:**

- **Explain the purpose of a range safety briefing**
- **Conduct a range safety briefing.**



IV-1

**2 Min.**

**Cumulative Time: 2 Min.**

**Discuss** why each objective is important.

1. Explain the purpose of a range safety briefing.

- The range safety briefing enables the Range Safety Officer (RSO) to educate range users on: features of the range, range capabilities and limitations, shooting range rules, and other appropriate information.

2. Conduct a range safety briefing.

- The RSO uses basic public speaking skills to communicate shooting range rules and other information during a range safety briefing. The RSO's briefing is more effective when conducted from a position that allows users to view the range. Visual aids are used to reinforce key points, and range users are asked to read range rules to the group. Questions and other active methods also involve users.

## ***RANGE SAFETY BRIEFING***

➤ **WHAT**

- **Prepares shooters to safely and efficiently participate in shooting events.**

➤ **WHEN**

- **Conducted immediately prior to event.**

➤ **WHERE**

- **Conducted within view of the range.**



IV-2

**4 Min.**

**Cumulative Time: 6 Min.**

**Ask:** What is the purpose of a range safety briefing?

- To prepare shooters to safely and efficiently participate in a particular shooting event on a specific range.

**Ask:** When should the briefing be conducted?

- Range users should receive a range safety briefing prior to their first use of the shooting range and before participating in a new or more advanced type of shooting event. The briefing should be conducted immediately prior to the shooting event, or as close to the shooting event as possible.

**Ask:** Where should the briefing be conducted?

- Range safety briefings should be given on the range so that users can view the range, key areas, equipment, etc.
- If the range is in use, it may be possible to give much of the briefing from a gallery area behind the firing line.

**Emphasize** that briefings should be conducted immediately prior to the shooting event where range users can view the range layout and any signs, posted rules, safety handouts, fliers, bulletin boards, and match programs. Briefings for advanced events, such as practical courses of fire, help familiarize shooters with the range and course of fire via talk-throughs, walk-throughs, and dry runs.



## ***RANGE SAFETY BRIEFING TOPICS***

### **Standard Range Safety Briefing Steps**

- 1. Purpose of the Shooting Event**
- 2. Range Layout and Limits**
- 3. Range Safety Rules**
- 4. Firing Line Commands**
- 5. Emergency Procedures**



IV-3

**5 Min.**

**Cumulative Time: 11 Min.**

**Quickly read the topics on the slide. There is a separate slide for each topic.**

- 1. Purpose of the Shooting Event:** Introduce yourself as the person in charge (RSO). Explain what type of event will be conducted, the total number of shots to be fired, and time allowed.
- 2. Range Layout and Limits:** Know the names and locations of key equipment and areas, plus activities that occur in each area, and how to safely use range equipment.
- 3. Range Safety Rules:** Gun safety rules, general rules, site-specific range rules, and administrative rules.
- 4. Firing Line Commands:** Range users must know and understand the SOP for standard range commands. Whether shooting in formal or informal settings, use of standard range commands, such as "Cease firing," "Load," and "Misfire" (for muzzleloading shooting), will help facilitate shooter understanding and safety.
- 5. Emergency Procedures:** RSOs and range users should know the locations of fire exits, telephones, emergency assembly areas, and first-aid kits.



## **STEP # 1: PURPOSE OF THE SHOOTING EVENT**

- **Introduce yourself and staff.**
- **Inform all shooters of what occurs during live fire.**

### **Examples:**

- **Open shooting (recreation)**
- **Zeroing guns**
- **Match**
- **Training session**



IV-4

**4 Min.**

**Cumulative Time: 15 Min.**

**Ask:** Can anyone think of a shooting event not listed on the slide?

- By stating the purpose of the activities to be conducted, the RSO controls what happens on the range. A shooter may want to shoot something other than what is covered in the briefing, and can ask permission during the briefing. Let everyone on the range know what is going on to avoid confusion and minimize mistakes.

### **Examples:**

- *Today's course of fire will be the NRA Personal Protection in the Home Course.*
- *Today, we will practice shooting slow fire.*
- *Today, we have an open training session. You may shoot any position you want for 30 minutes before we change targets.*

**Review** the format below for conducting this phase of the range safety briefing:

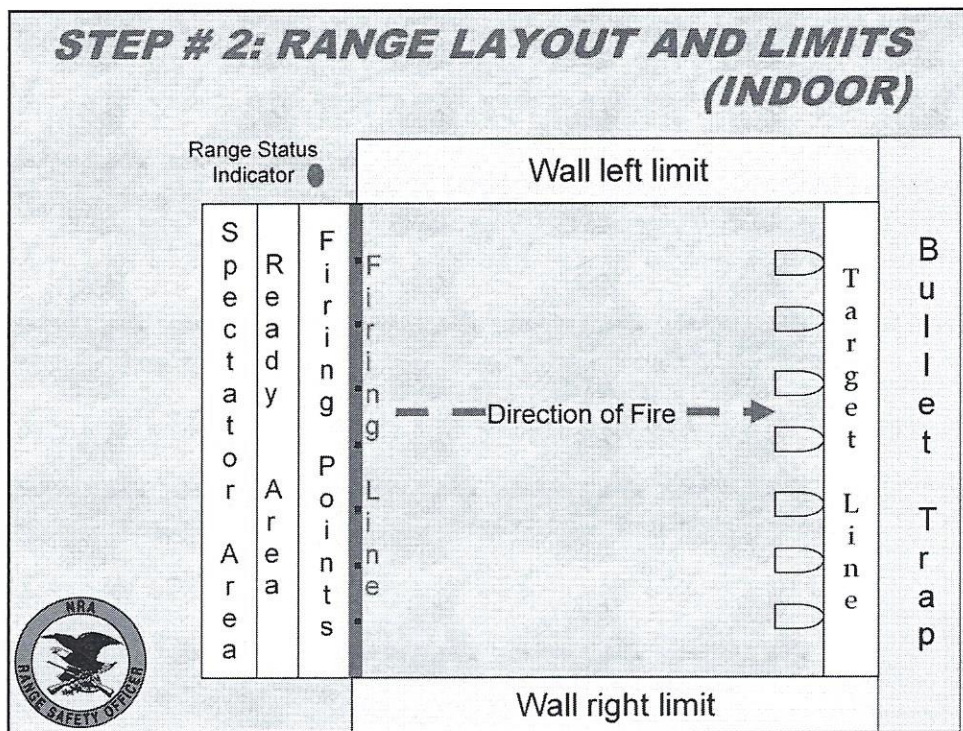
#### Range Personnel

- **Introduce** range personnel.
- **Explain** that their role is to ensure safety.
- **Indicate** how they may be identified, e.g., orange vests and hats.
- **State** where range personnel will be located.

#### Purpose of the Shooting Event

- **State** the purpose, e.g., recreational shooting.
- **Provide** an overview of the event.
- **State** the total number of shots and time available.





**2 Min.**

**Cumulative Time: 17 Min.**

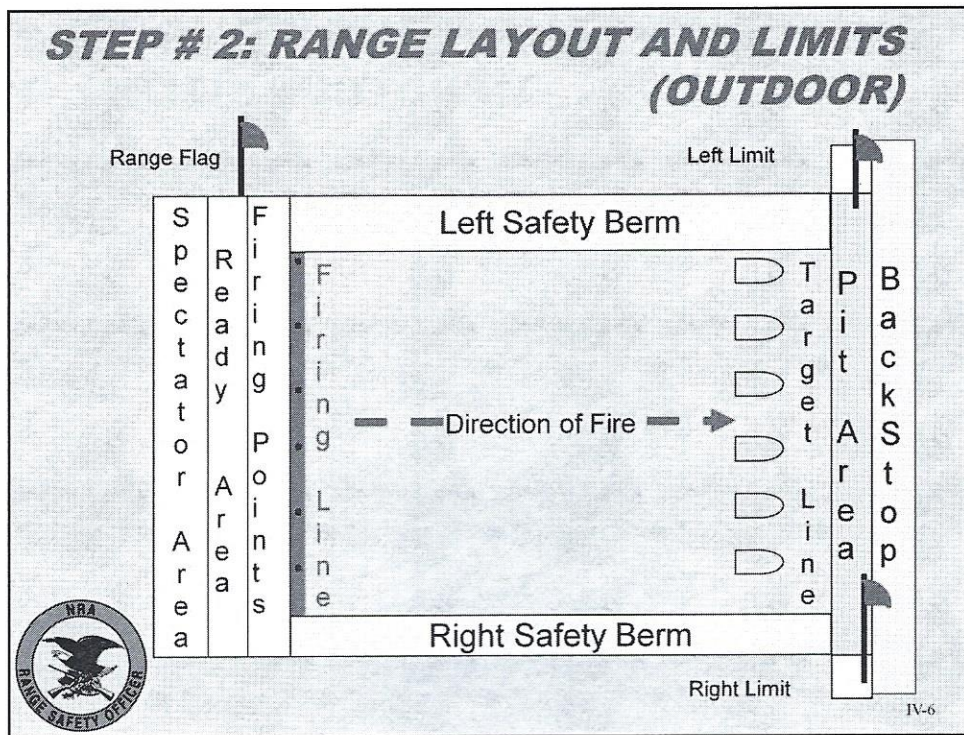
**Ask:** What areas should be included in the range safety briefing?

**Emphasize** that at a minimum, the range safety briefing should address the backstop, firing line, ready area, and special information such as the position at which targets may be hung, e.g., eye level, and that dry firing is only permitted at the firing line.

**State** that information on range characteristics and design may be found in NRA Competition Rule Books and the *NRA Range Source Book*, and should be included in the range SOPs. Common aspects of indoor range layout are displayed above and include:

- Range Status Indicator--Flag or light at the back of the firing line shows when the range is in use.
- Spectator Area--An area often located behind the ready line so visitors and spectators will not disrupt range operations.
- Ready Area (Preparation Area)--Where shooters are allowed to store and prepare equipment while awaiting their turn to fire. No handling of firearms.
- Firing Point--The area for the shooter immediately behind the firing line. Firing points are approximately four to six feet wide and are numbered to correspond with the targets.
- Firing Line--The line immediately in front of the firing points and parallel to the line of targets. Ranges are measured from this line to the face of the targets when targets are hung in their proper positions in front of the backstop. No one may step forward of the firing line unless under the guidance and with the permission of the RSO.
- Target Numbers--Displayed at the target line on alternating backgrounds of contrasting colors, target numbers correspond to the firing point numbers and are placed so that they remain visible from the firing line when targets are concealed or displayed.
- Backstop--A device constructed to stop or redirect projectiles. A similar device is the bullet trap, which is designed to capture a bullet and bullet fragments.





**2 Min.**

**Cumulative Time: 19 Min.**

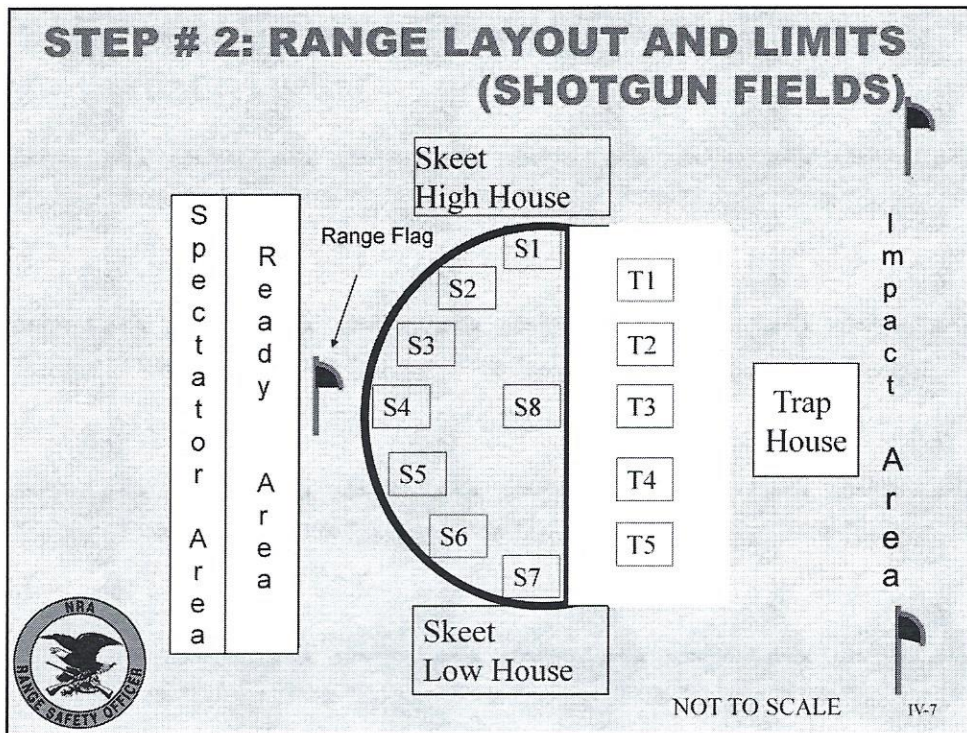
**Ask:** What additional areas does an outdoor range have compared to an indoor range?

**State** that information on range characteristics and design may be found in NRA Competition Rule Books and the *NRA Range Source Book*, and should be included in the range SOP.

**Explain** that an outdoor range is similar to an indoor range and has a few additional areas:

- Range Status Indicator--Flag or light at the back of the firing line shows when the range is in use.
- Direct Fire Zone--Established according to the relationship of the shooting position and target position. For example, competition smallbore rifle, pistol, high power rifle, sport rifle, etc. are set up on a one-to-one basis (one target to each firing point).
- Right and Left Range Limits--Identified by range flags or markers. (On military ranges, the left marker is white and the right marker is red and white.)
- Safety Berms and Side Berms--Embankments used for restricting projectiles to a given area, and also used as dividing walls between ranges.
- Pit Area--Often used on a range of 200 yards or longer, this area is protected by a backstop or natural and man-made barriers. It may be above or below ground, and provides a position for range personnel from which targets may be pulled, scored, and exposed to the shooter.
- Impact Area--The area in a backstop or bullet trap directly behind the target where projectiles are expected to impact. Impact area may also be an area downrange on an outdoor range where bullets and/or projectiles will impact if not captured in a backstop. All projectiles fired must be contained on the range facility.
- Baffles (not shown)--Barriers used to contain projectiles and reduce, redirect, or suppress sound waves. Baffles may be placed overhead, alongside, or at ground level to restrict or interrupt errant shots. All projectiles fired must be contained on the range facility.





**2 Min.**

**Cumulative Time: 21 Min.**

**Ask:** What area should be included in the range safety briefing for a shotgun range?

**State** that information on range design and characteristics can be found in National Skeet Shooting Association and Amateur Trapshooting Association rule books and the *NRA Range Source Book*, and should be included in the range SOP.

**Explain** that shotgun ranges are referred to as fields, not ranges.

- Range Status Indicator--Flag or other prominent indicator that shows when the field is **not** in use.
- Direct Fire Zone--Established according to the relationship of the shooting station and the target's line of flight.
- Shooting Stations--
  - Skeet: There are eight stations on a skeet field. Seven are arranged in a semi-circle with one midway between S1 and S7 (see S1-S8 above).
  - Trap: A trap field has five stations (see T1-T5 above). The front of each station is 16 yards from the opening of the trap house and extends back to 27 yards in one-yard increments. All shooters stand at 16 yards for singles and doubles events. The longer distances come into play in the handicap events. The better the shooter, the greater the distance from the trap house. For safety reasons shooters, should not be more than two yard forward or back of the adjacent shooter.
- Right and Left Range Limits--Identified by range flags or markers.
- Skeet High and Low Houses--The structures from which the clay targets are launched for skeet.
- Trap House--The structure from which clay targets are launched for trap. Generally, access to the structure containing operating trap machines is restricted to authorized persons only.
- Impact Area--The area where the shot pellets fall to the ground. The area must be large enough to contain all shot pellets fired on the facility.



## ***STEP # 3: RANGE SAFETY RULES***

- **Range SOP guide the RSOs and state all “must know” information.**
  - **NRA Gun Safety Rules**
    - **Three Fundamental Rules for Safe Gun Handling**
    - **Eight Rules for Using or Storing a Gun**
  - **General Range Rules**
  - **Site-Specific Range Rules**
  - **Administrative Rules**



IV-8

**3 Min.**

**Cumulative Time: 24 Min.**

**State** that there are four general categories of range rules: NRA gun safety rules, general range rules, site-specific range rules, and administrative rules. Provide a brief overview and explanation of each.

❖ **NRA Gun Safety Rules:**

- Include “Fundamental Rules for Safe Gun Handling” and “Rules for Using or Storing a Gun.”
- Form the foundation for shooting range rules.

❖ **General Range Rules:**

- Apply to all shooting ranges. Published in the *NRA Range Source Book*.

❖ **Site-Specific Range Rules:**

- Created for the particular range.
- Tailored to meet site-specific needs or limitations, e.g., no full metal-jacket ammunition, full metal-jacket ammunition allowed, blackpowder guns allowed, tracer ammunition prohibited, etc.
- Site-specific range rules and procedures appear in the *NRA Range Source Book* and in NRA Rule Books, e.g., range commands and procedures are found in Rule 10.7.

❖ **Administrative Rules:**

- Provide administrative and policy guidance for a particular range, e.g., parking.



## ***STEP #4: FIRING LINE COMMANDS***

- **What commands can be issued by anyone?**
- **What are the advantages of using standard range commands?**
- **What are the characteristics of effective range commands?**



IV-9

**3 Min.**

**Cumulative Time: 27 Min.**

**Ask:** What avenues are used to educate range users on range commands?

- Range commands should be specified in the range SOPs for the particular types of shooting events conducted on the range. They should also be posted on bulletin boards and distributed to range users. Standard range commands are explained during the range safety briefing. In addition, formal competitions are conducted using commands printed in the respective NRA Competition Rule Books.

**Ask:** What range commands may be issued by shooters?

- “Cease firing or Stop” and “Misfire ” (for muzzleloading guns)
- **Ask:** What information do range commands convey to a shooter?
- Range commands tell the shooter what to do, how to do it, where to do it, when to do it, and the time that it will take.

**Ask:** What are the characteristics of effective range commands?

- Effective range commands are short, easily understood, heard, and require immediate response.

**Ask:** Why is it important to use standard range commands?

- Standard range commands facilitate shooter understanding and safety.

**Ask:** What standard range commands should be used?

- Informal ranges may function quite well with minimal commands, such as “Load,” “Commence firing,” “Cease firing,” and “Is the line safe . . .” Formal shooting events and ranges with a large number of shooters will benefit from using more detailed standard range commands.

## **COMMANDS**

- **Tower Discipline**
- **Cadence of Commands**



IV-10

**3 Min.**

**Cumulative Time: 30 Min.**

**Ask:** Why is it important for the RSO to minimize range announcements and avoid unnecessary “tower talking?”

- Excessive “tower talking” distracts and confuses shooters. “Tower talk” should be restricted to commands needed to safely and efficiently conduct the shooting event.

**Ask:** Why is it extremely important to maintain a three-second cadence during the sequence: “Ready on the right!”, “Ready on the left!”, and “Ready on the firing line!”

- This cadence enables the competitive shooter to time his or her first shot to the exposure of the targets and take advantage of the full shooting time limit.



## ***STANDARD RANGE COMMANDS***

- **“As you were”**
- **“Carry on”**
- **“Relay No. \_\_\_\_, Match No. \_\_\_\_”**
- **“The preparation period starts now”**
- **“The preparation period has ended”**
- **“Snap caps”**
- **“Load”**
- **“Make ready”**



IV-11

**2 Min.**

**Cumulative Time: 32 Min.**

Ask the students for the meaning of each standard range command.

Strive to have students generate the appropriate answers and discussion. If the correct answers are not given, ask additional questions to guide responses. During discussion, highlight the main points provided below.

- “As you were” means to disregard the command just given.
- “Carry on” means to proceed with whatever was being done before some interruption occurred.
- “Relay No. \_\_, Match No. \_\_ (or naming the match), on the firing line” means shooters are to move to their firing points.
- “The preparation period starts now” means shooters may occupy their firing points, prepare, and dry-fire at the targets. This period generally lasts three minutes for competition shooting.
- “The preparation period has ended” means the end of the preparation period.
- “Snap caps”(muzzleloading firearms only) directs the shooter to move to the firing line, affix a primer cap, point the firearm downrange, and “snap” the cap to ensure that the flash hole is open and that the barrel is free of any material capable of causing a hangfire.
- “Load” means shooters are allowed to load the authorized number of cartridges and prepare for the shooting event. (This command may be prefaced with the number of cartridges to be fired and the time available.)
- “Make ready” means shooters work the actions to chamber cartridges or projectiles for the shooting event.



## ***STANDARD RANGE COMMANDS (cont'd)***

- **“Is the line ready?”**
- **“Not ready on target \_\_\_\_”**
- **“The line is ready”**
- **“Ready on the right...Ready on the left...Ready on the firing line”**
- **“Commence firing” or “Start”**
- **“Pull”**
- **“Misfire on target . . .”**



IV-12

**4 Min.**

**Cumulative Time: 36 Min.**

Ask the students for the meaning of each standard range command.

- “Is the line ready?” is announced by the RSO so that a shooter who experiences a problem may raise an arm and call “Not ready on target \_\_\_\_” (In the event of a “not ready” signal, the RSO would announce “The line is not ready,” investigate and assist the shooter, or remove the shooter from the firing line.)
- “The line is ready” is announced when the RSO observes that the line is ready, or after a difficulty has been corrected.
- “Ready on the right!,” “Ready on the left!,” “Ready on the firing line!” is the sequence of preparatory commands announced by the RSO with a three-second interval between commands. This sequence gives shooters their last chance to signal “Not ready.” “Ready on the firing line!” means that the range is ready and that targets will be exposed in approximately three seconds.
- “Commence firing!” is announced about three seconds after “Ready on the firing line!” and informs shooters that they may begin shooting. This command may be signaled verbally, by a whistle, light system, or horn blast, or by moving the targets into view.
- “Pull!” is used on shotgun fields by the shooters to signal for release of the clay target they are going to shoot.
- “Misfire” is announced by a shooter to inform the RSO and other shooters that a gun failed to fire and a hazardous condition may exist (especially with muzzleloading guns). Due to the possibility of a hangfire (a delay in the ignition of a cartridge), the shooter keeps the gun pointed downrange and waits at least 30 seconds for modern firearms, or two minutes for muzzleloading guns, prior to correcting the malfunction.



## **STANDARD RANGE COMMANDS (cont'd)**

- **“Cease firing!” or “Stop!”**
- **“Unload”**
- **“Show Clear”**
- **“Is the line clear on the right?... on the left?”**
- **“The line is clear”**
- **“Move out of position...”**
- **“Go forward, score targets, and paste”**
- **“Police your firing point”**



IV-13

**3 Min.**

**Cumulative Time: 39 Min.**

**Ask** the students for the meaning of each standard range command.

- “Cease firing” or “Stop!” is announced by the RSO when time expires or at any other time that firing is to cease. The RSO notifies shooters to stop firing immediately, remain in position, and await further instructions. “Cease firing” or “Stop” may be signaled verbally, by a whistle or horn blast, or by moving the targets out of view. Additional commands to unload, open the action, and bench or ground the gun may follow. During range safety briefings, the RSO should emphasize that “Cease firing” or “Stop” can be announced by anyone observing an unsafe condition.
- “Unload” directs the shooter to unload the gun.
- “Show clear” requires the shooter to show that his gun is clear of all ammunition. The shooter unloads the gun and opens the action for inspection by a second person, who confirms that the gun is unloaded.
- “Is the line clear on the right?”, “Is the line clear on the left?” signals that line officers or the RSO check that all guns are unloaded with the actions open and chambers empty. Upon verifying (or receiving signals) that all guns are unloaded, the RSO announces: “The line is clear!” Additional commands may follow.
- “Move out of position and remove your equipment from the firing line” authorizes shooters to remove their gear.
- “Go forward, score targets, and paste” or “Change” means shooters must go forward of the line to change targets. The RSO ensures all guns are unloaded and grounded or benched before allowing anyone to go forward of the firing line. While shooters are scoring or changing targets, no guns are handled. When all shooters have returned and no personnel are downrange, the RSO states: “Range is clear, you may handle your guns.” This command informs shooters they may prepare for the next course of fire or get ready to depart the firing line.
- “Police your firing point” means that shooters should pick up fired cartridge cases and clean their firing points. The RSO and shooters must follow the SOPs because indoor ranges often have specific policies on handling cartridge cases and cleaning firing points.



## ***STEP # 5: EMERGENCY PROCEDURES***

**Establish procedures for everyone to follow in case of an emergency.**

- **Take charge of the situation.**
- **Call for help, if required.**
- **Render aid, within scope of training.**
- **Direct help to location.**
- **Take notes (Reports).**



IV-14

**4 Min.**

**Cumulative Time: 43 Min.**

**Ask:** Why is it important to include emergency procedures in the range safety briefing?

- The RSO needs to familiarize range users with emergency procedures because users may be called on to render aid, call for help, direct the emergency vehicle to the person needing help, and document important information (time, activities, etc.).
- The RSO may have become incapacitated, and range users need to know how to conduct the emergency procedures.

**Note:** If your range is staffed with enough personal to conduct emergency procedures, you may opt not to give the emergency procedures portion of the Range Safety Briefing. If you opt not to conduct the emergency procedure portion, make sure your SOP states what is to be given during the Range Safety Briefing.



## **RANGE SAFETY BRIEFING**

### **Exercise**

- **Conduct on or within view of the range.**
- **Stand at a location that supports the briefing (e.g. near posters, firing line, equipment).**
- **Arrange users in a semi-circle.**
- **Ask users to read rules and answer questions.**
- **Use posters and reference handouts.**
- **Use *IDEP* equipment demonstrations.**
  - **Introduce, Demonstrate, Explain and Practice**



IV-15

**6 Min. for Slide and 30 Min.\* for Exercise.**

**Cumulative Time: 79 Min.**

*\*Note: Divide the class into five teams and assign each team one of the range safety briefing steps. The estimated time is based on each of the five presentations taking one to three minutes per presentation, and a quick one-minute discussion after each presentation. Allow about 15 minutes for presentations and review discussions. Remember that any time adjustments will change the cumulative time projections for the remainder of the lesson.*

**Inform** students that during this exercise, they will work as a team and each member will give one part of the range safety briefing. They will have 15 minutes to prepare. Remind them to present must-know information and to keep it simple and short.

**Distribute** copies of the sample range SOPs. (Appendix)

**Emphasize** that RSOs should give thorough briefings. Explain that in addition to the verbal briefing, range users should receive shooting range rules, brochures, and other written materials that highlight key points. If possible, the RSO should use wall charts and range rules as visual aids.

**Emphasize** that the RSO should involve range users by having them read rules from handouts or visual aids. They should also answer questions to reinforce understanding.

**Explain** to students that they will be role-playing as range users while one student conducts the range safety briefing as the RSO. If needed, a student may be enlisted as an RSO assistant.

**Direct** students to observe each briefing closely because they will be asked to comment on them.

**Observe** carefully and keep notes because briefings will be used to recommend students for NRA Range Safety Officer Certification.

**Conduct** a discussion at the completion of each briefing to provide positive reinforcement and suggestions for improvement. Solicit input from students to provide guidance and motivation. Discussion should last approximately three minutes per student.



## **SAMPLE RANGE SAFETY BRIEFING**

### **Standard Range Safety Briefing Steps**

- 1. Purpose of the Shooting Event**
- 2. Range Layout and Limits**
- 3. Range Safety Rules**
- 4. Firing Line Commands**
- 5. Emergency Procedures**



IV-16

## **Sample Range Safety Briefing**

**1. Purpose of the Shooting Event:** Grouping and zeroing

**2. Range Layout and Limits:** Use a drawing from classroom exercise.

1. Ready area
2. Firing line
3. Target area
4. Impact area
5. Gun to target line (target and firing line numbers)
6. Left and right range limits

**3. Range Safety Rules:** Use wall poster or front of NRA Rule Books.

- NRA Gun Safety Rules

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 Safe Usage:

- 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 eye and ear protection as appropriate.
- Never use alcohol or drugs before or while shooting.

- General Range Rules: Check SOPs.
- Site-Specific Rules: Check SOPs of the range you are using.
- Administrative Rules: Check SOPs of the range you are using.

**4. Firing Line Commands:** Explain the appropriate action for each command.

**5. Emergency Procedures:**

- Take charge of the situation.
- Call for help.
- Render aid.
- Direct medical help to location.
- Take notes (Reports).



## ***REVIEW QUESTIONS***

- **What is the purpose of a range safety briefing?**
- **What topics are covered in a range safety briefing?**
- **Where should the RSO stand when giving the briefing?**



IV-17

**5 Min.**

**Cumulative Time: 84 Min.**

**Ask:** What is the purpose of a range safety briefing?

- The range safety briefing prepares shooters to safely and efficiently participate in a particular shooting event on a specific range.

**Ask:** What main topics are covered in a range safety briefing?

- Purpose of the Shooting Event
- Range Layout and Limits
- Range Safety Rules
- Firing Line Commands
- Emergency Procedures

**Note:** Student text contains the answers to these questions:

- ❖ Where and when should the range safety briefing be conducted?
- ❖ What should range users be given prior to the briefing?
- ❖ Where should the RSO stand?
- ❖ How long should the range safety briefing last?
- ❖ What rules and policies should be followed if guns are used during the briefing?

## ***LESSON V PREVIEW***

- **Purpose of emergency response procedures.**
- **Steps taken during an emergency.**
- **Conducting emergency response plans.**



IV-18

**1 Min.**

**Cumulative Time: 85 Min.**

**Preview** the next lesson by stating the topics that students will learn. Announce the amount of time allotted for the break and what time the next lesson will begin.



## LESSON V: Emergency Procedures

**LEARNING OBJECTIVES:** Upon completion of this lesson, students should be able to:

1. Explain the purpose of having emergency procedures.
2. Identify the steps to take during an emergency.
3. Conduct an emergency exercise.

**Length:** 60 Minutes

**Facility:** Classroom

**Training Materials:**

- *NRA Basic Range Safety Officer Course Student Study Guide* (one per student)
- Notepads and pencils (one per student)
- Viewgraphs
- Range first-aid kit
- Phone or radio
- Training aids as appropriate: chalk, eraser, blackboard, flipchart, easel, markers, overhead projector, bulbs, screen, etc.

**Reference:**

American Red Cross Standard First-Aid Book

## LESSON V: Emergency Procedures

### ***Learning Objectives:***

**Upon completion of this lesson, you should be able to:**

- **Explain the purpose of having emergency procedures.**
- **Identify the steps to take during an emergency.**
- **Conduct an emergency exercise.**



V-1

**2 Min.**

**Cumulative Time: 2 Min.**

**Explain** why each objective is important.



## ***PURPOSE OF EMERGENCY PROCEDURES***

- **Minimize confusion during an emergency.**
- **Save time responding to an emergency.**
- **May reduce insurance costs.**



V-2

**3 Min.**

**Cumulative Time: 5 Min.**

**Ask:** Why should a range have emergency procedures?

- A well-rehearsed emergency procedure will result in less confusion, better response time, and proper care for the ill or injured persons.
- Reduced insurance premiums may be available.

## ***EMERGENCY PROCEDURES***

**Standardize steps and the sequence in which they are performed.**

- 1. Take charge of the situation.**
- 2. Call for help, if required.**
- 3. Render aid, within scope of training.**
- 4. Direct medical help to location.**
- 5. Take notes (Reports).**



V-3

**3 Min.**

**Cumulative Time: 8 Min.**

**Ask:** How many of you have emergency procedures at your range?

**Ask:** What are the steps in your emergency procedure? What is the order of the steps? Why?

**Ask:** How often are emergency procedure drills conducted to ensure all RSOs are comfortable in what to do and how to do it?

***Make the Point:*** *It's critical that your range has emergency procedures and that you know them!*



## ***STEP #1: TAKE CHARGE OF THE SITUATION***

- **Cease firing, unload, and stay in place.**
- **Evaluate the situation.**
  - **Minor or major injury?**  
**If major, call for help immediately**
- **Designate helpers if necessary.**
  - **Call for help, if required.**
  - **Render aid, within scope of training.**
  - **Direct medical help to location.**
  - **Take notes (Reports).**



V-4

**5 Min.**

**Cumulative Time: 13 Min.**

**Ask:** What actions do you take to stay in control of the situation?

**Discuss** the points on the slide.

The RSO must be in charge during an emergency. The RSO is the only person trained to conduct the complete emergency procedure. Should an incident occur:

1. Command: "*Cease firing, cease firing. Unload and stay in place.*" Move to the scene.
2. Evaluate the seriousness of the injury.

MINOR INJURY (cut finger, scraped knee, etc.):

- Render aid within the scope of their training.
- Direct person to seek appropriate medical attention.
- Commence firing again.
- Complete report for the record.

MAJOR INJURY (heart attack, broken leg, gunshot, etc.):

- Task someone to call emergency numbers.
- Render aid within the scope of their training.
- Task someone to direct the emergency vehicle to the incident.
- Task someone to record the time and actions taken during the emergency.
- Task all witnesses to write down what they saw.
- Continue to provide aid until EMS arrives.
- Complete report for the record.

## ***STEP #2: CALL FOR HELP***

- **Checklist on how to make the call.**
  - **Have phone numbers or radio emergency channel on hand.**
  - **Give the dispatcher necessary information:**
    - **Location**
    - **Phone number from where the call is being made**
    - **Your name**
    - **What happened**
    - **How many people injured; condition of injured**
    - **Location of person who will direct help to the scene**



V-5

**5 Min.**

**Cumulative Time: 23 Min.**

**Ask:** Has anyone ever had to make a call for help?

(Ask students to share their experiences with the class.)

Walk the class through the steps in making the call for help (Appendix 5).



## **STEP #3: RENDER AID**

- **Training and Equipment**
  - **First-aid training & CPR are highly recommended.**
  - **Contact doctor's office for first-aid kit requirements.**
- **Good Samaritan Law**
- **Aid**
  - **Determine level of care. (Call for help or treat?)**
- **Gather information for emergency phone call.**



V-6

**5 Min.**

**Cumulative Time: 18 Min.**

**Ask:** Is anyone EMS qualified? (If so, ask them how much training they have.)

### **Point out:**

- It is highly recommended that all RSOs be trained in basic first aid and cardiopulmonary resuscitation (CPR), but that is a determination which must be made by range management. The Range SOP should state what type of emergency training is required to be an RSO.
- NRA highly recommends knowing basic first aid and CPR. The more medical training you have, the better. You can never be over qualified in medical training.
- Let medical professionals tell you what you need in a first-aid kit or trauma kit. Most RSOs are not qualified to determine what is needed.

**Ask:** What is the Good Samaritan law?

- A law that protects you when you help in an emergency. The key words in the Good Samaritan law are that you act in a *reasonable* and *prudent* manner.

**Ask:** What is meant by *reasonable* and *prudent*?

- Examples:
  - Move an injured person only if his or her life is endangered.
  - Ask the injured person for permission before giving aid.
  - Call for professional help.

**Explain:** Range management should write into the range SOP to what extent injuries can be treated and what records must be maintained.

## ***STEP #4: DIRECT MEDICAL HELP TO LOCATION***

- **Position one or more persons to direct the emergency vehicle:**
  - **On main road to entrance of the facility.**
  - **On road to range.**
  - **Outside the building.**



V-7

**3 Min.**

**Cumulative Time: 26 Min.**

**Ask:** Where would you post your vehicle director on your range? How many would you use?



## ***STEP #5: TAKE NOTES (REPORTS)***

- **Take notes on the times actions were taken.**
- **Get statements from witnesses.**
- **Complete required SOP form.**
- **Notify authorities if necessary.**



V-8

**4 Min.**

**Cumulative Time: 30 Min.**

**Ask:** How can you protect your gun club from a lawsuit?

- The range SOP must require that reports be filed on all incidents.

**Explain:**

- A report for the record needs to be filed with all the appropriate activities on all incidents, no matter how small. The SOP may contain a list of persons or activities to receive incident reports. A minor cut or fall could develop into a lawsuit in today's society.

## ***EMERGENCY DRILL (Exercise)***

- **Conduct an emergency exercise.**
- **Use these steps to organize your response:**
  - **Take charge of the situation (RSO).**
  - **Call for help, if required (runner, phone, and radio).**
  - **Render aid (first aid and CPR).**
  - **Direct medical help to location (range personnel or runner).**
  - **Take notes (range personnel or others).**



V-9

**3 Min. for Slide; 5 Min. to Organize; 18 Min. for Role-Playing. Cumulative Time: 56 Min.**

**Note:** Divide the class into several teams and assign each team one of the scenarios below. Give students five minutes to organize their plans. Assign one or more steps of the emergency procedures to each student to role-play. The estimated time is based on the presentation of three scenarios, each presentation taking about five minutes with a quick one-minute discussion after each presentation. Allow about 18 minutes for presentations and review discussions. Remember that any time adjustments will change the cumulative time projections for the remainder of the lesson.

Each scenario should be as different as possible. All scenarios start with the RSO giving the commands to commence fire. The RSO steps out of the classroom while the instructor explains the scenario to the other students. The RSO should not know the type of incident planned or who will be the injured person.

Rarely does a major incident occur on the firing line, but for training purposes, conduct these scenarios:

- Broken leg (compound fracture) from a fall in the pit.
- Wound in the leg from a ricochet in the pit.
- Heart attack on the firing line (person is not breathing).
- Shot in the leg when holstering a handgun.
- Cut thumb from a semi-automatic pistol.
- Staple in the hand on the pistol range.



## ***REVIEW***

- **You learned:**
  - **The purpose of having emergency procedures.**
  - **The steps to take during an emergency.**
  - **How to conduct an emergency exercise (drill).**



V-10

**3 Min.**

**Cumulative Time: 59 Min.**

**Ask:** What is the purpose of having emergency procedures?

- To save lives.

**Ask:** How many steps are needed in an emergency procedure?

- The number of steps and sequence is secondary to having a written emergency procedure.

**Ask:** What can RSOs do to prepare themselves for an emergency?

- Mentally visualize going through a drill.
- Make a wallet-size card with emergency procedures on it for reference.

## ***LESSON VI PREVIEW***

- **Clearing gun stoppages and malfunctions.**



V-11

**1 Min.**

**Cumulative Time: 60 Min.**

**Preview** the next lesson by stating the topics that students will learn. Announce the amount of time allotted for the break and what time the next lesson will begin.



## LESSON VI: Gun Stoppages and Malfunctions

**LEARNING OBJECTIVES:** Upon completion of this lesson, students should be able to:

1. Explain the difference between a stoppage and a malfunction.
2. Demonstrate how to safely take a gun from a shooter.
3. Demonstrate how to clear common stoppages.

**Length:** 150 Minutes

**Facility:** Classroom

### **Training Materials:**

- *NRA Basic Range Safety Officer Course Student Study Guide* (one per student)
- Notepads and pencils (one per student)
- Viewgraphs
- Long guns (six action types)
- Pistols (revolvers and semi-automatics)
- Muzzleloading firearms (flintlock or percussion)
- Air guns (rifle or pistol), including BB guns (rifle or pistol)
- Dummy ammunition (*Use only dummy cartridges or dummy shotshells for classroom demonstrations.*)
- Training aids as appropriate: chalk, eraser, blackboard, flipchart, easel, markers, overhead projector, bulbs, screen, etc.

### **References:**

NRA Handbooks:

NRA Guide: The Basics of Rifle Shooting

NRA Guide: Home Firearm Safety

NRA Guide: The Basics of Pistol Shooting

NRA How To Series: Muzzleloading

The Basics of Shotgun Shooting

***No Live Ammunition, Percussion Caps, Propellants, or Projectiles in the Classroom!***

## LESSON VI: GUN STOPPAGES & MALFUNCTIONS

### ***Learning Objectives***

**Upon completion of this lesson, you should be able to:**

- **Explain the difference between a stoppage and a malfunction.**
- **Demonstrate how to safely take a gun from a shooter.**
- **Demonstrate how to clear common stoppages.**

*No Live Ammunition, Percussion Caps, Pellets, BBs or Propellants in the Classroom!*

*Use only dummy cartridges or dummy shotshells for classroom demonstrations.*



VI-1

**2 Min.**

**Cumulative Time: 2 Min.**

**Ask:** Why should the Range Safety Officer (RSO) know the difference between a stoppage and a malfunction?

- To determine what caused the firearm to stop operating and inform the shooter if it will happen again.

**Ask:** How many of you have a system that you use to control a jammed gun and clear it?

- You will learn a simple system for taking control of a gun, and have the opportunity to clear several different firearms.



## **WHAT IS A STOPPAGE ?**

- **A stoppage is an unintentional interruption in the operational cycle of a gun, which stops the gun from operating properly.**
- **Stoppages can be cleared quickly, which returns the gun back to operational condition.**
- **Examples of stoppages:**
  - **The bolt fails to lock a cartridge into position.**
  - **A stove-pipe in a semi-automatic pistol**
  - **Double-feed**



VI-2

**1 Min.**

**Cumulative Time: 3 Min.**

**Ask:** What is a stoppage?

- A stoppage is an unintentional interruption in the operational cycle of a firearm, that locks up the action keeping it from functioning properly. Stoppages can be cleared from the firearm quickly, which returns it back to an operational condition.

**Ask:** Can anyone give me an example of a stoppage?

- Failure to extract the case from the chamber
- Failure to feed the cartridge into the chamber
- Stove-pipe failure to eject (empty case trapped between slide and barrel)

## ***GUN STOPPAGE***

### ➤ **Cycle of operation (8 steps):**

- **1. Feeding**
- **2. Chambering**
- **3. Locking**
- **4. Firing**
- **5. Unlocking**
- **6. Extracting**
- **7. Ejecting**
- **8. Cocking**



VI-3

**3 Min.**

**Cumulative Time: 6 Min.**

**Ask:** What are the steps of the cycle of operation of a gun?

**Quickly explain** each step of the cycle of operation.

**Note:** These are the eight basic steps of the cycle of operation. All gun do not follow these steps in exact order. For example, revolvers do not extract and eject between shots. Extracting and ejecting is done when the shooter unloads the revolver.



## ***WHAT IS A MALFUNCTION?***

- **Failure of a gun or ammunition to function as designed or fire satisfactorily.**
- **Two categories of malfunctions:**
  - **Gun malfunction**  
*Require the gun to be repaired to make it function properly.*
    - **Example: A broken sear that causes the pistol to fire all rounds in the magazine.**
  - **Ammunition malfunction**
    - **Example: A misfire.**



VI-4

**3 Min.**

**Cumulative Time: 9 Min.**

**Ask:** What is a malfunction?

- A malfunction is a failure of a gun or ammunition to function as designed or fire satisfactorily.

**Ask:** What are the two categories of malfunctions?

- Gun malfunction. Malfunctions require the gun to be repaired to restore it to a properly functioning gun.
- Ammunition or projectile malfunction.

**Ask** students for examples of gun malfunctions. **Give this example** of a malfunction:

*The gun goes "click" when the trigger is pulled.*

**Ask:** What is the problem?

- Gun malfunction? Broken firing pin or no cartridge in the chamber?
- Ammunition malfunction? Cartridge malfunctioned?

**Ask:** What action should be taken?

- First wait 30 seconds while keeping the gun pointed downrange with your finger off the trigger.
- Then remove the cartridge and check the primer for firing pin indentation.

**Ask:** Give an example of an ammunition malfunction.

- Misfire, hangfire, and squib load.

**Explain** that ammunition malfunctions will be covered in detail on the next slide.

**State:**

- All guns must be unloaded before leaving the firing line.
- If a gun is found to have a malfunction, it should be taken to a competent gunsmith or returned to the manufacturer for repair.



## ***AMMUNITION MALFUNCTIONS***

- **Misfire**
- **Hangfire**
- **Squib load**

### **What should the shooter do?**

- **Keep the gun pointed downrange and wait the required time.**
- **Raise the non-shooting hand for assistance or clear the malfunction, if shooter knows how.**



VI-5

5 Min.

Cumulative Time: 14 Min.

**Ask:** What is a misfire?

- The gun does nothing when the trigger is pulled. You hear only the click of the firing pin striking the primer.

**Ask:** What is a hangfire?

- A perceptible delay in the ignition of a cartridge after the primer has been struck by the firing pin.

**Ask:** What is a squib load?

- Less than normal pressure or velocity develops after ignition of the cartridge.

**Ask:** What is the procedure for handling misfires or hangfires?

- Keep the gun pointed downrange.
- Wait at least 30 seconds in case it is a hangfire; with muzzleloaders wait at least two minutes.

**Ask:** What is the procedure for handling squib loads?

- Stop firing immediately; keep the gun pointed downrange; unload the gun. Make sure the chamber is empty and insert a cleaning rod down the barrel from the chamber end of the barrel, if possible, to check that the bullet is still not in the barrel.

**Ask:** What should the RSO do if he sees a shooter with an ammunition malfunction?

- Nothing. Wait and see! The RSO should watch the shooter and respond to what he or she does. The shooter should follow the instructions given during the range safety briefing. But if the shooter starts any unsafe act, such as to look down the barrel, the RSO must be prepared to step in and correct the situation.
- **Be in control and in a low but firm voice say: STOP! POINT THE MUZZLE DOWNRANGE!** Only as a last resort would you grab the shooter's hand to control the gun. You could make the situation worse. Instruct the shooter to keep the gun pointed downrange and wait the required time before unloading the gun.



## ***CLEAR A STOPPAGE***

### **What do we need to know?**

- **The parts of the gun .**
- **How to SAFELY operate the gun :**
  - **Load**
  - **Fire**
  - **Unload**



VI-6

**2 Min.**

**Cumulative Time: 16 Min.**

**Explain** that you have to know the parts of a gun and what they do before you can properly operate a gun. By knowing the correct gun nomenclature, you can correctly explain how to clear a stoppage.

**Ask:** Why would the RSO need to know how to operate a gun safely?

- It is hard to explain how to do something if you have never done it yourself!

**Ask:** What do you do with a loaded gun if the shooter has a stoppage?

- First, try to talk the shooter through the process of clearing the stoppage. If that does not work, you must take control of the gun, demonstrate how to clear it, and return the gun to the shooter.

**Ask:** How should a gun be passed from one person to another person?

- **Explain:**

When passing a gun to another person, you should:

- Follow the NRA Safe Gun Handling Rules 1 and 2.
- Engage the mechanical safety (if possible).
- Unload the gun.
- Inspect the action.
- Leave the action open.
- Pass the gun to the other person.
  - Face the person so that he or she can see that the gun is unloaded. Be certain that the person has control of the gun before releasing it.
- The other person then inspects the gun to confirm that it is unloaded.



## **HOW TO TAKE CONTROL OF A LOADED GUN**

- **To take control of a loaded gun from a shooter, the RSO should approach from the side in which:**
  - **will provide the most control; announce presence to the shooter and ask shooter the nature of the problem.**
  - **Grasp the barrel of the gun behind muzzle and control the direction of the muzzle (NRA Safe Gun Handling Rule #1), gain control of the gun, and have the shooter step back.**
  - **Control and reposition the gun if necessary (keep muzzle pointed in a safe direction).**
  - **Determine the stoppage, clear it, and unload the gun.**
  - **Tell the shooter what went wrong and how to prevent it from happening again.**



VI-7

4 Min.

Cumulative Time: 20 Min.

**Ask:** Why should the RSO know how to take control of a gun from a shooter on the firing line?

- SAFETY! SAFETY! SAFETY!

**Establish your range** (firing line, firing points, downrange area) and **demonstrate** how to take a gun from the shooter using the above steps.

**Demonstrate** with both right- and left-handed shooters using a long gun, then a handgun.

### **Explain:**

When passing a gun to another person, you should follow:

1. NRA Safe Gun Handling Rule #1: **ALWAYS keep the gun pointed in a safe direction.**
2. NRA Safe Gun Handling Rule #2: **ALWAYS keep your finger off the trigger until ready to shoot, and**
3. Engage the mechanical safety (if possible).
4. Remove the ammunition source (magazine or ammunition from tube). If you remove an inner magazine tube assembly, do not put your hand in front of the muzzle.
5. Open the action.
6. Physically and visually inspect the action, chamber, and magazine areas.
7. Leave the action open and be sure the mechanical safety is engaged (if possible).

**CRSO's option:** Slides VI-7 and VI-8 may be moved and taught just prior to the exercise at Slide VI-28.



## ***ACTION TYPES YOU MAY HAVE TO CLEAR***

- **Long firearms (rifles and shotguns)**
  - **Six different action types**
- **Handguns**
  - **Revolvers and semi-automatics**
- **Muzzleloading guns (pistols, rifles and shotguns)**
  - **Flintlocks, percussion locks, and in-line**
- **Air guns and BB guns**
  - **Rifles and pistols**



VI-8

**1 Min.**

**Cumulative Time: 24 Min.**

**Ask:** How many of you already know how to operate all six action types?

**Ask:** How many have already cleared stoppages from all six action types?

**Ask** students to share their range experiences with the class.



## ***GENERAL RULES FOR UNLOADING LONG GUNS***

1. **ALWAYS keep the gun pointed in a safe direction.**
2. **ALWAYS keep your finger off the trigger until ready to shoot.**
3. **Engage the mechanical safety (if possible)**
4. **Remove the ammunition source (magazine or ammunition from tube).**
5. **Open the action.**
6. **Physically and visually inspect the chamber and magazine areas.**
7. **Leave the action open and engage the mechanical safety.**



*Always follow the gun manufacturer's instructions for loading and unloading.*

VI-9

7 Min.

Cumulative Time: 31 Min.

**Ask:** Does anyone have a different way of unloading a long gun?

- There may be several different safe ways to unload a specific gun.

**Ask:** Why would you remove the ammunition source before opening the action?

- If you remove the magazine before opening the action, you will not accidentally chamber a cartridge.
- When you pick up any gun, you must first determine its status. Is it loaded or unloaded? To check the status of the gun, you must first remove the ammunition source.

### **Steps to unloading long guns:**

1. NRA Safe Gun Handling Rule #1: **ALWAYS keep the gun pointed in a safe direction.**
2. NRA Safe Gun Handling Rule #2: **ALWAYS keep your finger off the trigger until ready to shoot.**
3. Engage the mechanical safety (if possible).
4. Remove the ammunition source (magazine or ammunition from tube). If you remove an inner magazine tube assembly, do not put your hand in front of the muzzle.
5. Open the action.
6. Physically and visually inspect the action, chamber and magazine areas.
7. Leave the action open and be sure the mechanical safety is engaged (if possible).

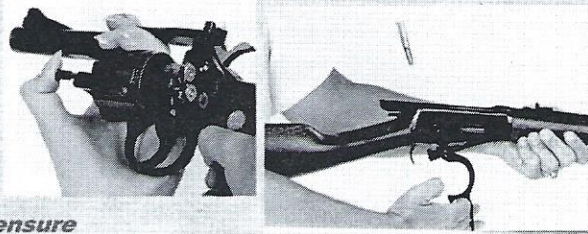
*Always follow the manufacturer's instructions on how to load and unload. Doing so could help prevent damage to the gun.*



## EMPTYING MAGAZINES, CYLINDERS AND GUNS

- **Built-in magazines**
- **Box magazines**
- **Tubular magazines**
- **Cylinders (Revolvers)**

*Count the cartridges to ensure you have the right number.*



VI-10

3 Min.

Cumulative Time: 34 Min.

**Explain:** *Always count the cartridges you empty out of the magazine. Make sure the total matches the number used to fill the magazine minus those that have been fired or are still chambered.*

Some guns have the magazines built right into the actions. These actions empty the magazine and unload the gun at the same time, e.g., a gun that is loaded through the side of the receiver or has a blind magazine (magazine without removable bottom).

**Use only dummy cartridges or shotshells for classroom demonstrations.**

*Remember the NRA Safe Gun Handling Rules when emptying or removing magazines.*

**Demonstrate** how to empty:

- **Built-in (blind) magazines:** Work the action until the magazine is empty.
- **Magazines with hinged floor plates:** Release floor plate to open magazine; allow cartridges to fall free of magazine.
- **Removable box magazines:** Press magazine release; pull magazine free of rifle; strip the cartridges out of the magazine.
- **Tube magazines:** Pull the inner magazine tube assembly completely out of the magazine tube (KEEP YOUR FINGERS AWAY FROM THE MUZZLE). Pour the cartridges out of the magazine.
- **Cylinders:**
  - Single action: Half cocking the hammer maybe necessary to rotate the cylinder; open the loading gate; rotate the cylinder to align with the ejector rod and push cartridges out of the cylinder.
  - Double action: Activate the cylinder release; swing the cylinder out of the frame and eject the cartridges from the chambers with the ejection rod.



## **LOADING A GUN**

- 1. ALWAYS point the gun in a safe direction.**
- 2. ALWAYS keep your finger off the trigger until ready to shoot.**
- 3. Engage the mechanical safety (if possible)**
- 4. Insert ammunition (magazine) into gun.**
- 5. Open the action and chamber a cartridge.**
- 6. Close the action and engage the mechanical safety.**



VI-11

2 Min.

Cumulative Time: 36 Min.

**Explain:** These six steps are the general steps used in load most guns.

**Demonstrate** loading the rifle. **NO LIVE AMMUNITION IN THE CLASSROOM.**

- 1. ALWAYS point the gun in a safe direction.**

**Ask:** What is a safe direction in the classroom and why?

- **Explain** the NRA first rule of safe gun handling.

- 2. ALWAYS keep your finger off the trigger until ready to shoot.**

**Ask:** Where do you put your finger?

- The finger is straight and along the action.
- **Explain** the NRA second rule of safe gun handling.

- 3. Engage the mechanical safety (if possible).**

**Ask:** Can the safety be engaged on all guns during the loading process?

- **Explain** The design of the guns will affect whether the safety can be engaged.

- 4. Insert the ammunition source.**

- Do not put your hand in front of the muzzle.

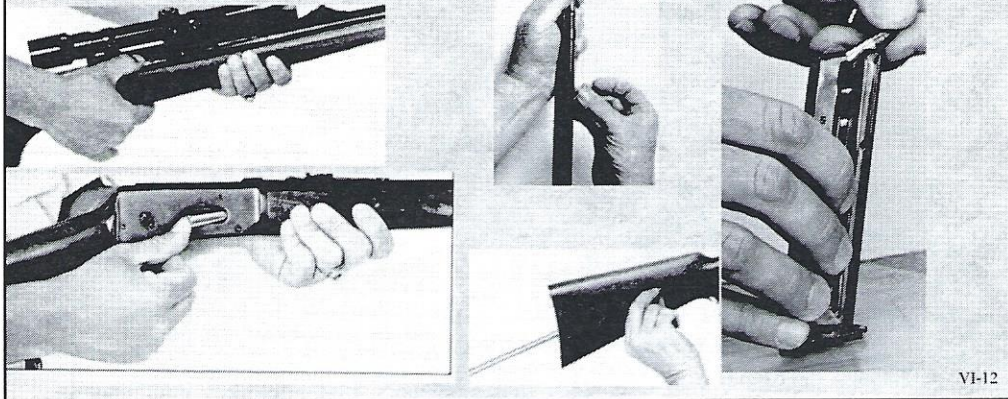
- 5. Open the action and chamber a cartridge.**

- 6. Close the action and engage the mechanical safety.**



## FILLING MAGAZINES AND LOADING CYLINDERS

- **Built-in magazines**
- **Box magazines**
- **Tubular magazines**
- **Cylinders (Revolvers)**



3 Min.

Cumulative Time: 39 Min.

**Explain:** Always count the number of cartridges you insert into the magazine and fire. When you unload and empty the magazine, all cartridges should be accounted for.

Remember the NRA Safe Gun Handling Rules when emptying or removing magazines.

### Demonstrate:

**Ask:** How do you fill a built-in magazine?

- **Bolt action with built-in magazine:** Open the action; insert the cartridges into the top of the magazine; push down on the top cartridge; push the bolt forward over top of the cartridge; close the bolt on an empty chamber.

**Ask:** How do you fill a box magazine and insert it into the firearm?

- **Removable box magazine:** Insert the cartridges into the top of the magazine; insert the magazine into the magazine well; pull on the magazine to ensure it is locked in place.

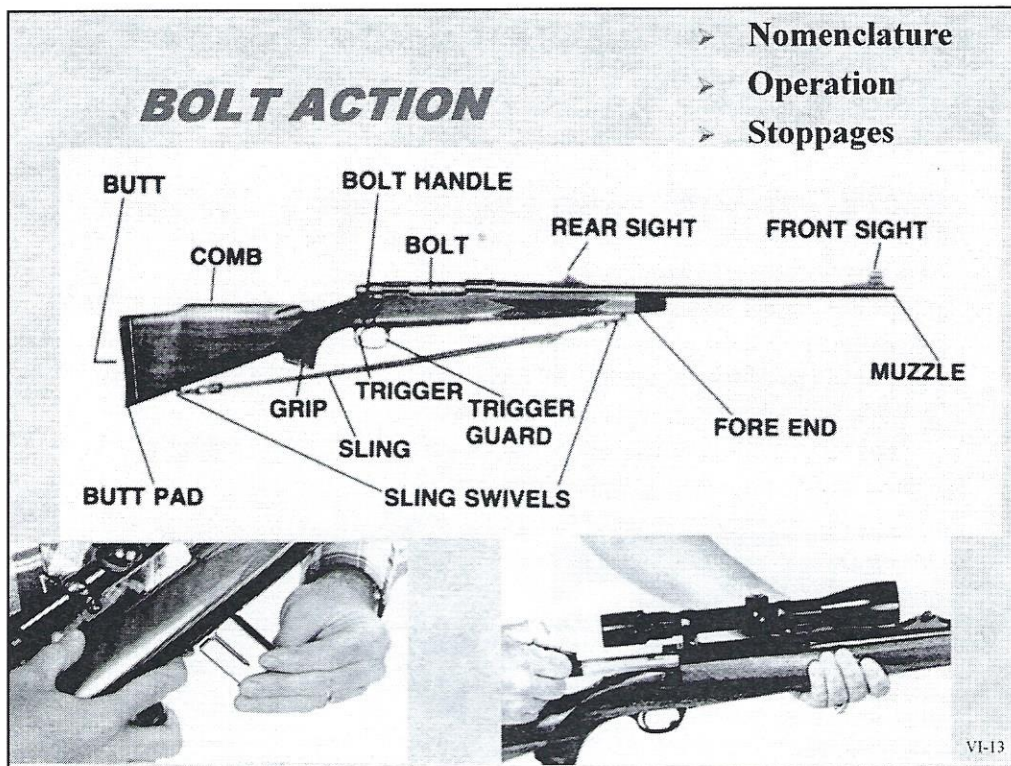
**Ask:** How do you fill a tube magazine?

- **Tube magazine:** Pull the inner magazine tube assembly until its bottom is above the loading port in the tube (KEEP YOUR FINGERS AWAY FROM THE MUZZLE); insert cartridges into the tube.

**Ask:** How do you load a cylinder?

- **Cylinders:** Single action: Half cocking the hammer maybe necessary to the rotate cylinder, open the loading gate, rotate the cylinder to align an empty chamber with the loading port, insert a cartridge into a chamber, rotate the cylinder, load cartridges into remaining cylinders and close the loading gate. Double action: Activate the cylinder release, swing the cylinder out of the frame, insert cartridges into chambers, swing the cylinder back into the frame.





6 Min.

Cumulative Time: 45 Min.

*Note: Each action type has its own slide to illustrate how it functions. Students can refer to NRA Basic Handbooks for more information on specific action types.*

Use slide or a firearm to identify the parts of a long gun in general, and note the purpose of each part.

**Note:** If you use a firearm to demonstrate, be sure to have a second person inspect it.

*Use only dummy cartridges or dummy shotshells for classroom demonstrations.*

**Ask:** How does a bolt action work?

- The bolt is lifted up and pulled completely to the rear. A round of ammunition is inserted into the receiver. When the bolt is pushed forward, the cartridge is fed into the chamber. As the bolt is lowered, the action is locked closed.

**Demonstrate** how to operate a bolt action by loading and unloading it.

**Ask:** What stoppages have you experienced with bolt-action firearms and how did you clear them?

Types of stoppages include: (If not already introduced by the class, cover the two stoppages below.)

**1. Double-feed:** The bolt pushes a second cartridge into the chamber, wedging two together and jamming the gun.

- **Clearing stoppage:** Follow NRA Safe Gun Handling Rules 1 and 2; remove the magazine and work the action several times to work the cartridge loose. If that fails, use your fingers to unwedge the cartridges.

**2. Casing stuck in chamber:** The fired cartridge casing will not extract from the chamber. **Note:** The case might not really be stuck in the chamber if the extractor is broken or not functioning properly.

- **Clearing stoppage:** Follow NRA Safe Gun Handling Rules 1 and 2; look at the primer to see if it has been hit by the firing pin--confirm whether you are dealing with a live or fired cartridge. Work the bolt several times easily and firmly. If that fails, fire the live cartridge downrange and use a cleaning rod from the muzzle end to push the casing out.

**Explain:** Whenever you handle anyone's firearm, you must be careful not to damage it or hurt yourself with any tool used to clear the firearm. If you damage a firearm you may end up paying for the repairs.





**4 Min.**

**Cumulative Time: 49 Min.**

**Ask:** What parts are unique to a lever-action gun? How do they function?

**Use** slide or a firearm to identify parts of a lever action that were not covered in the overview of the long gun. Note the purpose of each part.

**Ask:** How does a lever action work?

- A lever-action rifle is opened by pushing the cocking lever downward and forward, away from the stock. It is closed by returning the lever back to its original position.

**Demonstrate** how to operate a lever action by loading and unloading it.

Types of stoppages:

- **Double-feed** and **fired casing stuck in chamber.** (If not already introduced by the class, cover these stoppages. The procedures are the same as for the bolt action.)

**Demonstrate** clearing the double-feed and the stuck case. Use the same procedure as in the bolt-action demonstration. You may not need to repeat this demonstration unless the class is having trouble understanding the steps.



4 Min.

Cumulative Time: 53 Min.

**Ask:** What parts are unique to a pump action? How do they function?

**Use** slide or a firearm to identify parts of a slide or pump action that were not covered in the overview of the long gun. Note the purpose of each part.

**Ask:** How does a pump action work?

- The forearm of the stock is pumped back and forth to open and close the action.

**Demonstrate** how to operate a pump action by loading and unloading it.

**Ask:** What stoppages have you experienced with pump-action firearms and how did you clear them?

Types of stoppages:

- **Double-feed** and **fired casing stuck in chamber.** (If not already introduced by the class, cover these two stoppages. The procedures are the same as for the bolt action.)

**Demonstrate** clearing the double-feed and the stuck case. Use the same procedures as in the bolt-action demonstration. You may not need to repeat this demonstration unless the class is having trouble understanding the steps.





2 Min.

Cumulative Time: 55 Min.

**Ask:** What parts are unique to a hinge action? How do they function?

**Use** slide or a firearm to identify parts of a hinge action that were not covered in the overview of the long gun. Note the purpose of each part.

**Ask:** How does a hinge action work?

- The hinge action opens like a door hinge. When the release lever is pushed to one side, the barrel swings downward and away from the breech block. A cartridge is inserted into the chamber and as the action is closed, the cartridge is locked inside the chamber.

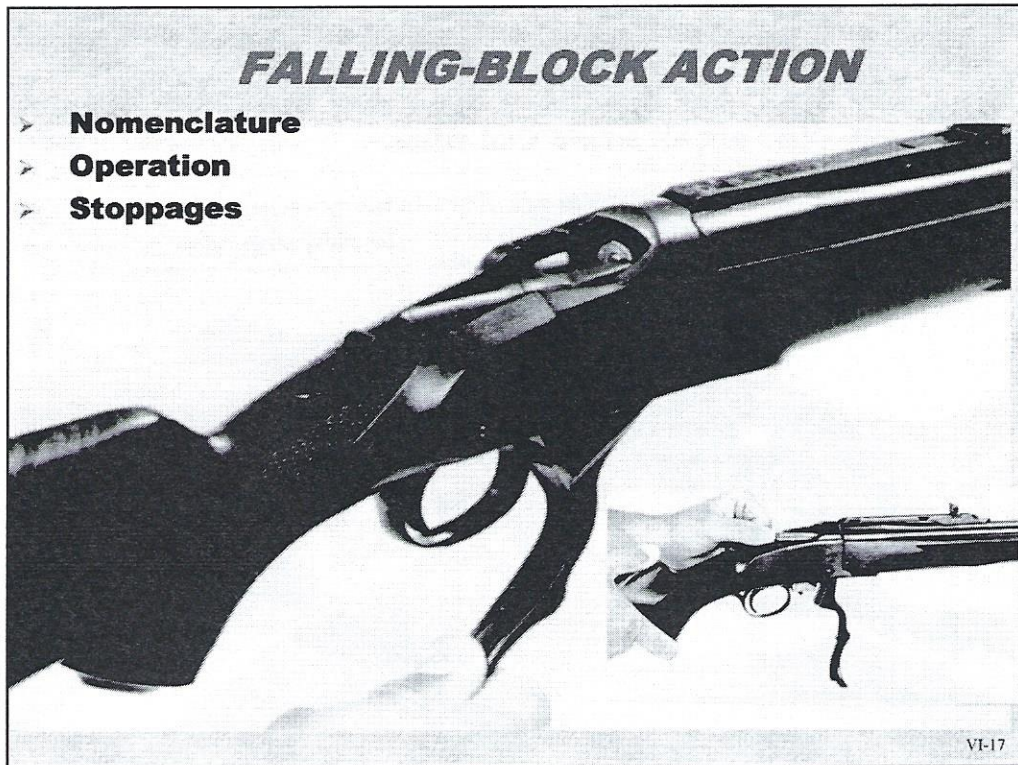
**Demonstrate** how to operate a hinge action by loading and unloading it.

**Ask:** What stoppages have you experienced with hinge-action firearms and how did you clear them?

Type of stoppage:

- **Cartridge overrides the extractor:** The extractor slides past the cartridge as the action was opened.
- **Fired casing stuck in chamber.** (If not already introduced, do so now).

**Demonstrate** how to clear the stoppage.



**2 Min.**

**Cumulative Time: 57 Min.**

**Ask:** What parts are unique to a falling-block action? How do they function?

**Use** slide or a firearm to identify parts of a falling-block action that were not covered in the overview of the long gun. Note the purpose of each part.

**Ask:** How does a falling-block action work?

- The action is opened by lowering the trigger guard or a small lever under the action, causing the breech block to “fall” down and away from the chamber. A cartridge is inserted into the chamber and as the lever is raised, the breech block locks into place.

**Demonstrate** how to operate a falling-block action by loading and unloading it.

**Ask:** What stoppages have you experienced with falling-block action firearms and how did you clear them?

Type of stoppage:

- **Cartridge overrides the extractor.** (If not already introduced, do so now.)

**Demonstrate** how to clear the stoppage.





5 Min., 10 Min. for Break

Cumulative Time: 64 Min.

**Ask:** What parts are unique to a semi-automatic? How do they function?

**Use** slide or a firearm to identify parts of a semi-automatic action that were not covered in the overview of the long gun. Note the purpose of each part.

**Ask:** How does a semi-automatic action work?

- The semi-automatic action reloads a cartridge into the chamber each time the rifle fires. Loading is accomplished by pulling the operating handle back and releasing it, thus chambering a cartridge as the bolt returns to battery (fully locked into firing position).

**Demonstrate** how to operate a semi-automatic action by loading and unloading it.

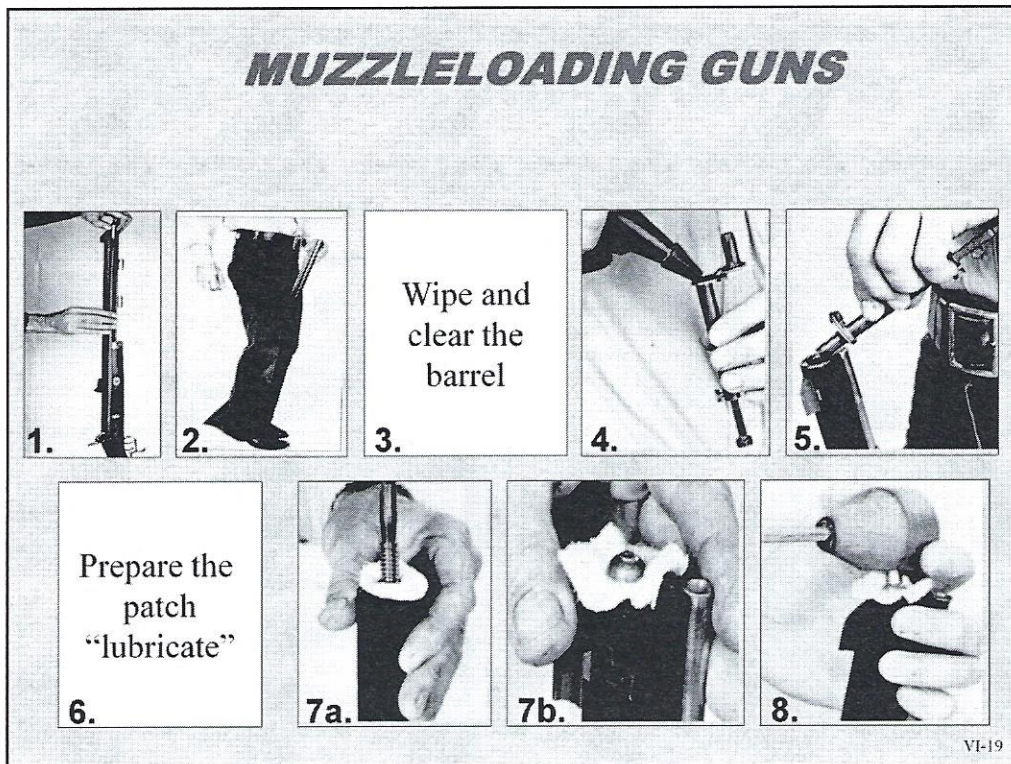
**Ask:** What stoppages have you experienced with semi-automatic action firearms and how did you clear them?

Types of stoppages:

- **Double-feed** and **fired casing stuck in chamber.** (If not already introduced by the class, cover the two stoppages. The procedures are the same as for the bolt action.)

**Demonstrate** clearing the double-feed and the stuck case. Use the same procedures as in the bolt-action demonstration. You may not need to repeat this demonstration unless the class is having trouble understanding the steps.





**3 Min.**

**Cumulative Time: 67 Min.**

Use the slide or a gun to identify parts of a muzzleloading gun that were not covered in the general overview. Note the purpose of each part.

The flintlock uses a flint and frizzen to start a chain reaction to fire the gun. On a percussion muzzleloader with a hammer, the hammer strikes a percussion cap. With an in-line muzzleloading gun, a *firing pin* strikes a percussion cap to ignite a powder charge.

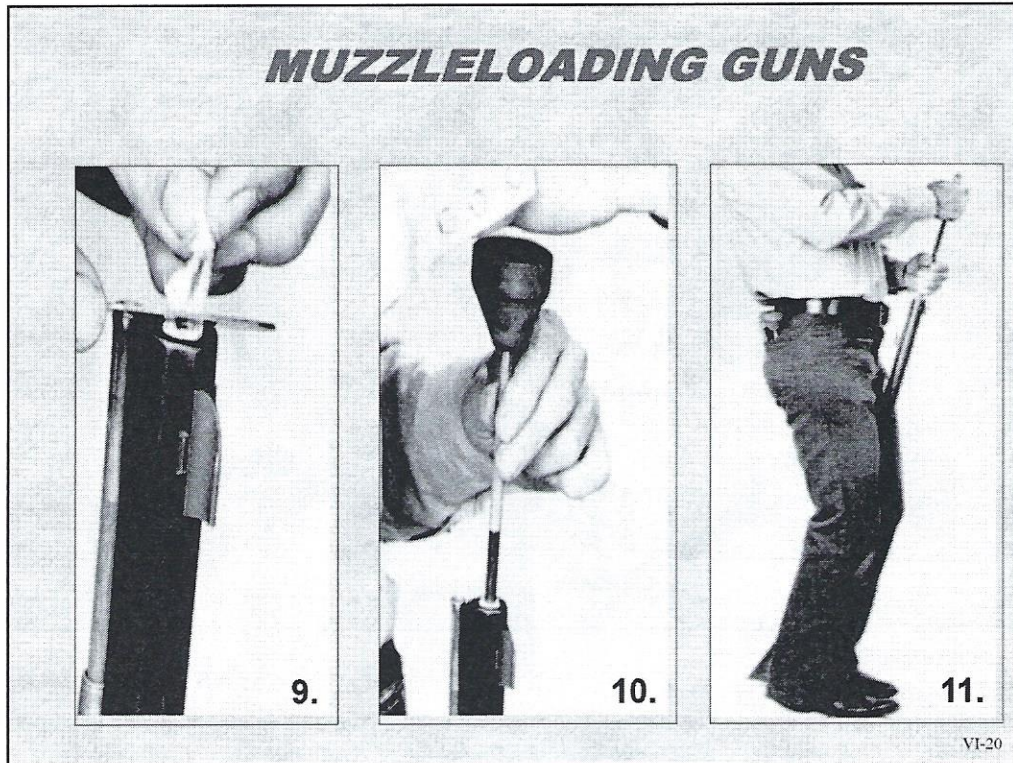
**Loading:** (*Point the gun up and away from your body. Never work directly over the muzzle.*)

1. Check the bore for a load. (Insert ramrod into barrel, mark the rod, and place it against the outside of the barrel to measure the length from muzzle to flashhole.) Use the ramrod to check if there is already a load in the barrel.
2. Half-cock and position the gun for loading. (Pull the hammer to half-cock and position the gun. Stand the gun on the ground between your legs so that the muzzle is pointed up and away from your body. Never work directly over the muzzle.)
3. Wipe and clear the barrel. (Use a clean patch with the ramrod to wipe excess oil from the bore that might interfere with ignition or to ensure there are no sparks in the bore from the previously fired load that could set off the powder charge.)
4. Measure the powder charge. (Never pour powder directly into barrel from a powder container.)
5. Charge the barrel with powder. **USE ONLY BLACK POWER OR AN APPROVED SUBSTITUTE IN MUZZLELOADING FIREARMS.**
6. Prepare the patch (lubricate).
7. Patch the ball. 7a) Place the lubricated patch squarely over the muzzle of your gun. 7b) Take a single ball and center it directly over the patch.
8. "Start" the ball and patch. (Use a starter tool to insert the patch and ball into the muzzle. Place the starter tool over the ball and strike it with the heel of your hand to drive the ball flush with the muzzle.)

(continued)



## MUZZLELOADING GUNS



**2 Min.**

**Cumulative Time: 69 Min.**

9. Trim the patch. (Use patch knife to remove excess material not wrapped securely around the ball.)

10. “Short start” the ball. (Use the shaft on the starter tool to drive the ball down the bore.)

11. “Seat” the ball. (Use the ramrod to seat the ball to the bottom of the bore.)

**Demonstrate** how to operate a muzzleloader by loading and unloading it.

**Firing:** The hammer must be cocked with the thumb. Place a cap on the nipple for a percussion gun, or prime the flash pan with powder on a flintlock. The gun is now ready to shoot.

**Unloading:** In the old days, you fired the gun to unload it or pulled out the ball with a special screw. Today, you can use a hand-held CO<sub>2</sub> discharger device to blow everything out of the barrel.

**Ask:** What stoppages have you experienced with muzzleloading guns? How did you clear them?

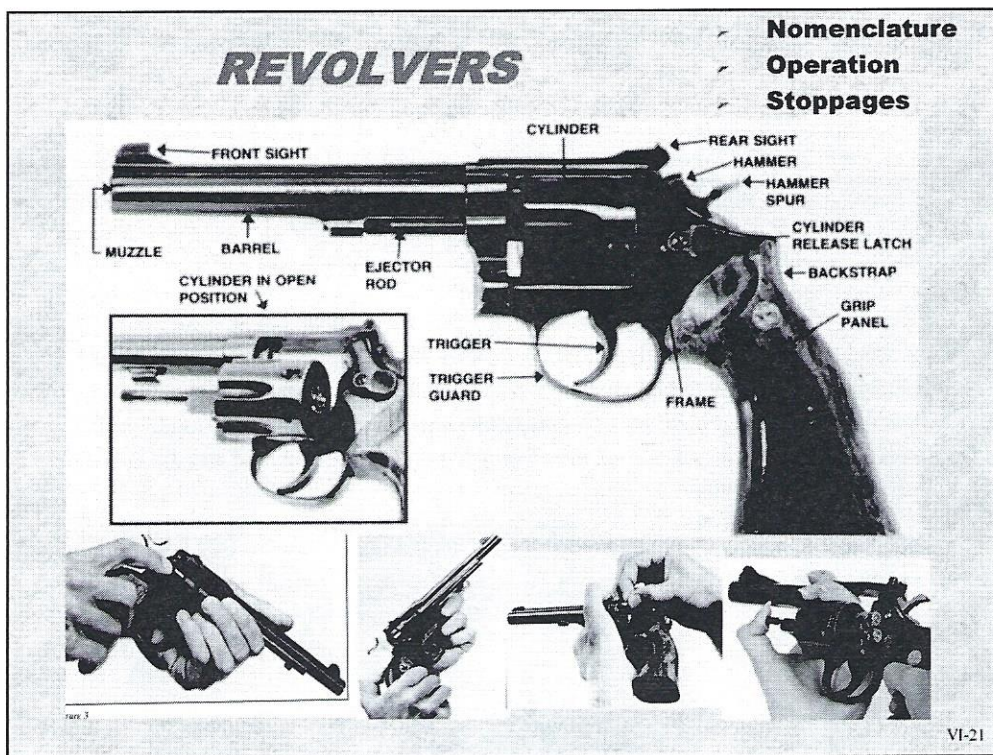
Types of stoppages include:

**Failure to fire:** There are several possibilities with muzzleloading guns--the flintlock is not properly adjusted; there is wet powder in the flash pan; there is no powder behind the ball.

- **Clearing stoppage:** Follow NRA Safe Gun Handling Rules 1 and 2. Wait a minimum of two minutes to ensure that the gun will not go off due to hangfire. Remove the cap or check the flint. Clear the flash channel to ensure the flash will reach the powder, then recap or re-prime. Attempt to fire. If it still fails to fire, use a hand-held CO<sub>2</sub> discharger to blow the load downrange. There are adapters designed to fit every type of muzzleloader.

**Demonstrate** how to clear the gun with a CO<sub>2</sub> device. (Using a ball puller on a work rod is the last resort.)





5 Min.

Cumulative Time: 74 Min.

**Nomenclature of single- and double-action revolvers:** Use the above slide of a double-action revolver to point out the general parts of revolvers. *Note: Always maintain a controlling grip on the gun any time the action is worked, e.g., hammer is cocked or uncocked.*

**Ask:** How does a revolver work?

**Single-action revolvers:**

- (Old Model)--With the hammer in a half-cocked position, open the loading gate. An old model should be loaded with five cartridges only and the hammer down on the empty cylinder to prevent the gun from firing if dropped on its hammer. (New Model)--Open the loading gate. The new model may be loaded with six cartridges due to a transfer bar that prevents the gun from firing if dropped on its hammer.
- Rotate the cylinder to align with the ejector rod and push cartridges out of the chambers.
- The hammer must be cocked with the thumb. As the hammer is pulled to the rear, the cylinder rotates and the cartridge aligns with the barrel. The hammer remains cocked in position until the trigger is pulled.

**Double-action revolver:**

- Open the cylinder and push the ejector rod to remove cartridges.
- When the trigger is pulled, the hammer both cocks and releases, and the gun fires. As the hammer moves to the rear, the cylinder rotates and a cartridge aligns with the barrel.

**Ask:** What parts are unique to a revolver? How do they function?

Use slide or a firearm to identify parts of revolvers that were not covered in the overview. Note the purpose of each part.

**Demonstrate** how to load and unload both the single- and double-action revolvers.

**Ask:** What stoppages have you experienced with a revolver and how did you clear them?

Types of stoppages include:

**1. Cylinder stuck:** The cylinder will not move and the gun jams.

- Clearing stoppage: Follow NRA Safe Gun Handling Rules 1 and 2; rotate the cylinder with non-shooting hand.

**2. Cylinder will not swing out:** The cylinder will not swing out of the frame when the release latch is activated.

- Clearing stoppage: Follow NRA Safe Gun Handling Rules 1 and 2; check the ejector rod--it may have come loose, binding the rod to the frame.

**3. Cartridge overrides the extractor:** The extractor slides past the cartridge as the action is opened.

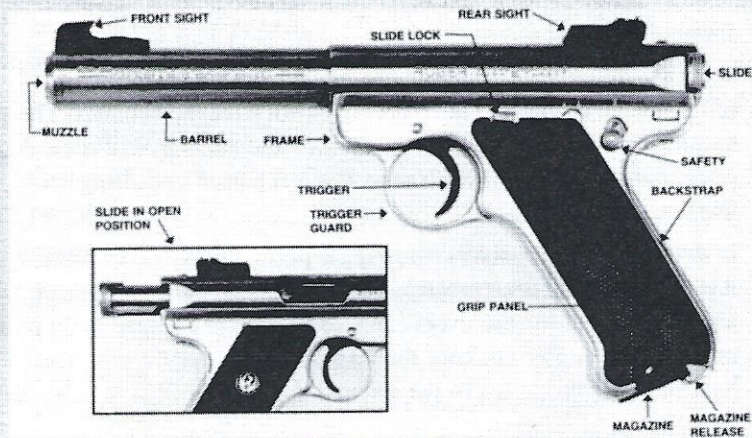
- Clearing stoppage: Follow NRA Safe Gun Handling Rules 1 and 2; pull the cartridge cases out of the cylinder and lift or pry them over the extractor by hand.

**Demonstrate** how to clear common stoppages that occur with revolvers.



# SEMI-AUTOMATIC PISTOLS

- Nomenclature
- Operation
- Stoppages



VI-22

3 Min.

Cumulative Time: 77 Min.

**Note:** Always maintain a controlling grip on the gun any time the action is worked, e.g., hammer is cocked or uncocked; slide is operated. Use only dummy ammunition for demonstrations.

**Ask:** What parts are unique to a semi-automatic handgun? How do they function?

Use slide or a firearm to identify parts of a semi-automatic that were not covered in the overview.

**Ask:** How does a semi-automatic action work?

- The semi-automatic action reloads a cartridge into the chamber each time the pistol fires. Initial loading is accomplished by pulling the slide back and releasing it. A cartridge is chambered as the slide rebounds into position.

**Explain** that engaging the safety is a good habit. A mechanical safety can fail. Some safeties may have to be disengaged before the gun can be loaded or unloaded.

**Demonstrate** how to operate a semi-automatic by loading and unloading it.





2 Min.

Cumulative Time: 79 Min.

**Note:** Always maintain a controlling grip on the gun any time the action is worked, e.g., hammer is cocked or uncocked; slide is operated. Use only dummy ammunition for demonstrations.

**Ask:** What stoppages have you experienced with semi-automatics and how did you clear them?

Types of stoppages include:

**1. Double-feed:** The slide pushes two cartridges into the chamber at the same time, wedging them together and jamming the gun.

- **Clearing stoppage:** Follow NRA Safe Gun Handling Rules 1 and 2; remove the magazine; work the slide several times to work the cartridge loose. If that fails, use your fingers to unwedge the cartridges.

**2. Casing stuck in chamber:** The fired cartridge case will not extract from the chamber. **Note:** The case might not really be stuck in the chamber if the extractor is broken or not functioning properly.

- **Clearing stoppage:** Follow NRA Safe Gun Handling Rules 1 and 2; look at the primer to see if it has been hit by the firing pin--confirm whether you are dealing with a live or fired cartridge. Work the action several times easily and firmly. If that fails, attempt to fire the live cartridge downrange and use a cleaning rod from the muzzle end to push the case out.

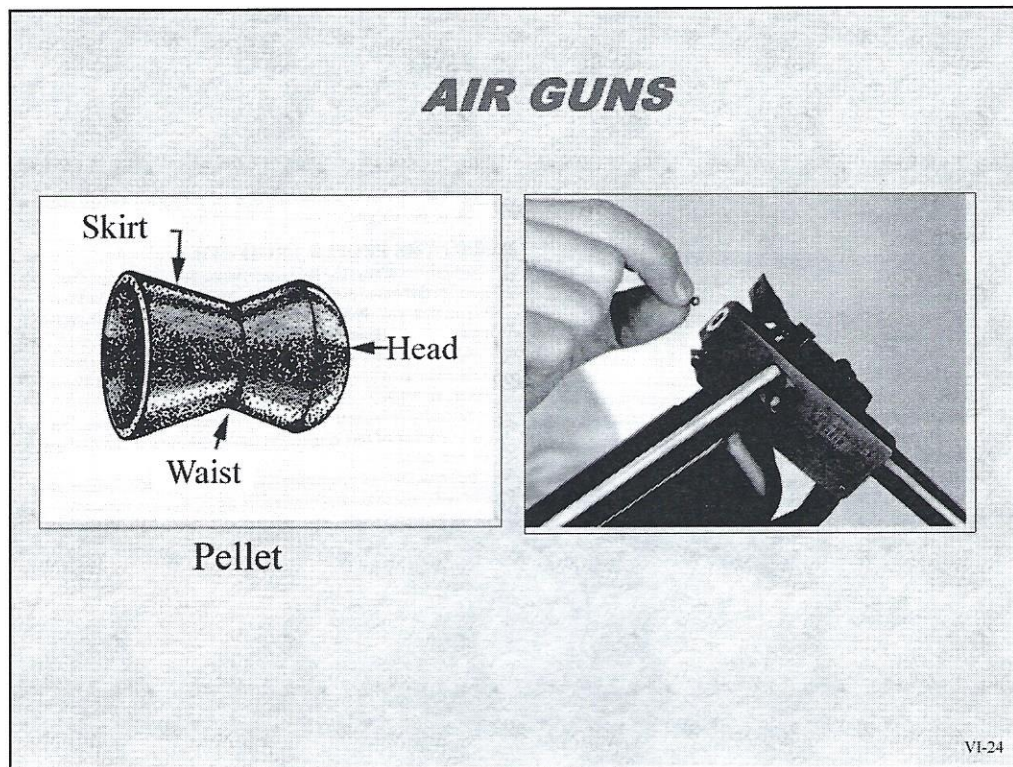
**Demonstrate** clearing the double-feed and stuck case. (Same procedure as with long guns. Demonstrate only if students are having trouble understanding the concepts.)

**3. Stove-pipe:** An empty case is trapped between the slide and the barrel.

- **Clearing stoppage:** Follow NRA Safe Gun Handling Rules 1 and 2; rake your non-shooting hand towards your body causing the spent cartridge case to break free.

**Note:** Do not place your hand in front of the muzzle.





**5 Min.**

**Cumulative Time: 84 Min.**

**State** that handling guns requires the same safety rules and regulations as firearms. The nomenclature of air guns is similar to cartridge rifles and pistols. **Note:** If you use an air gun to demonstrate, be sure to have a second person inspect it to ensure that the air gun is unloaded.

Some air guns are single-shot guns with a simple bolt or port to insert the pellet. Other types of air guns use magazines that contain multiple projectiles. Once cocked, air guns are ready to fire.

**Explain** that most pellets have an hourglass shape and come in .177, .22, or .25 caliber. The nose portion of the pellet is called the head. The constricted middle portion is known as the waist, and the base portion is known as the skirt.

**Ask:** How does an air gun action work?

- On a bolt action, the bolt is lifted up and pulled back. A pellet is inserted into the chamber. When the bolt is pushed forward, the pellet is chambered. As the bolt is lowered, it locks the action closed.
- The hinge action opens like a door hinge. The barrel swings downward and away from the breech block. A pellet is inserted into the chamber, and as the action is closed, the pellet is locked inside the chamber.

**Demonstrate** how to operate an air gun. **Simulate** loading and unloading the air gun.

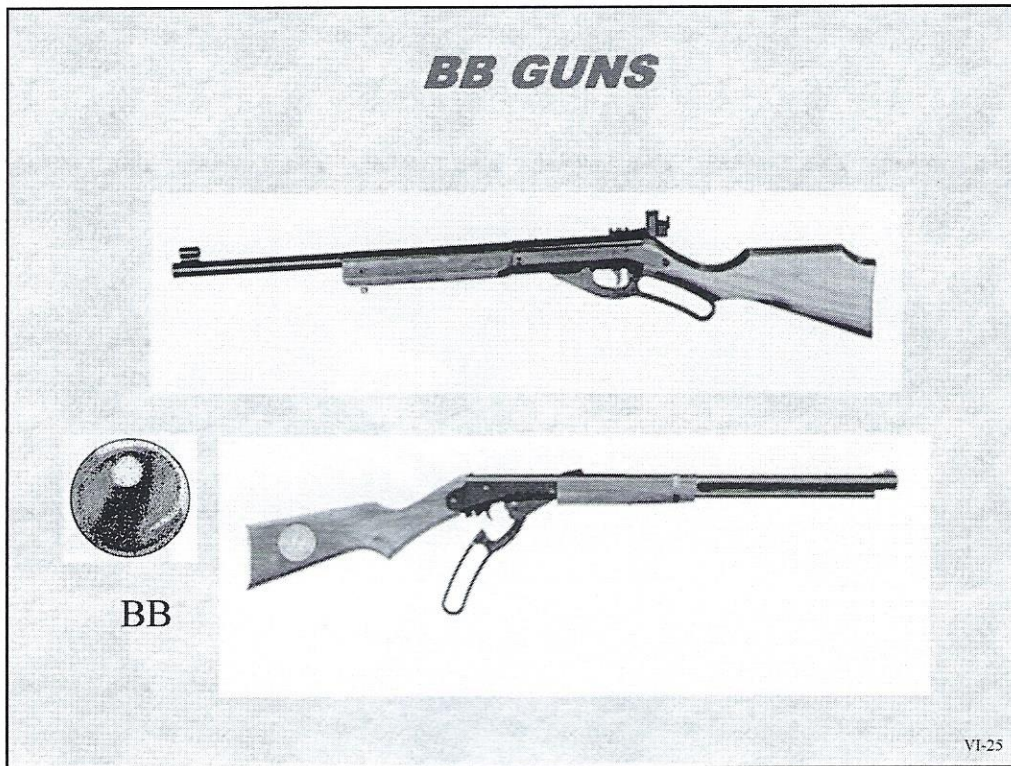
Example of a stoppage:

**Failure to fire:** The gun fails to fire. The power source is defective.

- **Clearing stoppage:** Follow NRA Safe Gun Handling Rules 1 and 2; point gun downrange and attempt to fire. Open the action and use a cleaning rod from the breech end to push the pellet out. If that is not possible, push from the muzzle end. Always keep the muzzle pointed away from your body and in a safe direction.

**Note:** Always wear eye protection on the range. Pellets can ricochet back to the firing line.





**5 Min.**

**Cumulative Time: 89 Min.**

BB guns are a popular type of gun. Use the slide or a BB gun to identify parts. **Note:** If you use a BB gun to demonstrate, be sure to have a second person inspect it to ensure the gun is unloaded. BB guns may be single shot or repeaters.

**Explain** that the term BB is used to describe the spherical steel or lead projectile. Steel BBs actually have a maximum diameter of .175 inch; lead BBs are .177 inch in diameter.

**Ask:** How does a BB gun work?

- A lever-action BB rifle is opened by pushing the cocking lever downward and away from the stock. It is closed by returning the lever to its original position.

**Demonstrate** how to operate an BB gun. **Simulate** loading and unloading the BB gun.

**Note:** Always wear eye protection on an air gun range. BBs can ricochet back to the firing line.



## ***STOPPAGES ON THE FIRING LINE***

- **The shooter raises his hand for assistance.**
- **RSO talks the shooter through the clearing procedure.**
- **RSO takes the gun to clear.**

***A loaded gun never leaves the firing line!***



VI-26

**3 Min.**

**Cumulative Time: 92 Min.**

**Ask:** When would the RSO instruct shooters on how to signal for assistance?

- During the range safety briefing.

**Ask:** What system does your range use to signal for assistance?

- The shooter raises the non-shooting hand for assistance. The shooter maintains control of the gun with the shooting hand.

**Ask:** Does your range have a policy on touching shooters while assisting them?

- If not, your club or range may want to consider it.

**Explain:** If you are not familiar with the gun, ask the owner if they have the owner's manual for the gun. If the owner's manual is not available, ask if anyone on the range is familiar with the gun. The final step would be to work the action and try to clear it by firing all the ammunition in the gun and then inspecting it again to ensure it is unloaded.

**Ask:** What is meant by "a loaded gun never leaves the firing line?"

- Do not remove guns from the firing line with a live cartridge or a projectile in the chamber or magazine. A gunsmith may have to come to the firing line to assist with the stoppage or malfunction.



## ***CLEARING EXERCISE***

### **➤ The Shooter will:**

- **Set up the stoppage**
- **Raise hand for assistance**
- **Explain problem to RSO**
- **Follow RSO guidance then ask RSO to clear gun and observe proper procedure**

### **➤ The RSO will:**

- **Approach shooter in correct manner**
- **Listen to problem and ask questions as needed**
- **Talk shooter through clearing procedure**
- **Take gun out of shooters control and clear**
- **Return gun to the shooter**



VI-27

**5 Min., 50 Min. for Exercise.**  
**(Work in break during exercise.)**

**Cumulative Time: 147 Min.**

### **Establish a range:**

- Use tables for benches.
- Firing line and firing points.
- Place an unloaded gun at each firing point.
- One shooter and one RSO per firing point.

### **Conduct of the clearing exercise:**

- The shooter and the RSO will trade roles at each firing point until all gun types are cleared.
- Make sure all RSO students complete each station.

#### **The shooter will:**

- Set up the stoppage.
- Raise hand for assistance.
- Explain the problem to the RSO.
- Follow the instructions of the RSO, then ask the RSO to clear the gun to observe the proper procedure.

#### **The RSO will:**

- Ask how he may assist the shooter.
- Listen to the problem and ask questions if needed.
- Talk the shooter through the clearing procedure.
- Take the gun out of the shooter's control and clear it.
- Return the gun to the shooter.



## ***REVIEW***

- **You learned:**
  - **How to identify common stoppages and malfunctions.**
  - **How to safely take a loaded gun from a shooter.**
  - **How to clear common stoppages.**



VI-28

**2 Min.**

**Cumulative Time: 149 Min.**

**Review** learning objectives.

**Ask:** What is a stoppage?

- A stoppage is an unintentional interruption in the operational cycle of a gun that locks up the action, keeping it from functioning properly. Stoppages can be cleared from a gun quickly, returning it to an operational condition.

**Ask:** What is a malfunction?

- A malfunction is a failure of a gun to function as designed. Malfunctions may require the gun to be repaired to restore it to a properly functioning condition.

**Ask:** Is everyone confident that he or she can safely take a loaded gun from a shooter?

- If anyone is not sure, provide additional training.

**Ask:** Is everyone confident that he or she can clear a stoppage?

- If anyone is not sure, provide additional training.

## ***LESSON VII PREVIEW***

- **Conduct of the written examination.**
- **Grade the examination.**



VI-29

**1 Min.**

**Cumulative Time: 150 Min.**

**Explain** that next lesson is the written test. Announce the amount of time allotted for the break and what time the test will begin. Remind students to sharpen their pencils!

Be sure each student understands the correct answers.



## **LESSON VII: Test and Review**

**LEARNING OBJECTIVES:** Upon completion of this lesson, students should be able to:

1. Pass the NRA's Range Safety Officer test.
2. Understand the procedure for finalizing credentialing with the NRA.

**Length:** 90 Minutes

**Facility:** Classroom

**Training Materials:**

- NRA Range Safety Officer Test (one per student)
- NRA Range Safety Answer Sheet (one per student)
- NRA Range Safety Officer Test Key
- Pencils (one per student)
- Viewgraphs
- Training aids as appropriate: chalk, eraser, blackboard, flipchart, easel, markers, overhead projector, bulbs, screen, etc.

**Reference:**

*NRA Basic Range Safety Officer Course Student Study Guide*

## ***THE TEST***

- **Open Book**
- **Time: 60 minutes**
- **Raise your hand for assistance**



VII-1

**1 Min., 59 Min. for Test.**

**Cumulative Time: 60 Min.**

### **Explain:**

- The time limit is 60 minutes for the test.
- This examination is an open book test.
- If you need help, raise your hand for assistance.

*Remain available during the test to explain questions to students.*



## ***REVIEW***

- **Open book exam.**
- **90% or higher score required to pass**
- **Review questions missed.**
- **Chief Range Safety Officer signs off on passing test.**



VII-2

2 Min., 23 Min. for Review.

Cumulative Time: 85 Min.

### **Explain:**

- Passing score is 90 percent or higher.
- Students are to exchange answer sheets.
- Students take turns reading the test questions and giving the answers.

*Ensure correct answer is given and explain correct answer if necessary.*

Once the review is complete, have the students total the test scores and return answer sheets to the owners. Each question is worth two points .

**Sign off** on passing scores. **Inform** students that additional training is available to those who score below 90 percent on the test.

**Report** training at [www.nrainstructors.org](http://www.nrainstructors.org). *Generally, 24-48 hours after the report is submitted by the trainer*, Range Safety Officer candidates will have 30 days to register and log in at [NRAInstructors.org](http://NRAInstructors.org) using their NRA member identification number to complete their credentials processing. Those that are not currently NRA members will need to wait until a non-member identification number is assigned, and they are notified by email. Part of this process will be a requirement for candidates' to acknowledge and agree to a disclaimer and pay the appropriate credentialing fee, which varies depending on NRA membership status. Once this is accomplished, candidates will be able to print and/or download their certificate and ID card. In order to be an NRA certified Range Safety Officer, individuals will need access to an electronic device that can be used to log in to [NRAInstructors.org](http://NRAInstructors.org), a valid email address, and may find it useful to have some method to print or download items from [NRAInstructors.org](http://NRAInstructors.org).

***CRSO SUBMITS ELECTRONIC  
REPORT TO NRA via  
<http://nrainstructors.org>***

*Generally, 24-48 hours after the report is submitted, Range Safety Officer candidates will have 30 days to register and log in at [NRAInstructors.org](http://NRAInstructors.org) using their NRA member identification number to complete their credentials processing. Those that are not currently NRA members will need to wait until a non-member identification number is assigned, and they are notified by email. Please review these procedures on the following slides.*



VII-3



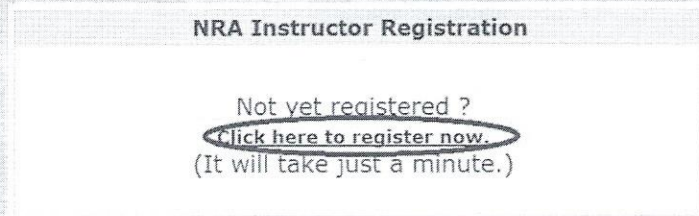
# NRAINSTRUCTORS.ORG

## Candidate Registration

Step #1



Step #2



VII-4

Step #3

**Registration - Verify Your Identity**

NRA ID:

Last Name:

Country:  ▼

Zip Code:  ✕



## Step #4

### Complete Registration

Welcome, ANDY LANDER

Your Instructor ID is: 30466763

Create Login ID:

(Please remember this Login ID. After successful registration, you must have this Login ID to use this site.)

Email:

Enter Password:

Confirm Password:

*(Note: Password must be between 6 and 12 characters and must include at least one digit.)*

VII-6

# REGISTRATION COMPLETE!

You have registered successfully..

Your Login ID is **TCCoordinator**

Please remember this Login ID. Preferably note it down somewhere safe. You must have this Login ID to use this site.

[Click here to Login.](#)

VII-7



# SIGNING IN

## NRA Instructor Login

Login ID:

Password:

[Can't remember your Login ID?](#)

[Forgot your Password?](#)

VII-8

# Paying for Certifications

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## My Ratings

Ratings	Expiration Date
Certified Pistol	11/5/2014

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[Update your Mailing/Email Address](#)  
[Update your Phone Numbers](#)  
[Print your Instructor ID Card](#)  
[Print your Certificate\(s\)](#)

## Useful Links for Instructors

[Basic Pistol LP revision 2-2011](#)  
[FIRST Steps Pistol revision FSP-40](#)  
[Basic Pistol Lesson Plan Appendix S](#)  
[NRA Basic Pistol Shooting Course: Lesson I](#)  
[NRA Basic Pistol Shooting Course: Lesson II](#)  
[NRA Basic Pistol Shooting Course: Lesson III](#)  
[NRA Basic Pistol Shooting Course: Lesson IV](#)

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Click here to check out some exclusive exciting special offers from some of the greatest in the shooting industry! They're helping support the programs, so please take a moment to take a look and help support them, too!

## New Rating(s)

Certified Pistol

Your new rating is temporary and will expire in 30 days. Please click below to pay the processing fee and add the rating to your current certifications.

[Click here to Activate](#)



# Paying for Certifications Disclaimer

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I understand and agree that by registering on this site, <http://trainstructors.org>, I am applying for certification as an NRA Instructor, Range Safety Officer, or Coach. I understand that certification as an instructor, range safety officer or coach is a statement by the NRA that in our opinion, and based upon the evidence available to the NRA, you meet the requirements which NRA has set for the certification. Certification does not create a contractual relationship with the NRA, and may be revoked at the discretion of the NRA.

I acknowledge that certification is a privilege which may be revoked by NRA at NRA's sole discretion.

I acknowledge that the NRA retains exclusive rights to its copyrighted course materials and all related intellectual property. Instructors are not authorized to reproduce, duplicate or distribute any NRA materials, without the prior written authorization of the NRA.

I have reviewed and will abide by the NRA Trainer's Ethos Guide, or NRA Coaches Ethics Code as appropriate.

I understand that when using NRA trainer titles or trainer emblems, that all listed or referenced courses must be NRA courses unless the required disclaimer is also used. If the courses listed are a mix of NRA and non-NRA courses, each and every non-NRA course listed or described must include the disclaimer, "This is not an NRA-approved course," in type at least as large as that used for the course title. The use of the NRA name, trainer title(s), or trainer emblem(s) must not be used in such a manner as to cause the public to reasonably believe the user is an NRA employee or that their location is an NRA place of business.

I represent, warrant and certify that I am not prohibited by any federal, state, or local law, ordinance, or regulation from possessing, purchasing, or using firearms.

I agree to the Disclaimer.

VII-10

# Paying for Certifications

## Renew Your Certifications

<b>Address</b> ID: 30466763 Address: 11250 WAPLES MILL RD FAIRFAX, VA 22030-7400 USA (703) 267-1422	<b>New Rating(s)</b> Certified Pilot
--------------------------------------------------------------------------------------------------------------------	-----------------------------------------

Verify

## Payment Information

Amount: \$30.00

**Payment Type**

Credit Card  PayPal

**Credit Card Information**

Card Number: 1234 5678 9101 1122  
Name on Card: Andrew Lander  
Card Type: -- Select --  
Card Expiration: 11 / 2013

Submit Payment

VII-11



# ID Cards/Certificates

Step #1

**NRA Instructor Login**

Login ID:

Password:

[Can't remember your Login ID?](#)

[Forgot your Password?](#)

Step #2

**NRA Instructors Account Management** 

---

[Update your Login Information](#)

[Update your Mailing/Email Address](#)

[Update your Phone Numbers](#)

[Print your Instructor ID Card](#)

[Print your Certificate\(s\)](#)

VII-12



Some of the RSO items available at  
<http://materials.nrahq.org>





## **NATIONAL RIFLE ASSOCIATION**

**Thank you for taking time out of your busy schedule to attend the NRA's Range Safety Officer Course. Your actions as Range Safety Officers will help advance the already great safety record of the shooting sports.**

**A special thanks**

**This program was made possible, in part, thanks to the NRA Foundation and its generous donors.**



VII-14

**2 Min.**

**Cumulative Time: 90 Min.**

**Thank** everyone for attending your course.

**Inform** students of other NRA courses that you will be conducting in the future.

**Credit** the NRA Foundation and its donors for their help in making this and other NRA programs possible.

**APPENDIX A**  
**STANDARD OPERATING PROCEDURES**

**YOUR RANGE NAME**  
**100 CENTER SHOT ROAD**  
**FIRING LINE, VIRGINIA XXXXX**

**SAMPLE ONLY**

It is up to the local club/organization/facility to determine whether Standard Operating Procedures (SOPs) are required and, if so, what the contents should be. It is recommended that a decision be made after consulting with the appropriate advisors (attorney, insurance agent, etc.).



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**YOUR RANGE NAME  
100 CENTER SHOT ROAD  
FIRING LINE, VIRGINIA XXXXX**

## **CHAPTER 1**

### **PREAMBLE**

Chapter 1 should begin with a preamble. The preamble may contain the year the organization was founded, the principal founders and a brief biography of each, the reason the organization was founded, and a brief description of the range facility.



# CHAPTER 2

## CONSTITUTION

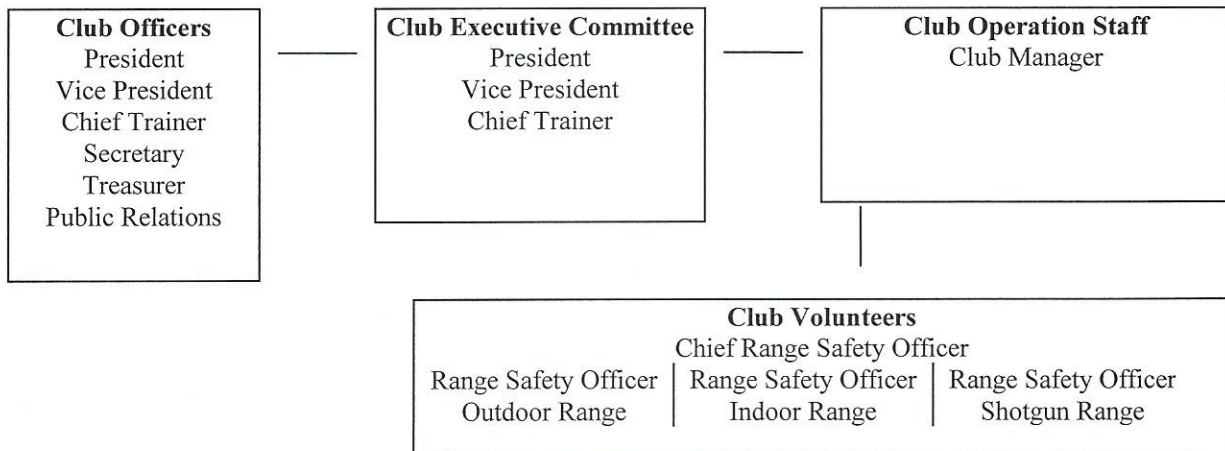
Chapter 2 consists of the organization's constitution which may contain such information as articles of incorporation and bylaws. **Note:** You may want to have a lawyer develop or review your constitution to ensure that it complies with all federal, state, and local laws.

# CHAPTER 3

## ORGANIZATION CHART

Chapter 3 may contain a chart to illustrate how your facility is organized. Refer to the bylaws (Chapter 2) to provide information on election of officers, the progression of officers, how a member may run for office, and duties of the officers. Commercial ranges and shooting clubs might also include an operations guide on how to train management or operations personnel.

### Club Organizational Chart





# CHAPTER 4

## NON-PROFIT ORGANIZATION

Chapter 4 may contain guidelines for non-profit membership organizations. **Note:** You may want to have a lawyer and accountant develop or review your non-profit status to ensure it complies with all federal, state, and local laws.

# CHAPTER 5

## SAFETY PLAN

Chapter 5 may contain a safety plan and rules for the range facility. In addition, administration policies covering disciplinary actions and insurance regulations should be included. **Note:** A safety consultant or a safety advisor from an insurance company would be a valuable resource to help develop or review your safety plan.

The *NRA Range Source Book* is an excellent reference for range safety development.



# CHAPTER 6

## RANGE OPERATIONS

Chapter 6 may contain range operation procedures, including day-to-day details such as how to open the facility, energy-saving steps to consider when only one person uses an indoor range, signing in or out of the range, range credentials, and securing the facility on departure.

### SAMPLE RANGE OPERATIONS GUIDE

	SECTIONS*	PAGE
1.	General	9
2.	Facilities for Use (include designed use)	9
3.	Range Limitations and Safety Requirements.	9
4.	Authorized & Prohibited Firearms	9
5.	Authorized Personnel	9
6.	Personnel Responsibilities	10
7.	Hours of Operation and Scheduling	11
8.	RSO Check-in/out and Range Operational Procedures	11
9.	Alcohol / Drugs (include prescription and over-the-counter medications)	11
10.	Medical Support; Emergency Action Plans (bad weather, illness, injury)	11
11.	“Hold Harmless” Agreement Form	11

\* Sections to consider when developing such a guide.

## SAMPLE RANGE OPERATIONS GUIDE

1. **General.** Live firing conducted at the \_\_\_\_\_ Range Complex is designed to provide authorized personnel access to a facility where they can become proficient with privately-owned firearms.
2. **Facilities for Use.** Range availability is at the discretion of the Club Manager (CM). Live-fire shooting is normally limited to the following ranges and equipment:
  - a. Outdoor Range--Rifles smaller than .50 caliber centerfire; pistols and shotguns any caliber or gauge. (No tracer or armor-piercing ammunition.)
  - b. Indoor Range—BB guns, Air rifles, air pistols, .22 caliber rifles, handguns up to .45 caliber. (No magnum, tracer, or armor-piercing ammunition.)
  - c. Trap and Skeet Range--Shotguns only. (Up to #7½ shot; no slugs.)
3. **Range Limitations and Safety Requirements.**

Live-fire shooters will:

  - a. Fire only on scheduled ranges that have a Range Safety Officer (RSO) present.
  - b. Fire only authorized firearms and ammunition.
  - c. Fire at authorized targets only. Metal silhouette targets are to be used for silhouette matches only and not for recreational shooting. Computerized targets and target box systems are **off limits** to all shooters.
  - d. Fire only after completing a “hold harmless” agreement. (Required for each visit to the range complex.)
  - e. Ensure all projectiles impact within the established range safety limits.
  - f. Ensure range flags are displayed on the firing line at the outdoor range and shotgun range and in the target pits on the outdoor range.
  - g. Call “Cease firing” and make safe all firearms before a shooter moves forward of the firing line or during any unsafe condition.
  - h. Call “Cease firing” if a firing line becomes staggered (one shooter forward of another) anywhere on the range complex.
  - i. Use appropriate ear protection. The indoor range requires double hearing protection (foam inserts and hard muffs).
  - j. Wear appropriate eye protection.
  - k. Notify the RSO or Chief Range Safety Officer (CRSO) of any safety infractions.
  - l. Police all brass, paper, and other debris that accumulate on the range. Dispose of them in the containers provided.
4. **Authorized & Prohibited Firearms.** Full-automatic firearms are authorized. However, the owner must contact the CM for approval prior to the live-fire event. The CM can deny full-automatic fire during shooting for any reason. The member must provide the proper federal licenses and all required paperwork to the CRSO prior to firing any full-automatic firearms.
5. **Authorized Personnel.** The following persons are allowed to fire:
  - a. Current members of the shooting club.
  - b. Invited guests of the above, provided the authorized person is present and assumes full responsibility for the conduct of his or her guests.
  - c. Personnel approved by the club officers, CM, or CRSO on a case-by-case basis.



## 6. Personnel Responsibilities.

### a. Club Manager

- (1.) Maintain the range facility.
- (2.) Ensure the CRSO receives written range schedules by 3:30 p.m. daily for weekdays and 3:30 p.m. on Fridays for weekends. Schedules should include matches, recreational fire, and any special instructions.
- (3.) Conduct CRSO and RSO training as needed using the NRA Range Safety Officer Training Program.

### b. Chief Range Safety Officer

- (1.) Report for duty one hour prior to the first scheduled live fire for the day.
- (2.) Ensure each RSO understands and can execute live-fire procedures. (Live fire must be conducted in accordance with this chapter.)
- (3.) Ensure the RSO checks in prior to going downrange.
- (4.) Check to see that the RSO has "RSO" stamped on a valid shooting club identification card. Ensure that names of all RSO are listed in the CRSO's binder.
- (5.) Have the RSO sign out one radio, appropriate keys, required range flags, Hold Harmless Agreements, SOP binder, and first-aid kit.
- (6.) Inspect the range with the RSO after a cease fire.
- (7.) Assist the CM in conducting the NRA Range Safety Officer Training Program for club members.

### c. Shooting Club RSOs. The club president must first approve anyone desiring to become a shooting club RSO. RSO status is accomplished by attending an RSO class given by the CRSO. Information on dates and times for these classes can be obtained by contacting the Shooting Club at \_\_\_\_\_.

- (1.) Check in with the CRSO a half hour prior to the first scheduled live fire.
- (2.) Present shooting club identification card with RSO stamp.
- (3.) Obtain the following: "hold harmless" agreement forms, radio, first-aid kit, range binder, flags, and any special instructions.
- (4.) Test the radio to ensure it works correctly.
- (5.) Conduct range inspection with the CRSO using the checklist, Outdoor Range Appendix (1), Indoor Range Appendix (2), or Shotgun Range Appendix (3).
- (6.) Check that all shooters have current club cards, and that all shooters and spectators fill out "hold harmless" agreements. (See sample letter #1.) Ensure that **at least two individuals (RSO + one)** are on the range at all times.
- (7.) Conduct range safety briefing using Appendix (4).
- (8.) Request permission to conduct live fire from the CRSO.
- (9.) Conduct live fire in accordance with section 6 (d) of this chapter. Failure of shooters to abide by the procedures listed in section 6 (d) will result in immediate eviction from the range and possible suspension of future shooting privileges. Report all incidents to the CRSO.
- (10.) Notify CRSO by radio when live fire is finished and request a range inspection.
- (11.) Turn in all gear.

**Note:** RSOs should be aware that live fire cannot occur unless it has been scheduled by the CM or CRSO.

### d. Shooting Club Members

- (1.) All shooters must check in with the designated RSO on the scheduled range.
- (2.) All shooters and spectators must fill out "hold harmless" agreements.
- (3.) Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
- (4.) All shooters are responsible for their guns and ammunition while on the complex.

- (5.) Firearms that are out of the case and not being fired must be benched. (Actions open and facing up, chambers empty, muzzles pointing downrange, and safeties on.)
  - (6.) Only load firearms on the firing line after the RSO has given the command to load.
  - (7.) Do not point firearms at anything other than authorized targets.
  - (8.) Fire only at your own target.
  - (9.) Give the command "Cease firing" if an unsafe condition exists.
  - (10.) Follow all instructions from the RSO.
  - (11.) Assist in policing the area of brass and any other debris.
  - (12.) No pets are allowed on the range complex.
7. **Hours of Operation and Scheduling.** The CM develops a special event live-fire schedule based on requests received and posts it on the first of each month. All other range requests will be approved based on range availability. RSOs desiring to open a range must notify the shooting club in order to be placed on the operations schedule. Information on range availability and scheduling is accessible 24 hours a day by calling the shooting club at \_\_\_\_\_.
8. **Alcoholic Beverages and Drugs.** Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) before or during live firing. The CRSO or RSO will deny range access to anyone in violation. After firing, shooters may consume alcoholic beverages in the following areas:
- a. The pavilion in the picnic area. (Only after all firearms and ammunition have been properly secured.)
  - b. The clubhouse adjacent to the shotgun range.
9. **Medical Support.** In the event of a medical emergency, call 911 and notify the CRSO immediately.
10. **Hold Harmless Agreement Form.** A "hold harmless" agreement form will be completed annually by each RSO and given to the CM by January 12. See the sample "hold harmless" agreement form in Appendix (7).



# **CHAPTER 7**

## **RSO TRAINING REQUIREMENTS AND REPORTS**

Chapter 7 may contain specific RSO training course information, including outlines, instructor report forms, and order forms for materials.

# **APPENDIXES**

## **(Samples Only)**



# APPENDIX 1:

## Outdoor Range Inspection Checklist

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

	Yes	No
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Number Boards Painted and Visible	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Target Turning Machines in Good Repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered/Clean	_____	_____
Shooting Benches/Tables Inspected	_____	_____
Sandbags/Gun Rests on Hand	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First-Aid Kit Filled/Accessible	_____	_____
PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass/Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# APPENDIX 2:

## Indoor Range Inspection Checklist

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

	Yes	No
Controlled Access Door Closed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Number Boards Painted and Visible	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered/Clean	_____	_____
Shooting Benches/Tables Inspected	_____	_____
Sandbags/Gun Rests on Hand	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
Ventilation System Working	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First-Aid Kit Filled/Accessible	_____	_____
PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass/Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____
Lights	_____	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# APPENDIX 3:

## Shotgun Range Inspection Checklist

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

	Yes	No
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Machine Filled/Inspected	_____	_____
Cable Connected/Inspected	_____	_____
Firing Stations Marked /Clean	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First-Aid Kit Filled/Accessible	_____	_____
PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Hull/Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____
Lights	_____	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# APPENDIX 4:

## Range Safety Briefing

**Follow** this outline when conducting range safety briefings. **Issue** copies of the shooting range rules to all range users. **Conduct** the briefing on the range immediately prior to range use. **Stand** where posted rules, demonstrations, and explanations of range equipment can be included in the briefing. **Involve** range users. Have them read rules from posters and handouts. Ask questions to reinforce understanding. If guns are used during the briefing, *the RSO must follow the NRA Gun Safety Rules.*

### 1. PURPOSE OF THE SHOOTING EVENT

- **State** the purpose, e.g., recreational shooting.
- **Provide** an overview of the event.
- **State** the total numbers of shots and time available.

#### Range Personnel

- **State** where range personnel will be located.
- **Introduce** range personnel.
- **Explain** that their role is to ensure safety.
- **Indicate** how they may be identified, e.g., orange vest and hat.

### 2. RANGE LAYOUT AND LIMITS

- **Conduct** a range orientation on, or within view of, the range.
- **Point out** key areas of the range and briefly describe actions that occur within each.
  - Spectator area--Located behind the ready line where visitors and range users may wait and observe activities.
  - Ready area--Located behind the firing line where shooters may store and prepare their equipment.
  - Firing point--Shooters may occupy their firing points at the firing line when authorized to do so. Points are numbered and correspond to the target numbers. Shooters may only dry fire at the firing line before an event and should only handle firearms when authorized to do so.
  - Backstop--Located downrange behind the target line. Firearms should point toward the backstop at all times. All firing should be directed forward from the shooters' firing points so projectiles impact within designated impact areas.
  - Cleaning area--Located at \_\_\_\_\_. Cleaning is authorized only in the cleaning area. No ammunition is allowed in the cleaning area.
- **Demonstrate** the proper use of special equipment and **explain** any special safety practices, e.g., body and hand positions for target carriers, trap machines, etc.



### 3. RANGE SAFETY RULES

#### ❖ NRA Gun Safety Rules

##### Three Fundamental NRA Rules for Safe Gun Handling

**Ask:** What is the first rule of safe gun handling?

- *Always* keep the gun pointed in a safe direction.

**Ask:** What does a “safe direction” mean?

- The gun is pointed so that even if it were to go off, it would not cause injury or damage.

**Ask:** What is the second rule of safe gun handling?

- *Always* keep your finger off the trigger until ready to shoot.

**Ask:** Unless shooting, where should the shooter’s finger rest?

- The finger should rest alongside the gun, i.e., on the frame, receiver, or trigger guard.

**Ask:** What is the third rule of safe gun handling?

- *Always* keep the gun unloaded until ready to use.

(**Emphasize** that safeties can fail. Safe gun handling rules should be followed all the time!)

##### Rules for Safe Use

- ◆ Know your target and what is beyond.

**Ask:** What is meant by “know your target and what is beyond?”

- The shooter must be sure that projectiles will safely impact into the backstop.

- ◆ Be sure the gun is safe to operate.

- ◆ Know how to use the gun safely.

**Ask:** What is meant by “know how to use the gun safely?”

- Shooters need to know how the gun operates, its basic parts, how to safely open and close the action, and how to remove ammunition and projectiles.

- ◆ Use only the correct ammunition for your gun.

**Ask:** What is meant by “use only the correct ammunition?”

- Only ammunition designed for a particular gun can be safely fired in that gun. Shooters should ensure that the caliber marked on the barrel, ammo box, and cartridge case match. This is especially true for antique firearms.

- ◆ Wear eye and ear protection as appropriate.

**Ask:** Why should range users wear both eye and ear protection?

- Many guns are loud and the noise can cause hearing damage. Guns can also emit debris, hot gas, and cartridge cases that could cause eye injuries.
- Users of air gun ranges, including spectators, need eye protection to prevent injuries from ricochets.

- ◆ Never use alcohol or drugs before or while shooting.

**Ask:** What type of substance is implied by “never use alcohol or drugs...?”

- Any substance that may impair normal mental or physical bodily functions. Examples include prescription and non-prescription drugs, e.g., cold medicines that may cause drowsiness, nervousness, balance problems, etc.
- Anyone taking any medication or substance that may impair normal mental or physical bodily functions is not allowed on the range.

## ❖ General Range Safety Rules

Ask range users to read rules as you (RSO) point to range posters or refer to handouts.

- ◆ Know and obey all range commands.
- ◆ Know where others are at all times.
- ◆ Shoot only at authorized targets.
- ◆ Do not handle a gun or stand at the firing line where guns are present while others are downrange.
- ◆ Stop shooting immediately upon the command of “**Cease Firing.**”

**Ask:** Why is it important to shoot only at authorized targets?

- Shooting at different targets, e.g., steel targets or at different distances or angles, may result in hazardous conditions.

**Ask:** What actions should shooters perform during a cease fire?

- Stop shooting immediately.
- Await further instructions from the RSO.

### ◆ Stoppages

Explain that there are three common ammunition stoppages.

- A **misfire** is when a cartridge does not fire after the primer has been struck by the firing pin.
- A **hangfire** is when a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.
  - The normal procedure for handling misfires or hangfires is to:
    - Keep the gun pointed down range (safe direction).
    - Wait at least 30 seconds in case it is a hangfire. With black powder guns, wait at least two minutes.
- A **squib load** is when there is less than normal pressure or bullet velocity after ignition of the cartridge. The bullet may or may not exit the barrel. Squib loads are identified by difference in recoil or noise.
  - The normal procedure for handling squib loads is:
    - Keep the gun pointed downrange (safe direction).
    - 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.

## NRA Hygiene Guidelines

**Explain** that NRA hygiene guidelines are intended to minimize exposure to airborne particulate lead and cleaning product residues.

**Emphasize** that everybody exposed at the range or cleaning area--even if he or she did not participate in the shooting session--should follow these guidelines. **Remind** range users of these guidelines prior to, during, and immediately after occupying the range.

- Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a gun.
- Wash your hands and face with cold water after leaving the range or cleaning area before eating or drinking.
- Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.



### ❖ **Site-Specific Range Rules** (examples)

Ask range users to read rules as you (RSO) point to range posters or refer to handouts.

- ◆ Full-automatic guns are allowed only with prior written approval from the CRSO.
- ◆ Armor-piercing and tracer ammunition is not allowed.
- ◆ Muzzleloading firearms are not allowed.
- ◆ Targets must be placed at the shooter's eye level to ensure bullets hit the impact area.
- ◆ Leave dropped ammunition on the floor until the stage of fire is completed and firearms are benched or grounded.
- ◆ Notify the RSO when there is a firearm stoppage or malfunction.
- ◆ Dry firing is only permitted at the firing line and only when authorized.
- ◆ All guns must remain unloaded with actions open except when on the firing line and authorized to be loaded.
- ◆ When guns are benched or grounded, keep the actions open and ejection ports facing upward so chambers are visible.
- ◆ Ammunition is not permitted in the cleaning area.

**Ask:** Why are shooters required to leave dropped ammunition on the floor until firing is completed and firearms are benched or grounded?

- This policy prevents shooters from unintentionally pointing the firearm at other users while retrieving dropped ammunition, or inadvertently moving in front of the firing line.

**Ask:** Why are shooters required to notify the RSO of firearm stoppage or malfunctions?

- Notification is critical for safety.

### ❖ **Administrative Range Rules**

Example: Did everyone park his or her car in the shooters' parking area?

## **4. FIRING LINE COMMANDS**

**State and explain** standard range commands that will be used for specific shooting events, e.g., formal competition rules are specified in NRA Rule Books.

- ◆ "As you were" means to disregard the command just given.
- ◆ "Carry on" means to proceed with what was being done before an interruption.
- ◆ "Relay No. \_\_, Match No. \_\_\_ (or naming the match), on the firing line" means shooters are to move to their firing points.
- ◆ "The preparation period starts now" means shooters may occupy their firing points, prepare, and dry fire at the targets.
- ◆ "The preparation period has ended" means shooters must stop preparation activities.
- ◆ "Load" means shooters are given permission to load authorized number of rounds and prepare for the shooting event.
- ◆ "Is the line ready?" allows a shooter with problems to raise an arm and call "Not ready on target...."
- ◆ "The line is ready" means all shooters are ready to begin.
- ◆ "Ready on the right!", "Ready on the left!", "Ready on the firing line!" is the sequence of commands that gives shooters their last chance to signal "Not ready." "Ready on the firing line!" means that targets will be exposed in three to five seconds.
- ◆ "Commence firing!" signals shooters to begin shooting. This command may be signaled

verbally, by a whistle or horn blast, or by moving the targets into view.

- ◆ “Misfire” is called by a shooter to inform the RSO and other shooters that a firearm failed to fire and a hazardous condition may exist. Due to the possibility of a hangfire (a delay in the ignition of the cartridge), keep the firearm pointed downrange and wait at least 30 seconds for modern firearms, or at least two minutes for muzzleloading firearms, prior to correcting the malfunction.
- ◆ “Cease firing!” notifies shooters to stop firing immediately and await further instructions. “Cease firing” may be signaled verbally, by a whistle or horn blast, or by moving the targets out of view. Additional commands may follow. **Emphasize** that this command can be given by anyone observing an unsafe condition.
- ◆ “Is the line clear on the right?”, “Is the line clear on the left?” means line officers or the RSO check that all guns are unloaded with actions open and chambers empty.
- ◆ “Go forward, score targets, and paste” (or “Change”) authorizes shooters to go forward of the firing line to change targets.
- ◆ “Range is clear, you may handle your guns” means shooters may approach the firing line and handle their guns since no personnel are downrange.
- ◆ “Move out of position and remove your equipment from the firing line” authorizes shooters to remove their gear.
- ◆ “Police your firing point” means shooters are to pick up fired cartridge cases and clean their firing points.

**Ask:** What two range commands may be issued by shooters?

- “Cease firing” and “Stop.”

**Ask:** What does “misfire” mean?

- That the firearm failed to fire and a hazardous condition may exist. The misfire could actually be a hangfire, which is a delay in the ignition of the cartridge.

**Ask:** What actions are taken during a misfire?

- Due to the possibility of a hangfire, the shooter keeps the firearm pointed downrange and waits at least 30 seconds for modern firearms, or at least two minutes for muzzleloading firearms, prior to correcting the malfunction.

**Ask:** Where and when may shooters dry fire?

- Only at their firing points and only when authorized to do so.

## **5. EMERGENCY PROCEDURES**

- Take charge of the situation. (Determine seriousness of injury and assigned duties)
- Call for help if necessary via radio or telephone. Emergency phone numbers and information list should be centrally located.
- Render aid. First-aid kit should be centrally located.
- Direct help to location.
- Take notes. Emergency report sheet should be located in range SOPs binder (See Appendix 5.)



# APPENDIX 5:

## Emergency Report Sheet

Effective Date: \_\_\_\_\_

### EMERGENCY COMMUNICATIONS

Contact	Primary Phone Number	Secondary Phone Number	Primary Frequency	Secondary Frequency
EMS				
Police				
Fire				
Poison Control Center				
Range				
Cellular Phone				

### IMMEDIATE RESPONSE FOR INJURIES OR ILLNESS

- Call a cease fire if the injured is near the firing line or downrange. Ensure that all firearms are unloaded and clear.
- (Insert name and position) will coordinate edging or pulling of targets, if possible, and securing the scene and the injured person's gear.
- (Insert name and position) will notify EMS at (insert contact number/frequency) from the nearest telephone/radio located at \_\_\_\_\_ and provide the following information:

#### 1. Specific Location or Address of Incident with Directions

Location: \_\_\_\_\_

Address: \_\_\_\_\_

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 injured or ill: \_\_\_\_\_

7. First aid provided: \_\_\_\_\_

- Wait for EMS to hang up first. Return to the injured and continue care until EMS arrives.

- (Insert name and position) is currently certified in American Red Cross (ARC) Standard First Aid and CPR. He/she will evaluate the situation for hazards, protect the injured, and provide first aid until relieved by more qualified personnel, e.g., physician or EMS. Person listed above will:

1. Identify self to the injured.
2. Inform injured of training (American Red Cross Standard First Aid & CPR).
3. Inform injured of aid offered.
4. Receive verbal permission from injured (if adult), or parent/guardian (if child) prior to giving care.
5. Refrain from giving care to a conscious injured person whom objects.
6. Assume implied permission if the injured is unconscious or unable to respond.
7. Assume implied permission if the injured is a child with a serious injury and a parent or guardian is not present.
8. Move the injured only if life is endangered.
9. Check injured for life threatening condition before providing care. Provide care only within level of training.
10. Never dispense aspirin or medications; administer activated charcoal or syrup of Ipecac (or other treatments) unless directed by EMS or Poison Control Center.

- (Insert name and position) will retrieve the first-aid kit located at \_\_\_\_\_ and assist ARC personnel as needed.
- If the accident involves chemical burns, an eye flush station is located at \_\_\_\_\_.
- If the accident involves a gun shot injury, (insert name and position) will notify police and preserve the scene as it appeared at the time of the incident.
- (Insert name and position) will go to the range entrance and direct EMS personnel to the injured.

## COORDINATION

- (Insert name and position) will supervise the situation and ensure fulfillment of emergency procedures by:
  1. Getting names of witnesses and taking statements.
  2. Providing EMS with treatment release forms, medical history information (maintained on employees, staff, and competitive athletes) and next of kin information for the injured.
  3. Notifying next of kin once EMS has examined the injured and prepared for transportation to a medical facility.
  4. Completing injury report forms.
  5. Notifying official of the organization, range, club, etc., concerning activation of the emergency plan.
  6. Notifying insurance company (personnel and/or organization as appropriate).
  7. Evaluating emergency plan for possible revisions.
  8. Filing copies of the injury report form with records as appropriate.
  9. Following up with physician for recommendations and release prior to allowing ill or injured to participate.

## HELICOPTER MEDICAL EVACUATION (MEDEVAC)

A suitable MEDEVAC site is available at (location and coordinate.) Orange flags, smoke signals, and strobe lights are available for marking the landing site, and are stored at \_\_\_\_\_. (Insert name and position) will mark the landing site and guide the MEDEVAC approach and landing. If smoke is displayed, initiate smoke downwind of the landing zone.

## RANGE EMERGENCY RESPONSE PACKET

An emergency response packet for this range, dated \_\_\_\_\_ is on file with EMS, police and the fire department. The packet contains phone numbers, aerial photographs, maps, designations of possible routes, helicopter and medical evacuation sites and hazards, assembly area(s), floor plans of buildings indicating gas lines/mains, electrical sources, and specified locations of hazardous materials with listings of types and quantities.



# APPENDIX 6:

## Injury Report Form

Name: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

Address: \_\_\_\_\_ Time of Injury: \_\_\_\_\_

\_\_\_\_\_

Telephone Number (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

1. Describe nature and extent of 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 phone numbers): \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

6. Notification of next of kin (specify time, person contacted, and method): \_\_\_\_\_

\_\_\_\_\_

7. Location of incident and conditions of area: \_\_\_\_\_

\_\_\_\_\_

8. Was protective equipment worn (if applicable)? \_\_\_\_\_

9. Describe steps taken to preserve the scene (equipment, photographs, etc.): \_\_\_\_\_

\_\_\_\_\_

10. Witness Statements: Interview witnesses separately. Use attachments if needed.

A. Witness (Name): \_\_\_\_\_ Statement Attached Yes \_\_\_\_\_ No \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number (Day): \_\_\_\_\_ Evening: \_\_\_\_\_

B. Witness (Name): \_\_\_\_\_ Statement Attached Yes \_\_\_\_\_ No \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number (Day): \_\_\_\_\_ Evening: \_\_\_\_\_

11. Notes and Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Injury report completed by:  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

13. Disposition and follow-up: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Appendix 7:

### RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS, AND ASSUMPTION OF RISK AGREEMENT

WHEREAS, in consideration of being permitted to attend a course for instruction in firearms, for the instruction in firearms, for use of premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Undersigned agrees to the following:

Undersigned agrees to indemnify, hold harmless and defend \_\_\_\_\_ (hereinafter referred to as "**Instructor**"), from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with: Undersigned's presence at and/or participation in the course of instruction; the discharge of firearms by Undersigned; Undersigned's presence on or use of the range, buildings, land and premises ("Premises"); and, any and all acts or omissions of Undersigned.

Undersigned furthermore waives for himself/herself and for his/her executors, personal representatives, administrators, assignees, heirs and next of kin, any and all rights and claims for damages, losses, demands and any other actions or claims whatsoever, which he/she may have or which may arise against Instructor (including but not limited to the death of Undersigned and/or any and all injuries, damages or illnesses suffered by Undersigned or Undersigned's property), which may, in any way whatsoever, arise out of, be related to or be connected with: the course of instruction; the Premises, including any latent defect in the Premises; Undersigned's presence on or use of said Premises; Undersigned's property (whether or not entrusted to Instructor); and, the discharge of firearms. Instructor shall not be liable for, and Undersigned, on behalf of himself/herself and on behalf of his/her executors, personal representatives, administrators, assignees, heirs and next of kin, hereby expressly releases the Instructor from any and all such claims and liabilities.

Undersigned hereby expressly assumes the risk of taking part in the course for instruction in firearms and taking part in the activities on the Premises, which include, but are not limited to, instruction in the use of firearms, the discharge of firearms and the firing of live ammunition.

Undersigned hereby acknowledges and agrees that Undersigned has read this instrument and understands its terms and is executing this instrument voluntarily. Undersigned furthermore hereby acknowledges and agrees that he/she has read, understands and will at all times abide by all range rules and procedures and any other rules and procedures stated by the Instructor.

Undersigned expressly agrees that this instrument is intended to be as broad and inclusive as permitted by law, and that if any provision of this instrument is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. No remedy conferred by any of the specific provisions of this instrument is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedy hereunder by the Instructor shall not constitute any waiver of Instructor's right to pursue other available remedies. This instrument binds Undersigned and his/her executors, personal representatives, administrators, assignees, heirs and next of kin.

UNDERSIGNED:

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

## RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS, AND ASSUMPTION OF RISK AGREEMENT

Please note that the legal issues that may be raised in an attempt to enforce such an agreement, involve the interpretation of contract and tort law; both of which are governed by state (not federal) law. Tort and contract law varies from state to state and this form agreement may be enforceable in some jurisdictions and not in others. You will have to tailor this agreement to comport with the law of the state in which you intend to use it. You are strongly urged to obtain the advice of an attorney licensed to practice law in your state to advise you of the specific applicable state statutory and common law as they relate to tort and contract law, and in particular how to ensure the enforceability of release and waiver and hold harmless and indemnification agreements in your jurisdiction.

The form agreement herein was not drafted by an attorney licensed to practice law in your state. Neither was this form agreement drafted to comport with and to withstand the scrutiny of the particular laws in your state. This agreement is therefor not to be considered as a restatement of law, nor is it to be relied upon to protect you. You must have an attorney who is licensed to practice law in your state review said form if you intend to make any use of it.

Please note that this form agreement is intended to be executed by adult individuals, not minors. This form agreement, even if otherwise effective, will not be effective if executed by or on behalf of a minor.