

# Savannah Lakes Rod and Gun Club

## Gun Range Standard Operating Procedure

### Revision History

Version	Changes	Effective Date
1.2	Addition of second Chief Range Safety Officer	11/11/2023
1.1	Addition of a signature page	12/26/2020
1.0	Initial document	3/28/2020

### Approvals

Name	Title/Position	Signature	Date
Mark Young	Chief Range Safety Officer	Signature on Original Doc	3/14/2020
Mike Blouin	Chief Range Safety Officer	Signature on Original Doc	11/11/2023
Len Azzarano	Lead RSO	Signature on Original Doc	3/15/2020
R&G Club BOD	BOD President Representing the BOD	Signature on Original Doc	3/28/2020

## 1. Purpose

This Range Safety Standard Operating Procedure (SOP) will act as a guide for the Range Safety Officer as he or she performs his or her duties and responsibilities, as well as instruction for the shooting members. This document will also outline the steps necessary to organize, conduct and supervise all safe shooting activities and range operations.

## 2. Scope

**SAFETY IS NEVER COMPROMISED** and Range Safety Officers are always professional, friendly, helpful, understanding and honest.

### 3. Roles and Responsibilities

Role	Definition
CRSO	Trains RSOs and develops range SOPs with guidance from range owner
Lead RSO	Organizes and directs RSO's and Range Events
RSO	Ensures range users follow range regulations and safety policies.
Range User	A shooter, spectator or instructor
Range Committee	Plans and executes events, range maintenance and construction
RSO Scheduler	Schedules RSO's and Event Announcements
BOD	Final decision on all matters

### 4. General Range Rules

*All firearms shall be brought to the range unloaded and are not to be loaded until the order "make ready" is given by the RSO.*

a. The Savannah Lakes Rod and Gun Club Pistol Range shall only be used by authorized members and approved guests (non-property owners). There will be no use of the range without the presence of a Range Safety Officer (RSO). All members, guests and spectators shall obey all SOP safety rules, commands and instruction issued by the on-duty RSO.

b. Permitted firearms:

Rifles – Pellet and .22 caliber rim fire ammunition only

Handguns - .22 through .45 calibers – *NO MAGNUM ROUNDS EXCEPT .22 MAGNUM*

*NO Center fire cartridge carbines*

c. Permitted targets:

Paper targets

Clay pigeons

Bowling pins

Polymer

The above targets to be used only on the approved and provided stands.

NO metal, glass, porcelain, cement/rock or any explosive targets.  
(metal target exception are the metal targets used for the Arcade Shoot)

- d. All visitors will sign the provided range log sheet.
- e. Shooters will not use alcohol or medications immediately prior to shooting that may compromise your mental or physical abilities.

## 5. Range Safety Rules

The four fundamental rules of safe gun handling shall be followed at ALL TIMES.

#1 ALWAYS keep the firearm pointed in a safe direction (down range)

#2 ALWAYS keep your finger off the trigger until ready to shoot

#3 ALWAYS keep the firearm unloaded until ready to use

#4 ALWAYS know your target and what is behind it

These four basic rules shall be posted in plain sight at the range. Any shooter observed violating any of the safety rules may be counseled by the RSO, removed from the firing line, or depending on the severity of the violation, asked to leave the range until an evaluation of the violation is conducted by the CSRO, Lead RSO and or the BOD.

The violation may result in a range safety refresher at the time of the infraction or further action up to and including suspension of the member's range privileges.

### 5.1 Hearing and Eye Protection

Hearing protection is mandatory for all shooters and spectators when the RSO announces that the range is about to go live.

Both hearing and Eye protection is mandatory for all shooters.

## 5.2 Firing Line Specifics

- Range Commands - All shooters shall follow the commands issued by the RSO. Those commands will be similar or exact to:
  - “Make the line ready” (*The shooters may load their firearms at this time ONLY*)
  - “Is the Line ready?”
  - “The line is ready”
  - “Commence firing”
  - “Cease fire” (Anyone observing an unsafe act can announce a cease fire at any time) All shooters shall stop shooting, unload, open action/cylinder and step out of the shooting station
  - “The line is safe”
- During a cease fire, all shooters shall NOT enter the shooting station and NOT handle firearms, magazines or ammunition while anyone is down range.
- Treat all firearms as if they are loaded
- Prior to approaching the firing line must first report to the clearing box to ensure that their firearms are unloaded and safe. Shooters unfamiliar with the clearing box shall ask the RSO to instruct them on the proper procedure to use a clearing box.
- When a shooter or a visitor arrives at the range and there is shooting taking place, the arriving shooter shall immediately don eye and ear protection.

## 6. Emergency Response

The on-duty RSO shall have the responsibility of establishing an emergency response plan.

Depending on the number of shooters or spectators present, the RSO may designate individuals responsible for:

- Taking charge of the incident
- Calling for help
- Rendering aid
- Directing first responders to the range
- Taking notes of the incident

## 7. Range Inspection

The Range Safety Officer (RSO) must ensure that the ranges, lanes, range equipment, and environmental conditions are safe and appropriate for operation.

## 8. Range Safety Briefing

The on-duty RSO shall conduct a range safety briefing immediately prior to a shooting event. Depending on the number of shooters the briefing may include:

- The purpose of the event
- Range layout and limits
- Range safety rules
- Firing line commands
- Emergency procedures

## 9. RSO Responsibilities

- Range inspections prior to and after shooting events
- Ensure all firearms are unloaded and action/cylinder open w/o magazine upon shooter's arrival
- RSO's may not shoot while range is open to shooting members—(exception when demonstrating or training)
- Confirm that all shooters are following all range rules
- Log in all visitors on the provided log sheet kept in the shed
- Inspect member's name tags to make sure they are current. If members have forgotten their name tag but state, they are current, they may allow the member to shoot. The RSO will report the member's name to the club treasurer after the event who will confirm the up-to-date membership.
- Submit an Incident Report to the CRSO and Lead RSO immediately after any injury to anyone at the range, missing or damaged equipment or property, shooter misconduct, unauthorized shooters or visitors and any other incident that violates the range rules.

## 10. Range Closing

The RSO shall ensure that THE SHOOTERS have policed their shooting stations of spent cartridges, removed their targets, gathered their eye and ear protection, firearms, ammunition or any other equipment.

***After reading the SOP, please sign the SOP Signature section  
of the Rod & Gun Club Application form.***