

Dunhams Bay Fish and Game Club Inc.
2080 Ridge rd
Queensbury, NY 12804

Range Safety Standard Operating Procedure



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1.0 Introduction

This standard operating procedure is intended to provide a consistent and documented set of rules that govern the range shooting operations and serve as guidelines to be followed by all other users of the ranges of Dunhams Bay Fish and Game. The Range Standard

Operating Procedures provide the minimum guidelines necessary for all activities that occur on the ranges. Safety is never to be compromised.

2.0 Definitions

Range Safety Officer (RSO): Individual that attended a RSO Class given by a NRA certified instructor. That range safety officer must be currently certified by the National Rifle Association

Range user; A shooter, instructor or member of the shooting range

Cold Firing Line; Uncased firearms that are forward of the yellow line and grounded.

In Use/ Hot Firing Line: Anytime a firearm is NOT safe and cleared

Cease Fire; Means to discontinue firing immediately. Used to halt an unsafe act or allow the firing line to be made "safe" for target retrieval

The line is safe; Firearms are to be unloaded, actions open and benched. Step behind the yellow safety line and do not handle firearms when the firing line is safe

Misfire - A misfire is when a cartridge did not fire after the primer has been struck.

Hang fire - A Hang fire is a perceptible delay in the ignition of a cartridge after the primer has been struck. The delay may be a split second or many seconds in duration.

Squib load – a squib load is when there is less than normal pressure or bullet velocity after ignition of the cartridge and the bullet gets lodged in the cylinder or barrel.

3.0 Range Safety Officers (RSO) responsibilities:

- Ensures range users to follow regulations and safety policies.
- Ensure that the club is represented in a positive, professional manner when dealing with infractions. Take the opportunity to educate in a calm, polite manner.
- Each shooting activity that is open to the public will have at least one certified Range Safety Officer present upon that range during any shooting activity.
- The RSO has authority for control of all firearm ranges during events and range shooting operations.
- The RSO is charged with the enforcement of the range rules during events and operations.
- RSO responsibilities can be rotated to allow participation in an event.
- To create positive experiences for members of the club.

4.0 General Club Rules

- Club facilities are for use by paid members and their guests

- There are to be no alcoholic beverages or drugs consumed on Club property.
- Substantial charges of serious violations of the Fish and Game Laws, unsportsmanlike conduct, or conduct detrimental to the Club or contrary to Club Rules and Regulations, vandalizing or destroying Club property will mandate expulsion from the Club.
- Scheduled matches, activities and range maintenance takes precedence over informal shooting. If maintenance is being performed, the range will be closed until it is completed.
- No person shall be permitted on the range who is under the influence of drugs or alcohol, or whose behavior is not conducive to their safety or the safety of others.
- Children are not permitted anywhere on the property unless they are under the direct supervision of their parents and are old enough to comprehend and obey all instructions and safety rules.
- Possession and handling of firearms on club property is to be governed by all applicable federal, state and local laws.

5.0 Firearm Malfunction Procedures

1. If there is a misfire, keep the muzzle pointed down range for at least 30

seconds in case it is a hang fire.

2. After a misfire or malfunction the firearm must be evaluated for safe operation.

3. Misfire. The normal procedure for handling misfires is to:

a. Keep the gun pointed downrange in a safe direction.

b. Wait at least 30 seconds in case it is a hang fire.

c. The misfired cartridge may be disposed of in the container provided at each range.

4” Squib load – The normal procedure for handling a squib load is:

a. Stop firing immediately.

b. Keep the gun pointed downrange.

c. Unload the gun- make sure the chamber is empty.

d. Insert a cleaning rod down the barrel from the muzzle to make sure the bullet is not lodged in the barrel. If a rod is not available, safe the firearm and move it to a repair facility.

6.0 RSO Event Procedure

1. Collect Release of Liability forms from all guests.
2. Review: Range Safety Rules
 - a. Always keep the gun pointed in a safe direction.
 - b. Always keep your finger off the trigger until ready to shoot.
 - c. Always keep the gun unloaded until ready to shoot.
 - d. Cease Fire! May be shouted by anyone for a safety issue.
 - e. Eye and ear protection is mandatory for everyone on the range.
 - f. Misfires must be flagged and cleared in position on the range.
 - g. Cleaning hands and face after a shooting session is mandatory.
3. Identify Range Safety Officer (orange vest).
4. Prepare target area (set targets).
5. Prepare firearms for shooting (safe handling protocol).
6. Place firearms at shooting stations (safe handling protocol).
7. Begin live fire exercise.

7.0 General Range Safety Rules

Fundamental Rules of Firearms Safety:

- **Always keep the firearm, bow pointed in a safe direction.**
 - **Always keep your finger off the trigger until ready to shoot.**
 - **Always keep your gun unloaded until you are ready to shoot**
1. All shooters and spectators must wear eye and ear protection when on the firing range.
 2. The shooting range is open to members daily, unless otherwise posted. Shooting hours are 9AM until the "Posted" Range Closing Time.
 3. Never go down range until a "Cease-fire" & "Range Clear" command has been called, all firearms have been made safe.
 4. Do not handle your firearm on the firing line if anyone is downrange! When anyone is downrange all firearms must be open, unloaded, in safe condition and placed on a bench or otherwise safely positioned.
 5. During a ceasefire, step back from the bench. **DO NOT TOUCH ANYTHING ON THE BENCH!!!!!!!**
 6. The use of rocks, glass bottles, cement blocks, and personal steel targets or other dangerous materials as targets is forbidden.
 7. The use of Binary Explosives, such as Tannerite is prohibited
 8. Do not shoot at the target support posts, the wood target support poles (25,50,75,100 yard line) or the well head berm. Shoot only at and place targets straight down range from your shooting position. Do not shoot at an angle across the range.
 9. The club does not supply targets for informal shooting. Members and their guests shall clean up the Range; remove used targets and put all spent casings in provided containers.
 10. The practice of drawing pistols is only allowed at the pistol range.
 11. The use of armor piercing ammunition is prohibited.

7.1 Main Range Rules

- 1) No one may cross over the knee wall at any time. Use the doors to access down range.
- 2) No drawing and firing from a holster on the main range.

- 3) When guns are not in use, they must be placed in racks next to the benches or in a case on the shelves.
- 4) While the range is IN USE/ HOT, no one can be in front of shooting benches/front knee wall.

Cease Fire Procedure

- 5) Before calling a cease fire, check with other shooters both on the main range and the pistol range.
- 6) Confirm that all guns are in a safe condition. Rifles must be placed in racks provided, pistols on bench with action open with chamber flag or holstered.
- 7) Call out the range is safe
- 8) Turn on the red switch, activating the flashing light and alarm.
- 9) Everyone must step back from the bench during a ceasefire. Do not handle any firearms on the firing line during a ceasefire (**NO ONE IS TO TOUCH ANYTHING ON THE BENCH WHILE CEASEFIRE IS IN AFFECT, INDICATED BY FLASHING LIGHT AND ALARM**).
- 10) When proceeding down range (to place or check targets, collect brass beyond the knee wall, setting up chronographs) place a safety cone on the bench before proceeding down range. Place it on the bench in such a manner to be readily visible.
- 11) When returning from down range, place the down range safety cone in its original position

Commence Fire Procedure

- 12) Confirm all shooters are back from down range, including the pistol range.
- 13) Call out; is the line ready, ready on the right, ready on the left.
- 14) When all shooters are ready, call out commence firing.

7.2 Pistol Range Rules

1. HOLSTERS ARE MANDATORY.

1.1 Shoulder holsters, cross draw, bra, small of back and ankle holsters are not allowed.

2. All range rules apply on the pistol range.

3. If anyone is downrange while you are entering the Pistol Range, EVERYTHING that you are carrying must be placed on the shelves on the right, NOT on the tables.

4. Your gear and firearms can only be placed on the tables after all shooters have returned to the canopy.

5. DO NOT handle firearms or touch ANYTHING on the tables if anyone is downrange. Step back from the tables and do not touch anything on the tables until everyone returns to the pavilion.

6. Touching, loading and unloading of any FIREARM or MAGAZINE can only be done if no one is forward of your position on the range.

7. NO SHOOTING FROM THE TABLES. Shoot only in your lane at 3, 7, 10, 15, and 25 yard marked positions.

8. If more than one shooter is on the range, there MUST be a discussion amongst the individuals or groups PRIOR to moving to an agreed upon firing line.

9. When moving from the tables to ANY shooting position, your firearm must be IN YOUR HOLSTER.

10. When returning to the tables from a shooting position, NEVER turn towards the tables or walk towards the tables or the targets with a firearm in your hand!!! UNLOAD and HOLSTER your firearm WHILE FACING DOWNRANGE.

11. All rounds MUST impact the berm between the side walls.

12. DO NOT SHOOT the timber protecting the turning target mechanism.

13. Full metal jacketed or jacketed ammo is preferred. Steel, armor piercing, tracer, or paintball ammunition is prohibited.

14. RIFLES ARE NOT ALLOWED ON THE PISTOL RANGE - NO MATTER THE CALIBER!

7.3 Main Rifle Range Commands for Groups During Events

The RSO will follow these commands to commence firing

- 1) Is the Line ready?

In the event the a “ not ready” signal, the RSO would announce The line is not ready and investigate and assist the shooter

- 2) Ready on the right... ready on the left... Ready on the firing line
- 3) The line is ready
- 4) Commence firing

The RSO will follow these commands for a cease fire

Cease fire or stop may be announced by anyone observing an unsafe condition

- A. Cease Firing
- B. Unload
- C. Show clear/ insert chamber flag
- D. Is the line clear on the right? On the left?
- E. The line is clear
- F. Move out of position
- G. Go forward, score targets

8.0 Guests at the Club

A member's guest may come to the Club free of charge "ONCE" , have them read the posted Rules and sign a "Release of Liability Form"

Place the Release of Liability in the slot located in the podium by the inside door

Members are responsible for the behavior of their guests and ***(can lose their membership if their guest violates the Club Rules, Range Etiquette/Best Practice Guidelines or the Range Rules.)

8.1. Liability form to be signed by guests

Release of Liability – Read Before Signing

In consideration of being allowed to participate in any way in the Dunhams Bay Fish and Game Club Inc-Shooting Range’s programs, its related events and activities, I, _____,
and _____

(Please Print Your Name)

the undersigned, acknowledge, appreciate and agree that:

The risk for injury from activities involved in these programs are significant, including the potential for permanent paralysis and death, and while particular skills, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and,

I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for participation; and,

I willingly agree to comply with the stated and customary terms and conditions for participation. If, however I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention Club Officers or Board Members immediately; and,

I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE, INDEMNIFY, AND HOLD HARMLESS THE Dunham’s Bay Fish and Game Club, their officers, board members, officials, agents and/or employees, or volunteers, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessor of premises used for the activity (“Releases”), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss to or damage to person or property associated with my presence or participation, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Participant’s Signature

Print Name

Date Signed

Participant’s Signature

Print Name

Date Signed

For Parents / Guardians of Participants of Minority (Under 18) Age

This is to certify, that I, as parent/guardian with legal responsibility for this participant, do consent and agree to his/her release as provided above of all the Releases, for, for myself, my child and our heirs, assigns, and next of kin, I release and agree to indemnify and hold harmless the Releases from any and all liabilities incident to my minor child's involvement or participation in these programs as provided above, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES, to the fullest extent permitted by law.

Parent / Guardian's Signature

Print Names of Children

Date Signed

9.0 Emergency of Incident Response

Priority attention: stabilize the situation and care for the injured.

Call 911 for County Dispatch 518-743-2500.

A responsible adult and/or Instructor must remain at the scene.

Make NO statements to anyone other than those statements necessary to police/emergency personnel or Dunham's Bay Fish & Game officers or Board of Directors (see inside the building to the left of the phone for a list of current officers and board members).

An appropriate person (law enforcement, EMS, or Officer/Board) must immediately contact spouse/partner, or next of kin to the injured and inform them of the situation.

Immediately complete the accident/incident form below and submit it to the DBFG officer or Board member. or leave inside in white mailbox next the office and call as many officers or Board members as possible.

Record facts only

9.1 Emergency Contact Information:

- First Contact: President John Bowe 518-817-2551 text preferred.
- Vice President Scott Rager 518-798-3143.
- NYS Police in Warren County: 518-583-7000 Troop G Queensbury
- Warren County Sheriff's Department: 518- 743-2500
- NYS Dept. of Environmental Police: 1-877-457-5680 (M-F 9-5), 1-518-897-1326.
- Emergencies during DEC Sportsman or Bowhunter Education: 1-518-897-1326.

9.2. Injured Person Information

Member_ or Guest__(check appropriate)

Name:

Age Address City, State, Zip _

Parent/Guardian's Name Phone (if the victim is under 18 and should be with the parent)

9.3 Accident Information

(this is very important for reviewing film footage to determine what happened)

Date:

Time:

Describe the accident (self-inflicted, 2-person incident, multiple party incident, pistol range, rifle range 25 yd, steel pistol range, archery, inside archery)

Nature of injuries (for example, left hand pistol injury to thumb and first finger, or self-inflicted to right foot through boot):

9.4 Treatment

(emergency steps taken at scene in order of occurrence or treatment):

A. _____

B. _____

C. _____

D. _____

E. _____

9.5 Witness Information: Names, addresses, phone numbers of all witnesses

1. _____

2. _____

3. _____

4. _____

5. _____

If more space is needed, please write below or attach additional sheet(s).

9.6 Signatures

Signature of injured person: _____

Date:

Name of person filing report: _____

Phone:

Address:

Signature: _____

Date:

APPENDIX A

NRA Gun Safety Rules

Three Fundamental NRA 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.

Rules for Safe Use

4. Know your target and what is beyond.
5. Be sure the gun is safe to operate.
6. Know how to use the gun safely.
7. Use only the correct ammunition for your gun.
8. Wear eye and ear protection as appropriate.
9. Never use alcohol or drugs before or while shooting.
10. Know and obey all range commands.
11. Know where others are at all times.
12. Shoot only at authorized targets.
13. Do not handle a firearm or stand at the firing line where firearms are present while others are downrange.
14. Stop shooting immediately upon the command of "Cease Firing."

APPENDIX B

NRA Hygiene Guidelines

- 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.

APPENDIX C

Muzzle-Loading Safety Rules

- a) Flintlock shooters are to inform the other shooters when ready to shoot.
- b) Generally this is accomplished by loudly stating “Flint”.

- c) Smoking is prohibited, except in designated area
- d) Loading benches will be no closer than 8 feet to the rear of the firing line.
- e) Powder must be loaded into the firearm by means of a single charge dispenser. Pouring powder from flask, horn, or other large container is prohibited.
- f) Never discharge muzzle-loading firearms over or near a loading bench.
- g) Load muzzle-loading firearms only with black powder or an authorized substitute such as Pyrodex.
- h) Designated spectator area shall be at least 6 feet behind the loading area.
- i) Do not cap or prime the pan of any muzzle-loading firearm until into position at the firing line and after the command to "Line is hot".
- j) Once the muzzleloader is capped or primed, the muzzle must be pointed at the target area.
- k) Do not "Blow" down the barrel to extinguish sparks.
- l) It is recommended that the barrel be swabbed with a damp patch between shots to kill any live sparks that may remain in the bore.
- m) Charging of the barrel is not permitted at the firing line.
- n) After two falls of the hammer or cock and no main charge ignition it is considered a malfunction:
- o) Un-cap or dump the pan,

- p) Keep the muzzle pointed down range,
- q) Inform the RSO of the malfunction,
- r) Move to the properly designated "Problem Box" upon direction of the RSO.
- s) No capped or primed firearm shall leave the firing line.
- t) Charged firearms will be permitted to leave the firing line only by instruction of the RSO.
- u) CAUTION A charged firearm may fire uncapped, by a spark created by the hammer striking the nipple when residue from a cap remains. Also the flint striking the frizzen of a flintlock even with an empty flash pan may cause the firearm to discharge.