



# STANDARD OPERATING PROCEDURES

August 2016

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# CHAPTER 1

## Preamble

The Kossuth Rifle and Pistol Club (hereinafter "KRPC") is committed to promoting recreational gun shooting and to encourage safe handling of firearms and equipment.

The KRPC provides a shooting range with facilities appropriate for pistol and rifle shooting. (See Chapter 2 - "Authorized and Prohibited Firearms and Ammunition" for calibers allowed on the range.) The shooting range is located at the Kossuth County Fairgrounds in Algona, Iowa.

This document provides the Standard Operating Procedures (SOPs) for the operation of the facility. Amendments to the SOP will be on display at the Range.

## Purpose of the Range

The KRPC is primarily intended for training, instruction and recreational shooting by its members and guests. Members are encouraged to follow the NRA Marksmanship Qualification Program in order to improve their shooting skills. (See Appendix A) In the operation of this range, **safety shall be the governing consideration at all times.**

## CHAPTER 2

### Authorized Uses and Operations of the Range

#### General

The KRPC operates the rifle and pistol range for the safe enjoyment of target shooting by its members and guests.

The range is not to be used for any non-sanctioned commercial activity. The President and the Board of Directors have the responsibility for the administration and safe operation of the range.

#### Range Usage

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

Normally, live fire recreational shooting for all members and their guests takes place daily.

The Range is under the control of the Board of Directors of the KRPC.

All decisions as to Range operation and safety are at the discretion of the Board of Directors, but must follow the guidelines put forth in these SOPs.

The Board of Directors, or the club President, has the authority to shut down the Range if it is deemed necessary.

In extreme cases, such as an accident or an unruly person as defined in Chapter 7 of these SOPs, the Range should be closed down and the proper authorities (law enforcement) notified. The President and the Board of Directors should also be notified as soon as possible.

Due to the dangers of lead exposure, no person is allowed to pick up used lead from the Range without the knowledge of and permission by the Board of Directors.

#### Range Requirements

All guests, including non-member relatives, must be accompanied by their member host when shooting on the Range and guests must shoot from the same firing position as their member sponsor.

Members may have up to two (2) guests at the range annually.

Members are fully responsible for their guest(s).

The requirements for shooters are:

- Upon request, display a current KRPC membership card or be an authorized guest in the presence of a member.

## **Specialized Events**

KRPC maintains active programs in firearm education and safety. These courses may include live firing at the range. These special events, usually occur on weekends, and take priority over open range usage. The course instructor should work with the Board of Directors to ensure the safety of everyone at the Range. The **assigned Range Safety Officer for the day** has control of the Range and is responsible for its operations.

Specialized range events include, but are not limited to:

- NRA sanctioned rifle and pistol training programs
- Sanctioned group events
- Competition shooting matches
- 4H Shooting Sports meetings and shoots
- Events approved by the Board of Directors

The points of contact for these various events are on the KRPC website.

## **Range Closures**

The Range may also be closed to the general membership for special events approved by the Board of Directors.

## **Range Limitations and Safety Requirements**

**Each shooter must be legally entitled to be in control of and to shoot firearms.**

Live fire shooters will:

1. Fire only authorized firearms and ammunition.
2. Fire only at authorized targets. Firing at bottles, breakable items, etc. is strictly prohibited.
3. Ensure that all projectiles impact designated areas and stay within the established Range safety limits.
4. Ear and eye protection is mandatory while on the firing line.

5. Ear protection is required for all personnel in the immediate range area when live firing is being conducted.
6. Obey all commands of the **Range Safety Officer**, if present.
7. Notify the club President or the Board of Directors if any unsafe practices are observed.
8. Recover all brass, paper and other debris that accumulates on the Range and dispose of it in the appropriate containers provided.
9. Targets need to be all of the way down the range before firing at them.
10. Every shooter must possess the knowledge, skills and attitude necessary to safely handle firearms or be under the tutelage or instruction of a member with such knowledge.

### **Authorized and Prohibited Firearms and Ammunition**

Shooters are permitted to fire all legally owned center fire pistols or rimfire rifles **with the following exceptions:**

1. .17 HMR
2. .17 HMR2
3. .17 WSM
4. All center fire rifles

NOTE: .22 long rifle are the only "long guns" allowed to be used at the range.

**Also see Chapter 5 - "Calibers and Ammunition allowed on the range"**

### **Alcoholic Beverages and Drugs**

The KRPC Range operates under a zero-tolerance policy. The use of alcoholic beverages and drugs are strictly prohibited on the KRPC premises. Anyone observed using them or deemed to be under their influence will not be permitted to use or remain on the Range and the person(s) involved will be reported to the Board of Directors.

## CHAPTER 3

### Club Officers (See Appendix D for current list)

#### **President**

The President implements Board policy in administering range events and activities.

The President is the Chief Executive Officer of the Club, and in this capacity reports to the Board of Directors.

The President is responsible for all daily operational activities of the club.

The President or his/her designee shall chair all Club business meetings excepting those convened by the Board of Directors.

#### **Vice President**

The Vice President shall perform the duties of the President in his/her absence or at his/her request.

#### **Secretary**

The Secretary shall compose and keep a correct and complete record of each proceeding, and shall distribute the minutes before or at the next meeting.

The Secretary will initiate all official correspondence for approval by the President.

The Secretary will notify the Officers and Directors of all meetings and in coordination with the Membership Chairperson, notify all members of the special and annual meetings as directed by the President.

The Secretary will be the custodian of all Club records.

#### **Treasurer**

The Treasurer will ensure that all financial expenditures associated with operational activities of the Club are properly recorded and accounted for in Club Financial Statements and other documentation as appropriate.

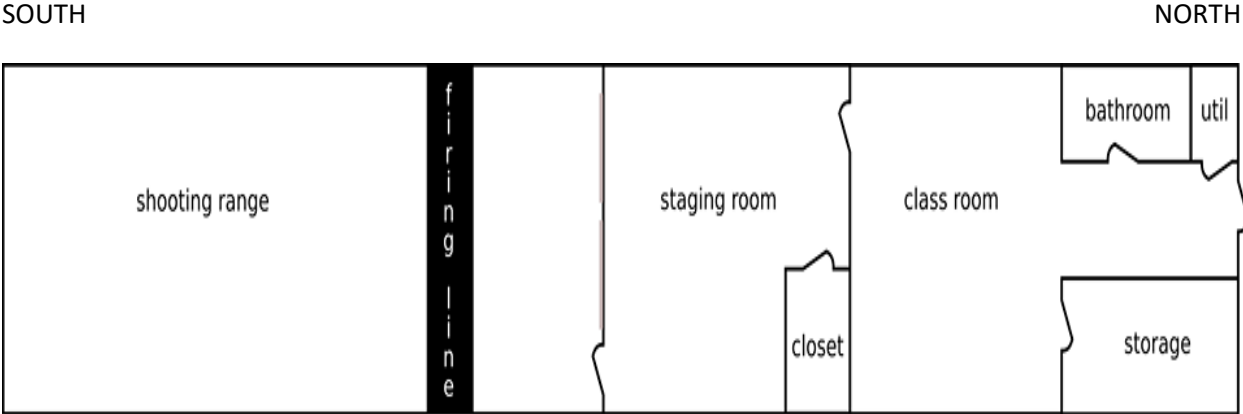
The Treasurer will present a Treasurer's Report at the Annual Membership Meeting.

#### **Directors**

Directors may be assigned duties as requested by the Board such as to chair safety committees or range work/maintenance days.

# CHAPTER 4

## Schematic Layout of the Range





## CHAPTER 5

### Range Rules

#### NRA Firearm Safety Rules

##### 3 Fundamental Rules for Safe Gun Handling

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

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

- Know your target and what is beyond it
- Be sure the gun is safe to operate
- Know how to use the gun safely
- Use only the correct ammunition for your gun
- Wear appropriate eye and ear protection
- Never use alcohol or drugs before or while
- Store guns so they are not accessible to unauthorized persons

#### General Range Rules

Know and obey all Range rules.

Park only in established parking areas. (Stay on the gravel areas whenever possible.)

Know where all persons on the Range are at all times.

Shoot only at authorized targets.

#### **Stop shooting immediately upon the command "Cease Firing"**

Follow hygiene guidelines by minimizing exposure to airborne particulate lead (clean hands and clothes) and limit the presence of pregnant women and children less than 7 years of age.

Eye and ear protection is mandatory for all shooters. Hearing protection is required for persons observing from behind the firing line.

Each shooter may have more than one firearm at a time available to his/her firing point. Firearms not in use will be cleared of all ammunition with the actions open or effectively locked, or otherwise made safe as directed by the Range rules.

All firearms carried from the parking lot to the firing line must be unloaded. When entering the firing line, long guns must have their actions open or otherwise made safe. Pistols may be carried in their cases or brought to the firing line with their actions open or otherwise made safe.

**Active or Retired Law Enforcement Officers and CCW holders with current credentials may carry a loaded firearm in a holster on or off the Range.**

### **Calibers and Ammunition allowed on the range**

.22 and .22 Mag rimfire handguns and rifles are allowed.

Handguns using cast or jacketed bullets are permitted in these calibers:

.327

.32

.357

.38

.380

9 MM

.40

10 MM

.45

.44

### **Calibers and Ammunition NOT allowed on the range**

No fully automatic firearms are permitted on the Range.

No incendiary, armor piercing or explosive ammunition.

No explosive targets.

No picking up used lead or bullets without the knowledge of and permission by the Board of Directors.

## CHAPTER 6

### General Range Commands

#### "Range is hot"

This means that shooters may handle their firearms on the firing line. They may also handle their firearms in the ready area provided the actions are open or otherwise made safe. Load ammunition ONLY on the firing line. At all times the 3 basic NRA safety rules must be observed.

#### "Range is cold"

This means that the range is closed with respect to handling any firearms either on the firing line or in the ready area. All firearms are to be cleared: magazines removed, actions open or made safe. Firearms may lay on the bench with the action exposed for verification. All shooters after benching their firearms must step back from the firing line.

#### "Commence Firing"

This command can be given after the Range is declared "hot." It informs the shooters that they may begin firing at authorized targets.

#### "Cease Fire"

Whenever this command is given, all shooters must IMMEDIATELY stop shooting, remain in position with the firearm pointed in a safe direction and wait for future instructions.

**NOTE: This command may be given by ANYONE who observes an unsafe condition on the Range.**

#### Other Commands

There are other Range commands such as "Ready on the right, ready on the left...." that the Range personnel may see fit to use. The intent is to make sure that everyone is ready to begin firing.

## CHAPTER 7

### Emergency Procedures

#### Emergency Response Sheet/Checklist

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

Place the date of the emergency as the Effective Date.

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

#### Injury Report Form

The Injury Report Form is located in Appendix C of this SOP.

Designate a responsible person to initiate the Injury Report Form and keep notes on what is occurring with times.

Fill in the Date and Time on the cover sheet. The same Date and Time should be reflected in the "Date of Injury" and "Time of Injury" boxes on Page 1 of the Injury Report Form.

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

Identify any witnesses to the event, provide them with a Witness Statement and request that they fill it out in as much detail as possible. (Witness Statements are located in Appendix C of this SOP.)

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

#### Accidents

Minor Accidents - cuts, sprains, dislocations, etc.

Administer first aid as necessary

Major Accidents - heart attack, choking, broken limb, gunshot wound, etc.

1. Any responsible person should close down the Range immediately and take charge of the situation.
2. Administer first aid as necessary.
3. Call "9-1-1" to report the accident and request help.
4. Station people to direct emergency personnel to the location of the victim at the Range.
5. The President and the Board of Directors should be notified as soon as possible.

## Unruly Persons

For the purposes of these SOPs, an unruly person is anyone who refuses to **follow the commands of the Range Master.**

Sequence of dealing with Unruly Person(s):

1. Call 9-1-1
2. Order the person(s) off the Range and report his/her name(s) to the President.
3. Close down and secure the Range and evacuate the area.
4. **Notify Law Enforcement** and request assistance.  
(why notify law enforcement if you've already call 9-1-1?????)

## Firearm Stoppages and Malfunctions

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

### Definitions

1. **Stoppage** - an unintentional interruption in the operational cycle of a firearm (bolt fails to lock cartridge in position; a "stove pipe" in a semi-automatic; double feed; failure of a cylinder to rotate in a revolver; etc.)
2. **Malfunction** - failure of a firearm to function as designed or to fire satisfactorily

Firearm malfunction - broken sear or firing pin

Ammunition malfunction - misfire, hang fire, squib load

Shooters should consider any stoppage or malfunction as a major safety hazard and should know the difference between the two.

There are 8 basic steps in the operating cycle of a firearm and a stoppage can occur in any one of these steps.

1. **Feeding:** the face of the bolt makes contact with the base of the cartridge at the top of the magazine and pushes it toward the chamber.
2. **Chambering:** the bolt continues forward and pushes the cartridge into the chamber.

3. **Locking:** as the bolt continues forward, the locking lugs move into the locking recess in the barrel, locking the cartridge into the chamber.
4. **Firing:** the trigger is pulled to the rear causing the firing pin to strike the primer and fire the cartridge.
5. **Unlocking:** as the bolt moves to the rear, the locking lugs rotate out of the locking recesses.
6. **Extracting:** as the bolt moves rearward, the extractor withdraws the cartridge case from the chamber.
7. **Ejecting:** as the face of the bolt passes over the ejector, the case strikes the ejector and is kicked outward through the ejector port.
8. **Cocking:** as the bolt moves rearward, the firing pin moves into a cocked position.

Note: these are the 8 basic steps of a firearm operational cycle but not all firearms follow these steps in exact order. For example, revolvers do not extract and eject between shots.

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

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

### **Ammunition malfunctions**

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

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

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

Normal procedure for handling misfires or hang fires is to:

Keep the gun pointed downrange (safe direction)

Wait at least 30 seconds in case it is a hang fire before attempting to unload.

Normal procedure for handling squib loads is to:

Stop firing immediately

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.

Persons at the Range must be particularly vigilant to observe any gun malfunctions, stoppages, or ammunition malfunctions and be prepared to move to the shooter's aid. If a shooter starts to do something incorrectly, a responsible person must be prepared to step in.

Be in control and in a low, but firm, voice say: "STOP! Point the muzzle downrange!" At this stage, let the shooter clear the firearm and bench it. If the shooter experiences problems in doing this, try to talk him/her through the clearing process. Only as a last resort should another person take control of the firearm. To do this, approach the shooter from the left side (for a right handed person), grasp the barrel of the firearm behind the muzzle with the weak hand, control the direction of the muzzle so that it points in a safe direction and have the shooter step back. Use the strong hand to control and reposition the firearm if necessary. Determine the stoppage and clear it. Explain to the shooter what went wrong and how to prevent it from happening again.

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

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

## CHAPTER 8

### Range Equipment and Usage

The Range building is located on the Kossuth County Fairgrounds, Algona, Iowa.

Members shall be issued a pass code to the Range facility.

Unless the Range is closed for another event, it is available 24 hours per day, 7 days per week for paid members to use.

Six firing line points.

Target retrieval system for each firing line point.

All firing shall be down from behind the firing line.

Members shall sign in to the Log Book on each visit.

Members may bring two guests to the Range per year. The guest shall sign a Waiver before using the Range. (These Waivers are located in the Log Book at the Range.)



## APPENDIX A

### NRA Marksmanship Qualification Program

In order to provide shooters the opportunity to hone their shooting skills, KRPC encourages members to take advantage of the NRA Marksmanship Qualification Program which is a self administered course of fire that permits a person to advance from Marksman to Distinguished Expert. Members can qualify in the following programs:

Bulls eye Pistol

Handgun

Light Rifle

American Rifleman

## APPENDIX B

### Emergency Response Sheet/Checklist

#### Immediate Response for Injuries or Illness

- Call a "cease fire" immediately and issue the command to unload, clear and bench all firearms.
- Identify a responsible person to secure the gear of the injured person.
- Identify a responsible person to notify emergency services via "9-1-1" and provide the following information:
  1. specific location of incident with directions
  2. telephone number that you are calling from
  3. your name
  4. what happened and possible hazards for rescuers
  5. number of people injured or ill
  6. condition of people injured or ill
  7. first aid provided
  8. if the accident involves a gunshot injury, law enforcement must be notified
- Station a responsible person to direct emergency services to the scene.
- Provide first aid until the emergency services arrive, provided the injured party agrees.
- Assume implied permission if the injured party is unconscious or unable to respond.
- Avoid dispensing any medicine unless directed to by emergency services over the phone.
- Assign a responsible person to complete an Injury Report Form (if applicable) and keep a log of events and times relative to the injury or illness. (See Appendix C.)

## APPENDIX C

### Injury Report Form

Name of Injured Party: \_\_\_\_\_

Injured Party's contact info: (address, phone) \_\_\_\_\_

\_\_\_\_\_

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_

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

Describe how the injury occurred:

Describe first aid given:

First aid was provided by (include names and phone numbers):

Disposition: (specific name of hospital, phone number, time of transport, etc):

Persons notified: (relatives of victim, Club President, Board of Directors)

Location of incident:

Conditions prevalent at the time of the incident:

**Witnesses** (interview witnesses separately and have them complete a separate form)

**Witness A** contact info (name, address, phone number)

Statement attached? (circle one) YES NO

**Witness B** contact info (name, address, phone number)

Statement attached? (circle one) YES NO

**Witness C** contact info (name, address, phone number)

Statement attached? (circle one) YES NO

**Witness D** contact info (name, address, phone number)

Statement attached? (circle one) YES NO

Notes and comments:

Injury Report completed by:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Witness Statement

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Statement:

## APPENDIX D

### Officers of the Kossuth Rifle and Pistol Club - elected January 2016

**President -** Bruce Thomas  
515-341-3767

**Vice President -** Brandon Stebbins

**Secretary -** Kris Laubenthal

**Treasurer -** Linda Peterson

**Board Member -** Robert Arend

**Board Member -** John Bowman  
515-341-0639

**Board Member -** Alan Ludwig

**Board Member -** Mark Seeley

**Board Member -** Todd Stowater