

**HOT BRASS INC.**  
**FIREARM AND BOW RANGE**  
**STANDARD OPERATING**  
**PROCEDURE**

**INDOOR FIREARM  
AND  
BOW RANGE**



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WEST SPRINGFIELD, MA**

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DEDICATED TO THE PROMOTION OF SAFETY

**Contents**

Purpose .....  
.....  
General.....  
.....  
Definitions .....  
.... Range Use  
Requirements.....

Restrictions .....  
..... Permitted  
Guns ..... Range  
Safety Officers .....  
Authorized  
Matches..... Range  
Rules.....  
Liability Waiver and Age  
Restrictions..... Range Training  
Requirements..... General  
Range Rules .....  
Children On The  
Range ..... Range  
Safety .....  
Range  
Commands .....  
Guns Carry &  
Handling..... Cease Fire  
Procedure ..... Firing  
Line Rules .....  
Range Rules Specific to Black Powder  
Guns..... NRA Hygiene  
Guidelines .....  
Emergencies and Incident  
Reporting.....  
First Aid  
Procedures .....  
Personal Protective  
Equipment ..... Procedure for  
Cleaning Surfaces Contaminated with Biohazardous Material ..... Facility  
Operating Procedures.....  
Store/Building - Opening  
Procedure..... Store/Building -  
Closing Procedure..... Range -  
Opening Procedure .....  
Range - Operating  
Procedure ..... Making The  
Line Hot .....  
Making The Line  
Safe ..... Range -  
Closing Procedure .....  
Safety Incident  
Report .....  
Eye Witness  
Form .....  
Replacement and Repair  
Costs .....

## Purpose

This procedure outlines the rules and regulations governing the use of the indoor gun range located at HOT BRASS INC.'S facility with the physical address of 1050 MAIN STREET WEST SPRINGFIELD, MA 01089. The following range rules and regulations are established to ensure safety and discipline for individuals using the range as well as the safety for our neighbors and surrounding properties.

## General

Live fire conducted at the range is designed to provide authorized personnel access to a facility where they can become proficient with pistols/revolvers/rifles/shotguns/bows and practice both individual and group sports. Individuals using the facility shall become familiar with these safety rules and procedures prior to using the range. The range safety rules and procedures help to provide range supervision and allow for enforcement of these rules to reduce or eliminate incidents from occurring.

All users are required to abide by these rules. All RSO's are expected to politely point out to any user in violation of these rules, the nature of the violation, request they stop and if continued violation occurs, report the incident to the Chief Range Safety Officer along with the violators name;

request that the violator leave the facility.

## **DEFINITIONS & RANGE COMMANDS**

**Approved Firing:** deliberate, controlled and aimed fire, which results in every shot hitting the impact berm.

**Firing Line:** that part of the range where shooting benches are placed designated as a Live Fire Activities area.

**Live Fire Activities:** an activity that involves the firing of a gun. Individuals involved in a live fire activity include the shooter, Range Officer, and supporting personnel such as score keepers, timers, and other individuals participating in a shooting activity on a Hot Brass Inc.'s Ranges.

**Range Officer:** an employee or designee of Hot Brass Inc. that is responsible for monitoring and enforcing all rules outlined in this SOP as they pertain to the indoor range use.

**Rapid Firing:** firing more than two shots in a one second period.

**Uncontrolled Firing:** firing from the hip, firing a rifle/carbine/shotgun without the butt of the stock against the shooter's shoulder. Any other type of firing in which the gun is not aimed by having the shooter's eye aligned with the guns sights and the sights aligned with an approved target.

**Cease Fire:** shooters stop shooting, guns are cleared of all ammunition and placed on shooting bench with actions open and muzzle pointed down range.

**Hot Range:** no Cease Fire is in effect; guns may be handled and fired.

**LINE SAFE:** All guns shall be benched, cased, or grounded. Benched or grounded guns shall have action open, magazines removed, chambers empty, cylinders open, and safeties ON (if appropriate). The use of chamber flags is strongly recommended.

**Cease Fire Range:** Cease Fire is in effect, stay away from shooting benches and NO HANDLING guns.



## Range Use Requirements

The use of the HOT BRASS INC. range is covered by these Standard Operating Procedures (SOP's). These SOPs define what every person engaged in live-fire activities must know prior to being permitted to use HOT BRASS INC.'S facility. These SOPs define what every member and public participant must know to utilize Hot Brass Inc.'s range. These SOPs are available in multiple places throughout the facility (Hot Brass's retail counter, member lounge, classroom, inside the airlock, and also behind the firing line, etc.) and our website [WWW.HOTBRASSMA.COM](http://WWW.HOTBRASSMA.COM).

**RANGE RULES – GUN PERMITS ARE REQUIRED TO SHOOT AT HOT BRASS OR NON-PERMITTED PERSON(S) MUST BE ACCOMPANIED BY A CERTIFIED INSTRUCTOR**

1. Eye and ear protection are required on the range at all times. NO EXCEPTIONS.
2. DO NOT go forward of the firing line under any circumstances. If an item has fallen beyond your reach, contact range personnel for assistance.
3. Guns MUST BE POINTED DOWN RANGE at all times when inside the shooting booth.
4. DO NOT BRING ANY LOADED OR JAMMED GUNS INTO THE LOBBY.
5. If you need assistance with a gun, place it on the booth shelf, barrel facing downrange, action facing upward, and raise your arm in your booth for assistance. A RSO will assist you.
6. Only one active shooter is allowed in the booth at a time.
7. Targets must be mounted below the designated line on the cardboard backers. NO EXCEPTIONS.
8. Do not shoot the ceiling, the deflector plates, walls, or the target trolley. All shots must go straight into the backstop. You will be charged for replacement & installation of damaged property.
9. The following ammunition types are not allowed inside the range:
  - > NO Incendiary/Tracer
  - > NO Shotgun ammunition that is not slug (only slugs are permitted)
  - > NO Steel Jacketed/Steel Core/Armor Piercing
  - > NO Reloads

**10. NO holster drawing is permitted!**

11. Upon hearing the command “CEASE FIRE” stop shooting, take your finger off the trigger, unload your gun, place it on the bench with the action open facing up, barrel pointing down range, take one step back from the booth shelf, and await further instructions.
12. Rental guns must only use ammunition purchased at Hot Brass Inc./Guns Inc. during the current visit, proof of purchase is required.
13. DO NOT disassemble or attempt to repair guns while on the premises, notify the RSO if any issues occur.
14. DO NOT throw live ammunition down range or throw away in regular trash cans. Place LIVE rounds in “LIVE Rounds” labeled cans. Place EMPTY shell casings in the “EMPTY Shell Casings” labeled cans; these will be located behind the shooting booths in both the pistol and rifle ranges.
15. You may only load your gun when on the firing line in a booth; do NOT load your gun anywhere else inside the facility.
16. No shooting across lanes is allowed.
17. No “two-gunning”. You may only shoot one gun at a time in your lane; only ONE active shooter per lane at one time. Do NOT pass a loaded gun.
18. DO NOT shoot from the hip. Only proper aimed fire is allowed.
19. NO animals are permitted inside the range. NO exceptions!
20. No shoulder, cross-draw, or small of the back holsters are allowed to be used on the range for safety precautions.
21. When ANY gun exits the booth, it must be UNLOADED, no magazine or clip inserted, chamber flag in, and handguns placed in a gun caddy if a rental. Customer guns must be in a range bag or case.
- 22. All guns must be UNLOADED and in a case/container/range bag when transported into the lobby and/or parking lot. Class A LTC (no restrictions) holder/Law Enforcement are exempt, if holstered on your person it MUST stay holstered on your person; DO NOT unholster a loaded gun on the premises.**
23. Parents/guardians are solely responsible for minors and must be present with them at all times on the premises of 1050 Main Street West Springfield, MA 01089. A gun permit is required to enter the range area unless the person is completing a firearms course accompanied by a certified instructor.
24. Due the risk of lead exposure and high auditory reports from guns, PREGNANT women are STRONGLY DISCOURAGED from being inside the range.
- 25. Range personnel retain the right to dismiss anyone from the premises without refund who are handling guns in an unsafe manner,**

**not following the rules and regulations stated above, or suspected to be under the influence of any alcohol or controlled substances.**

**26. Any infraction of these rules and regulations will result in suspension of range privileges.**

## **Range Safety Officers**

All RSO's on duty are required to have taken the Range Officer Training instructed by the Chief RSO.

Range Safety Officers will be on duty at ALL times while the range is in use. Everyone using Hot Brass Inc.'s range must first watch the safety video, pass a written safety test, and sign a waiver before starting a live fire scenario. A designated RSO will be in charge of the firing line(s) and range(s) at all times.

The RSO on duty is tasked with:

- Ensuring that all Hot Brass Inc. members, guests, visitors,

and customers adhere to the rules and SOPs in this document.

- - Stopping and addressing any and all unsafe behavior. The RSO will address an individual to inform and point out all unsafe behavior and ensure that they are aware of any safety concerns. The RSO may call a "Cease Fire" and address the entire line at his/her discretion.
  
- - Escorting anyone (to include members) off the range if the person(s) are deemed a safety risk to others on the range. NO refund will be given.
  
- - Require anyone shooting on the range be given additional training before being allowed to shoot on the range again.
  
- - Reporting to Hot Brass Inc.'s management any incidents on the range to include:
    - Accidental discharges.
    - Personal injuries such as slide bites, forehead scope hits, and etc. that draw blood.
    - Trespassers - to include wildlife, pets, and unauthorized people.
    - Any other incidents deemed reportable.

## Authorized Matches

It is the intention of Hot Brass Inc.'s owners to attract and host organized shoots and competitive matches. These are shoots and matches such as IDPA, USPSA, Steel Challenge, and more. It is also the intention to work with organizations such as the National Rifle Association, National Shooting Sports Foundation, The Well Armed Woman, and many more who have an interest in the shooting sports.

Hot Brass Inc. management will designate an Event Chairman to oversee a given shoot/match. The Event Chairman may be an employee of Hot Brass Inc. or a designated person from a 3rd party having a vested interest in the shoot/match. If the Event Chairman is a designated person from a 3rd party, a Hot Brass Inc. employee will be designated as a liaison to the 3rd party in support of the shoot/match.

All events must be scheduled and planned out with the Hot Brass Inc. management to ensure the necessary schedule, supplies, resources, and logistics can be obtained.

All planned, scheduled, and approved shoots/matches take precedence over any individual or personal activity. The dates will be posted in advance to event.

The Event Chairman is tasked with:

- Conducting competitive shoot/matches within the planned schedule approved by Hot Brass Inc. management.
- Ensuring all necessary resources such as RSO and any other needed safety personnel are in attendance while the shoot/match is taking place.

- Conducting the shoot/matches with the primary goals of safe shooting for the participants and the prevention of projectiles leaving the range.
- Designating a Match Director, who required by Hot Brass Inc. to be a certified RSO.

Range Rules: The rules for using the range are outlined as follows, along with noting any unique rules.

Liability Waiver and Age Restrictions: All users of the Hot Brass Inc.'s range must fill out and sign a liability waiver on each day that they use the range. Members must have a current and signed liability waiver on file before using the range.

- See the "Children On The Range" section below for children under the age of 18, no unlicensed unsupervised persons under 18 will be allowed in the firing range.
- Licensed Individuals ages 18 - 20 will be permitted to use the rifle range for low capacity rifles and shotguns.
- Hot Brass Inc. rules on age and gun possession are in line with Federal and State Laws.
- Individuals under the age of 21 who possess a handgun will not be allowed on the range and will be asked to leave the property unless accompanied by someone 21 or older with a valid firearms permit.

## **Range Training Requirements**

All potential users of the Hot Brass Inc.'s range must complete a range orientation. The orientation may be one or any combination of a safety video, in-person briefing, and/or formal classroom training. The amount of training will be determined by the Hot Brass Inc. management and/or



RSO on duty.

Each potential user of the Hot Brass Inc.'s range will be given a card indicating that they have seen the required safety video which is endorsed for use of the range. Members will only be issued their membership upon completion of watching the required safety video, in-person briefing, and/or formal classroom training.

NOTE: The RSO on duty is tasked with the authority to require anyone shooting on the range be given additional training before being allowed to shoot on the range again and revoking their range use membership.

## General Range Rules

- Everyone is required to adhere to the written Range Safety Operating Procedures (SOP).
- All scheduled event use of the range shall take precedence over any individual or personal activity - NO EXCEPTIONS.
- All vehicles shall be parked in the designated parking area, unless authorized by Hot Brass Inc. management.
- Range is to be used as posted, or as directed by the RSO on duty.
- Hot Brass Inc. members must sign in at the counter prior to using the range and must have their membership card/info. in his or her possession to allow the RSO on duty to identify them as a member while on the range and get an assigned bench/lane. Signing in at the counter prior to using the range also allows for any updates on special activities that may need to be made known to the member.
- Non-members must sign in at the counter, and pay for their range use, targets, ammunition, and any other consumables that they may need on the range as a receipt is necessary to show the RSO on duty in order to get an assigned bench/lane.
- Targets may be purchased at Guns Inc./Hot Brass Inc. Personal targets may be used if they meet the requirements of Hot Brass Inc. Plastic bottles, glass targets, tin or aluminum cans, explosive targets, and

any other exotic items may NOT be used as targets at any time without the permission of Hot Brass Inc. management and then only in a closed range or shoot/match scenario. Each shooter on the range must clean up their bench and targets down range prior to leaving - this will be enforced by the RSO on duty.

- Exercise caution not to accidentally discharge guns in the direction of range property, range signs, and stationary furniture.
- All shooting can only be done from the firing line.
- No shooting of center fire rifles on the pistol range.
- Offhand, sitting, and prone shooting of center fire rifles is only allowed on the rifle range in during special trainings ONLY.
- If your rounds are not going to hit solidly in the berm - DO NOT FIRE!
- Sweep up your brass and spent caps when finished shooting (ALL brass on the floor is Hot Brass Inc.'s property, DO NOT go beyond the firing line to collect ammunition or shell casings.) All targets are to be removed from down range when finished shooting.
- All shooters and spectators on the firing lines and staging areas must wear ear and eye protection. Safety ear and eyewear is available for rent at the rental counter.
- As part of the range safety procedures, all safety rules will be

followed.

- ALL guns must be unloaded, cased, and actions open when taken to and from the firing line.
- Inexperienced shooters are to advise the RSO if assistance is needed.
- When a "Cease Fire" is called by an RSO, stop all shooting and wait for instruction from the RSO.
- NO guns are to be handled or moved until the RSO gives a "Hot Range" command. All guns in need of cleaning or repair during a "Cease Fire" must move to a designated repair area as identified by the RSO.
- Firing in a careless manner will not be tolerated. Shoot at your target only. Any bullet strikes to facility equipment, structures, or the like other than a designated target carry a fine/fee to cover costs of replacement and/or repairs. Those individuals firing in a careless manner will be dismissed from the range for the rest of the day. A Safety Incident Report will be filled out by the RSO and will be reported to the store staff for collection of fees. See "Replacement and Repair Costs" chart at the end of this document to be used by the RSO to determine fines/fees to be assessed.
- NO open carry of a loaded firearm on your person is allowed. The RSO and Guns Inc./Hot Brass Inc. staff along with Law Enforcement personnel are an exception.

- RSO commands and range rules must be accepted at this range.
- All children under 18 must be under adult supervision at all times while on 1050 Main Street LLC. premises. Any adult supervising a child will not be allowed to shoot on the range leaving the child unsupervised.
- The minimum age to shoot on the range by one's self is 18 for low capacity rifle or shotgun and 21 for handguns.
- The RSO on duty will be equipped with first aid supplies, basic tools, and intercom for communications with other RSO and the store.
- Keep your area used clean - the RSO will enforce this. Please respect the equipment and clean up your area when you are through shooting. If you move something, PUT IT BACK. If you break something, REPORT IT so it can be repaired for future use. If you make a mess - CLEAN IT UP.

## Children On The Range

- Children under the age of 18 (MUST have a FID Card) will not be allowed on the firing range without adult supervision from an adult member, parent, or guardian who are over 21 and properly licensed.
- Children ages 14 and below will not be allowed on the range, or to be left unsupervised by a parent or guardian while on the premises of Hot Brass Inc./ Guns Inc./1050 Main St. LLC. or left in a car.
- Children ages 14 and under must be accompanied one-on-one with an adult parent or guardian with 100 percent eyes-on supervision.
- Children 15-17 years of age will not be left unsupervised on the range or in Hot Brass Inc. or Guns Inc. at any time. Children found unsupervised will be escorted to the adult parent or guardian and asked to leave the property for the safety of the children and others using the facility.

5. All children must be fitted with eye and ear protection while visiting the range. Ear muffs, ear plugs and safety eyewear are available at Hot Brass Inc. and Guns Inc.

## **Range Safety**

### **Range Commands**

To indicate emergency or hazardous conditions:

***"CEASE FIRE"***

To stop all shooting routinely or, in the case of an emergency, immediately. Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from the trigger, unload and clear the gun placing the gun on the bench with chamber in view and wait

for further instructions.

***"MISSFIRE"***

To notify the RSO and other participants that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist.

**To prepare the range for live fire:**

***"MOVE FORWARD"***

To get shooters into position to prepare to begin shooting. Shooters will move from behind the ready line to their assigned position. **DO NOT TOUCH YOUR GUN!** Get comfortable, adjust your position make sure you are on the correct side of the bench.

***"PROTECTIVE GEAR ON"***

To prepare the shooter for a safe experience. Shooters should put on first their eye protection then ear protection.

***"YOU MAY PICK UP YOUR GUN"***

To prepare line for firing. Shooters will pick up their gun, sight in on the target, make any final adjustments and prepare to load.

***"LOAD"***

To notify the shooters that they may load their first round. Shooters will load their first round and keep finger off the trigger and stand ready for the next command.

***"IS THE LINE READY?"***

To determine if all shooters along the line are ready. All shooters **NOT** ready should indicate their status to the RSO. Sufficient time will be allowed for the shooter to complete his or her preparation.



***"READY ON THE RIGHT?"***

To declare that the shooters have indicated they are ready on the right side of the range. Any shooter not ready at this command may choose to either alert the RSO that he or she is not ready or to complete the process of getting ready before the final command has been given.

***"READY ON THE LEFT?"***

To declare that the shooters have indicated they are ready on the left side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready or to complete the process of getting ready before the final command has been given.

***"READY ON THE FIRING LINE?"***

To notify all shooters that the range is about to be under live fire and that if anyone is not ready at that point, he or she should notify the RSO; Otherwise await the next command. Shooters simply await the next command.

***"COMMENCE FIRING" or "HOT RANGE"***

To declare the range formally open for live fire. The shooters may commence the prescribed course of fire.

**To STOP FIRING and declare the range SAFE:**

***"SHOOTERS, YOU HAVE x MINUTES REMAINING"***

To alert all shooters that a general cease fire is about to be called and to allow the slower shooters to complete the course of fire.

***"CEASE FIRE"***

To stop all firing. All shooters shall open the bolt/cylinder, clear the chamber, remove the magazine - unload the cylinder and lay the gun down with the bolt/cylinder open and wait for further instructions.

***"COLD RANGE"***

To inform the firing line that the range is safe. The RSO is telling all shooters that all guns are unloaded.

**Other Common Commands:**

***"ON THE FIRING LINE"***

To tell shooters to take their assigned place at their firing point and prepare to fire, but do not load.

***"CEASE FIRE - ACTIONS OPEN, SAFETIES ON!"***

To notify the shooters to stop firing immediately and all chambers and magazines are unloaded and shooters leave the firing line with the actions and/or cylinders open.

***"GO FORWARD, SCORE TARGETS AND PASTE"***

Authorizes shooters to move downrange to score, change, remove or repair target faces.

***"RANGE IS CLEAR, YOU MAY HANDLE YOUR GUNS"***

Shooters may approach the firing line and handle their guns since no personnel are down range.

***"MOVE OUT OF POSITION AND REMOVE YOUR EQUIPMENT FROM THE FIRING LINE"***

Authorizes shooters to remove their gear.

***"POLICE YOUR ASSIGNED FIRING POINT"***

Shooters are to pick up their spent ammunition and clean their firing point of all debris.

***"AS YOU WERE"***

Means to disregard the previous command just given.

***"CARRY ON"***

Means to proceed with whatever was being done before the interruption occurred.

***"REMOVE PROTECTIVE GEAR"***

Shooters may remove protective gear.

***"MOVE BACK BEHIND THE READY LINE"***

Means to move behind the ready line and wait for further instructions from the RSO.

***"YOU MAY GO CHECK YOUR TARGETS"***

Shooters may move downrange to the target area.

## Handgun/Long Gun Carrying & Handling

- Except when shooting on the range, all guns outside a case "open carry" must always be unloaded, with the magazines/cylinders out and chamber empty.
- Guns in a bag or case must remain in the bag or case when transporting them between the parking lot, rental counter, lobby, sales area, and range.
- Hot Range Procedure: proceed to a shooting bench as directed by the RSO. Uncase the gun with the muzzle pointing downrange ensuring the action is open, only take out magazines and ammunition out of the case for the gun to be shot. Only one gun on the firing line bench at one time.

- Cease Fire Procedure: Remain behind the firing line and do not uncase any guns until the cease fire has been completed and the range is back to a hot range status. Uncase the gun with the muzzle pointing downrange ensuring the action is open, only take out magazines and ammunition out of the case for the gun to be shot. Only one gun on the firing line bench at one time.

## Cease Fire Procedure

- When a verbal "Cease Fire" is heard all shooting must stop immediately, unload the gun ensuring the chamber is empty.

- Fix actions open and insert empty chamber flag.
- Place guns on the bench with muzzles pointed downrange, or in a proper rack with muzzles pointing up.
- Before anyone moves downrange, all persons must move behind the firing line and acknowledge the cease fire verbally or visually to the RSO.
- Fly Cease Fire Flag (white flag)/lights (red lights).

6. Absolutely no gun handling during a cease fire.

7. Anyone handling a gun during a cease fire or carelessly sweeping people on a Hot Range should be reported to the RSO.

8. AT ALL TIMES THE NRA GUN SAFETY RULES MUST BE OBSERVED:

- 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.

## Firing Line Rules

- Eye protection is mandatory at all times on the range to include staging areas. Designated spectator areas do not require eye protection, but it is recommended.
- Ear protection is mandatory at all time in all range designated areas during Hot Range (live fire) activities. Designated spectator areas do not require ear protection, but it is highly recommended.
- Each firing position is labeled to a corresponding target stand position. Shooters must only shoot in their prospective shooting lane.
- Rifle/Shotgun/Pistol Range: while firing off a bench or otherwise, bullets may not leave the impact area. Baffles are installed on the rifle/shotgun/pistol range, do not shoot the baffles. Anyone caught firing at the range equipment will be escorted off the range by the RSO after calling a Cease Fire. No warnings will be given. NO

refunds will be given.

- Pistol Range: bullets may not leave the impact area. Baffles are installed on the pistol range, do not shoot the baffles. Anyone caught firing at the range equipment will be escorted off the range by the RSO after calling a Cease Fire. No warnings will be given. NO refunds will be given.
- During a cease fire, all guns are to be unloaded, empty chambers, and open actions/cylinders.
- No one is allowed forward of the firing line unless the range has been declared safe by the RSO.
- Once on the firing line, a gun's muzzle must be pointed down range at all times.
- Loaded guns must be pointed down range with barrel horizontal at all times.
- Only shooting from the bench is allowed, unless approved by the RSO.
- Shoot only at designated targets.
- If there is a misfire be sure to keep the muzzle pointed down range (preferably on target) for at least 45 seconds, in case it is a hang-fire.
- After a misfire or jam, the gun must be cleared. A misfire is when a



cartridge does not fire after the primer has been struck by the firing pin. A hang-fire is a perceptible delay in the ignition of a cartridge after the primer has been struck by the firing pin. The 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. With muzzleloaders, wait at least two minutes.
- 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 barrel. The normal procedure for handling a squib load is:
  - Stop firing immediately.
  - Keep the gun pointed downrange.
  - Unload the gun - make sure the chamber is empty. Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.
  - Only one shooter's target is allowed per frame, unless approved by the RSO.
  - Smoking is not allowed under any circumstance on the range, staging areas, or spectator areas. Smoking is only allowed in a designated area outside the building, please clean up after smoking.
- IN ALL CASES THE RSO'S DECISIONS ARE FINAL AND

BINDING. HIS OR HER DECISIONS ARE BASED ON THE CURRENT SITUATION AS IT EXISTS, AND HIS OR HER JUDGEMENT DICTATES. THE RSO'S DECISIONS MAY SUPERCEDE THE GENERAL PRINTED RULES OR SOP.

### **Range Rules Specific to Black Powder Guns**

- No black powder or muzzle loaders are allowed in the indoor range.

## 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.
- NO FOOD OR DRINKS ARE ALLOWED INSIDE THE RANGE AREA.
- Wash your hands and face with soap and 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.

## **Emergencies and Incident Reporting**

In the event of an Emergency please follow these procedures:

- • Cease Fire Immediately.

- - Notify the RSO.
- - Follow all instructions given by the RSO.
- - Offer assistance if you are able.
- - Take charge of the situation. Determine seriousness of injury.
- - Render aid. First-aid kit is located in the RSO duty pack.
- - Use RSO intercom/radio to notify manager on duty to call for help. Manager on duty will call 911 or the appropriate emergency number(s).
    - >West Springfield **Police Department** (413) 263-3210
    - >West Springfield **Fire Department** (413) 732-2650
- 
- - Direct help to location. Stand post by the main gate to direct emergency personnel as needed.
- - Take notes as soon as practical. Interview witnesses and get written statements. Safety Incident report sheets are located in the RSO duty pack, behind Hot Brass Inc.'s rental counter, and in the main office.
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- **First Aid Procedures**

- All personnel rendering first aid should be aware of the precautions surrounding bloodborne pathogens in the event of an accident. The following guidelines should be followed if someone is injured and you come in contact with biohazardous materials including but not limited to: blood, secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, any body fluid visibly contaminated with blood, any un-affixed organ or tissue from a human living or dead, and the disposal of cleaning items and first aid dressings. Universal precautions should be used; all blood and body fluids listed above must be treated as potentially infectious.

Government guidelines can be found at [WWW.OSHA.GOV](http://WWW.OSHA.GOV), search for OSHA Occupational Exposure to Bloodborne Pathogens.

## **Personal Protective Equipment**

- The following equipment should be used when coming in contact with biohazardous material:
- Gloves, eye and face protection
- Fluid-proof over garments
- Shoe coverings
- Resuscitation mouthpieces for CPR

## **Procedure for Cleaning Surfaces Contaminated with Biohazardous Material**

Only those personnel trained and designated as the Bloodborne Pathogen Team should be in charge of the cleanup procedure. In addition to



training, each individual should be inoculated for Hepatitis C. Your local physician is capable of administering the vaccine regimen.

1. An approved Bloodborne Pathogen Cleanup Kit must be used for cleaning if at all possible.
  - If a large amount of blood or other biohazardous material exists on surfaces or on equipment, the area must be roped off with "Caution Biohazard" tape. The personnel in charge of the cleanup must adorn whatever amount of personal protective equipment is needed for protection. The biohazardous material must be wiped up with paper towels or sprinkled with liquid-congealing powder. The paper towels or powder must then be placed in a red biohazard bag.
  - The surface, floor, or equipment must then be decontaminated using an approved germicidal liquid. The solution must remain on the surface for ten minutes or as directed and then wiped off with water. In addition to commercially available germicides, a one-part solution of sodium hypochlorite (common household bleach) to 10 parts water prepared daily is an effective germicide.
  - For a small drop of blood or other biohazardous material that exists on a surface or equipment, wipe off with approved germicidal liquid. Do not use rubbing alcohol as a cleaning solution as it does not kill viruses. The solution must remain on equipment or surface for 10 minutes and then wipe off with water.

Disposal of Contaminated Material (i.e. paper towels, personal protective equipment, saturated dressing):

All contaminated materials including personal protective equipment must be placed in a red biohazard bag; the bag must be closed with a metal twist closure or tied in a knot. The bag must then be taken to a Biohazard

Laboratory for proper disposal.

## **Facility Operating Procedures**

### **Store/Building - Opening Procedure**

Designated manager/person will:

- Unlock the door and turn off the alarm.
- Turn on lights in the classrooms, members lounge, and sales areas.
- Ensure air conditioning/heat is set and turned on as appropriate.
- Clean rental guns according to weekly rental gun cleaning schedule.
- Stock ammunition and any other necessary retail items from back-stock.
- Wipe-down/clean retail areas, counters, floors, and bathrooms as needed.
- Check out radio/intercoms for communications with RSOs and test as each RSO reporting for duty checks out his/her radio to ensure everyone has proper and working communications.

- Verify and make ready range rental/retail items:

A. Gun caddies/locks B. Eye protection  
C. Ear protection D. Targets E. Ammunition

### Store/Building - Closing Procedure

1. Verify that all range rental items have been checked in, accounted for, and cleaned for the next business day.

- Guns (check ALL SERIAL NUMBERS)
- Gun Caddies
- Eye protection
- Ear protection
- Targets
- Ammunition

2. Check and verify all radios checked out have been checked-in and are hooked up to be charged for the next business day use.

- Empty garbage cans taking all trash to the dumpster.

- Close out cash drawer using the system's end of day closing process and prepare bank deposit to be deposited the next business day.
- Put cash drawer and bank deposit away in vault.
- Turn off computer screens.
- Ensure air conditioning/heat is set and turned to appropriate temperatures for closed building.
- Check make sure ranges are off.
- Ensure all outside doors are locked from the outside.
- Turn off lights in classroom, member lounge, and sales areas.
- Make sure perimeter lights are on.
- Turn on the alarm and lock the door.

### **Range - Opening Procedure**

All RSOs reporting for duty will:

- Check out RSO duty pack and first aid kits.

- Ensure all items are in RSO duty pack:
- Copy of this SOP
- Incident Reports
- FULL first aid kit
- Tourniquet
- Pens/Pencils
- Sharpie Marker
- Note Pad
- Witness statement sheets
- Rubber Gloves
- Trauma Kit
- Range inspection sheets

3. Check out Radio and test with Store/Building staff on duty.

- Check out RSO vest.
  
- If a match or private event scheduled for designated Rifle or Pistol range:
  - a. Review "Event Checklist" and perform the appropriate tasks:
    - Post appropriate "Event" signage on the range(s) announcing a closed pistol bay/rifle range event.
  
    - Ensure appropriate targets are made ready for event and placed on range(s) as necessary and outlined in event checklist.
  
    - Ensure appropriate shooting line/stations are identified and made ready.
  
    - Ensure appropriate supplies - garbage cans, brass buckets, etc.
  
    - Identify event spokesperson prior to event starting and coordinate duties of any volunteers and/or event staff.
  
    - Give safety briefing for event with all participants to include those not shooting - SAFETY FIRST!

7. Verify:

a. Guns (Check SERIAL NUMBERS)

- Eye protection
- Ear protection
- Targets

### Range - Operating Procedure

- Range inspection:
  - Ensure that there are no hazards/obstructions between the firing line and the impact area, keep the area clean. Sweep the floors!
  - Correct any problems before opening the range.
  - If a problem is found that can't be corrected immediately you will have to determine if the range/bay can be run safely with the existing problem. If you determine that the range cannot be operated safely - DO NOT OPEN THE RANGE/BAY. Report the problem to the store manager as soon as possible so that range operators/owners can address the problem; hang a sign so that every RSO coming to the range will be aware of the problem.
  - Supplies:
- a. Extra targets, safety glasses, and ear protection will be made available

to

shooter(s) for a fee.

- Make sure all target frames are in good working condition. Replace backer boards as needed.
  
- For each shooter using the range:
  - a. Shooter(s) must present a current day receipt for range use or member card to the RSO on duty.
  
  - b. Shooter(s) must watch a range safety video in order to use any of the ranges and be assigned a bench by the clerks/RSOs. Members will have seen the range safety video as part of the membership application process. Friends and family of employees are paying customers - not free loaders. Friends and family are to be treated as a customer and follow the same rules as other customers.

Event of an incident:

- ANY minor injury - slide bite, forehead scope event, or any other minor injury event that draws blood or otherwise injures a shooter or by-stander, an incident report will be filled out by the RSO and signed by the shooter(s) - or witness if shooter(s) is not able to sign.
  
- ANY Catastrophic or serious/fatal injury - RSO or ANY shooter/bystander on the range will call a CEASE FIRE! RSO will radio/intercom all RSOs and store manager on duty to CEASE FIRE on all range/bays and lock-down the entire facility while emergency and first responders perform necessary tasks. Range closure may be necessary, and in the case of a range closure of this



nature, SAFETY FIRST by following first responder and RSO directions followed by SAFE egress of shooters and members from the range to either the main store building or from the property as directed.

- ANY Accidental Discharge - RSO will fill out an incident report and have shooter(s) and/or witness(es) acknowledge and sign report. It will be up to the RSO to determine if the shooter(s) can remain on the range or if their shooting session is concluded.

### **Making The Line Hot**

- Double check to ensure that no one is down range.
- After confirming that everyone on the range has on their ear and eye protection, announce: "THE LINE IS HOT, YOU MAY COMMENCE FIRING WHEN YOU ARE READY."

3. An RSO must always be monitoring the firing line condition. If the RSO must help a shooter and is on duty alone, the line must be shut down until he/she is free to continue his duty.

### **Making The Line Safe**

- Call a cease-fire: "LAST ROUND, CEASE-FIRE."
- Once you have determined that adequate time has elapsed, then announce: "WE ARE MAKING THE LINE SAFE. CEASE-FIRE, CEASE-FIRE. UNLOAD ALL GUNS AND REMOVE DETACHABLE MAGAZINES. OPEN YOUR GUNS ACTION, PUT THE SAFETY ON, AND STEP BACK AWAY FROM THE BENCHES BEHIND THE FIRING LINE. DO NOT TOUCH ANY GUNS UNTIL FURTHER NOTICE. STAY BEHIND THE

## FIRING LINE UNTIL IT HAS BEEN MADE SAFE."

- Go down the firing line and inspect all guns. Confirm that:
- All guns are unloaded with detachable magazines removed/cylinders open.
- All actions are open with chambers empty and visible (chamber flags inserted if available) and safeties applied.
- If an action cannot be locked open, use a chamber flag, to keep the action from fully closing.
- Muzzleloaders/black powders unloaded, visibly uncapped (or in the case of flintlocks the pan unprimed and the frizzen open and the hammer down).
- Everyone is standing back behind the firing line, away from the benches.
- No one is touching a gun.
- Remind shooters to:
- Stay away from the shooting benches and stay behind the firing line.
- Keep their safety glasses on at all times.

- Brass can be swept up and deposited in the “spent brass” shell casings trash cans if the RSO has given the command to do so.

## Range - Closing Procedure

All RSOs closing the range will:

1. Make the line safe for the last time. Verify guns are empty and cleared prior to directing everyone to case their guns before declaring the line safe and allowing shooters to exit the range.

- Maintain observation of the line until all shooters have removed their guns and exited the range.
- Put any equipment such as sandbags and rests in their storage location.
- Pick up all trash and dispose of properly. Sweep off shooting area.
- Make sure all doors are secured.
- After all shooters have left the range, turn off all lights and electrical equipment.
- Return any items to the store to be put away.
- Close and lock all doors of supply cabinets and other secured storage.
- Insure that everyone has left the range.

- Ensure all items are in RSO duty pack and replace/refill items that were used for the shift:
- Copy of this SOP
- Incident Reports
- FULL first aid kit
- Tourniquet
- Pens/Pencils
- Witness statement sheets
- Rubber Gloves
- Trauma Kit
- Range inspection sheets
- If a match or private event was held for designated Rifle or Pistol range:

Be sure Radio is plugged in to recharge the batteries, RSO

vest is back in locker storage areas and all are accounted for.

- Perform the appropriate tasks:
- Remove "Event" signage on the range(s) announcing a closed pistol bay/rifle for private range event.
- Remove event targets and put them away.
- Ensure shooting line/stations are cleaned up.
- Ensure garbage cans and any other debris are emptied into the dumpster.
- Ensure any full brass trash cans are emptied or replaced with empty trash cans. Brass buckets are to be put in the designated storage area.
- Secure rental/retail items (all ammunition only available in store):

## Safety Incident Report

Documented by: \_\_\_\_\_

Date: \_\_\_\_\_ Name of person(s) involved:

\_\_\_\_\_

—

Member? YES NO

Indicate type of incident:  Accidental Discharge  Personal Injury  
 Other  Near Miss  Property Damage  Injury to Person(s)

\_\_\_\_\_

Put a check () under the appropriate response

Was the person(s) involved a member of Hot Brass Inc.'s Range? YES \_\_\_\_\_ NO \_\_\_\_\_

Was the accident the result of gun/equipment malfunction? YES \_\_\_\_\_ NO \_\_\_\_\_

Did the accident seem to be the result of improper / disregard for / gun and safety education? YES \_\_\_\_\_ NO \_\_\_\_\_

Was First Aid administered?

YES \_\_\_\_\_ NO \_\_\_\_\_

Was 911 or other emergency personnel called to the scene? YES \_\_\_\_\_ NO \_\_\_\_\_

Was CPR or use of the defibrillator required?

YES \_\_\_\_\_ NO \_\_\_\_\_

Were bodily fluids/biohazardous materials properly cleaned up? YES \_\_\_\_\_ NO \_\_\_\_\_

First-Aid kit need to be refilled? YES \_\_\_\_\_ NO \_\_\_\_\_

Biohazard Kit need refilled? YES \_\_\_\_\_ NO \_\_\_\_\_

All "YES" answers or "other" types of incident must be commented on in the space provided below. Provide as much detail as possible for the incident being reported. All incidents must be reported to Hot Brass Inc.'s management for investigation.

Comments:

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(Add additional blank pages if necessary)

**Eye Witness Form**

What did you see?

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What did you hear?

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## **Replacement and Repair Costs**

The following chart of costs for damages to facility equipment as the result of careless or accidental discharges or other negligent/accidental actions are to be identified and used by the RSO when filling out the

Safety Incident Report with fines/fees, ALL FEES TO BE PAID RIGHT AFTER THE INCIDENT OCCURS, PREVIOUS TO THE CUSTOMER LEAVING THE PROPERTY:

## Replacement Parts List ACTION TARGET

### Total Containment Trap

| ATI Part # | Description                                    | Price       |
|------------|--|-------------|
| 1382       | Modular Plate (Rectangle) .38 X 48 X 48, AR500 | \$ 708.14   |
| 19993      | TCT 5 Heavy Duty Bottom Mouth, 3FT             | \$ 815.23   |
| 19990      | TCT 5 Heavy Duty Top Mouth, 3FT                | \$ 1,041.00 |
| 19991      | TCT 5 Heavy Duty Top Mouth, 4FT                | \$ 1,236.00 |
| 19994      | TCT 5 Heavy Duty Bottom Mouth, 4FT             | \$ 917.00   |
| 4627       | TCT TB1 Plate, Center, .38 X 48, AR500         | \$ 879.00   |
| 4624       | TCT TB1 Plate, Center, .38 X 36, AR500         | \$ 689.00   |
| 1367       | Modular Plate (Rectangle) .38 X 36 X 48, AR500 | \$ 712.00   |

### AWD

| ATI Part # | Description  | Price     |
|------------|--|-----------|
| 11682      | Mancom TPR Track, Galvannealed                       | \$ 367.60 |
| 17529      | Mancom AWD Start Section Dead-Stop Assembly          | \$ 365.40 |
| 17531      | Mancom AWD End Section Dead-Stop Assembly            | \$ 364.27 |
| 17547      | Clamp + Downrigger Replacement Assembly (3/8" AR500) | \$ 446.00 |
| 17666      | Mancom AWD Carrier Downrigger Weldment               | \$ 425.80 |
| 19691      | Mancom 42mm White Wheel Replacement                  | \$ 329.35 |
| 22571      | AWD Screen Protector                                 | \$ 317.35 |

### TNG

| ATI Part # | Description                             | Price     |
|------------|---|-----------|
| 11756      | Mancom TNG Track                        | \$ 257.59 |
| 11600      | Mancom TNG Trap End Pulley Assembly     | \$ 378.52 |
| 11887      | Mancom TNG Drive Pulley W/Finish        | \$ 251.92 |
| 13397      | Galvanized cable per ft.                | \$ 202.40 |
| 17596      | Touch N Go Drive Pulley                 | \$ 195.00 |
| 19691      | MANCOM 42mm WHITE WHEEL REPLACEMENT     | \$ 229.35 |
| 19692      | MANCOM 64mm BLACK WHEEL REPLACEMENT     | \$ 227.51 |
| 19693      | Touch-N-Go Proximity Sensor Replacement | \$ 375.72 |
| 19694      | Touch-N-Go Clamp Replacement            | \$ 230.70 |

|       |                              |    |        |
|-------|------------------------------|----|--------|
| 19755 | Touch-N-Go Track Spare Parts | \$ | 220.25 |
| 24973 | TnG Screen Overlay           | \$ | 441.55 |