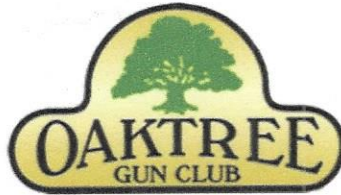


# SHOOTING RANGE STANDARD OPERATING PROCEDURE



Oak Tree Gun Club, LLC.  
California Gun Girls, LLC.  
23121 Coltrane Ave  
Newhall, CA 91321

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[www.oaktreegunclub.com](http://www.oaktreegunclub.com)

**DEDICATED TO THE PROMOTION OF SAFETY, SPORTSMANSHIP,  
MARKSMANSHIP, AND THE EDUCATION OF SHOOTERS.**

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The purpose of this document is to outline the rules and regulations governing the use of the outdoor shooting range located at the Oak Tree Gun Club, LLC facility with the physical address of 23121 Coltrane Avenue, Newhall, CA 91321. While shooting incidents are rare on ranges, 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 staff, neighbors and surrounding properties.

## **Mission Statement**

Oak Tree Gun Club, LLC, is dedicated to providing live firing range, archery and retail services at a facility where shooters and spectators can become proficient with firearms and practice both individual and group shooting sports. Individuals using the range 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 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 along with the violators name, to the Range Officer on duty or the Los Angeles County Sheriff's Department for further action.

### **Definitions to know:**

**Approved Firing:** deliberate, controlled and aimed fire, conducted on the firing line which results in every shot hitting the approved impact area.

**Firing Line:** the designated area on each ranges in which shooting is allowed to be conducted at. The area will be marked, and if applicable, have shooting benches or tables.

**Range Officer:** an employee or designee of Oak Tree Gun Club that is tasked with monitoring and enforcing all rules outlined in this SOP as they pertain to the outdoor range use.

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

**Uncontrolled Firing:** firing from the hip, or any other type of firing in which the firearm is not aimed by having the shooter's eye aligned with the firearm sights and the sights aligned with an approved target.

**Immediate Cease Fire:** All shooters will immediately stop shooting, and if directed by the RSO unload their firearms, and step away. Immediate ceasefires are to be used in an emergency down range such a personnel or wildlife or other emergency such as fire.

**Progressive Cease Fire:** All shooters will fire the remaining rounds within their firearms, open up all actions on all firearms, place them in the designated areas in a safe direction to be checked by the range safety officer.

**Hot Range:** No ceasefire is in effect; guns and ammunition may be handled.

**Cold Range:** Ceasefire is in effect, no ammunition or firearm handling by anyone until the range is called hot by the RSO on duty.

## **Rules and Regulations of Operation**

The use of the Oak Tree Gun Club is covered by these Standard Operating Procedures (SOPs). These SOPs define what every person engaged in live-fire activities must know prior to being permitted to use the outdoor range facility. These SOPs define what every member and public participant must know to utilize the Oak Tree Gun Club. These SOPs are available at each department at the Oak Tree Gun Club as well as online at [www.oaktreegunclub.com](http://www.oaktreegunclub.com)

### **Liability Waivers:**

All guests of Oak Tree Gun Club will fill out a liability waiver upon checking in to their perspective shooting range. Members will fill out a liability waiver that is valid as long as their membership remains valid. Nonmembers will fill out a liability waiver each time they check into a department even if they filled out a waiver for another department that same day.

### **Firearm Rentals:**

All renters will fill out a rental form when renting a firearm. All renters must possess a valid government issued identification card, be of legal age to purchase the firearm they wish to rent (18 years of age for rifle or shotgun, 21 years of age for pistol) as well as have a valid credit card. When renting a firearm Oak Tree will maintain possession of the ID card and credit card until the firearm is returned. Rental firearms may only shoot factory ammunition or Oak Tree Gun Club brand reloaded ammunition purchased from the facility.

### **Authorized Carry:**

No customer of Oak Tree Gun Club may carry a loaded firearm on their person or in any locked bag or case unless at least one of the following applies to them:

- a. An active law enforcement officer with their badge properly displayed
  - a.i. May only be carried openly.
- b. A California Concealed Carry Permit holder with their firearm is properly concealed and not being used
  - b.i. May only be carried concealed, if the firearm can be seen then it must be concealed or removed
- c. Approved Oak Tree Gun Club and California Gun Girls staff who have the necessary licenses, training, and approval of management.
  - c.i. May only be carried openly

At no point on any public ranges may anyone, authorized or not, practice any type of holster draws. Holster draw practice may only be done on a privately reserved range, and only if the person has the necessary training to safely do so. RSO's reserve the right to observe that proper technique is being used and deny anyone from practice if they cannot do so correctly.

### **General Range Rules:**

1. No smoking on the range, all smoking must be done in designated smoking areas, employees may only smoke during approved breaks, in approved areas.

2. Eye protection will be worn on the range by everyone, at all times, regardless if they are shooting or spectating.
3. Ear protection will be worn on the range by everyone whenever the range is hot, regardless if they are shooting or spectating.
4. All firearms will be uncased at the approved shooting positions only.
5. No firearms will be moved from station to station by moving behind another shooter. Only OTGC staff may move a firearm across multiple shooting positions.
6. All firearms will be pointed downrange
7. No shooting at wildlife.
8. No shooting at any rocks trees or other non approved targets
9. No shooting cross-range.
10. Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications), before or during live fire activities. Anybody suspected to be under the influence will be denied shooting at check in or by any RSO at any time.
11. Any firearm that is illegal in the state of California including rifles that lack a bullet button, any automatic firearm, or a firearm with a magazine loaded with more than 10 rounds is prohibited unless the shooter has the appropriate paperwork to demonstrate they may legally own and operate such devices in the state of California
12. No armor piercing, tracer ammunition or any explosive ammunition may be used at any time, this includes any pistol or rifle ammunition that reacts to a magnet.
13. No bullet impacts off the range, into buildings, signs, storage containers, sheds, or any other structure or anything not in the approved impact area.
14. All minors must be accompanied by a guardian, and all children must be monitored during any shooting. Guardians may not shoot at the same time as the child and must remain in a position where they can ensure proper safety rules are being followed and intervene if necessary.
15. No loaded firearms are allowed on property other than on the firing line under a hot range unless the person is included in the authorized carry section above.

### **Pistol Range Rules:**

- General Pistol Rules
  - No rifle calibers allowed at any time
  - No uncasing firearms behind the firing line
  - No holster drawing at anytime while using a public range, regardless of training or ability.
  - No black powder
- Steel Gallery Rules
  - Only approved calibers are allowed onto the steel gallery
  - No rifles of any type or caliber will be used on the steel gallery
  - All ammunition must have either a Full Metal Jacket or have a Lead Bullet - No partial semi-jacketed ammunition is allowed
  - All ammunition must have a brass or nickel-plated case
  - No black powder

- No more than two (2) shooters to a bay at any one time
- No cross shooting or shooting at extreme angles
- Speed plates - Shoot only the plate rack directly in front of you
- Paper Bay Rules
  - No more than three (3) shooters to a table
  - Only paper targets are allowed
  - Shoot only your targets
  - Obey all ceasefire commands from the range safety officer, if no range officer is present ceasefires may be coordinated between shooters on the bay but only if all ceasefire rules, which are posted on all bays, are correctly followed by everybody.

### **Shotgun Range Rules:**

- General Shotgun Rules

Long gun shooters under 18 years of age must have parental approval and be accompanied by a parent or guardian at all times while on the range.

Be sure that your firearm is safe to operate and know how to operate it safely. Always keep your firearm unloaded, your finger off of the trigger and pointed in a safe direction until ready to shoot. Never hand a loaded firearm to another person.

Use only the correct ammunition for your firearm. If you have any questions, please consult a Range Officer.

No inexperienced shooters are allowed on any of the ranges without prior instruction, coaching, and approval of the Range Officer.

Alcoholic beverages are prohibited on all ranges or anywhere outside of the Main Clubhouse.

Individuals displaying the effects of, or thought to be under the influence of, drugs or alcohol will be prohibited from using any of the ranges.

Children must not be left unattended.

Smoking is prohibited on all shooting ranges.

Range officers are authorized to remove any shooter whose behavior is detrimental to the safe operations of any of the ranges. Commands issued by any Range Officer must be followed immediately.

If unsafe behavior is noticed, then please make sure that the Range Officer is notified of such action immediately.

Please read and understand the Range Rules and Regulations before you proceed to any of the ranges. Please ask any of the Range Officers for clarification if you have any questions.

### **Shotgun Range Specific Rules**

Always keep the action of your gun OPEN when walking to the range and in between the shooting stations. Only move with an unloaded gun with the action open.

Eye and ear protection must be worn at all times on the outdoor ranges.

Never shoot on a field when an orange cone is on top of the trap house or anywhere near the house.

Do not load your gun until it is your turn to shoot. Unload immediately if a Range Officer tells you to do so or if you or another shooter has a malfunction.

Make certain that you are loading the proper ammunition. Slugs or hunting loads are not permitted. Also, do not mix ammunition in your pockets or shell bag.

Only load ONE (1) shell at a time on the trap field. You may load two shells only when on the skeet, crazy quail, sporting clays or 5-stand fields, or when shooting trap doubles. Any exceptions must be cleared with the Range Officer prior to shooting.

Keep the muzzle pointed in the air or downrange at all times. Never sweep the muzzle to the right or left toward other shooters.

Always place firearms in the gun racks when not shooting. Never lay your gun on the ground or put the muzzle in the grass or dirt.

You are not allowed to pass a gun to another person while on the firing line. If you are sharing a gun, then each shooter must shoot his complete round of trap or skeet and then pass the unloaded gun to the next person.

Follow the Range Officer's directions immediately. Arguing or unsportsmanlike behavior will cause you to be removed from the range and denied future shooting privileges.

**Absolutely NO SMOKING is allowed at any time on the Sporting Clays Course or shotgun ranges.**

**No Firearm other than a shotgun is allowed on the Sporting Clays Course. All Shooting Bags and Cases are subject to inspection before transporting customers to the course.**

### **Rifle Range Rules:**

- All visitors to the Oak Tree Gun Club Rifle Range, members and non-members, shooters and/or spectators must deposit a valid ID at the check-in counter.
- Upon checking in with the counter all groups will be issued a shooting badge that must be worn by someone at all times. During checkout the shooting badge will be returned to the counter, and the employee will then return the ID card(s) deposited.
- All guns carried to the rifle range must be in a gun case and unloaded.
- Upon checking in and getting to your shooting station, do not set up or remove your firearm until directed by the RSO.
- Tape (do not staple please) targets to the backers provided as soon as you arrive on the range instead of being told to do so by the RSO.
- Take your gun out of its case only on the firing line, never behind it, and ensure that your gun comes out of its case pointing downrange, never at yourself or any other person.

Rotate your gun case as many times as necessary if you have multiple guns in a single case.

- Do not do any loading or ammunition handling until you have been assigned to a shooting position and have a target read to shoot, or are shooting at the provided steel targets.
- Targets can only be adjusted, set up, or removed during ceasefires called by the RSO.
- No black powder.
- No steel core, incendiary, armor piercing, or tracer ammunition allowed on the range, RSO's may inspect any and all ammunition at their discretion, and deny their use if necessary.
- No gunsmithing or gun cleaning on the range.
- Any rifle that has a malfunction must remain at the shooting position, pointing down range, notify the RSO of any issues and only they may clear the malfunction.
- No brass or lead scavenging, you may collect your own brass you are shooting, but you may not collect brass belonging to other shooters.

### **Archery Range Rules:**

DO NOT shoot arrows with broadheads at standard targets. NO broadheads allowed on range.

- NEVER point a bow and arrow at another person.
- NEVER shoot an arrow straight up into the air. You can end up hitting another person or yourself.
- NEVER shoot an arrow off into the distance where you cannot see where it will land. Again, you could end up hitting another person.
- At practice ranges, the only safe place is behind the shooting line. NEVER shoot an arrow until you are positive that no one is in front of you or behind the targets. Conversely, don't stand in front of a bow while it is being shot, even if you are to one side of the shooter.
- Wait for a verbal approval from the Range Captain or his designee before starting to shoot.
- Arrows should only be nocked on the shooting line and pointed in the direction of the targets.
- After you are done shooting, wait for the word: CLEAR from the Range Captain or his designee before going toward the targets to retrieve your arrows.
- WALK, don't run toward the targets. Remember that the arrows are sticking out and can injure you.
- When pulling arrows out of a target, stand to one side and insure that no one is directly behind you.
- If you are looking for a lost arrow behind a target, always leave your bow leaning against the target face so that it will be seen by other archers coming up. If possible, have one archer from your group stand in front of the target to prevent anyone from shooting.
- On Field Archery or 3-D courses, be sure to stay on the marked path and travel only in the direction in which the targets are laid out while shooting is in progress. Going backwards on the trail or across an unmarked area could place you in the path of a flying arrow, resulting in serious injury.

- If archers will be shooting concurrently at varying distances, stagger the targets, not the people. This goes back to the previous rule about having one shooting line and staying behind it.
- If any person or animal (i.e. dog) enters the safety zone while shooting is in progress, the emergency signal must be given (3 or more blasts of a whistle) and all shooting must stop immediately. Even if the bow is held at full draw and the signal is given, the arrow must not be released. The bow should be pointed at the ground and the bowstring let slowly forward. The arrow should be removed from the bow until the range is clear.
- Archers should always be aware of the danger associated with their bow. No archer should shoot while under the influence of drugs or alcohol.

**Absolutely NO SMOKING is allowed on any of the Archery Bullseye or 3D Ranges.**

## **Safety**

It is everybody's duty, employee or guest, to ensure safety at all times.

### **Range Safety Officers**

All RSOs on duty are required to have taken the NRA Range Safety Officer training and possess a certificate identifying them as an NRA certified RSO. Any employee that has not completed such training will be properly trained as an NRA Certified RSO before their introductory term of employment has been completed, as well as an NRA certified instructor for their individual range.

A designated RSO will be in charge of the firing lines and range at all times.

### **Range Safety Range Commands:**

**"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 firearm placing the firearm 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 FIREARM!** 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 FIREARM"** To prepare line for firing. Shooters will pick up their firearm, 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/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/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/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 firearm 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 of their firearms open.

**"GO FORWARD"** Authorizes shooters to move downrange to score, change, remove or repair target faces.

**"RANGE IS CLEAR, YOU MAY HANDLE YOUR FIREARMS"** Shooters may approach the firing line and handle their firearms 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.

**"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.

The RSO on duty is tasked with:

- Ensuring that all shooters, including members, non members, and spectators adhere to proper firearm safety rules as well as 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 off the range if the person(s) are deemed a safety risk to others on the range. RSO's must call another RSO for back-up if this procedure is employed.
- Ensure that shooter is properly trained and able to safely handle their firearm.
- Reporting any incidents on the range to include:
  - Negligent discharges by anyone.

- Personal injuries such as slide bites, forehead scope hits, or any injuries that require first aid.
- Trespassers - to include wildlife, pets, and unauthorized people.
- Any other incidents deemed reportable.
- Ceasefire Procedure
  1. When a verbal "Cease Fire" is heard all shooting must stop immediately, unload firearm ensuring the chamber is empty and remove magazines
  2. Fix actions open or insert empty chamber flag
  3. Place firearms on the bench with muzzles pointed downrange, or in a proper rack with muzzles pointing up.
  4. Before anyone moves downrange, all persons must move behind the firing line and acknowledge the cease fire verbally or visually to the RSO.
  5. Verbally announce command that it is safe to go "downrange."
  6. Absolutely no firearm handling during a cease fire. Everyone is either downrange at the targets, picking up brass in front of the firing line, or behind the firing line.
  7. Anyone handling a firearm 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**
  - Range Hot
  - Immediate Ceasefire

- **Malfunctions**

- If there is a misfire be sure to keep the muzzle pointed down range (preferably on target) for at least 45 seconds.
- After a **misfire** or jam, the firearm must be cleared. A misfire is when a cartridge does not fire after the primer has been struck by the firing pin.
- A **hangfire** 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 hangfires is to keep the gun pointed downrange (safe direction).
  - \*Wait at least 30 seconds in case it is a hangfire.

**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.

### **Range Specific Procedures**

Ensure that there are no hazards/obstructions between the firing line and the impact area.

Keep the area clean.

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. For example: If a section of the primary impact berm is damaged or eroded away, the range could still be opened but the affected section/bench will not be used. However 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.

Maintain levels of daily supplies: extra targets, safety glasses, and ear protection will be made available to shooter(s) for no additional cost.

Make sure all target frames are in good working condition. Replace backer boards as needed.

For each shooter using the range: Make sure they are aware of the range rules and any restrictions before they begin shooting.

*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 firearm. 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.*

### **Emergency Procedures**

If done correctly, by those with the necessary training and ability, shooting is a safe and enjoyable activity. However, given there are any number of things that may happen, including natural disasters, proper training and planning is required to ensure the safety of all Oak Tree Gun Club guests and employees. Anytime any emergency occurs, after properly handling the situation, at minimum one (1) incident report (attached to the SOP) will be properly completed and returned to management for documentation.

Training and drills on various emergency scenarios will be ran semi-annually in order to ensure that all Oak Tree Gun Club staff are able to safely and properly handle emergencies in order to provide the safest environment possible for everyone. These drills may or may not occur during normal business hours and will be announced prior to being conducted so that all employees and customers are aware that it is a drill.

- Emergency procedures (Natural Disasters)
  - Fire (Small, localized and containable)
    - An immediate ceasefire will be called on the bay or range where the fire is located.
    - Range officers who are trained to properly use the Fire Extinguishers will use them to extinguish the flame
    - Other range officers will use hoses or buckets of water to assist
    - At least one range officer will stay on the line and ensure that no shooters step up to the shooting benches or handle any firearms or ammunition.
    - Once the fire is completely extinguished, RSO's will try to determine the cause of the fire, if it was due to a customer shooting unapproved ammunition or malice appropriate action will be taken.
    - If the fire cannot be contained or extinguished, 911 will be called and evacuation procedures will commence.
  - Fire (Large, off property, not containable)
    - At the first sign of a fire, all ranges will immediately close all tabs. Shooters may continue to shoot and rent firearms, but all ammunition must be paid in full at the time of purchase.
    - The supervisor or senior employee at each range will be designated the point of contact for any updates to be relayed to. They will contact the other ranges and the fire department for any updates. All supervisors will have a radio that is tuned to Channel 18 for updates.
    - Any employees that can be spared will begin to load up all powder from the reloading center in order to move it off property to a safe location ASAP
    - If an evacuation order is given, all shooters will immediately ceasefire, and check out of their range. Range officers will ensure that everyone is off the range and all firearms are returned before locking up their specific departments before meeting at the designated meeting spot (main parking lot).
    - Employees will ensure that quick, and safe evacuation occurs as long as the exit is safe.
    - If the exit is not safe, employees will evacuate on foot or follow instructions from the Police or Fire Department.
    - Once all customers are evacuated, at least one employee will ensure that nobody is allowed to enter, until a point where police set up a roadblock.

- Fires can spread quickly, especially with high speed winds, and travel faster uphill. Employees are to ensure that nobody is standing at the top of any hill to spectate.
    - Follow all instructions from the Fire Department.
- Flooding/Landslides
  - Any small localized flooding only affecting certain bays/ranges will see only those ranges shutdown.
  - Any large flooding that poses serious safety risks that extends through the the rifle, shotgun, and pistol ranges or a flash flood will result in an immediate ceasefire of all shooting ranges.
  - Customers will check out of their ranges, and evacuation procedures will commence.
- Earthquake (Mainshock, potential structural damage)
  - Immediate ceasefire will be called on all ranges after the shaking has stopped
  - After ensuring there are no injuries, evacuation procedures will commence
- Other nonspecified natural disaster
  - In case of any other natural disaster not specified (major wind storm, lightning storm, tornado, etc) that poses reasonable risk to life or property, all ranges will conduct an immediate ceasefire and evacuation procedures will commence
- Emergency Procedures (Animals)
  - Any animals spotted on the range will result in an immediate ceasefire until the animal is no longer in the impact area. RSO's will notify all other departments of the animal to ensure it is properly tracked until no longer in any impact area.
  - Any large predator (bear, mountain lion, etc) will result in an immediate ceasefire and all customers will be moved inside to safety. Notify animal control and wait until they arrive to clear the threat.
  - In case of an animal attack, only if safe to do so and necessary for defense, the animal will be shot and the carcass is to be covered until animal control arrives.
  - If any animal is shot (deer, squirrel, fox, etc) on the range an immediate ceasefire will be called on the range until the animal is properly removed. Locate the person who shot the animal and take down their information. Notify the Department of Fish and Game and await further instruction.
  - If any rattlesnake is spotted on the range, if safe to do so call an immediate ceasefire on the local range, kill it with a shovel or snakeshot and dispose safely.
- Emergency Procedures (Customer/Threat)
  - Unsafe Customer (Minor violation)
    - Stop the shooter immediately
    - Explain what they did, how it was unsafe and correct the action.
    - Inform other RSO's and the manager of the shooter so they are aware that additional training may be necessary.

- If the customer makes the same mistakes after being corrected, the RSO may have the customer stop shooting until they can safely operate the firearm.
- Unsafe Customer (Major violation)
  - Stop the shooter immediately.
  - Explain what they did, how it was unsafe, and inform them that they cannot shoot anymore.
  - Get another RSO or a manager if possible to assist you.
  - Get customer information and escort them off the facility.
  - Ban from facility if necessary.
- Violent or Confrontational Customer
  - Immediately call a ceasefire on the local range.
  - Notify manager, break up any fights if necessary.
  - Get another RSO for assistance.
  - Remove all firearms and contact local law enforcement if necessary.
  - Get firearm, vehicle, and customer information.
  - Escort off facility, or if applicable, await law enforcement.
  - Ban from facility.
- Emergency Procedures Active Shooter
  - Immediate ceasefire of all ranges, inform all departments of active shooter.
  - Move all shooters inside, clear all weapons only if safe to do so.
  - Lockdown and secure building, lock and barricade all entrances, stay away from windows
  - Call 911.
  - Only authorized Oak Tree Gun Club employees or POST certified actively serving law enforcement personnel may be armed during lockdown, customers may **NOT** bring any loaded firearm with them for any reason.
    - Any customer who has a valid Concealed Carry Permit and is armed may not unholster or otherwise expose their firearm at anytime unless under imminent danger, any firearm that is prematurely removed from its holster will be confiscated by Oak Tree Gun Club staff until all the all clear is given.
  - Remain indoors, do not attempt to engage shooter unless under imminent danger and threat.
  - Wait for all clear call by 911 services.

## First Aid

When dealing with any type of injury, proper safety equipment must be worn, and any level of care will not go beyond the level of ability/training that the caregiver has. Anyone rendering first aid should be aware of potential bloodborne pathogens in the event of an injury. The following guidelines should be followed if someone is injured and you may risk coming in contact with any biohazardous materials including but not limited to: blood, secretions, bodily fluids, or any fluids

that could be contaminated with blood, any other bodily fluid or any un-affixed organ or tissue from a human living or dead. Additionally proper disposal of cleaning items and first aid dressings must be followed. 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) or in the training materials found in the business office.

Each range should have at least one completely filled bloodborne pathogen kit that is to be inventoried by an RSO at least once per week, and properly stocked in case of any use of the kit or damage to the kit or contents of it. Additionally, each range will have a trauma kit with general first aid supplies which will be inventoried at least once per month, kept maintained and organized. All trauma kits will be stored near each department register and easily accessible, as visible in the provided orange aid bag for quick and simple use, with every RSO being made aware of its exact location.

When rendering any first aid, for documentation purposes ensure you get the injured person's information in order to complete the incident report as well as any liability waiver if applicable. Any liability waivers or photographs are to be attached to the back of the incident report.

Additionally, given the intensity of summers in California, a diagram relating to types of heat injuries will be posted at each department as well as at the rear of this document so that every RSO and customer can properly identify and treat any heat related casualty if necessary. RSO's are required to know how to identify and treat both Heat Exhaustion and Heat Stroke.

Basic first aid classes will be provided when necessary by the facility in order to better prepare every RSO in order to correctly render basic first aid.

When possible, to reduce risk of infection anyone rendering first aid should wear:

1. Gloves
2. Eye protection
3. Fluid-proof aprons or overgarments and shoe covers if available

Most common types of injuries

- Minor injury (non firearm related)
  - Escort the injured party off the range or call a ceasefire if necessary
  - Apply first aid, treat for shock if necessary
  - Locate the customer's liability waiver, or if member ensure you get their name
  - Allow customer to continue shooting if they desire and are able to
- Minor injury (firearm related)
  - Clear the firearm, escort the injured party off the range or call a ceasefire if necessary
  - Apply first aid, treat for shock
  - If ricochet, attempt to locate projectile

- Confirm all shooters on the range are shooting approved ammunition and shooting at their correct targets
- Clean and disinfect any blood off any surfaces (firearm included)
- Ensure firearm is safe to operate
- Allow customer to continue shooting if they desire and it is safe to do so
- Major injury (non firearm related)
  - Immediate ceasefire on the local range if necessary
  - Call 911, inform other departments/ranges to call any ceasefires if necessary
  - Render possible first aid, treat for shock
  - Clear out other customers, move them to another range if possible.
  - If possible move victim inside (**ONLY IF SAFE TO DO SO**)
  - Have employees stationed at gate to escort emergency personnel to correct location
  - Gather victim information, liability waiver
  - Await further instruction from emergency services.
- Major injury (firearm related)
  - Immediate ceasefire on the local range if necessary
  - Call 911, inform other departments/ranges to call any ceasefires if necessary
  - Begin render first aid if possible, treat for shock, attempt to stop/control bleeding
  - Clear out all customers, move them to another location if possible
    - All witnesses should be gathered and interviewed
    - If a customer is a certified medical doctor or other certified medical professional and can assist with first aid, allow them to do so
  - If possible, move victim inside (**ONLY IF SAFE TO DO SO**)
  - Clear and collect all firearms and ammunition necessary
  - Have employees stationed at gate to escort emergency personnel to correct location
  - Gather victim information, liability waiver
  - Await further instruction from emergency services
- Death
  - Immediate ceasefire and lockdown of local range
  - Call 911, inform all ranges of ceasefire
  - Clear customers from range, begin clearing out any necessary tabs
    - All witnesses should be gathered and made as comfortable as possible to be interviewed by police when they arrive.
  - Cover victim with provided tarp **DO NOT MOVE OR OTHERWISE TOUCH THE VICTIM.**
  - **DO NOT REMOVE ANY CUSTOMER FIREARMS FROM THE LOCAL RANGE WHERE THE INCIDENT OCCURRED. LEAVE ALL FIREARMS IN PLACE UNTIL AUTHORITIES ARRIVE. GATHER ALL LIABILITY WAIVERS AND CUSTOMER INFORMATION.**
  - Contact IT Administrator immediately to provide video surveillance when authorities arrive.

- Await further instruction from emergency services

### **Critical Incident Emergency Action Plan**

1. In a critical incident that occurs on the Oak Tree Gun Club, LLC property, resources of the range will be immediately applied to the extent necessary for the effective fulfillment of the staff's responsibility to aid in the successful resolution of said incident.
2. Since no two incidents will be the same in nature, scope or magnitude, it is necessary for the Emergency Action Plan to be basic, flexible and subject to modification as the need arises. With this as our goal we will:

**PLAN** for emergencies;

**TRAIN** staff in emergency procedures and proper response;

**EVALUATE and TEST** emergency procedures through training exercises; and,

**RESPOND and COMMUNICATE** rapidly with sufficient personnel when an actual critical incident occurs.

#### **Definition:**

A critical incident is an event involving potential or actual injury, death or significant property damage requiring an exceptional emergency response. This term includes but is not limited to suicide, active shooter, major fire or power outage or certain natural disasters.

There shall be a minimum three of Combat Casualty Care kits on the range property, one kit per range. Certain staff will be trained in the emergency management of uncontrolled bleeding but the RSO's will be the primary responders in the event of an emergency involving injury or death.

#### **Phase 1:**

Determine nature of incident and communicate with other staff including on duty supervision. Ensure all ranges go "cold". The range where the incident has occurred should be cleared of all clients and non-essential personnel. Two staff members, primarily RSO's, will respond to the actual incident scene and ensure the scene is safe and secure. One RSO will advise via radio or directly to the 911 operator (via cell phone), otherwise any personnel working the counter should use a landline to contact 911 for faster response. When on the phone with 911, clearly state the nature of the incident and all relevant facts. The 2nd RSO will advise range or retail staff to stand at a pre-designated area (**for example at the Pistol Range, the Main Retail Entrance**) and direct emergency personal to the actual scene location. Either of the two RSO's can ask

for additional assistance at the actual scene to manage witnesses and or protect the scene, keeping in mind to limit the amount of non- essential personnel directly in the affected area. RSO's will locate all witnesses; separate them if possible in a safe and secure area away from the actual scene and await law enforcement arrival.

The preservation of life is of the utmost importance. If the scene has been secured and deemed safe and first aid is deemed absolutely necessary, RSO's will administer first aid and or life saving measures within the scope and level of their training. After ensuring the scene is safe, then first aid is the priority.

## **Phase 2:**

Give detailed statement to law enforcement of what was seen, heard or told only. Do not give opinions, feelings, or other conjecture.

On duty supervisor will immediately notify the Director of Range Operations and the President via phone call. A person to person conversation is mandatory for all critical incidents. An after action debrief will be conducted when appropriate.

Complete any internal documentation required for an unusual occurrence. Stand by for direction or assignment by on duty supervisor.

No staff member will answer any questions about the incident to any person other than law enforcement directly related to the investigation of the incident and internal investigations by senior management.

At no time will any statement be given to anyone calling, identifying themselves as "Press" or on social media (corporate or personal accounts). All comments given on behalf of Oak Tree Gun Club, LLC, will be done so by the President of the company or through corporate counsel.

Do NOT attempt to clean any surfaces contaminated with biohazardous material. Only those personnel trained and designated as the Bloodborne Pathogen Team should be in charge of the cleanup procedure. We utilize the services of **Emergency Response** for remediation services for all biological infectious waste (866) 305-9001.

## **Facility Operations (Opening, Closing, Daily)**

- Range Conditions
  - Ranges will be swept and kept clean throughout the day. Each night brass or shotgun casings will be swept up and placed into brass buckets, trash cleaned up and thrown away properly.

- All live ammunition will be disposed into the live ammunition bucket on each range.
- No targets, obstacles, or tripping hazards will be left on the range or firing area at any time.
- Opening Procedures:
  - Open all registers, and cash boxes correctly.
  - Ensure all registers and cash boxes have proper change.
  - Clean up shops, ranges if necessary.
  - Ensure that liability waivers and rental waivers are well stocked for the day.
  - Paint/repair all targets as necessary.
  - Make backers as necessary.
  - Load clay targets in all machines as necessary.
- Daily Duties
  - Ensure proper safety procedures are being followed at all times.
  - Assist with any training or other customer needs as needed.
  - Ensure that all range equipment is working properly, notify Supervisor if any issues arise.
  - Call ceasefires as necessary.
  - Create backers/load clay targets in machines as needed.
- Closing Procedures
  - Close all registers and cash boxes correctly.
  - Clean shops, sweep and mop areas.
  - Clean ranges from all brass correctly.
  - Take out all trash.
  - Ensure no customers remain on property.
  - Lock and arm all buildings.
  - Inspect surveillance system to ensure proper functioning.
  - Close the main entrance gate.