

## **Section VIII - Emergency Procedures**

- 1. RSO takes charge of the situation. Determine the seriousness of the injury and assign duties.**
- 2. Render aid - a first aid kit is located in the small office by the RSO desk.**
- 3. Call for help via the range phone or a cell phone. Emergency phone numbers and information list is on the Incident Report Form and posted on the small office wall.**
- 4. Wait for the 911 dispatcher to hang up first. Return to the injured and continue care until EMS arrives.**
- 5. Have the gate open, if possible, until EMS arrives. EMS has means to open the gate if it is closed.**
- 6. If possible assign an individual to go to the church on the corner and direct EMS to the Range.**
- 7. Take notes - all witnesses to an incident must fill out an Incident Report, Appendix 1.**

## **Section IX - General Membership Procedures & Information**

- 1. OSA requires 100% membership in the NRA.**
- 2. Membership types and qualification, along with voting rights, are specified in the OSA Articles of Amendment Article III.**
- 3. Acceptance of Application for Membership or Renewal - OSA reserves the right, at its sole discretion, to accept or reject all applications submitted for membership or renewal.**
- 4. Ocala Sportsman's Association Membership Processing**
  - a. The membership process begins when a prospective member completes the application form online.**

- b. Once the review and confirmation of the application is completed by the prospective member an invoice for the appropriate dues and fees is generated and emailed to the address provided by the applicant. The user ID is the email address and a password is set up by the applicant.
  - c. The applicant and associate members will be required to attend orientation. They will receive an email with dates and times to attend as well as what they need to bring with them.
  - d. The OSA Membership Director periodically reviews the membership data base for Probationary Members and reviews the applications for completeness.
  - e. The OSA Membership Director is responsible for the timely collection and recording of all dues and fees. Once dues and fees are paid the membership application invoice is settled. The OSA Treasurer should notify the Membership Director of any membership dues and fees received with payer's name, check number, and amount. The Membership Director will complete the financial transactions in the membership data base.
  - f. The application will be approved after all application fees and dues are paid for both Primary and Associate members. A probationary period of 90 days begins upon completion of New Member Orientation including the range safety check out signed by the examining RSO. Upon completion of these steps, badges with the members picture, member number and gate access level will be issued.
  - g. Once the application is approved and the 90 day probationary period is complete the OSA Membership Director changes the membership status to active and assigns the appropriate membership level.
5. **Member's Right to Cancel - Any members may cancel membership at any time with written notice to OSA. All membership dues paid will be withheld and no refunds will be offered. OSA Membership badges will be deactivated and must**

be turned into an RSO immediately upon termination of membership.

**6. Member's Children:**

- a. Members may bring their children under age 18, residing in the members home and not covered by an Associate Memberships to the OSA Facility as Guests. The Primary Member Parent must execute a Guest Waiver for their children and grandchildren and the Guest Fee will be waived.
- b. The Primary Member Parent must provide close supervision and will not be allowed to shoot or participate in any other activity while their children are shooting or handling a firearm.

**7. Dues and Fees:**

- a. New Member and Associate Member Initiation Fee each - \$50.00
- b. New Member Principal Dues - \$150.00 Annually
- c. Renewing Principal Member Dues - \$150.00 Annually
- d. Associate Member Dues - \$25.00 Annually
- e. Guest fees will be waved for active military, active law enforcement, and active first responders.
- f. Guest Fee - \$10.00/day

Note: A \$5.00 handling fee is added to b and c when paid by credit card.

8. Clothing - All members and guests are expected to wear appropriate clothing while at the OSA Facility.
9. Members **MUST** wear their membership cards/badges at all times while on the range property with no exceptions. Your membership card/badge is your authority to possess a firearm while on club property. You may be subject to armed (felony) trespass without a member card.
10. The membership card and gate code are issued to you only. If an unauthorized person is found with your card or you gave him/her the code to the gate, the card will be confiscated and both violators will be referred to the BoD for discipline.

- 11. All members and guests must sign in and out on the range log sheet with no exceptions. Members will be held responsible for their Guests who must remain under the supervision of their sponsors at all times. Guest must fill out and sign a Guest Waiver upon arriving at the property. Members must print and sign their own name at the bottom of the Guest Waiver as well.**
- 12. All persons under the age of 21 must be supervised by their parent or guardian at all times.**

# APPENDIX 1

## Emergency Report Sheet

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

### EMERGENCY COMMUNICATIONS

Contact	Primary Phone Number	Secondary Phone Number	Primary Frequency	Secondary Frequency
EMS				
Police				
Fire				
Poison Control Center				
Range				
Cellular Phone				

### IMMEDIATE RESPONSE FOR INJURIES OR ILLNESS

- Call a cease fire if the injured is near the firing line or downrange. Ensure that all firearms are unloaded and clear.
- (Insert name and position) will coordinate edging or pulling of targets, if possible, and securing the scene and the injured person's gear.
- (Insert name and position) will notify EMS at (insert contact number/frequency) from the nearest telephone/radio located at \_\_\_\_\_ and provide the following information:

1. Specific Location or Address of Incident with Directions

20 Locust Track, Ocala, FL 34472

Approximately one mile east of Candler, just north of Highway 464 (Maricamp Road).

2. Telephone number that you are calling from: 352-687-<sup>3231</sup>~~0866~~
3. Your name: \_\_\_\_\_
4. What happened and possible hazards for rescuers: \_\_\_\_\_
5. Number of people injured or ill: \_\_\_\_\_
6. Condition of injured or ill: \_\_\_\_\_
7. First aid provided: \_\_\_\_\_

- Wait for EMS to hang up first. Return to the injured and continue care until EMS arrives.

# Injury Report Form

Name: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

Address: \_\_\_\_\_ Time of Injury: \_\_\_\_\_

Telephone Number (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

1. Describe nature and extent of injury (specify parts of body): \_\_\_\_\_

2. Describe how the injury occurred: \_\_\_\_\_

3. Describe first aid given: \_\_\_\_\_

4. First aid was provided by (include names and phone numbers): \_\_\_\_\_

5. Disposition (specify name of hospital, telephone numbers, time of transport, etc.): \_\_\_\_\_

6. Notification of next of kin (specify time, person contacted, and method): \_\_\_\_\_

7. Location of incident and conditions of area: \_\_\_\_\_

8. Was protective equipment worn (if applicable)? \_\_\_\_\_

9. Describe steps taken to preserve the scene (equipment, photographs, etc.): \_\_\_\_\_

10. Witness Statements: Interview witnesses separately. Use attachments if needed.

A. Witness (Name): \_\_\_\_\_ Statement Attached Yes \_\_\_\_\_ No \_\_\_\_\_

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

Phone Number (Day): \_\_\_\_\_ Evening: \_\_\_\_\_

B. Witness (Name): \_\_\_\_\_ Statement Attached Yes \_\_\_\_\_ No \_\_\_\_\_

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

Phone Number (Day): \_\_\_\_\_ Evening: \_\_\_\_\_

11. Notes and Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Injury report completed by:

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

Title: \_\_\_\_\_

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

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

13. Disposition and follow-up: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

# APPENDIX -2

## Safety/Rules Violation Incident Report

This report must be filled out and turned over to an OSA Board of Director member or the On-Duty RSO by the persons witnessing an incident (violation of safety rules, injury, disturbances on OSA property. All witnesses must be listed on this form. Use the reverse side for additional space if needed.

Name of individual/s involved in the incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date and time of Incident: \_\_\_\_\_

Name of individual filing the report: \_\_\_\_\_

Phone number for filer of the report: \_\_\_\_\_

Location where incident occurred: \_\_\_\_\_

Incident description (be specific and detailed as possible): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Actions taken as a result of the incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness List: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of the OSA BoD/RSO receiving Incident Report: \_\_\_\_\_



# Appendix 3

## GENERIC RANGE SAFETY BRIEFING FOR OSA EVENTS

### Introduction:

1. State purpose of the shooting event – 1. To be **safe**, 2. To have **fun**, and 3. (*state purpose of the shoot, overview of event, approximate rounds expected, time available, cleanup*)
2. Introduce range personnel
3. Point out Spectator area (mention eye protection), Preparation area, Firing line, backstop, safe area.
4. Demonstrate (if necessary) special equipment operation, such as target reset, etc.

*(You may use a 'blue' or 'orange' gun to demonstrate some of the following)*

**Rule one: Keep Gun pointed in a safe direction.** Safe direction is at the berm, not up, not down, not left or right. Pay special attention during reloads. If you hear the command, “**muzzle**,” it means correct the direction of aim. No fly-fishing, no bowling.

**Rule two: Keep finger off trigger until on target.** Keep your finger up on the frame away from the trigger guard until ready to fire. The command, “**Finger**,” means correct your finger position.

**Rule three: Always keep the gun unloaded until ready to use.** Wait until you receive the RSO's command to load.

**Rule four: Know your target and what's behind it.** You own the bullet until it stops moving. Be certain that you are NOT too close to steel targets that ricochet, that after passing thru target the bullet will not escape the range confines, etc.

**This is a COLD range.** Do NOT load your weapon until told to do so at the firing line. Do NOT handle your weapon unless you are at the firing line. You may prepare magazines and speed loaders in the prep area.

### Range Commands at the firing line:

1. **Load and Make Ready** – load only on this command at the firing line. You should insert magazine/speed loader (watch muzzle direction), chamber a round and return weapon to high ready position in preparation to fire.

2. **Unload and Show Clear** – keeping the weapon pointed in a safe direction, remove the magazine/unfired rounds and lock or hold the slide (open cylinder) so the safety officer can see an empty chamber(s). Then, on command, release the slide and while pointing down range, trigger the hammer down (but not with rimfire weapons) to verify again that the chamber is empty. Do NOT use a decocker; this could allow a live round to stay in the chamber. You may then re-case your empty weapon and leave the firing line. If you have dropped any live ammo, wait until you have secured your weapon to retrieve it.
3. **Cease Fire** – Anyone may scream Cease Fire if there is a safety issue. If you hear this command, freeze in position (*it is important that you do NOT turn, weapon in hand, etc.*) and remove your finger from the trigger. Await further instruction.
4. **Finish your string (do not reload)** – You may finish firing the rounds in your weapon expecting that a command to stop firing will soon follow. Do NOT reload.

### **Emergency procedures.**

**Hang-fire** – this is a rare problem. If your weapon does not fire after pulling the trigger, keep it pointed down range at the target and wait for a slow count to 30 (seconds). Keeping the weapon pointed in a safe direction, raise your hand and call for the Safety Officer if you cannot clear the malfunction.

**Squib** – this is probably less rare than a hang-fire. You may hear a softer than expected 'bang' and greatly diminished recoil. DO NOT PULL the trigger again. Keep the gun pointed down range and unload it making sure the chamber is empty. Raise your hand and call for a safety officer.

**Do NOT drop a loaded weapon.** If you do, DO NOT pick it up. Do NOT try to catch a falling weapon – it is generally safer to let it hit the ground. Raise your hand and call for a safety officer.

*N.B. Point out the phone. Check cell phone service. Point out location of first aid equipment, defibrillator, etc.*

### **Clothing**

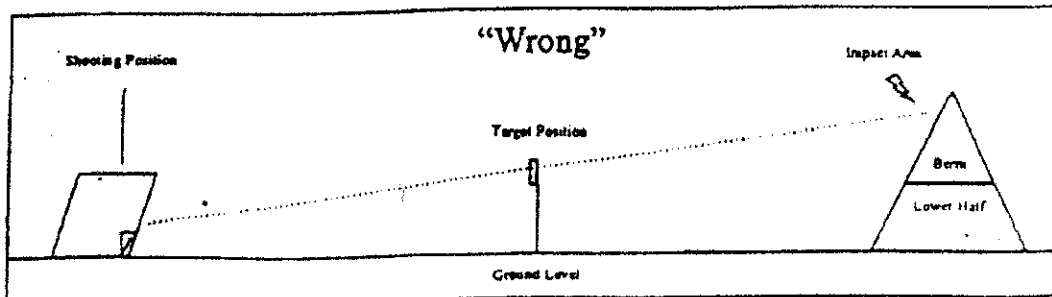
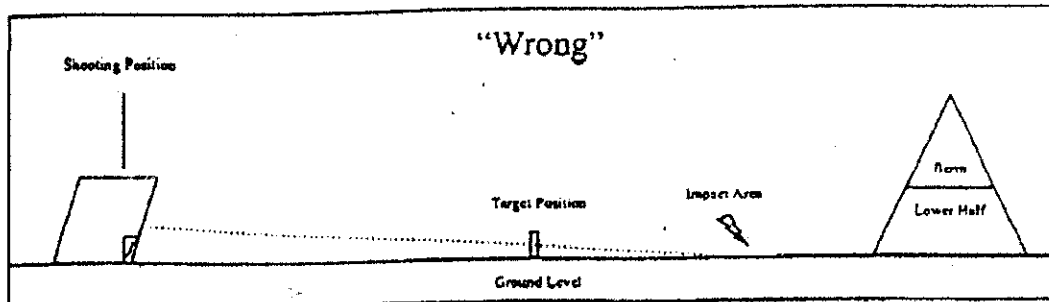
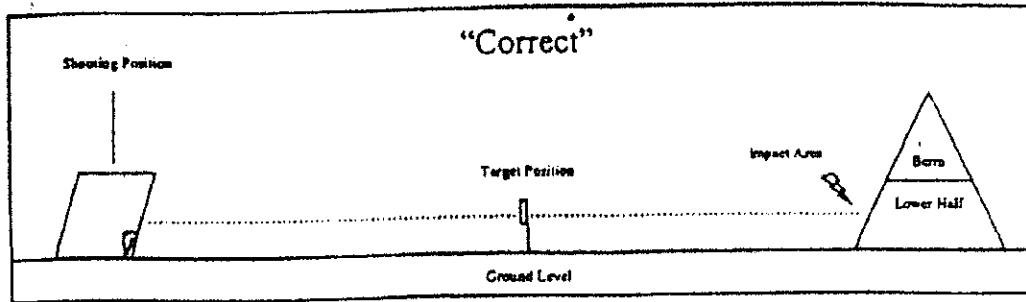
1. Eye and Ear protection must be worn at the firing line Eye protection must be used at all times when shooting steel targets.
2. No sandals, no scoop neck shirts/blouse. Wear a hat with a bill or brim, turn up the collar on your shirt to prevent incursion by hot brass.

### **Hygiene**

Wash hands and face to remove lead. Wash clothing as soon as you get home. Refrain from eating, smoking, drinking, applying makeup or otherwise placing hands near mouth or nose while at the range.

# APPENDIX - 4

## TARGET PLACEMENT



Developed by: FEG HENKEL

Date: 3/15/15

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Date Approved: 5/15/2023

Approved by: Dave Michaels  
Dave Michaels  
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Date Approved: 5/15/2023

**Ocala Sportsman's Association Standard Operating Procedure  
&  
Membership Manual Record  
of Revisions**

Original Issue	New Document	October 2015
Revision 1	Specifics for Rifle Range Section IV	January 30, 2016
Revision 2	Section I 6, 23, 25 - clarifications of RSO Duties & Conduct Section I 9 Mandatory Requirement to use chamber flags. Section III 2.c Addition of 30 cal M1 Carbine to approved use on Pistol Range March 13, 2017	
Revision 3	Sect. 1 #23 One gun on bench at a time.	May 2023