



STANDARD OPERATING PROCEDURES (SOP)



100 % NRA Affiliated Club

East End Rod and Gun Club

Mailing Address:

P.O. Box 251

Milton-Freewater, OR 97862

Physical Location:

54752 Cemetery Rd

Milton-Freewater, OR 97862

United States of America

Table of Contents

CHAPTER 1: Purpose	5
Preamble	5
Purpose of the Range	5
Schematic Layout of the Range	6
CHAPTER 2: Authorized Uses and Operations of the Range	7
General	7
Member Requirements	7
The NRA Pledge	7
Dues & Initiation Fees	7
Individual and Family Membership	7
Guest Policy	8
Range Rules and Member Code of Conduct	8
Specialized Events	9
Range Closures	9
Two-Man Rule	9
Proposal for New Events	9
Reporting on Events	9
Environmental Stewardship Plan	9
Range Operation Rules	10
Range Usage	10
Range Limitations and Safety Requirements	10
Authorized and Prohibited Firearms and Ammunition	11
Alcoholic Beverages and Drugs	11
CHAPTER 3: Club Organization	12
Organization Chart	12
Club Officers	13
President	13
Vice President	13
Secretary	13
Treasurer	13
Media and Public Relations Manager (MRPM)	14
Reports of Officers	14
Directors	14
Maintenance Manager	14
Event Coordinator	15

Chief Range Safety Officer	15
Chief Range Safety Officer	15
Range Master	15
Range Safety Officer (RSO)	15
RSO Duties, Qualifications and Responsibilities	16
Range Officer	16
CHAPTER 4: Safety Plan	17
Range Safety Procedures	17
Firearm Handling Rules	17
General on the Range Rules	17
Range Safety Rules	18
NRA Firearm Safety Rules	18
Flag Safety System	18
Rifle Range and Action Range	19
Pistol, Muzzleloader, Archery and Shotgun Ranges	19
Range Specific Rules	19
Administrative Rules	20
Parking	20
Maintenance	20
Picnic / Camping Area	20
Environmental	20
Safety Violations	20
General Offenses / Disciplinary Action	20
Major Offenses / Disciplinary Action	21
Appeals / Disciplinary Action	22
Range Schedules	22
CHAPTER 5: General Range Rules	23
Current Range Rules Versions	23
Range Rules Location	23
General Range Commands	24
CHAPTER 6: Emergency Response Procedures	25
Complete the Emergency Response Checklist	25
Injury Report Form	25
Accidents	25
Unruly Persons	25
Weather	25

Firearm Stoppages and Malfunctions	26
CHAPTER 7: Range Equipment	27
APPENDIX A: NRA Marksmanship Qualification Program	29
APPENDIX B: Emergency Response Sheet/Checklist	30
APPENDIX C: Range Forms	33
Emergency Forms	33
Range Operation Forms	333
APPENDIX D: Officers of the East End Rod and Gun Club	34

CHAPTER 1: Purpose

Preamble

The East End Rod and Gun Club (EERGC) began on July 16, 1947. Started by Harold Otto (president), Geo Heller (vice president), and Vic Nyrgren (secretary/treasurer). The object was the promotion of the conservation of our natural resources, hunter safety education, the relations between sportsmen and landowner, and shooting sports among the citizens of our community.

The mission of this organization is to provide a safe facility for the pursuit of a number of shooting disciplines, whether for sport or self-defense, especially to provide education in firearms safety and ethics to new shooters. An invaluable component of this goal is the exposure of new shooters to positive real-life role models provided by organized competitive shooting events open to the public that provide a better knowledge of safe handling and proper care of firearms, as well as improved marksmanship. We are also proud to provide a safe facility for general target practice by our members and their guests.

The facility consists of six separate ranges for rifle, pistol, shotgun and archery on approximately 89 acres of land east of Milton-Freewater, Oregon.

This is a dry range with a pack it in, pack it out policy. We provide 5 port-a-potties.

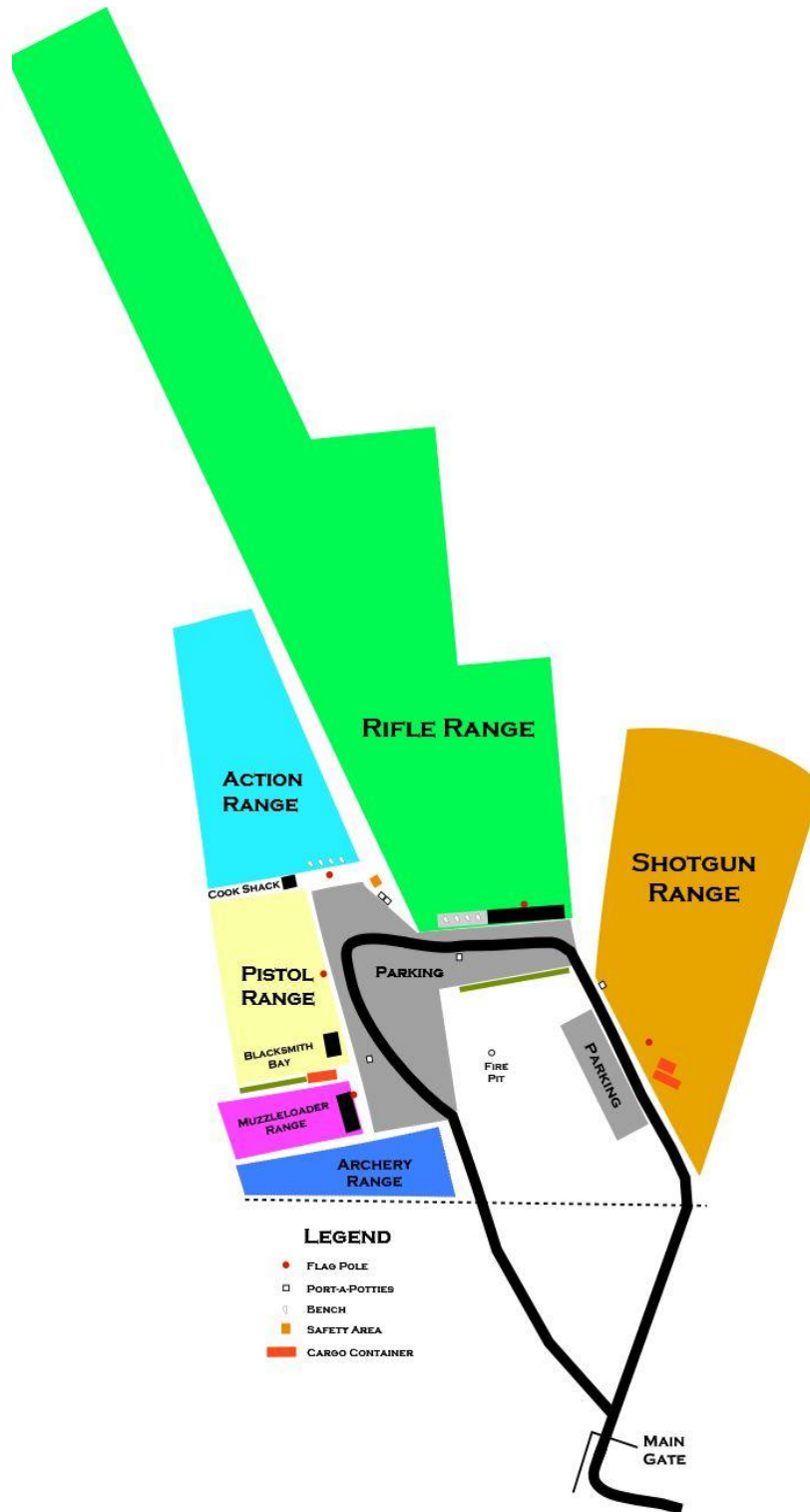
This document provides the Standard Operating Procedures (SOP) for the operation of all the facilities.

The ranges are:

- Archery Range - This range consists of 5 lines with movable target stands for targets at 10 to 80 yards with holders for bows at the firing line.
- Muzzleloaders Range - This range consists of 25 and 50 yard target holders, and a cover that is over the entire shooting line.
- Pistol Range - This range consists of 7 shooting bays with one bay being covered and we call this building the "Blacksmith building". We host an event called Cowboy Action on the first Saturday of each month in this building. The next 4 bays are open and there is no set firing line; and when you are in "your bay", you choose where the firing line is. The last two bays have steel falling plate targets, set for shooting from 7 to 25 yards max.
- Action Range - At this range we hold our monthly 22 Silhouette and 3-Gun events. This range currently consists of 2 benches with 40 yard impact berm, and 3 benches with 80 yards impact berms. The firing line is at the front edge of the white benches.
- Rifle Range - The 800 yard main range includes a covered firing line with concrete shooting benches. There are target berms at 25, 50, 100, 200, 300, 400, 500, 600, 700 and 800 yards.
- Shotgun Range- This range is set up for an event we hold each month called 5 Stand. There are 3 manual clay throwers on this range for members and their guests.

Purpose of the Range

The East End Rod and Gun Club Range is primarily intended for training, instruction, as well as recreational shooting by its members, guests, and the invited public. It is also used for specialized shooting events as described in Chapter 2 of this SOP, or for special events as determined by the Board of Directors. Members are encouraged to follow the NRA Marksmanship Qualification Program in order to improve their shooting skills. In the operation of this range, **Safety Shall Be the Governing Consideration At All Times.**



Schematic Layout of the Range

CHAPTER 2: Authorized Uses and Operations of the Range

General

The East End Rod and Gun Club operates the Archery, Rifle, Pistol and Shotgun Ranges for the safe enjoyment of target shooting by its members and their guests.

The ranges are not to be used for any non-sanctioned commercial activity. The Range Safety Officers, under the direction of the Chief Range Safety Officer, the President and the Board of Directors have the responsibility for the administration and safe operation of these ranges.

Member Requirements

Any citizen of the United States, old enough to legally own and operate firearms in the state of Oregon, may become a member of this club, after paying the initiation fee and dues specified here, as well as attend an Orientation and a new member assessment. Member must subscribe to the NRA pledge:

The NRA Pledge

I CERTIFY that I am a citizen of good repute of the United States of America; that I am not a member of any organization or group which has any part of its program the attempt to overthrow the Government of the United States of any of its political subdivisions by force or violence; that I have never been convicted of a crime of violence; and that, if admitted to membership, I will faithfully fulfill the obligations of good sportsmanship and good citizenship.

Dues & Initiation Fees

- Annual dues shall be sixty-five (\$65) dollars per year.
- The initiation fee shall be thirty-five (\$35) dollars.
- Gate Card for Range User fee shall be fifteen (\$15) dollars.
- The Board of Directors will exercise fiscal responsibility in the conducting of the organization's affairs. To that end, the Board of Directors shall set Dues and Fees in such a manner and at such time as to ensure the ongoing viability of the organization.
- Memberships in arrears shall be assessed a late renewal fee of \$ 35.00.
- For NSF checks, a fee of \$25 will be added to your account.
- No member of the club in arrears shall be eligible to vote or to enjoy any other of the privileges or benefits by this club.
- Any Member in arrears for more than one year shall be dropped from the club.

Individual and Family Membership

- The Primary Member (PM) is the Applicant on the form, and the only one with voting rights.
- The PM must be a current NRA Member and has taken the Range Orientation and New Member Assessment and has signed the Range Orientation Record. (Only the PM needs to be a member of the NRA.)
- The PM is responsible for all household members actions on the range.
- Any person who lives in the PM's household need not pay the annual dues or the initiation fee to become a club range member, but such persons must take an orientation in order to use the range on their own. These individuals will be known as Range Users.
- Primary Members who are active in the US Military, Active Reserves/National Guard, and are temporarily transferred out of the area shall have their current membership extended through the year of their return without additional dues or fees.
- Upon request, display a current EERGC membership card or be an authorized guest in the presence of a member.

Guest Policy

- Non-members are not allowed access to the range except: in the company of a current member, or to attend a regularly scheduled club match or another club open house event. Persons not belonging to the immediate household of a current member, must be in the company of the club member. Those who live within 50 miles are to be considered prospective club members and are limited to two “familiarization visits” to the range; such persons must become club members before they are allowed further access to the range (matches and open house events excepted).
- All guests, including non-member relatives, must be accompanied by their member host when shooting on the ranges, and guests must shoot from the same firing position as their member sponsor.
- Members may have up to two (2) guests on the range simultaneously. Each Household member who is a Range User may bring 2 additional guests, if their Range Orientation status is current.
- Members are solely responsible for their guest and must ensure that their guest complies with all club rules and safety procedures at all times.
- Members shall be subject to Disciplinary Action, as a direct result of their Guest’s conduct/behavior, up to and including expulsion from the club.

RANGE RULES AND MEMBER CODE OF CONDUCT - See Appendix C

The Range Rules and Member Code of Conduct provide for a safe and friendly environment for members and guests. All members are expected to read, be familiar with, and abide by the Range Rules and the Member Code of Conduct. Enforcement and adherence to these rules is the duty and responsibility of every member.

Member Code of Conduct

- Members and their guests shall conduct themselves in accordance with the range rules.
- Members shall be considerate of other members while present at the club, while shooting, when volunteering, or participating in club activities.
- Members will refrain from the use of obnoxious, offensive or abusive language and behave in a civil manner with others.
- Members shall not willfully destroy EERGC property, engage in verbal or physical attacks on another member or guest, or act inappropriately when approached by a Range Safety Officer for safety violations.

Violations of the EERGC range rules and/or the Member Code of Conduct may result in any or all of the following:

- Verbal warning or coaching at the time of the infraction.
- Written warning for the infraction.
- Suspension of membership privileges for a period of time to be determined by the EERGC Board of Directors and the Chief Range Safety Officer.
- Revocation of membership to EERGC.

Written warnings, suspensions and revocations are matters that will be brought before the EERGC Board of Directors. When misconduct is reported to the Board of Directors, they shall be required to review the incident. The subject member will be notified of the time and place of the meeting, at which time the member may address the EERGC Board of Directors on their own behalf. The decisions of the EERGC Board of Directors regarding range rules, safety violations and the Member Code of Conduct are final.

- If the offense is the member's first, the Board of Directors may upon written agreement by the member waive the in-person review with the Board of Directors.

Specialized Events

EERGC maintains active programs in firearm education, safety and hunter safety. These courses may include live firing at the Range. These special events, which are listed on the EERGC website, usually occur on weekends, and take priority over open range usage. The course instructor should work with the CRSO and the Board of Directors, to ensure the safety of everyone at the Range. The assigned RSO/Range Master/Range Officer for the day of the event has control of the Range and is responsible for its operation.

Specialized range events include but are not limited to:

- NRA sanctioned rifle, pistol, and shotgun training programs
- ODFW Hunter Safety
- Sanctioned Group Events
- Competition Shooting Matches: (I.E. Three Gun, Rimfire Challenge, .22 Silhouette, Cowboy Action,) etc.
- Events approved by the Board of Directors.
- The points of contact for these various events are on the EERGC website.

Range Closures

The Range, or portions thereof, may be closed at times due to farming activity in the immediate area.

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

Two-Man Rule

Some maintenance is inherently dangerous due to the nature of the work. Activities being performed at the range such as those involving power tools, operating equipment, working at other than ground level or on electrical circuits, requires two (2) people to be present for safety reasons. The foregoing list is not meant to be all-inclusive and common sense should prevail as to what can be dangerous. It is the responsibility of each member to recognize that should an accident occur, a second person would be needed to summon help and administer first aid.

Proposal for New Events

Proposal for new events which utilize the range must be submitted in writing to the Board of Directors for approval 3 months prior to the event, with all supporting documents, e.g., Instructors Insurance, Instructors Certifications, as well as RSO fees, have an understanding RSO ratio to trainees, and what is to be covered in the Safety Briefing. If there are to be any changes to the proposed event, this will be submitted in writing to the Board of Directors immediately.

Reporting on Events

All reports, documents, and proceeds concerning club events will be turned in to the Secretary before the next general meeting after an event, but in no case shall exceed thirty (30) days from the date of the event. The documents pertaining to the event includes Post Event Report, sign up sheets, comp tickets, etc., as required for reconciliation of funds.

Environmental Stewardship Plan

An Environmental Stewardship Plan represents a written document for planning, implementing and monitoring the progress of environmental improvements at shooting ranges. This is an ongoing effort to proactively and properly manage the environmental resources at the shooting range, and the Environmental Stewardship Committee shall give a report to the Board of Directors Bi-Annually.

Range Operation Rules

Range Usage

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

Normally live fire recreational shooting for all members and their guests takes place daily. The Range is open from 8:00 a.m. to ½ hour before sunset Monday through Friday, and from 9.00 a.m. to ½ hour prior to sunset on Saturday and Sunday. End shooting time for each day is posted at the entry gate.

The Range is under the control of the Board of Directors of the East End Rod and Gun Club.

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

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

In extreme cases, such as an accident or an unruly person as defined in Chapter 6, of these SOPs, the Range should be closed down and the proper authorities (Fire & Rescue Squad and/or County Sheriff) notified. The President, Chief Range Safety Officer, and the Board of Directors should also be notified as soon as possible.

Any club member using this facility must have attended a Range Orientation Session. See the EERGC website for dates and times for scheduled sessions. The only exception is: members 60 years and older do not have to physically attend the orientation if they have attended orientations the previous 3 years. However, they must do a phone orientation. If you qualify for this, send an email to membership@eergunclub.com and an RSO will call you for your orientation.

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

Range Limitations and Safety Requirements

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

Live fire shooters will:

1. Fire only authorized firearms and ammunition.
2. Fire only at authorized targets. Firing at cans, glass bottles, etc., is strictly prohibited.
3. Ensure that all projectiles impact designated areas and stay within the established Range safety limits.
4. Ear and eye protection is mandatory while on the firing line.
5. Ear and eye protection is required for all personnel in the immediate range area when live firing is being conducted.
6. Obey all commands of the Range Safety Officer, if present.
7. Notify the club President, the Board of Directors or the Range Safety officer if any unsafe practices are observed.
8. Recover all brass, paper, and other debris that accumulates on the Range and dispose of it in the appropriate containers provided.
9. Fire only from the established firing line.
10. Any newly arrived and briefed shooter may uncase firearms only when the firing line is hot and then only at the firing line.
11. Any work on a firearm other than scope adjustments, needs to be performed in the Safety Area.
12. Every shooter must possess the knowledge, skills, and attitude necessary to safely handle firearms or be under the tutelage or instruction of a member with such knowledge.

Authorized and Prohibited Firearms and Ammunition

Shooters are permitted to fire all legally owned centerfire or rimfire rifles, pistols, and shotguns with the following exceptions.

- **No 50 caliber BMG (or derivative thereof) is to be shot at the East End Rod and Gun club range except for Law Enforcement Officers with prior authorization.**
- **No fully automatic firearms are permitted on the Range except for Law Enforcement Officers with prior authorization.**
- **Under no circumstances will any shooter fire: tracer, armor piercing, or other exotic ammunition.**
- **Possession/use of such ammunition shall be cause for Disciplinary Action, up to and including lifetime expulsion from the club.**
- **No explosive devices, of any kind, shall be brought onto club property, for any reason. Possession/use of any such material, shall be cause for lifetime expulsion from the club.**

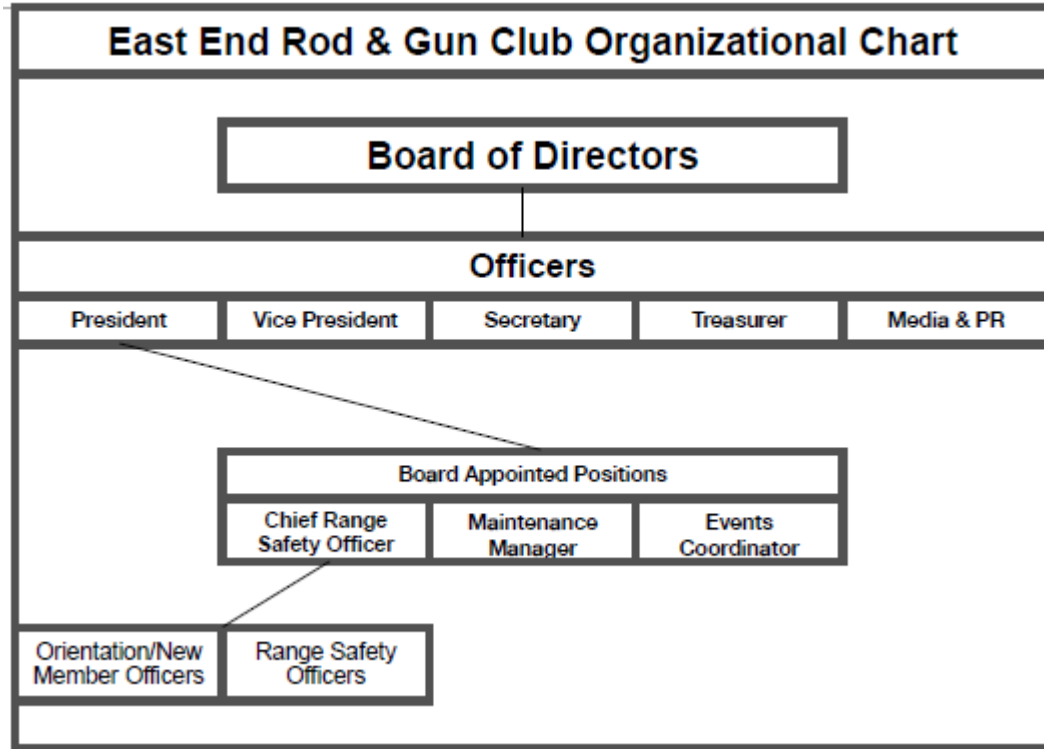
Pursuant to specific range rules, shooters are permitted to fire all legal muzzle loading rifles and pistols and smooth bore muzzle loading rifles and pistols. Shotguns firing rifled balls/slugs or sabots are also permitted.

Alcoholic Beverages and Drugs

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

CHAPTER 3: Club Organization

Organization Chart



Board of Directors

The EERGC firearm and archery ranges are administered by the Board of Directors comprised of Directors and Officers. All members of the Board of Directors must be members of the East End Rod and Gun Club. All candidates for office must have been members of the club for at least a year and have attended a minimum of 4 regular meetings at the time of their election. The Board of Directors is made up by: a President, Vice-President, Secretary, Treasurer, a Media and Public Relations Manager, and six - eight (6 - 8) Directors, all elected by the membership. All elected members of the Board of Directors will serve a 2 year term, with President and Vice-President opposite years. Half of the Directors shall be elected in one year and the other half in the alternate years.

To be considered as an Officer or Director, the Candidate must:

1. Be at least 18 years of age.
2. Have been an active member in good standing of the Club during the 12 calendar months preceding in the January Annual Meeting; and must have attended a minimum of 4 general membership meetings during the 12 months preceding their nomination. Attendance will be determined exclusively by using the sign-in sheets provided at the meetings.

Appendix D contains a list of the current officers of the East End Rod and Gun Club.

Club Officers

President

The president should be an individual who has prestige in the community, holds the respect of club members, and can properly conduct club meetings. He or she presides over all club meetings, including meetings of the Board of Directors and other governing bodies. The president is an ex-officio member of all committees and performs such duties as formulating and carrying out programs, organizing support for programs that offer the best potential for increasing the strength and vitality of the club, and other duties that usually pertain to this office.

- A. The President implements Board of Directors policies in administering range events and activities.
- B. The President in his or her capacity reports to the Board of Directors.
- C. The President is responsible for all daily operational activities of the club
- D. The President or his/her designee shall chair all Club business meetings except those convened by the Board of Directors.

Vice President

The vice president should be qualified to succeed to the presidency and perform the duties of the president in case of his or her absence or at his or her request.

Secretary

The secretary should be a member who takes a keen interest in getting things done and who keeps records in an orderly manner. The secretary is custodian of the club charter, articles of incorporation, bylaws, and documents that pertain to the original organizing activity. It is customary to print extra copies of bylaws (including amendments) for distribution to all members so that they will be acquainted with the objectives, purposes, and policies of the club.

The secretary takes minutes of all meetings of the members and the Board of Directors of Directors. In recording minutes, special attention should be given to all formal motions made and their disposition. Subjects discussed in depth that result in a consensus without a formal vote should also be noted. A file of all committee reports is maintained by the club secretary to be used as a reference and as a record of business transacted.

Other records maintained by a club secretary are files of newsletters and bulletins, a club correspondence file, the Club Officers' Guide, and the club library. The nucleus of a club library can be a complete set of NRA handbooks, reprints, and manuals. All records will be maintained electronically for all club related correspondence or reports, but said records will also be made available on paper if requested.

- A. The Secretary shall compose and keep a correct and complete record of each proceeding, and shall distribute the minutes before at the next meeting.
- B. The Secretary will initiate all official correspondence for approval by the President.
- C. The Secretary will notify the Officers and Directors of all meetings and in coordination with the Membership Chairperson, notify all members of special and annual meetings as directed by the President.
- E. The Secretary will be the custodian of all Club records.
- D. Upon completion of the two years of service as the Club Secretary, (or should the Secretary resign,) the Secretary will provide all records to the President and incoming Secretary, in addition to any club property the Secretary may have used in the course of his/her duties.

Treasurer

The Treasurer prepares monthly statements of the club's financial condition and statements of income and expense for each Regular Meeting.

QuickBooks bookkeeping system will be used to furnish this information.

All checks will require the signatures of two officers.

- A. The Treasurer will maintain other records relating to the financial condition of the club, such as property records, inventory of supplies, and club investments.
- B. The Treasurer will ensure that all financial expenditures associated with operational activities of the Club are properly recorded and accounted for in Club Financial Statements and other documentation as appropriate.
- C. The Treasurer will present a "Treasurer's Report" that includes a Profit and Loss Statement, at the Annual Membership Meeting.
- D. The Treasure will present a Profit and Loss Statement to the Board of Directors at their request.

Media and Public Relations Manager (MRPM)

Help create content and posts for the club's website, newsletter, social media and email marketing platforms. Keep social media platforms updated. Manage the club's email marketing list. Help create and distribute an annual newsletter to be released by the end of January of each year.

- A. The MPRM will monitor and update the clubs Facebook page.
- B. The MRPM will do all advertising for club events and clinics
- C. The MRPM will create and send out the monthly newsletter.

Reports of Officers

At the monthly club members meeting, the officer's reports will include: President – how the club is doing on the yearly goals; Secretary – number of shooters at events and clinics; Treasure – bills paid and account balances for the previous month; and Media and Public Relations Manager – number of members at orientations and number of new members who have joined.

Annual reports should include information on description of events sponsored during the year; a detailed profit and loss statement; and an indication of range goals that have been achieved and future goals for the range. Information for the annual report can be summarized from minutes of meetings, match bulletins, financial records, committee reports, and club newsletters as provided monthly.

The factual data contained in these annual reports can help an organization to spend its money wisely, comply with existing laws, observe club traditions and customs, and service its members properly. Up-to-date records will also contribute to the growth and success of the club. These annual reports will also assist newly elected officers in reviewing the club activities of previous years. It is vital to the success of a club that outgoing officers turn their records over to newly elected officers.

Directors

The principal role of the Directors is stewardship. The directors of the corporation are ultimately responsible for the management of the affairs of the organization. This requires active participation. One of the most important functions for Directors, is keeping the resources and efforts focused on the EERGC mission.

Maintenance Manager

The Maintenance Manager is selected by the Board of Directors and serves at the sole discretion and pleasure of the Board of Directors. The Maintenance Manager is responsible for planning and coordinating all routine and preventative maintenance tasks, conducting necessary or emergency repairs, and executing small projects needed to keep the range safe and operational. The Maintenance Manager works with the pool of members who have volunteered their time and

labor to schedule work times, equipment, supplies and materials, and necessary range closures. The Maintenance Manager recommends an annual work plan and budget to the Board of Directors, and reports progress, issues and potential budget shortfalls to the board on a regular basis.”

Event Coordinator

The Event Coordinator is a club member selected by the Board of Directors, and serves at the sole discretion and pleasure of the Board of Directors. The Event Coordinator is responsible for the shooting programs of the club. He or she oversees the preparation of the shooting event results to be provided in the bulletins. It is helpful for the Event Coordinator to have a shooting history card for members who wish to participate. This record can be used to show: classifications and qualifications earned; local, state, or national records won; instructor ratings; club championship awards; and other special achievements.

Chief Range Safety Officer

The Chief Range Safety Officer is appointed by the Board of Directors, and serves at the sole discretion and pleasure of the Board of Directors.

- A. The Chief Range Safety Officer is responsible for developing, updating, and ensuring that all Range Safety Rules are prominently posted at the range.
- B. The Chief Range Safety Officer is responsible to review all incidents that happen on the range.
- C. The Chief Range Safety Officer is responsible for all materials, training, and scheduling for Orientations.
- D. The Chief Range Safety Officer is responsible for ensuring that current Range SOPs are provided on the range for all Duty RSOs and that all RSOs are provided a copy of current Range SOPs during RSO training.

Range Master

A competent Range Safety Officer selected by the Chief Range Safety Officer to act as the Master Safety Officer in charge during a particular event and who has had training and instruction from a CRSO and is able to perform the duty for the particular event.

Range Safety Officer

Range Safety Officer duties include:

- Control the firing line.
- Maintain order on the range.
- Ensure that shooters follow range regulations.
- Enhance the security of firearms and equipment on the range.
- Conduct basic inspection procedures for all range sections, including backstops, target cable system and frames, downrange area, flag systems, etc.
- Help educate range users about range and shooting rules and enforce the rules when necessary.
- Conduct range safety briefings for shooting events and orientation for new users.
- Are to be informed/consulted about any range problems or malfunctions immediately.
- The RSO is in charge during an emergency.
- The only individuals that are allowed to take down the black flags are: CRSO, RSO, Club President, or other Officers.

As per the NRA, the Role of the Range Safety Officer includes:

The RSO supervises shooting activities as prescribed by the range SOP. The RSO needs to be on the firing line and in a location that allows the best control of the firing line. It is the RSO's duty to maintain order on the range. The RSO ensures that the shooters follow the range regulations which prevents possible property damage and personal injury. Some insurance companies will give ranges a reduced insurance rate for having a RSO on duty.

PUBLIC RELATIONS

The RSO is a shooting sports ambassador, which is a great responsibility. One of the first authority figures new shooters meet on the range is the RSO. **Set the standard:** Safety is never compromised and RSOs are always professional, friendly, helpful, understanding, and honest.

RESPONSIBILITY TO THE COMMUNITY

An RSO is aware of their ethical responsibilities to the community and the society in which they work and live. They apply and make public their knowledge of shooting in order to contribute to human welfare. An RSO will try to avoid misuse of their work. RSO will comply with the law and encourage the development of law and policies that serve the interest of shooting and responsible gun ownership.

RESPECT OF PARTICIPANTS'* RIGHTS AND DIGNITY

RSO will respect the fundamental rights, dignity, and worth of all participants. RSO is aware of individual differences. RSO will try to eliminate the effect of biases on their work, and they do not knowingly participate in or condone unlawful discriminatory practices.

Range Safety Officer Qualification Procedure

NRA Certified Chief Range Safety Officers conduct NRA Range Safety Officer Training to certify current and prospective EERGC Range Masters as NRA Range Safety Officers.

Any club member 21 years or older, in good standing, may attend RSO training when a class is held.

NRA Range Safety Officer Certification Training may be conducted any time dependent upon EERGC requirements and Chief Range Safety Officer and training venue availability.



Range Officer

EERGC does not provide full time RSO's. Member's are given training at orientation and act as member Range Officer (RO) per the following procedure: The Range Safety Officer(RSO) has control of the range being used. If no RSO is provided the first member on the range is the RO for that range. If there are other shooter(s) on that range when the RSO or RO leaves the range, they designate another member on the range to be the RO for that range.

It is imperative that all members follow these procedures at all times.

- a. Communicate with other members when you arrive at the range.
- b. Communicate with other members when you are leaving the range.
- c. Visually verify the firing line prior to calling RANGE IS COLD.

- d. Visually verify down range prior to calling RANGE IS HOT
- e. If you see an unsafe act, a safety violation or an unsafe condition, call CEASE FIRE. Correct the situation prior to resuming shooting.
- f. The RO must call for a cease fire if there is farming activity in the field beyond the range in use.

CHAPTER 4: Safety Plan

Range Safety Procedures

These guidelines are for the purpose of educating the general membership on the safe operation of the range during Open Range time.

The operation of the range during scheduled matches is subject to guidelines established for each discipline and will be under the control of the Match Director.

Firearm Handling Rules

1. Treat all firearms as if they are loaded.
2. Always point the muzzle in a safe direction.
3. Keep your finger off the trigger and outside the trigger guard, until your sights are on the target.
4. Keep the action open and the firearm unloaded until ready to use.
5. Know how the firearm operates.
6. Be sure the ammunition is correct for the firearm.
7. Be sure of the target and what is beyond.
8. Do not mix alcohol or drugs with shooting activities.
9. NOTE: Be aware that certain circumstances may require additional precautions not specifically outlined in this list.

General on the Range Rules

1. During scheduled matches or events, specific ranges are closed.
2. The Event Director of any scheduled event is the Range Officer for the entire range during the period of the event and must be consulted.
3. If a member is using any portion of the range prior to the arrival of the Event Director or arrives during a scheduled event, the member must secure permission to use any other portion of the range and abide by the Event Director's decision.
4. It is everyone's responsibility to act according to range rules when no range safety officer is present.
5. Targets are to be placed on target holders, and ensure that the fired projectiles hit a desired portion of the backstops. (Do Not place targets on the berms)
6. Every consideration must be taken to ensure that projectiles never leave the range property.
7. All firearms will be cleared before leaving the firing line.
8. For purposes other than active target shooting, members may wear a loaded and securely holstered handgun provided that it is holstered in a safe carry condition.
9. Safe carry for a handgun is per the manufacturer's recommendation for the make and model of handgun and/or you are proficient in the safe handling of the handgun.
10. Eye and hearing protection will be worn at all times when shooting or watching shooting within 25 yards of the firing position.
11. Recommended eye protection should meet American National Standards Institute (ANSI) Z87.1- 1998 standards or equivalent.
12. Minimum hearing protection of 25-dB reduction is recommended. Protection is strongly recommended within 50 yards of shooting activities.

Range Safety Rules

NRA Firearm Safety Rules

3 Fundamental Rules for Safe Gun Handling:

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

Rules for Using or Storing a Gun

- Know your target and what is beyond
- Be sure the gun is safe to operate
- Know how to use the gun safely
- Use only the correct ammunition for your gun
- Wear appropriate eye and ear protection
- Never use alcohol or drugs before or while shooting (EERGC has a zero-tolerance policy regarding alcohol on the property. Refer to Alcoholic Beverages and Drugs, of this SOP)
- Store guns so they are not accessible to unauthorized persons
- Be aware that certain types of guns and shooting activities or events may require additional safety precautions and/or may be restricted from use in certain areas of the range.

Flag Safety System

Firearms may only be transported between a member’s vehicle and the benches when the range is hot, the red flag is up, and there is no one downrange.

Black Flag:



If you see farming in the field or unsafe conditions, the **BLACK FLAG** must be put up. Then Call (541) 203-0124 and leave a message as to the reason and which range you were on. No one can touch a firearm when the black flag is up. If other people are on the range call a ceasefire and allow them to put their guns away before putting up the black flag. If the farmer or his equipment is in the field, the black flag must remain up. **No exceptions.** If the black flag is over the entry card reader then the entire range is closed.

Any time anyone is using any portion of the Club Range the proper flags must be used.

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

*****The ONLY individuals that are allowed to take down the black flags are: CRSO, RSO, Club President, or Officers/Directors.*****

Yellow and Black Checkered Flag



This flag is raised on the Rifle Range when someone is going past the 200 yard berm, on the rifle range. In addition, if the Action Range is in use, the yellow flag must be raised on the Action Range.

Red Flag:



When raised, this flag indicates that live firing is in effect and no one is allowed forward of the firing line (red line). Firearms may only be transported between a member’s vehicle and the benches when the range is hot, the red flag is up, and there is no one downrange.

Yellow Flag:



Any time the yellow flag is up, a cease fire situation is observed. This means that the range is closed with respect to handling any firearms or scopes. All firearms are to be cleared; magazines removed, actions open or made safe. Handguns may lay on the bench with the action exposed for verification. All shooters after benching their firearms must step back behind the safety line (yellow line). At this time downrange activity is authorized.

Once the downrange activity is completed and everyone is back behind the safety line (yellow line), the yellow flag may be lowered, the red flag raised. At this time firing and gun handling may resume.

Rifle Range and Action Range

The flag system consists of four (4) flags; yellow, red, yellow & black checkered, and black flag. The firing line is a red line on the ground forward of the benches. The safety line is a yellow line on the ground behind the benches.

Pistol, Muzzleloader, Archery and Shotgun Ranges

The flag system consists of two (2) flags, red and black flags.

The red flag raised indicates that live firing is in effect and no one is allowed forward of the firing line. Firearms may only be transported between a member's vehicle and the benches when the range is hot, the red flag is up, and there is no one downrange.

Range Specific Rules

Range Users must follow the range rules for the specific range that they are shooting on at all times. The current revisions are in chapter 5 and where to obtain them.

NOT PERMITTED:

- **Any calibers prohibited by Range Rules, shall not be shot at the East End Rod and Gun club range except for Law Enforcement Officers with prior authorization.**
- **No fully automatic firearms are permitted on the Range except for Law Enforcement Officers with prior authorization.**
- **Incendiary, armor piercing, or explosive ammunition, explosive targets.**
- **Shooting at unauthorized targets (cans, glass bottles, explosive targets, etc).**
- **Loaded firearms carried on or off the firing line.**
- ***Active or Retired Law Enforcement Officers and CCW or CHL holders with current credentials may carry a loaded firearm in a holster on or off the firing line.***
- **Dry firing or aiming behind the firing line.**
- **Loading muzzle loading firearms directly from a powder horn or powder container.**
- **Picking up used lead or bullets without the knowledge of and permission by the Board of Directors.**
- **Under no circumstances will any shooter fire: tracer, armor piercing, or other exotic ammunition. Possession/use of such ammunition shall be cause for Disciplinary action, up to and including lifetime expulsion from the club.**
- **No explosive devices, of any kind, shall be brought onto club property, for any reason. Possession/use of any such material, shall be cause for lifetime expulsion from the club.**

Administrative Rules

Parking

Parking areas are established and must be used. During special events, overflow parking areas will be established.

Parking in front of any active firing position for any purpose is prohibited.

Maintenance

Members are required to maintain the range in the same or better condition than when the member arrived.

Maintenance days are scheduled throughout the year and all members are strongly encouraged to attend.

All Range Users are NOT to approach, stop/interrupt, distract, or otherwise interfere with volunteers engaged in range maintenance duties. This is for the safety of all range users as well as the volunteers who may be operating equipment. (Please note: Scheduled Maintenance Volunteers can be identified by their bright yellow vests.)

Range maintenance will be completed only by those that are assigned or authorized by the Range Maintenance Coordinator. Maintenance includes but may not be limited to any/all maintenance or repair of equipment, targets stands, or other infrastructure of the Range. This also includes modification of any/all equipment.

Picnic / Camping Area

Camping is allowed only with board approval.

No discharge of firearms in the picnic area.

Open fires must be in the fire pit. Call Umatilla County Burn Line (541) 278-6397 to see if it is a burn day prior to starting a fire.

Environmental

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

Hazardous materials are prohibited with the exception of those required for routine or scheduled maintenance operations.

Gun cleaning solvents in excess of one quart are not permitted.

Safety Violations

Safety rules are established to protect members and guests from serious injury or death and to protect range property. Violating any portion of the Safety Procedures will result in disciplinary action appropriate to the nature of the offense. The severity of disciplinary action will be determined by: impact of damage caused, bodily injury, death, or property damage. Range Safety Officers will use the Safety Violation Notice forms (appendix C) for all written reprimands. These must be turned in to the Board of Directors (Operations).

General Offenses / Disciplinary Action

(Re: Any violation of Safety Procedures **not** directly involving the use of a firearm.)

1. Any member may offer advice or counsel to another member about a General Offense involving range and safety rules.
2. When a violation is reported to the Board of Directors, they shall be required to call for review of the incident by the Chief Range Safety Officer.

3. Bodily injury accidental in nature that is non-firearm related, which requires medical attention off premises, shall be investigated immediately by the Chief Range Safety Officer.
4. All other General Offenses shall be investigated within thirty days and a copy of the Safety Violation Notice shall be provided to the Board of Directors. Should the investigation find that a safety violation has occurred, action may be taken by the Board of Directors as outlined under Articles in the Bylaws.
 - a. First incident, the offender shall be counseled to the incident by the Chief Range Safety Officer or Club President. The offender must review the Safety Procedures and sign the Safety Violation Notice.
 - b. Second Incident , (within one year) the offender shall be counseled by the Chief Range Safety Officer or Club President, and with the Board of Directors approval, shall receive a suspension of Club Range privileges for up to three months without reimbursement or credit of member fees. Before reinstatement the offender must attend another Range Orientation, and review the Safety Procedures and sign the Safety Violation Notice.
 - c. Third Incident, (within two calendar years) is an automatic termination of club membership. The member may petition for membership reinstatement after two calendar years

Failure to comply with the above administrative requirements shall result in the loss of Club membership permanently and the loss of current membership fees. Depending on the severity of the offense, a final warning notice can be issued at any time.

Major Offenses / Disciplinary Action

(Any violation of the Safety Procedure involving the use of a firearm.)

Committing any Major Offense can result in the following action being taken.

1. When a violation is reported to the Board of Directors they shall be required to call for a review of the incident by the Chief Range Safety Officer.
2. Investigations regarding violations accidental in nature, property damage or gross negligence and no bodily injury occurred shall be investigated within 30 days.
3. Bodily injury accidental in nature, firearm related, shall be investigated immediately.
4. Violations involving serious bodily injury accidental in nature, any bodily injury involving a firearm, any bodily injury of gross negligence and suspicious in nature, any accident resulting in death, any alleged violation of County, State of Federal Law, members must report this to the Umatilla County Sheriff's Department or call 911 for assistance immediately.
5. Should the investigation find that a safety violation has occurred; the following action may be taken by the Board of Directors as outlined under Articles in the Bylaws.
 - a. First Incident, the offender shall be counseled as to the incident by the Chief Range Safety Officer or Club President. The offender must attend a Firearms Safety Course* within 90 days and provide a certificate of satisfactory completion, which will be forwarded to the Club Secretary. Violations involving bodily injury, accidental in nature, in addition to the aforementioned, the member shall receive a suspension of Club privileges for up to six months without reimbursement of credit of member fees. Before reinstatement the offender must attend another Range Orientation, review the Safety Procedures and sign an affidavit of understanding and compliance.
 - b. Second Incident, (within one calendar year) the offender shall be counseled by the Chief Range Safety Officer or Club President, and with the Board of Directors approval, shall receive a suspension of Club privileges for up to one year without reimbursement or credit of member fees. Before reinstatement the offender must attend a Firearms Safety Course* within 90 days, and then provide a certificate of satisfactory completion, which will be

forwarded to the Club Secretary. Before reinstatement the offender must attend another Range Orientation and review the Safety Procedures and sign an affidavit of understanding and compliance.

- c. Third Incident, (within two calendar years) is an automatic termination of club membership. The member may petition for membership reinstatement after two calendar years.

*As an option for the Firearms Safety Course, EERGC offers the First shots handgun course each month, which would be the training someone is required to learn gun handling safety.

Appeals / Disciplinary Action

1. Members have the right to appeal to the membership of the club as per the Articles in the Bylaws
2. Appeal requests must be submitted in writing by certified mail within 30 days of notification of the Board of Directors decision. Appeals must be mailed to the Club in care of Club Secretary P.O. Box 251, Milton-Freewater, OR 97862.
3. A response will be returned within 30 days of receipt.
4. An appeal hearing, if granted, will be conducted by the Membership within 90 days of receipt of the request.
5. The Membership's ruling of the appeal is final.

Range Schedules

Members may submit a proposed scheduled activity in writing to the Board of Directors by mail, email or in person at the monthly general membership meeting. All proposed activities are subject to approval in regards to safety or conflict with previously scheduled events. Please submit proposals 90 days prior to the event.

CHAPTER 5: General Range Rules

Current Range Rules Versions

RANGE RULES NAME	CURRENT VERSION	DATE APPROVED
Overall Range Rules	Rev 2.7.6	01/06/2021
Rifle Range Rules	Rev 2.7.6	01/06/2021
Pistol Range Rules	Rev 2.7.6	01/06/2021
Falling Plates Rules	Rev 2.7.6	01/06/2021
Action Range Rules	Rev 2.7.6	01/06/2021
Shotgun Range Rules	Rev 2.7.6	01/06/2021
Muzzleloader Range Rules	Rev 2.7.6	01/06/2021
Archery Range Rules	Rev 2.7.6	01/06/2021

Range Rules Location

By each range flag there is a box with the current version of range rules. In the winter months we only have a single laminated copy that you can read and please return to the box for other members to use. You can download a copy of the range rules from our website at www.eergunclub.com.

General Range Commands

"Range is hot"

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

Firearms may only be transported between a member's vehicle and the firing line when the range is hot and there is no one downrange.

"Range is cold"

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

"Commence firing"

This command should be given by the Duty Range Master after the range is declared hot. It informs the shooters that they may begin firing at authorized targets.

"Cease fire"

Whenever this command is given all shooters must immediately stop shooting, remain in position with the firearm pointed in a safe direction, and wait for further instructions from the Duty Range Master.

NOTE: This command may be given by anyone who observes an unsafe condition on the range.

"Other commands"

There are other range commands such as "Ready on the right, ready on the left, ready on the firing line, etc." that the range officers may see fit to use. Usually RSOs with a military background tend to use them. The intent is to make sure that everyone is ready to begin firing.

Any combination of these commands may be given by the Range Safety Officer when a competitive match is in progress.

CHAPTER 6: Emergency Response Procedures

Complete the Emergency Response Checklist (Appendix B)

Place the date of the emergency as the Effective Date:

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

Injury Report Form

Injury Report Forms are located in Appendix B of the RSO version of this SOP.

Designate one of the Range Masters to initiate the Injury Report Form and keep notes on what is occurring with times.

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

Identify any witnesses to the event, provide them with a "Witness Statement", and request that they fill it out in as much detail as possible.

Collect "Witness Statements" located in Appendix C, and attach them to the Injury Report Form when completed.

Accidents

Minor accidents - Cuts, sprains, dislocations, etc.

Administer first aid as required.

Major accidents - Heart attack, choking, broken limb, accidental discharge, etc.

Follow the Emergency Response Checklist in Appendix B

1. The Range Officer should close down the Range (Take charge of the situation)
2. Administer first aid (Render aid)
3. Call 911 to report an accident (Call for help).
4. Station people to direct emergency vehicles to the Range.
5. The President, Chief Range Safety Officer, and the Board of Directors should also be notified as soon as possible.

Unruly Persons

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

Move from top to bottom on this list depending upon how the situation develops:

1. Order the person off the Range Complex and report his/her name to the Chief Range Master. Then complete a Witness Statement. (Appendix C.) Submit the statement to the Chief Range Master, or Chief Range Safety Officer.
2. Close down and secure the Range Complex and evacuate the area.
3. Notify the Umatilla County Sheriff's Office and request assistance.

Weather

In the event of severe weather that could endanger the lives of shooters and spectators, the Duty Range Officer should close down the Range and evacuate the area. The Duty Range Officer and Range Masters should decide what to do if the weather clears.

Firearm Stoppages and Malfunctions

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

Definitions

Stoppage - an unintentional interruption in the operational cycle of a firearm.

Examples:

- Bolt fails to lock cartridge in position
- A stove pipe in a semi- automatic pistol,
- Double feed,
- Failure of a cylinder to rotate in a revolver

Malfunction - failure of a firearm to function as designed or to fire satisfactorily.

Two categories:

- Firearm malfunction like a broken sear or firing pin
- Ammunition malfunction like a misfire, hangfire, squib load

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

There are eight basic steps in the operating cycle of a firearm and a stoppage can occur in any one of the steps. The eight basic steps are:

1. **Feeding** The face of the bolt makes contact with the base of the cartridge at the top of the magazine and pushes it toward the chamber.
2. **Chambering** The bolt continues forward and pushes the cartridge into the chamber.
3. **Locking** As the bolt continues forward, the locking lugs move into the locking recesses in the barrel, locking the cartridge into the chamber.
4. **Firing** The trigger is pulled to the rear causing the firing pin to strike the primer and fire the cartridge.
5. **Unlocking** As the bolt moves to the rear, the locking lugs rotate out of the locking recesses.
6. **Extracting** As the bolt moves rearward, the extractor withdraws the cartridge case from the chamber.
7. **Ejecting** As the face of the bolt passes over the ejector, the case strikes the ejector and is kicked outward through the ejector port.
8. **Cocking** As the bolt moves rearward, the firing pin moves into a cocked position.

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

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

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

Ammunition malfunctions can be classed as:

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

Hangfire where there is a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.

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

Normal procedure for handling misfires or hang fires is to:

1. Keep the gun pointed downrange (safe direction)
2. Wait at least 30 seconds in case it is a hang fire and at least two minutes in the case of muzzleloaders before attempting to unload.

Normal procedure for handling squib loads is to:

1. Stop firing immediately
2. Keep the gun pointed downrange
3. Unload the gun -- make sure the chamber is empty
4. 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 Officers on duty must be particularly vigilant to observe any gun malfunctions, stoppages, or ammunition malfunctions and be prepared to move to the shooter's aid. If the shooter starts to do something incorrectly, the range officer must be prepared to step in.

Be in control and in a low, but firm, voice say: STOP! POINT THE MUZZLE DOWNRANGE!

At this stage let the shooter clear the firearm and bench it. If the shooter experiences problems in doing this, try to talk them through the clearing process. Only as a last resort should the range master take control of the firearm. To do this approach the shooter from the left side (for a right handed range officer), grasp the barrel of the firearm behind the muzzle with the weak hand, control the direction of the muzzle so that it points in a safe direction, and have the shooter step back. Use the strong hand to control and reposition the firearm if necessary. Determine the stoppage and clear it. Explain to the shooter what went wrong and how to prevent it from happening again.

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

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

Whenever a stoppage or malfunction occurs, Range Masters must be particularly vigilant. With the exception of Active or Retired LEOs and CCW holders with current credentials, under no circumstances should a loaded firearm be permitted to leave the range.

CHAPTER 7: Range Equipment

1. Range buildings, covers and shelters.
2. Tractors and other maintenance equipment
3. Ten covered and four uncovered firing line points with benches on the rifle range.
4. Five firing bays with one covered known as "Blacksmith Building" and two falling plate bays on the pistol range.
5. Covered area for Muzzleloaders
6. 4 wooden benches on the Action Range
7. Three Conex Containers
8. 5 Polyjohn Restrooms
9. 1 Mobile Sport Clay Trailer.
10. 3 Manual $\frac{3}{4}$ cock Clay throwers

11. Wooden and metal target frames.
12. 1 Falling Plate trailer.
13. Assorted NRA sanctioned targets.
14. Two emergency first aid kits.
15. Badges/vest to identify the Duty Range Officer and other Range Masters on duty.
16. A copy of the Standard Operating Procedures for the East End Rod and Gun Club.
17. A copy of the courses of fire for the NRA Marksman Qualification Program.

APPENDIX A: NRA Marksmanship Qualification Program

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

- Pistol
- Defensive Pistol
- Bullseye Pistol
- Smallbore Rifle
- Rimfire Rifle
- High Power Rifle
- Shotgun 5-stand
- Muzzle loading Rifle
- Muzzle loading Pistol



Send an email to events@eergunclub.com to get your free copy of Winchester/NRA Marksmanship Qualification Program and start your journey today!

APPENDIX B: Emergency Response Sheet/Checklist

Effective Date: 7/5/2018

Emergency Communications

Contact	Primary Phone Number
EMS	911
Police	911
Fire	911
Chief Range Safety Officer	509-540-2324
President	509-629-0963

Immediate Response for Injuries or Illness

- Call a cease fire immediately and issue the command to unload, clear, and bench/rack all firearms.
 - Identify one of the Range Safety Officers or other responsible person to secure the gear of the injured person.
 - Identify one of the Range Safety Officers or other responsible person to notify emergency services via 911 and provide the following information:
1. Say the following to 911 operator: ("**We have had a training incident and require EMS**")
 - Make sure you are connected to the Umatilla County 911 Center.
 - Specific location of incident with directions
 - **Location:** East End Rod and Gun Club
 - **Address:** 54752 Cemetery Rd. Milton-Freewater, OR 97862
 - **Directions:** Turn East on SE 9th Ave and continue onto County 564 Rd/Milton Cemetery Rd for 1.6 miles EERGC is on the left at the corner and the gate has an SOS siren open lock.
 - **GPS Coordinates:** (45° 55'52.40" N, 118° 21'02.49" W) or (45.93122°, -118.35069°)
 2. Telephone number that you are calling from.
 3. Your name.
 4. What happened and possible hazards for rescuers.
 5. Number of people injured or ill
 6. Condition of people injured or ill

7. First aid provided
8. Tell them where a guide vehicle will be to escort them
8. If the accident involves a gunshot injury the Sheriff's Office must be notified.

Wait for 911 to hang up first. Return to the injured and continue care until EMS arrives.

Have someone that is currently certified in American Red Cross (ARC) Standard First Aid and CPR. He/she will evaluate the situation for hazards, protect the injured, and provide first aid until relieved by more qualified personnel.

This person will:

- a. Identify self to the injured.
 - b. Inform injured of training (American Red Cross Standard First Aid & CPR).
 - c. Inform injured of the aid offered.
 - d. Receive verbal permission from injured (if adult), or parent/guardian (if child) prior to giving care.
 - e. Refrain from giving care to a conscious injured person whom objects.
 - f. Assume implied permission if the injured is unconscious or unable to respond.
 - g. Assume implied permission if the injured is a child with a serious injury and a parent or guardian is not present.
 - h. Move the injured only if life is endangered.
 - i. Check injured for life threatening condition before providing care. Provide care only within level of training.
 - j. Never dispense aspirin or medications; administer activated charcoal or syrup of Ipecac (or other treatments) unless directed by EMS or Poison Control Center.
- Have someone retrieve the first-aid kit located in the Blacksmith Building on the southwest corner or one from the Rifle Range far west wall for the certified ARC and assist EMS personnel as needed.
 - If the accident involves chemical burns, an eye flush is located in the first-aid kits.
 - If the accident involves a gunshot injury, notify the Sheriff's Office and preserve the scene as it appeared at the time of the incident.
 - If the accident was not gun related, have someone secure the injured gear.
 - Have someone go to the gate entrance and direct EMS personnel to the injured.
 - Have someone make sure the line is clear.

Coordination

The Range Master will supervise the situation and ensure fulfillment of emergency procedures by:

1. Getting names of witnesses and taking statements.
2. Notifying next of kin once EMS has examined the injured and prepared for transportation to a medical facility.
3. Get all gear and firearms put away, if happened during an event the event is now over.
4. Complete injury report forms.
5. Notifying officials of the organization concerning activation of the emergency plan.
6. President will notify the insurance company as appropriate.
7. Evaluate emergency plan with the safety committee for possible revisions.
8. Filing copies of the injury report form and witness statements with the secretary.

Helicopter Medical Evacuation (MEDEVAC)

A suitable MEDEVAC site is available at north location between shotgun and pistol parking areas 45° 55'52.40" N, 118° 21'02.49" W. Orange ground flags are available for marking the landing site, and are stored in connex by Blacksmith building in safe. The Range Master will assign someone to mark the landing site and guide MEDEVAC approach and landing.

APPENDIX C: Range Forms

Emergency Forms

FORM NAME	CURRENT FORM	DATE APPROVED
Injury Report Form	IRF Rev 1.0	05/03/2018
Witness Statement	WS Rev 1.1	01/31/2021

Range Operation Forms

FORM NAME	CURRENT FORM	DATE APPROVED
Post Event Report	PER Rev 1.0	12/7/2017
Range Orientation Record	ROR Rev 1.1	11/2/2017
Event Hold Harmless Agreement	HHA Rev 1.2	4/05/2018
Safety Violation Notice	SVN Rev 1.0	9/07/2017
Membership Application & Renewal and Hold Harmless Agreement and Limitation of Liability	MAR Rev 1.9	1/01/2020
Witness Statement & Code of Conduct Form	WS Rev 1.1	1/31/2021
General Range Rules	GRR Rev 2.7.6 (1)	1/06/2021
Range Use Proposal	RUP Rev 1.5	1/03/2020

APPENDIX D: Officers of the East End Rod and Gun Club

President:

- Dennis Boland
- 509-629-0963
- president@eergunclub.com

Vice President:

-
- 509-
- vicepresident@eergunclub.com

Secretary:

- Dan Halstrom
- 509-499-8467
- secretary@eergunclub.com

Treasurer:

- Stacy Alexander
- 509-301-0260
- treasurer@eergunclub.com

Media and Public Relations Manager:

- Lachelle Johnson
- 509-301-3803
- media@eergunclub.com

Chief Range Safety Officer:

- Bob Fulgham
- 509-540-2324
- crso@eergunclub.com