

STANDARD OPERATING PROCEDURES

**POLICE ASSOCIATION OF SOUTH JERSEY
41 EAST BROAD STREET
BERLIN, NEW JERSEY 08009**



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CHAPTER 1

PREAMBLE

The Police Association of South Jersey main purpose is to provide law enforcement personnel with a place for instruction in marksmanship and the safe handling of firearms. The Police Association of South Jersey will also provide civilians with a place for instruction in marksmanship and the safe handling of firearms.

CHAPTER 2

By Laws

The by laws of the Police Association of South Jersey were last revised and adopted February 10,1998. A copy of the by laws can be found with the recording secretary of the Police Association of South Jersey, it's executive officers, or it's range officers.

CHAPTER 3

ORGANIZATIONAL CHART

Club Executive Committee

President
Vice President
Secretary
Treasurer
Trustees (3)

Club Operation

Range Master
Match Director
Chief Range Safety Officer
Range Officer

CHAPTER 4

NON-PROFIT ORGANIZATION

The Police Association of South Jersey is a non-profit organization.

CHAPTER 5

RANGE RULES

- 1) **SAFETY, SAFETY, SAFETY**
- 2) **NO** shooting without a range officer or instructor present.
- 3) **All** persons on the range **MUST** sign in; all shooters must produce a current membership card or guest card prior to shooting.
- 4) No drinking of alcoholic beverages on the range.
- 5) All "Guest" and "NEW" members will be evaluated and observed by a range officer or instructor prior to shooting.
- 6) Shatter resistant eye protection and ear protection (at least 25 decibels) **MUST** be worn **BY ALL** persons on the range.
- 7) **ALL** shooting **MUST** be done in the booths. Exception to this is rule is qualification.
- 8) **FIREARMS** may be loaded in the booths **ONLY**.
- 9) **RED FLASHING LIGHTS** - mean cease-fire, open action, make firearms safe, wait for instructions.
- 10) Only ONE (1) person shooting in a booth at one time.
- 11) Any non magnum or high power center fire cartridge is permitted. All firearms and calibers are subject to range officer or instructor approval.
- 12) **NO FULLY AUTOMATIC FIREARMS PERMITTED !!!!!!!**
- 13) **ALL** ammunition bought at the range **MUST** be shot here.
- 14) All brass must be picked up at the end of shooting.
 - A) Range brass must be returned (separated by caliber)
 - B) Aluminum / Brass separated.

- 15) **NO** shotguns are permitted/only for police Qualification.
- 16) No children under the age of thirteen (13) are permitted to shoot. Children thirteen (13) and fourteen (14) must be supervised one on one by a range officer or instructor or an adult member.
- 17) **ALL** persons on the range **MUST** act in a **SAFE and** Responsible manner at ALL TIMES!!!!
- 18) **THE RANGE OFFICER OR INSTRUCTOR IS IN CHARGE AT ALL TIMES!!!!!!**
HIS/HER WORD IS LAW!!!!!!!
- 19) **SAFETY, SAFETY, SAFETY !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!**

POLICE ASSOCIATION OF SOUTH JERSEY

RANGE OPERATIONS GUIDE

- 1. General.** Live firing conducted at the **PASJ Indoor Range Complex** is designed to provide authorized personnel access to a facility where they can become proficient with privately-owned firearms.
- 2. Facilities for Use.** Range availability is at the discretion of the Range Master (RM). Live-fire shooting is normally limited to the following ranges and equipment:
 - a. Indoor Range--BB guns, air rifles, air pistols, .22 caliber rifles only; handguns up to .45 caliber.
(No magnum, tracer, or armor-piercing ammunition.)
- 3. Range Limitations and Safety Requirements.** Live-fire shooters will:
 - a. Fire only on scheduled days and have a Range Safety Officer (RSO) or Range Officer (RO) present
 - b. Fire only authorized firearms and ammunition.
 - c. Fire at authorized targets only. Metal silhouette targets and bowling pins are not to be used *.
 - d. Ensure all projectiles impact within the established range safety limits.
 - e. Ensure range warning lights are on when range is in use.
 - f. Call "Cease firing" and make safe all firearms when a shooter moves forward of the firing line or during any unsafe condition.
 - g. Fire only after completing a "hold harmless" agreement. (Required for each visit to the range complex.)
 - h. Call "Cease firing" if a firing line becomes staggered (one shooter forward of another) anywhere on the range complex.
 - i. Use appropriate ear protection. The indoor range requires double hearing protection (foamy inserts and hard ears).
 - j. Wear appropriate eye protection.
 - k. Notify the RSO / RO / RM of any safety infractions.
 - l. Police all brass, paper, and other debris that accumulates on the range. Dispose of them in the containers provided.
- 4. Authorized & Prohibited Firearms.** Fully automatic firearms are not permitted without authorization.
- 5. Authorized Personnel.** The following persons are allowed to fire:
 - a. Current members of the shooting club.
 - b. Invited guests of the above, provided the authorized person is present and assumes full responsibility for the conduct of his or her guest(s).
 - c. Personnel approved by the club officers, CM, or CRSO on a case-by-case basis.

* Except range sponsored events.

6. Personnel Responsibilities.

c. Range Master

- (1.) Maintain the range facility.
- (2.) Ensure the RSO and RO receive written range schedule by their assigned night. Schedules should include matches, recreational fire, qualifications and any special instructions.
- (3.) Conduct RSO and RO training as needed using the NRA Range Safety Officer Training Program.
- (4.) Assign RSO/RO times and days on duties.
- (5.) Schedule new RO for NRA's Basic Pistol & First Instructions.
- (6.) Inventory ammo safe, restock when necessary
- (7.) Restock common locker when needed.
- (8.) Verify availability of membership forms, night receipts, ammo sold, and other forms.

d. Range Safety Officer/Range Officer

- (1.) Sign in under "*Range Officer*"
- (2.) Inspect range for any damage.
- (3.) Open common locker – inventory contents.
- (4.) Log book is signed by ALL persons entering the range.
- (5.) Evaluate all persons using the range.
- (6.) Evaluate all firearms and ammunition in use on the range.
- (7.) Lock down the complex at night.

e. Shooting Club Members.

- (1.) All shooters must check in with the designated RSO/RO.
- (2.) All shooters and spectators must sign in.
- (3.) Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guest they bring.
- (4.) All shooters are responsible for their guns and ammunition while on the complex.
- (5.) Firearms that are out of the case and not being fired must be benched. (Actions open and facing up, chambers empty, muzzles pointing downrange, and safeties on.)
- (6.) Only load firearms on the firing line after the RSO has given the command to load.
- (7.) Do not point firearms at anything other than authorized targets.
- (8.) Fire at your own target only.
- (9.) Give the command "Cease firing" if an unsafe condition exists.
- (10.) Follow all instructions from the RSO/RO.
- (11.) Assist in policing the area of brass and any other debris.
- (12.) No pets are allowed on the range complex.
- (13.) Red lights mean "Cease firing"

- 7. Hours of Operation and Scheduling.** The RM develops a special event live-fire schedule based on requests received. Updated schedules will be posted the first of each month. All other range requests will be approved based on range availability. RSO/ROs desiring to open a range must notify the shooting club in order to be placed on the operations schedule. Information on range availability and scheduling is accessible 24 hours a day by calling the *Police Association Of South Jersey* at (856)753-5866.
- 8. Alcoholic Beverages and Drugs.** Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) before or during live firing. The RSO/RO or RM will deny range access to anyone in violation.
- 9. Medical Support.** In the event of a medical emergency, call 911 and notify the RSO/RO and RM immediately.
- 10. Hold Harmless Agreement Form.** A "hold harmless" agreement form will be completed annually by each RSO/RO and given to the RM by January 1. All members must complete this form in order to maintain their membership. All guest are require to complete this form each time they visit the range.

APPENDIXES

APPENDIX 1: Indoor Range Inspection Checklist

Inspected by _____ Date _____

	Yes	No
Controlled Access Door Closed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Number Boards Painted and Visible	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered/Clean	_____	_____
Shooting Benches/Tables Inspected	_____	_____
Scoring Area Established	_____	_____
Supplies available	_____	_____
Ventilation System Working	_____	_____
RSO/RO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First-Aid Kit Filled/Accessible	_____	_____
PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass/Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lights	_____	_____

Comments: _____

APPENDIX 2:

Range Safety Briefing (Events)

Follow this outline when conducting range safety briefings. **Issue** copies of the shooting range rules to all range users. **Conduct** the briefing on the range immediately prior to range use. **Stand** where posted rules, demonstrations, and explanations of range equipment can be included in the briefing. **Involve** range users. Have them read rules from posters and handouts. Ask questions to reinforce understanding. If firearms are used during the briefing, *the RSO/RO must follow the NRA gun safety rules.*

1. PURPOSE OF THE SHOOTING EVENT

- **State** the purpose, e.g., recreational shooting.
- **Provide** an overview of the event.
- **State** the total numbers of rounds and time available.

Range Personnel

- **State** where range personnel will be located.
- **Introduce** range personnel.
- **Explain** that their role is to ensure safety.
- **Indicate** how they may be identified, e.g., orange vest and hat.

2. RANGE LAYOUT AND LIMITS

- **Conduct** a range orientation on, or within view of, the range.
- **Point out** key areas of the range and briefly describe actions that occur within each.
 - Spectator area--Located behind the ready line where visitors and range users may wait and observe activities.
 - Firing point--Shooters may occupy their firing points at the firing line when authorized to do so. Points are numbered and correspond to the target numbers. Shooters may only dry fire at the firing line before an event and should only handle firearms when authorized to do so.
 - Backstop--Located downrange behind the target line. Firearms should point toward the backstop at all times. All firing should be directed forward from the shooters' firing points so projectiles impact within designated impact areas.
 - Cleaning area--Located in the main hall. Cleaning is authorized only in the cleaning area. No ammunition is allowed in the cleaning area.
- **Demonstrate** the proper use of special equipment and explain any special safety practices, e.g., body and hand positions for target carriers, trap machines, etc.

3. RANGE SAFETY RULES

❖ NRA Gun Safety Rules

Three Fundamental NRA Rules for Safe Gun Handling

Ask: What is the first rule of safe gun handling?

- Always keep the gun pointed in a safe direction.

Ask: What does a "safe direction" mean?

- The gun is pointed so that even if it were to go off, it would not cause injury.

Ask: What is the second rule of safe gun handling?

- Always keep your finger off the trigger until ready to shoot.

Ask: Unless shooting, where should the shooter's finger(s) rest?

- The finger(s) should rest alongside the gun, i.e., on the frame, receiver, or trigger guard.

Ask: What is the third rule of safe gun handling?

- Always keep the gun unloaded until ready to use.

(Emphasize that safeties can fail. Safe gun handling rules should be followed all the time!)

Rules for Safe Use

- Know your target and what is beyond.

Ask: What is meant by "know your target and what is beyond?"

- The shooter must be sure that projectiles will safely impact into the backstop.

- Be sure the gun is safe to operate.

- Know how to use the gun safely.

Ask: What is meant by "know how to use the gun safely?"

- Shooters need to know how the gun operates, its basic parts, how to safely open and close the action, and how to remove ammunition.

- Use only the correct ammunition for your gun.

Ask: What is meant by "use only the correct ammunition?"

- Only ammunition designed for a particular gun can be safely fired in that gun. Shooters should ensure that the caliber marked on the barrel, ammo box, and cartridge case match. This is especially true for antique firearms.

- Wear eye and ear protection as appropriate.

Ask: Why should range users wear both eye and ear protection?

- Guns are loud and the noise can cause hearing damage. Guns can also emit debris, hot gas, and cartridge cases that could cause eye injuries.
- Users of air gun ranges, including spectators, need eye protection to prevent injuries from ricochets.

- Never use alcohol or drugs before or while shooting.

Ask: What type of substance is implied by "never use alcohol or drugs... ?"

- Any substance that may impair normal mental or physical bodily functions. Examples include prescription and non-prescription drugs, e.g., cold medicines that may cause drowsiness, nervousness, balance problems, etc.
- Anyone taking any medication or substance that may impair normal mental or physical bodily functions is not allowed on the range.

❖ General Range Safety Rules

Ask range users to read rules as you (RSO/RO) point to range posters or refer to handouts.

- Know and obey all range commands. · Know where others are at all times. · Shoot only at authorized targets.
- Do not handle a firearm or stand at the firing line where firearms are present while others are downrange.
- Stop shooting immediately upon the command of "**Cease Firing:**"
 - Ask:** Why is it important to shoot only at authorized targets?
 - Shooting at different targets, e.g., steel targets, at different distances or angles may result in hazardous conditions.
 - Ask:** What actions should shooters perform during a cease fire?
 - Stop shooting immediately.
 - Await further instructions from the RSO/RO.

NRA Hygiene Guidelines

Explain that NRA hygiene guidelines are intended to minimize exposure to airborne particulate lead and cleaning product residues.

Emphasize that everybody exposed at the range or cleaning area--even if he did not participate in the shooting session--should follow these guidelines. **Remind** range users of these guidelines prior to, during, and immediately after occupying the range.

- Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a gun.
- Wash your hands and face with cold 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.

❖ Site-Specific Range Rules (examples)

Ask: range users to read rules as you (RSO/RO) point to range posters or refer to handouts.

- Machine guns are not allowed.
- Armor-piercing, tracers ammunition is not allowed.
- Muzzle loading firearms are not allowed.
- Targets must be placed at the shooter's eye level to ensure bullets hit the impact area.
- Leave dropped ammunition on the floor until the stage of fire is completed and firearms are benched or grounded.
- Notify the RSO/RO when there is a firearm stoppage malfunction.
- Dry firing is only permitted at the firing line and only when authorized.
- All firearms must remain unloaded with actions open except when on the firing line and authorized to be loaded.
- When firearms are benched or grounded, keep the actions open and ejection ports facing upward so chambers are visible.
- Ammunition is not permitted in the cleaning area.

Ask: Why are shooters required to leave dropped ammunition on the floor until firing is completed and firearms are benched or grounded?

- This policy prevents shooters from unintentionally pointing the firearm at other users while retrieving dropped ammunition, or inadvertently moving in front of the firing line.

Ask: Why are shooters required to notify the RSO/RO of firearm stoppage or malfunctions?

- Notification is critical for safety at the end of the course of fire.

❖ Administrative Range Rules

4. FIRING LINE COMMANDS*

State and explain standard range commands that will be used for specific shooting event(s), e.g., formal competition rules are specified in NRA Rule Books.

- “As you were” means to disregard the command just given.
- “Carry on” means to proceed with what was being done before an interruption.
- “Relay No. --, Match No. -- (or naming the match), on the firing line” means shooters are to move to their firing points.
- “The preparation period starts now” means shooters may occupy their firing points, prepare, and dry fire at the targets.
- “The preparation period has ended” means shooters must stop preparation activities.
- “Load” means shooters are given permission to load authorized number of rounds and prepare for the shooting event.
- “Is the line ready?” allows a shooter with problems to raise an arm and call “Not ready on target “
- “The line is ready” means all shooters are ready to begin.
- “Ready on the right!”; “Ready on the left!”; “Ready on the firing line!” is the sequence of commands that gives shooters their last chance to signal “Not ready.” “Ready on the firing line!” means that targets will be exposed in three to five seconds.
- “Commence firing!” signals shooters to begin shooting. This command may be signaled verbally, by a whistle or horn blast, or by moving the targets into view.
- “Cease firing !” notifies shooters to stop firing immediately and await further instructions. “Cease firing” may be signaled verbally, by a whistle or horn blast, or by moving the targets out of view. Additional commands may follow. **Emphasize** that this command can be given by anyone observing an unsafe condition, e.g., if a person is downrange.
- “Is the line clear on the right?”; “Is the line clear on the left?” means line officers or the RSO/RO check that all firearms are unloaded with actions open and chambers empty.
- “Go forward, score targets, and paste” (or “Change”) authorizes shooters to go forward of the firing line to change targets.
- “Range is clear, you may handle your guns” means a shooters may approach the firing line and handle their firearms since no personnel are downrange.
- “Move out of position and remove your equipment from the firing line” authorizes shooter to remove their gear.

➤ “Police your firing point” means shooters are to pick up fired cartridge cases and clean their firing points.

Ask: What two range commands may be issued by shooters?

- “Cease firing” and “Misfire.”

Ask: What does "misfire" mean?

- That the muzzle loading firearm failed to fire and a hazardous condition may exist. The misfire could actually be a hang fire, which is a delay in the ignition of the cartridge.

Ask: What actions are taken during a misfire?

- Due to the possibility of a hang fire, the shooter keeps the firearm pointed downrange and waits at least 30 seconds for modern firearms, or at least two minutes for muzzle loading firearms, prior to correcting the malfunction.

Ask: Where and when may shooters dry fire?

- Only at their firing points and only when authorized to do so.

*** *Range Commands may be changed based on event or match.***

5. EMERGENCY PROCEDURES

- Take charge of the situation. (Determine seriousness of injury and assigned duties)
- Render aid. First-aid kit should be centrally located.
- Call for help via radio or telephone. Emergency phone numbers and information list should be centrally located.
- Direct help to location.
- Take notes. Emergency report sheet should be located in range SOPs binder (See Appendix 5.)

APPENDIX 3: Emergency Report Sheet

Effective Date: 08/01/2001

EMERGENCY COMMUNICATIONS

Contact	Primary Phone Number	Secondary Phone Number	Primary Frequency	Secondary Frequency
EMS	911		XXXXXXXXXX	XXXXXXXXXX
Police	911		XXXXXXXXXX	XXXXXXXXXX
Poison Control Center	1.800.764.7661		XXXXXXXXXX	XXXXXXXXXX
Range Master	856.435.7485	215.972.5041	XXXXXXXXXX	XXXXXXXXXX
Cellular Phone	609.558.5279			

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.
- RSO/RO will coordinate edging or pulling of targets, if possible, and securing the scene and the injured person's gear.
- RSO/RO will notify EMS at **911** from the nearest telephone/radio located in main PASJ hall and provide the following information:

1. Specific Location or Address of Incident with Directions:

Location: Police Association of South Jersey Indoor Range

Address: 41 East Broad Street Berlin, NJ 08009

Directions: From: Berlin Ambulance building – turn left on White Horse Pike, till WAWA on left hand side make left (East Broad Street), proceed to the end of the street, white building on left.
From: Kennedy Hospital(Berlin) – turn left on White Horse Pike, past Jackson Road, at WAWA make right (East Broad Street), proceed to the end of the street, white building on left.

2. Telephone number that you are calling from: 856.753.5866

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.
- RSO are 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, e.g., physician or EMS. Person listed above will:
 1. Identify self to the injured.
 2. Inform injured of training (American Red Cross Standard First Aid & CPR).
 3. Inform injured of aid offered.
 4. Receive verbal permission from injured (if adult), or parent/guardian (if child) prior to giving care.
 5. Refrain from giving care to a conscious injured person whom objects.
 6. Assume implied permission if the injured is unconscious or unable to respond.
 7. Assume implied permission if the injured is a child with a serious injury and a parent or guardian is not present.
 8. Move the injured only if life is endangered.
 9. Check injured for life threatening condition before providing care. Provide care only within level of training.
 10. Never dispense aspirin or medications; administer activated charcoal or syrup of Ipecac (or other treatments) unless directed by EMS or Poison Control Center.
- RSO/RO will retrieve the first-aid kit located on the ammo locker and assist ARC personnel as needed.
- If the accident involves chemical burns, an eye flush station is located in the kitchen of the PASJ hall.
- If the accident involves a gun shot injury, RSO/RO will notify police and preserve the scene as it appeared at the time of the incident.
- RSO/RO will assign a person to go to the range entrance and direct EMS personnel to the injured.

COORDINATION

- RSO/RO will supervise the situation and ensure fulfillment of emergency procedures by:
 1. Getting names of witnesses and taking statements.
 2. Providing EMS with treatment release forms, medical history information (maintained on employees, staff, and competitive athletes) and next of kin information for the injured.
 3. Notifying next of kin once EMS has examined the injured and prepared for transportation to a medical facility.
 4. Completing injury report forms.
 5. Notifying official of the organization, range, club, etc., concerning activation of the emergency plan.
 6. Notifying insurance company (personnel and/or organization as appropriate).
 7. Evaluating emergency plan for possible revisions.
 8. Filing copies of the injury report form with records as appropriate.
 9. Following up with physician for recommendations and release prior to allowing ill or injured to participate.

RANGE EMERGENCY RESPONSE PACKET

An emergency response packet for this range, dated 09/01/99 is on file with EMS, police and the fire department. The packet contains phone numbers, maps, designations of possible routes, floor plans of buildings, electrical sources, and specified locations of stored ammunition with listings of types.

APPENDIX 4:

Injury Report Form

Name: _____ Date of Injury: _____

Address: 41 East Broad Street Berlin, NJ 08009 Time of Injury: _____

Telephone Number (Day/Evening): 856.753.5866

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: _____

Title: _____

Signature: _____

Appendix 5:

RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS, AND ASSUMPTION OF RISK AGREEMENT

Whereas, in consideration of being permitted to attend a course or instruction in firearms, for the instruction in firearms, for use of premises, and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged. Undersigned agree to the following:

Undersigned agrees to indemnify, hold harmless and defend, the *Police Association of South Jersey* and it's instructors (hereinafter referred to as "**PASJ**"), from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with: Undersigned's presents at and/or participation in the course of instruction; the discharge of firearms by Undersigned. Undersigned presence on or use of the range, buildings, land and premises ("Premises"), and any, and all acts or omissions of Undersigned.

Undersigned furthermore waives for himself/herself and for his/her executors, personal representatives, administrators, assignees, heirs and next of kin, any and all rights and claims for damages, losses, demands and any other actions or claims whatsoever, which he/she may have or which may arise against PASJ (including but not limited to the death of Undersigned and/or any and all injuries, damages or illnesses suffered by Undersigned or Undersigned's property) which may, in any way whatsoever, arise out of, be related to or be connected with: the course of instruction; the Premises, including any latent defect in the Premises; Undersigned's presence on or use of said Premises; Undersigned's property (whether or not entrusted to PASJ); and, the discharge of firearms. PASJ shall not be liable for, and Undersigned, on behalf of himself/herself and on behalf of his/her executors, personal representatives, administrators, assignees, heirs and next of kin, hereby expressly release the PASJ from any and all such claims and liabilities.

Undersigned hereby expressly assumes the risk of taking part in the course for instruction in firearms and taking part in the activities on the Premises, which include, but are not limited to, instruction in the use of firearms, the discharge of firearms and the firing of live ammunition.

Undersigned hereby acknowledges and agrees that Undersigned has read this instrument and understands its terms and is executing this instrument voluntarily. Undersigned furthermore hereby acknowledges and agrees that he/she has read, understand will at all times abide by all range rules and procedures and any other rules and procedures stated by the PASJ.

Undersigned expressly that this instrument is intended to be as broad and inclusive as permitted by law, and that if any provision of this instrument is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. No remedy conferred by any of the specific provisions of this instrument is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. election of any one or more remedy hereunder by the PASJ shall not constitute any waiver of PASJ's rights to pursue other available remedies. This instrument binds Undersigned and his/her executors, personal representatives, administrators, assignees, heirs and next of kin.

UNDERSIGNED:

Date: _____

Signature

Print Name

Appendix 6:

Range Opening/Closing Procedure

1. OPENING

- **Enter** the range and enter your range code.
- **Turn** all lights and fans on.
- **Inspect** the entire range for damage.

Range Damage Found

- **Check** damage logbook for previous listing of damage found.
- **Call** range phone number – record description of damage on voicemail service (this provides a time and date stamp of damage).
- **Record** the damage in damage logbook.

2. CLOSING

- **Inspect** the entire range for damage.
- **Sweep** range floor & pickup all brass.
- **Groom** sand pits.
- **Turn** all lights and fans off.
- **Shut range door.**
- **Enter** the range and enter your range code.
- **Leave** range and lock door.

Range Damage Found

- **Call** range phone number – record description of damage on voicemail service (this provides a time and date stamp of damage).
- **Record** the damage in damage logbook.

DO NOT reveal your range code to anyone!

The range alarm system tracks ALL opening and closings, reporting damage on the voicemail system provides an accurate reporting of damage.