

## Range Administration and Safety Briefing

### Administrative Brief – Sample

Welcome to Range (name of Range).

Introduction of RSO's.

Discuss Sign-In Sheet.

Identify Active Duty & Guests.

Guests must have chit from clubhouse indicating they signed a waiver.

Shooter Categories (1/2/3/4).

Caliber and Number of Rounds Fired.

Discuss Training Objectives.

Task / Purpose.

Course of Fire.

Restrictions / Limitations.

Orient Shooters to the Range.

Right and Left Limits.

Firing Line.

Target Line / Target Pit.

Range Roads, Parking, and Barriers.

Toilets.

### Safety Brief

Safety is our Number 1 Concern!

ALWAYS keep your firearm pointed in a safe direction.

ALWAYS keep your finger off the trigger until your sights are on the target and you are ready to shoot.

ALWAYS keep your firearm unloaded until ready to use.

Be sure of your target and what lies beyond it.

Firearms will be brought and removed cased, and only uncased and re-cased at the firing line and only when the line is HOT. There will be NO handling of firearms whatsoever while the line is COLD.

Should you encounter a stoppage or malfunction STOP shooting, KEEP the muzzle pointed down range, CLEAR or request assistance. Do not leave the range with a round stuck in the chamber.

DO NOT go forward of the firing line for any purpose when the line is HOT.

### Sample Firing Line Commands

Cease Fire (Stop shooting, repeat the command so others can hear, and await instructions from the RSO). If you see an unsafe act, call a cease fire. Say again – anybody can call a cease fire.

Magazines out, Actions open, Clear Chamber, Firearm on Safe, Bench, Ground, or Holster all Firearms (Self-explanatory and then stand back behind your firing point so the Safety Officer can verify firearm is clear and safe).

The Firing Line is Clear / Cold – No handling of firearms for any purpose.

The Firing Line is Ready / Hot – Eyesight and hearing protection on.

Commence Firing / Fire when ready.

### Emergency Actions

DO NOT call 911! RSO will call Range Control and they will contact emergency services.

Know the correct Priority for emergencies:

**Red Blanket** – Immediate communication term to Range Control for an emergency/injury or gunshot affecting life, limb or sight.

**Routine** – Not threatening to life, limb or sight.

**Priority** – Require immediate attention but not threatening to life, limb or sight.

**Urgent** – Severe injury threatening life, limb or sight.

**Mass Casualty** – Multiple priority/urgent needs.

Club medic is monitoring the Range Control Radio Net and will respond to the call.

RSO will command “Cease Fire and Clear Firearms”. Safety Officers will ensure line is clear.

Render First Aid to victim.

RSO will designate and direct road guards as appropriate to guide emergency service vehicles.

RSO will designate someone to assist as notetaker.

### End of Training Actions

Police your firing point of brass and trash.

Retrieve targets, stands, camera, steel, etc.

### Questions?

**Ensure guests have signed waiver statements at the Clubhouse and Paid Fees**

## **Range Administration and Safety Briefing**

### **Request an Occupy Time**

Prior to going Hot on the range, you need to contact Range Control and request an Occupy Time.

“Range Control this is (name of range, i.e., Range 4) requesting an Occupy Time, Over.”

Range control will reply and ask for the number of people being trained and the DODICs being fired. You may not have the final tally, which can be called in when determined.

Note the Occupy Time on the Range Sign-In Sheet.

### **Range Hot Briefing**

Read from the Range Specific SOP Folder.

Or use the Brief at the end of this advisory.

### **Range Communications Checks:**

Maintain 30-minute radio checks with Range Control after going Hot.

Maintain 1-hour checks with S3/OOD after going Hot.

Failure to maintain checks may cause Range Control to call a Cease Fire.

### **Cease Fire:**

If you lose communications with Range Control, for example your radio battery dies, you need to call a cease fire until you resolve the situation.

If an aircraft/helo enters your SDZ you need to call a cease fire.

If a shooting causes a fire on the berm / range / impact area, you need to call a cease fire and notify Range Control.

If there is a negligent discharge or rounds impacting outside the lateral limits of the range, call a cease fire, determine the cause and attempt to resolve .

If a MedEvac is dispatched, all firing will cease.

### **Range Cold Procedures:**

When ready to go cold, contact Range Control and provide the following:

“Range Control this is (name of range, i.e., Range 4), All weapons checked and cleared and request to go cold, Over.”

When Range Control acknowledges they will ask you to call in your End of Day Report and then they will provide the Cold Time.

Note the Cold Time on the Range Sign-In Sheet.

Notify S3/OOD you are Cold, and the time granted.

### **End of Day Training Report:**

As soon as possible after you receive your Cold Time, contact Range Control by telephone and provide your End of Day Training Report.

Range control will ask for the number of rounds fired by DODIC and possibly number of shooters.

### **Closing the Range:**

Walk the line and ensure all brass and trash are picked up.

Clear the pits of targets, steel, trash, etc. You can request an inspection by the OOD to ensure you're not blamed for any discrepancies, if desired.

Remove range flags and lock any access gates.

Replace all items into the range kit and return the kit, radios and *any gate keys* to the OOD office.

Notify the OOD of any issues affecting the range.

### **Telephone Numbers:**

**Range Control: 703-784-5321 / 5322**

**S3 – Officer of the Day: 703-784-5095**

**QSC Clubhouse: 703-463-8214**

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## Range Administration and Safety Briefing

The QSC Standard Operating Procedures (SOPs) are a best attempt at capturing the widest range of common situations you may encounter while running a range. The SOPs are clear in their intent, safety is paramount, and no person has the authority to violate, ignore, change or interpret the directive to bypass safety or range rules. However, with such a diverse membership, not every weapon or situation can be covered in the SOPs.

Any discretion you exercise to assist a member is solely predicated on range and member safety. If a situation arises that may not be covered, conflicts, or creates a situation you feel may not be safe or allowed, consider:

- Use the Range SOP to make determination if you can accommodate the situation
- Contact the OIC or another Range RSO and ask for advice
- Contact the QSC Club Liaison, Steve Mullins, and ask for advice
- Contact the QSC Chief Range Safety Officer to ask for advice

Attempt to keep the situation calm and ask for understanding while the issue is resolved. We know members may be frustrated with delays, but preserving the club's ability to operate, insulating the club from liability and keeping members safe are our primary duties.

### SOP Nuances & Lessons Learned

Each RSO has been appointed, attended the USMC's RSO Class, and the supplemental orientation provided by the QSC. This section details some of the hints, tips and advice we've learned that help the club stay a valued contributor to MCB Quantico.

1. **Safety Mishap** – You call into Range Control, not 9.1.1, but also use the correct terms that the Marines have been trained to recognize and the Priorities of Emergencies. Also, only a medic can authorize a MedEvac, not the RSO or OIC.
2. **Pride in our Work** - We accept responsibility for any range we open which includes keeping the range clean, free of brass and trash. This is the leading complaint the club suffers and is an easy fix, if you hump it in, you hump it out.
3. **Driving on the Range** – That's a no-no for us. Even though you'll see the Marines driving a

variety of military vehicles on the range, up to their 5-tons, we cannot drive our POVs on the range. Their range, their rules, not even worth engaging folks.

4. **Weapons Familiarization** – Each RSO keeps a log of the weapons they are familiar with so we can safely clear any weapon brought onto our range. Since many weapons have clones, annotate from the top level down. For example, one of the most popular rifles is based off the Remington 700 action. You would note the Rem 700 as the Master and then below state to the effect, "And Remington 700 Clones." Same for a Lever action, shotguns, pistols, revolvers, etc.
5. **Weapons Malfunctions** – MCB Quantico states no weapon will leave the firing line in a malfunction condition. You need to clear and safe the weapon. A squib round, or a flintlock with a stuck ball, can create a challenge, but the rule is clear. Use the contact matrix at the beginning of this page and if necessary, contact Range Control.
6. **Radios & Call Signs** - We interface with Marines who have been strictly trained and conditioned on radio and call sign protocols. They know not all of us have a military background, but we need to use the correct call signs to speed any process:
  - a. Range Control – Self-explanatory.
  - b. Officer of the Day – This is the S3 office where you pick up your range gear.
  - c. OOD – This is the call sign of the S3 Officer of the Day, but an OOD is not always present. Many times there may only be a Corporal or a Sergeant on duty. If you call for the S3 OOD and none is present, they may not answer the radio.
  - d. Range to Range – Use the S3 net, not the RC net.
  - e. You may be able to sign out a lapel mic to make hearing the radio easier.
  - f. Battery dying - Try and call the club house and ask they get you a new one, so you do not have to call a check fire while you go to the S3 office to obtain a fresh battery.

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7. **Range 1** – The Precision Weapons Section operates a 300y range that is to the left lateral limit of Range 1 (and separated by the corrugated steel fencing running the length of the range) which is always Hot. Call the S3 when clearing Gate 1 so they can deconflict any PWS Hot firing with you entering that SDZ.
8. **Range 1** – No holster drawing due to the concrete pad, which will cause a ricochet if impacted and possibly cause an injury or fatality.
9. **SAT Range & Range 305** – Understand the SDZ causes conflicts if someone is using SAT Bay 4, which means the first three lanes on R305 cannot be used as they are then in the SDZ.
10. **Range 305** – Do not shoot over the pop-up targets on the right side of the range. If a left side pop-up target is in the up position, notify Range Control and ask for guidance.
11. **Shotgun Range** – Uses a different sign-n sheet so the cost of using the trap or skeet lanes can be calculated and collected.
12. **Auto Fire** – Nope, not yet allowed. This includes binary triggers, which are not allowed on MCB Quantico, and Bump Fire Stocks, which are also now restricted by the ATF.
13. **DODICs** – The Google Drive has a thorough list of DODICs. Keep it easy and only use the CI and CV coded DODICs.
14. **DODIC Clearing** – There may be instances when you call in a DODIC, for example .338, only to find there are overhead restrictions that translate to caliber restrictions. It will ruffle some feathers, but we don't know ahead of time if an air movement will impact caliber selection.
15. **DODIC Restrictions** – You may, for example during hunting season, have a restriction that doesn't appear to make sense. You could be restricted to .223 (a slower velocity round) versus a 5.56 which is a faster round. It comes down to the SDZ and with hunters present behind the berms, they will limit certain rounds to ensure the SDZ.
16. **Civilian Rules & Laws** – You're on a military reservation so citing a civilian rule or law only subjects you to unnecessary scrutiny about your competency.
17. **Animals** – Don't shoot at the wildlife. Call a cease fire until the deer, turkeys, groundhogs, etc., clear the range.
18. **Concealed Carry** – Not on base, simply not allowed. We can't speak to rules for a LEO or if you're covered by LEOSA – contact the Provost Marshal but know it still may not be allowed. Refer back to their base, their rules.
19. **Hearing Protection** – MCB Quantico is moving towards **TWO** forms of hearing protection, for example, foam and protectors. Again, their range and their rules.
20. **SOPs** – Understand they are dated with the new rules. We will continue to issue advisories until a new SOP is approved by MCB Quantico.
21. **E-Mail** – Make sure you're getting our emails so you stay up-to-date with RSO advisories and changes.
22. **Phone Numbers** – Ensure you have the vital numbers programmed in your phone or immediately available.
23. **Dirty Range** – Before calling it into Range Control, make sure it wasn't the QSC who caused the condition. If it was QSC, clean it up please.
24. **Guests** – New DBIBDs requirements. However, a guest not bringing a weapon can be vetted at the gate and allowed entry (for now).
25. **Guest Waivers** – Please do all at the clubhouse to ensure they are complete and fees collected.
26. **Mentoring** – Best to be mentored on each range so you understand the nuances.
27. **Fee** – Use discretion. An E1 showing up to rec fire may not know the rules or requirement to pay. Let them shoot and don't worry about the fee. Build camaraderie, not resistance.
28. **Sign-In Sheets, Status** – If you don't have an Active Duty member, call Steve Mullins and he may be able to get an A/D member to respond so we save range fees. Also ensure you properly annotate all areas on the sheet.
29. **Sign-In Sheets, RSOs** – Make sure every RSO is named on the sign-in sheet.

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## **Range Administration and Safety Briefing**

### **Generic Range Hot Briefing – Also See SOPs for Range Specific Hot Brief**

When ready to go hot (usually 10 minutes + after Occupy), contact Range Control and provide the following:

**“Range Control, this is (name of range, i.e., Range 4) with Hot Request, Over.”**

When Range Control acknowledges, read the following in sequence, but continuous with no breaks:

**“RSO name is (provide name).**

**OIC name is (provide name) and is present on the range complex” OR, “is present on (range name).**

**EMT is present on the range complex.**

**Range flags are posted.**

**The safety vehicle is present on the range complex.**

**The RSO has identified the left and right lateral limits per the range safety card and they are visible and valid at this time.**

**The RSO has read and understands items 1 – 7 and will comply.”**

That concludes your brief and Range Control will acknowledge and provide you a HOT Time that you then note on your Range Sign-In Sheet.

Have the QSC LIVE FIRE Brief available. Ensure you comply with the item 1-7 requirements.

Contact the S-3 / Officer of the Day and advise you are going Hot and provide them the Hot Time Range Control provided.

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