



## STAFF REPORT

### APPLICATION SUMMARY:

Project:	The Blackwater Outdoor Shooting Range
Location:	The property is located on the north side of Rt. 460 (General Mahone Highway), approximately 2 miles northwest from the Town of Waverly.
Tax Parcel Number(s):	Portion of Tax Parcel 16-A-1
Proposal:	Outdoor Shooting Range as a commercial business
Applicant:	Howell Godfrey Jr. 4076 Spring Grove Claremont, VA 23899

### APPLICATION:

The applicant, Howell Godfrey Jr. under CUP #2022-04 seeks a conditional use permit for a shooting range on approximately 20 acres of land. The intent is to have an outdoor shooting range that is available for public use. The property is located on the north side of Rt. 460 approximately 2 miles northwest from the Town of Waverly.

### ELECTION DISTRICT:

Blackwater Election District

### LOCATION:

The location for the proposed shooting range is on tax parcel 16-A-1 which includes 20 acres out of a 167-acre parcel. To the north, there is mostly forested or agricultural lands. To the south, there is Butler's Towing & Repair and a communication tower. To the west, there is Garrison Enterprise, John's Auto Body, and two nearby residences. To the east, the property is adjacent to Sussex Shooting Sports, Emanuel Tires, and forested lands.

### BACKGROUND:

The applicant has entered into a purchase agreement to purchase 40 acres of tax parcel 16-A-1, which is currently zoned for General Agriculture (A-1). The applicant plans to utilize this site to open a publicly available outdoor shooting range. On August 18, 2022, the County amended the Zoning Ordinance for the A-1 district to require a Conditional Use Permit (CUP) for shooting clays,



field and pistol ranges. Therefore, the applicant will need to obtain a conditional use permit in order to proceed his plans for this specific use.

**DESCRIPTION:**

The applicant is requesting a Conditional Use Permit to operate an outdoor shooting range as a commercial business to be available to the public. They will offer lane rentals for firearms such as handguns, rifles, and shotguns. The shooting range anticipates having 3 employees on staff which will be Certified Range Safety Officers. The hours of operation will vary depending on the amount of daylight. The hours of operation would be typically 10:00 am to 6:00 pm for Wednesday & Thursday and 9:00 am to 6:00 pm for Friday through Sunday.

**COMPREHENSIVE PLAN REVIEW:**

The current Comprehensive Plan future land use designation for this property is Industrial. Future industry and investment should build on existing industrial development along U.S. 460 and near Cabin Point Road north and west of the Town of Waverly. This area contains existing facilities (landfill, composting facility, and feed mill) and land being actively marketed for commercial and/or industrial investment (Sussex mega site and Cabin Point site).

**ORDINANCE REVIEW:**

The current zoning designation for this property is A-1. The district is established to protect land and property values, ground water and surface water quality, and other resources. The intent is to provide for the continued security of the county’s agricultural sector by encouraging the orderly and responsible growth of its livestock, dairy, and poultry industry. Limited residential development is anticipated in these areas.

The zoning district only allows this use through a CUP. If the CUP is granted, the applicant will be required to submit a site plan for staff approval prior to construction of any new site improvements, including building expansion.

**STAFF CONCLUSIONS:**

**Strengths:**

1. There are no residences immediately adjacent to the 20 acre site to be developed as part of the shooting range.
2. The use provides an opportunity to bring in a new commercial business.
3. Provides a recreational activity for public use in the form of shooting sports.
4. There are no known publicly available shooting ranges within a 30 miles radius.



**Weaknesses:**

1. Located adjacent to a similar “private” use- Sussex Shooting Sports.
2. The use has the potential to create a noise impact as proposed with shooting to occur completely outdoors.
3. The proposed use is less than 200’ to a major roadway (Route 460)

**AGENCY/DEPARTMENT COMMENTS:**

• **Department of Environmental Quality (DEQ):**

In response to the request below, there is not enough information provided for DEQ staff to determine if there are applicable state environmental laws and regulations for this proposal. The applicant for the local zoning conditional use permit should consult with the DEQ - Piedmont Regional Office to determine if environmental permitting is required. As a reminder if land disturbing activities are proposed, erosion and sediment control plans and Construction Stormwater General Permit coverage may be required prior to commencing construction activities. Additionally, any proposed impacts to surface waters may require a Virginia Water Protection Permit from DEQ.

• **Virginia Department of Transportation (VDOT):**

1) The existing entrance that is proposed for use as the site main entrance shall be improved to accommodate 2-way traffic and shall meet the moderate volume commercial entrance design standard as shown in Figure 4-15 of Appendix F of the VDOT Road Design Manual.

2) Sight distance is sufficient for exiting vehicles, however, we recommend clearing of brush and small trees in order to make the entrance more visible and to provide increased sight distance.

3) A new commercial entrance permit shall be obtained by the applicant from the Department for the proposed site access.

• **Virginia Department of Health (VDH):**

If they planning to construct any facilities that would require a well and septic system, they will need to submit plans to VDH to review.

• **Sussex County Erosion and Sediment Control Program:**

If the project disturbs over 10,000 square feet, Erosion and Sediment Control Plans will be required for County review and approval, and issuance of a land disturbance permit.

• **Public Safety:**

The Public Safety has stated that he is not in favor of the project unless there is a berm for them to be shooting into.



- **Sussex Service Authority**

Question about the use of restrooms or portable potties. What does this do for future development of the remaining property?

**THE PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission recommends approval of the conditional use permit contingent with the following conditions:

1. The hours of operation shall be 10:00 am to 6:00 pm for Wednesday & Thursday and 9:00 am to 6:00 pm for Friday through Sunday.
2. The shooting range itself shall have a minimum setback of 300 feet from Rt. 460.
3. The applicant shall maintain an undisturbed natural or man-made sound buffer/barrier a minimum distance of 200' around the entire perimeter of the shooting area. The buffer shall be enhanced and/or created where insufficient or non-existent, specifically along the front of the property parallel with Rt. 460 to add an additional safety measure and to lessen the noise impact.
4. Impact berms shall be installed at a minimum height of 20' for rifle and 16' for pistols as shown on the conceptual site plan dated 6/6/22, to stop any misdirected rounds that may tend to travel slightly to one side or the other either by accident or ricochet. A side berm shall be added on the east side of the rifle range to provide for additional safety. Side berms shall be a minimum of 15'.
5. All berms shall be free from rocks, stones or objects that may tend to increase the possibility of ricochets.
6. The surface of the entire range shall be relatively clear of any objects, stones, or excessive growth that may tend to enhance the possibility of ricochets, or create bad footing conditions. The entire range shooting area shall be relatively flat and level.
7. A line of target brackets or holders shall be placed on the target area. Materials shall be designed so as not to create any ricochet hazard.
8. The target line shall be placed no more than 20' in from of the impact berm. There shall be a space between each target bracket or holder, approximately equal to the width of one target. The top of the targets, when attached to the brackets or holder, should be approximately 6' off the ground and in a relatively straight and level line.
9. The firing line shall be clearly marked on the ground surface across the entire width of each firing range. The numbered distance shall be placed on both sides of each firing line to indicate the distance from the firing line to the target.
10. There shall be an audible sound system to amplify voice commands. The sound system shall enable the range officer to project loud and clear voice commands to all shooters during actual shooting exercises. An adequate communications system shall be established to allow all shooting officers, and other staff to communicate with one another, and should be conveniently located to minimize the loss of time between an emergency and the call for assistance. The system shall also be capable of contacting the appropriate assistance in case of injuries or other unforeseen emergencies.



11. A control tower shall be placed at the center point of the range, approximately 15 to 20 yards behind the farthest firing line, and provide the range office with a clear unobstructed view of all shooters and the range personnel. The floor decking shall be at least 6' higher than the ground. A flag pole, for displaying a red flag or banner whenever the range is in use, shall be installed close to or attached directly to the control tower. The top of this pole should be at least 26' higher than ground level. The flag or banner should be large enough to be conspicuously viewed from any location in the range area.
12. Adequate lighting shall be provided as determined by the Zoning Administrator.
13. A rest or break area shall be available in a location that is safe from any firing line.
14. A security fence shall be installed to keep other pedestrians and vehicles from entering the shooting area while in use.
15. Adequate parking shall be provided as determined by the Zoning Administrator.
16. The range shall contain some form of storage shed or field office. The structure shall be relatively secure for the storage of target materials.
17. Any future site or building improvements to the site will require site plan review.
18. The existing entrance that is proposed for use as the main entrance to the site shall be improved to accommodate 2-way traffic and shall meet the moderate volume commercial entrance design standard as shown in Figure 4-15 of Appendix F of the VDOT Road Design Manual.
19. The area around entrance shall be cleared of brush and small trees in order to make the entrance more visible and to provide increased sight distance to the satisfaction of VDOT.
20. A new commercial entrance permit shall be obtained by the applicant from the Department for the proposed site entrance.
21. The site shall provide a toilet facility for men and women, handwashing stations, and potable water available for its employees prior to full operation.
22. Suitable access to the range site shall be provided for emergency vehicles. Emergency personnel should be familiar with the access road(s) and location of the range site. Additionally, emergency personnel shall be notified of the hours of operation for the shooting range.
23. Follow EPA Best Management Practices regarding Lead Management and Reclamation.

**Following the Planning Commission Meeting:**

Since the Planning Commission meeting, concerns were raised with regard to allowing this type of use to run indefinitely with the property. Staff discussed this concern with the applicant regarding adding a condition that would limit the CUP to 2 years to construct the shooting range or the CUP will be void. The applicant agreed; therefore, staff recommends adding condition #24, as follows:

**Condition #24. The Blackwater Outdoor Shooting Range shall be in full operation within 2 years of obtaining the CUP or the CUP shall be null and void.**



**ATTACHMENTS:**

- Application
- Statement of Reasons Letter
- Property Description
- Conceptual Plan
- Standard Operating Procedure



## COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
23116 Mehem Road  
COURTLAND, VIRGINIA 23837

September 27, 2022

Michael Poarch  
Community Development  
Sussex County  
P. O. Box 1397  
Sussex, VA 23884

**RE: Blackwater Outdoor Shooting Sports  
TM #16-A-1  
General Mahone Highway (Rt. 460)  
Sussex County**

The Residency has completed its review of the submitted Conditional Use Permit application dated September 16, 2022 and received by the VDOT Land Development Office September 21, 2022 for the Blackwater Outdoor Shooting Sports. We submit the following comments and recommendations:

- 1) The existing entrance that is proposed for use as the site main entrance shall be improved to accommodate 2-way traffic and shall meet the moderate volume commercial entrance design standard as shown in Figure 4-15 of Appendix F of the VDOT Road Design Manual.
- 2) Sight distance is sufficient for exiting vehicles, however, we recommend clearing of brush and small trees in order to make the entrance more visible and to provide increased sight distance.
- 3) A new commercial entrance permit shall be obtained by the applicant from the Department for the proposed site access.

Information about Land Use Permitting as well as the required forms can be found on the VDOT website at:

<http://www.virginiadot.org/business/bu-landUsePermits.asp>.

If you have any questions, please contact me at (757) 346-3068 or [Joshua.Norris@vdot.virginia.gov](mailto:Joshua.Norris@vdot.virginia.gov).

Sincerely,

VirginiaDOT.org  
WE KEEP VIRGINIA MOVING

A handwritten signature in black ink, appearing to read "Joshua R. Norris". The signature is fluid and cursive, with the first name being the most prominent.

Joshua R. Norris  
Land Use Engineer  
Virginia Department of Transportation  
Franklin Residency



**Re: Review of Conditional Use Permit Application for Outdoor Shooting Range**

Robb, Jaime Bauer <jaime.robb@deq.virginia.gov>

Wed 9/21/2022 8:46 PM

To: Michael Poarch <mpoarch@sussexcountyva.gov>

**CAUTION:** This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you know the content is safe.

In response to the request below, there is not enough information provided for DEQ staff to determine if there are applicable state environmental laws and regulations for this proposal. The applicant for the local zoning conditional use permit should consult with the DEQ - Piedmont Regional Office to determine if environmental permitting is required. As a reminder if land disturbing activities are proposed, erosion and sediment control plans and Construction Stormwater General Permit coverage may be required prior to commencing construction activities. Additionally, any proposed impacts to surface waters may require a Virginia Water Protection Permit from DEQ.

Respectfully,

*Jaime Robb*

Deputy Regional Director | DEQ - Piedmont Regional Office | 804-527-5086 | [jaime.robb@deq.virginia.gov](mailto:jaime.robb@deq.virginia.gov)

On Wed, Sep 21, 2022 at 4:25 PM Michael Poarch <[mpoarch@sussexcountyva.gov](mailto:mpoarch@sussexcountyva.gov)> wrote:

Good Afternoon,

We received a conditional use permit application that will be presented to the Planning Commission on November 7, 2022. As part of the review, we wanted to gather initial feedback or comments from each respective agency or department.

**Brief Description**

The application of the Blackwater Outdoor Shooting Range is for a conditional use permit to develop an outdoor shooting range. The property is located on General Mahone Highway (Route 460) where the old Waverly Airport use to be.

Please see the attached documents for your review and reference. Please provide any comments or feedback.

Sincerely,

**M. Poarch**

County Planner

Sussex County Planning & Zoning Department

## Review of Conditional Use Permit Application for Outdoor Shooting Range

Garcia, Karen <karen.garcia@vdh.virginia.gov>

Mon 9/26/2022 1:38 PM

To: Michael Poarch <mpoarch@sussexcountyva.gov>

**CAUTION:** This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you know the content is safe.

Good Afternoon Mr. Poarch

I am the new EHS for Sussex HD, Courtney sent me the plans for the Shooting Range at Waverly.

Would you please confirm with the project's owner if they are planning to construct any facilities that would require a well and septic system? If so, they need to submit plans to VDH to review.

Let me know if you have any questions

Thank you.

--

Karen Garcia  
Environmental Health Specialist Sr.  
Virginia Department of Health, Crater Health District  
Sussex County/Surry County Health Departments

20103 Princeton Rd, Sussex, VA 23884 (Sussex Office)  
Sussex Office Number: (434) 246-8611, ext. 17  
**\*\*Office days: Mondays, Wednesdays, & Fridays**

474 Colonial Trail West, Dendron, VA 23839 (Surry Office)  
Surry Office Number: (757) 294-3185, ext. 10  
**\*\*Office days: Tuesdays & Thursdays**

Re: Review of Conditional Use Permit Application for Outdoor Shooting Range

Frank Irving <firing@ssa-va.org>

Thu 10/20/2022 10:06 AM

To: Michael Poarch <mpoarch@sussexcountyva.gov>

**CAUTION:** This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you know the content is safe.

Michael

The application does not say what they are going to use for restrooms. Do you know if they are going to simply have a portable potty out their or not.

Also am curious to know what does this do for future development of the remaining property.

Sussex Sporting Sports was owned by the Dances who own Dances Sporting Goods in Colonial Heights.

Thanks  
Frank

On Oct 20, 2022, at 9:18 AM, Michael Poarch <mpoarch@sussexcountyva.gov> wrote:

Good Morning,

I just wanted to follow up to see if you have any comments in regards to this Conditional Use Permit Application. As a side note, do any of you have any information about the Sussex Sporting Sports that is on Route 460? If you do, please let me know.

Sincerely,

M. Poarch  
County Planner  
Sussex County Planning & Zoning Department

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From: Michael Poarch

Sent: Wednesday, September 21, 2022 4:24 PM

To: Fowler, Jason <jason.fowler@vdot.virginia.gov>; Jaime Bauer Robb <jaime.robb@dep.virginia.gov>; Reid Foster <rfoster@sussexcountyva.gov>; 'Frank Irving' <firing@ssa-va.org>; Courtney Thomas <Courtney.thomas@vdh.virginia.gov>

Cc: Beverly Walkup <bwalkup@sussexcountyva.gov>

Subject: Review of Conditional Use Permit Application for Outdoor Shooting Range

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Please see the attached documents for your review and reference. Please provide any comments or feedback.

Sincerely,

M. Poarch  
County Planner  
Sussex County Planning & Zoning Department  
<CUP #2022-04- Blackwater Outdoor Shooting Range.pdf> <Location of subject property.pdf>

## RE: Review of Conditional Use Permit Application for Outdoor Shooting Range

Reid Foster <[rfoster@sussexcountyva.gov](mailto:rfoster@sussexcountyva.gov)>

Thu 10/20/2022 10:16 AM

To: Michael Poarch <[mpoarch@sussexcountyva.gov](mailto:mpoarch@sussexcountyva.gov)>

I am no in favor of this. There is no berm for them to be shooting into. Dances Sporting goods owns the Sussex Sporting Sports

**From:** Michael Poarch <[mpoarch@sussexcountyva.gov](mailto:mpoarch@sussexcountyva.gov)>

**Sent:** Thursday, October 20, 2022 9:18 AM

**To:** 'Frank Irving' <[franking@ssa-va.org](mailto:franking@ssa-va.org)>; Reid Foster <[rfoster@sussexcountyva.gov](mailto:rfoster@sussexcountyva.gov)>

**Subject:** Fw: Review of Conditional Use Permit Application for Outdoor Shooting Range

**Importance:** High

Good Morning,

I just wanted to follow up to see if you have any comments in regards to this Conditional Use Permit Application. As a side note, do any of you have any information about the Sussex Sporting Sports that is on Route 460? If you do, please let me know.

Sincerely,

**M. Poarch**

County Planner

Sussex County Planning & Zoning Department

---

**From:** Michael Poarch

**Sent:** Wednesday, September 21, 2022 4:24 PM

**To:** Fowler, Jason <[jason.fowler@vdot.virginia.gov](mailto:jason.fowler@vdot.virginia.gov)>; Jaime Bauer Robb <[jaime.robb@deg.virginia.gov](mailto:jaime.robb@deg.virginia.gov)>; Reid Foster <[rfoster@sussexcountyva.gov](mailto:rfoster@sussexcountyva.gov)>; 'Frank Irving' <[franking@ssa-va.org](mailto:franking@ssa-va.org)>; Courtney Thomas <[Courtney.thomas@vdh.virginia.gov](mailto:Courtney.thomas@vdh.virginia.gov)>

**Cc:** Beverly Walkup <[bwalkup@sussexcountyva.gov](mailto:bwalkup@sussexcountyva.gov)>

**Subject:** Review of Conditional Use Permit Application for Outdoor Shooting Range

Good Afternoon,

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Please see the attached documents for your review and reference. Please provide any comments or feedback.

Sincerely,

**M. Poarch**

County Planner

Sussex County Planning & Zoning Department



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Sussex County, Virginia

Planning and Zoning Department

### **SUBMITTAL CHECKLIST FOR CONDITIONAL PERMIT APPLICATIONS**

In conjunction with Article XV, *Administration and Enforcement* of the Sussex County Zoning Ordinance, as amended, the following information shall be submitted for a Conditional Use Permit Application. Please note that it is the applicant's responsibility to ensure that the application is in compliance with all Federal, State and County regulations.

No application for a Conditional Use shall be certified as complete unless the following information is provided, unless the Zoning Administrator reduces the number of required copies.

- 1. Fifteen (15) copies of the original, executed application and one (1) original executed application. Both the applicant(s) and the property owner(s) must have their signature(s) notarized on page No. 2 of the application.
- 2. The appropriate fees have been submitted with the application. Checks should be made payable to: Treasurer, Sussex County.
- 3. Fifteen (15) copies of a statement of the reasons for seeking such permit, and if applicable, a statement of conditions.
- 4. Fifteen (15) copies of a narrative description of the property which shall include the Tax Parcel Identification Number.
- 5. One (1) copy of the most recent deed(s) for the property(s) associated with the application.
- 6. A concept plan of the property showing all existing and proposed physical improvements and such other information as is necessary to clearly indicate to the Planning Commission and Board of Supervisors that adequate provisions shall be made for compliance with all standards for that particular use and the extent of the property to be so used on a given parcel or parcels. Such document shall be drawn to scale and shall include the following information:
  - 1. A vicinity map at a scale of no less than one (1) inch equals two thousand (2,000) feet
  - 2. Title of drawing
  - 3. Date of drawing
  - 4. Existing wood line
  - 5. North arrow
  - 6. Scale bar
  - 7. Dimensions of property, location, size and elevation of existing buildings and proposed buildings, roadways, sidewalks, parking and loading spaces, and landscaping.
  - 8. Current zoning of parcel(s) to be rezoned, including tax map number(s) and owner(s)
  - 9. Current zoning of adjacent parcel(s), including tax map number(s) and owner(s)
  - 10. Street names including route number and width(s) of the right-of-way(s)
  - 11. Fifteen (15) full size copies, with one (1) reduced 11-inch X 17-inch copy shall be submitted
  - 12. Please note that additional information on the site layout may be requested by the Zoning Administrator during the review process in order to more effectively review the application and prepare the staff reports for the Planning Commission and Board of Supervisors.



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Sussex County, Virginia

Planning and Zoning Department

- 7. Fifteen (15) copies of such supplemental material as may be necessitated by the proposal.
- 8. One (1) electronic copy of all application documents.
- 9. All real estate taxes must be paid and current at the time of submittal; otherwise, the submittal will be refused at the counter. Proof of the most recent tax payment to the County must accompany the application.

I, the undersigned, certify that this application is complete, accurate and contains all required and requested information, documents and other submittals, and that all statements made herein are, to the best of my knowledge, true and correct. I further certify that I have exercised due diligence to obtain the most recent, complete and correct information available. I understand that any section not completed in its entirety may delay processing of this application and the date of the Planning Commission public hearing and that the submittal of a complete application does not guarantee the application will be placed on the next available Planning Commission agenda.

**Howell Percell Godfrey Jr.**

Printed or Typed Name

*H. P. Godfrey Jr.*  
Signature

9/16/2022

Date



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 Sussex County, Virginia  
 Planning and Zoning Department

**APPLICATION FOR CONDITIONAL USE PERMIT**

This application should be used to petition for a permit for certain uses which, because of their unique characteristics or potential impacts on adjacent land uses, are not generally permitted in certain zoning districts as a matter of right, but which may, under the right set of circumstances and conditions be acceptable in certain specific locations. The following application requirements are consistent with the procedures set forth in Section 16-274, *Public hearing on Conditional Use Permit*, of the Sussex County Zoning Ordinance, as amended.

**A. APPLICATION:**

Conditional Use Permit (Are applicant proposed conditions attached?):  Yes  No

The proposed use or activity is listed as a conditional use in the A-1 zoning district as per Section Sec. 34-193 in Article III of the Sussex County Zoning Ordinance.

Proposed Use, Activity, or Type of Improvement: Commercial business - outdoor shooting range

Fair Market Value of Improvements? \$ 100,000

**B. PROJECT DESCRIPTION:**

Project Name: The Blackwater Outdoor Shooting Range

Property Address (if any): 4401 General Mahone Hwy Waverly, VA 23890

Election District: Blackwater

Comprehensive Plan Designation: Recreational

The use permit will apply to 20 acres out of 151 total acres

Tax Parcel Identification # 16-A-1 Number of acres to be effected: 20

Tax Parcel Identification # \_\_\_\_\_ Number of acres to be effected: \_\_\_\_\_

Tax Parcel Identification # \_\_\_\_\_ Number of acres to be effected: \_\_\_\_\_

Proposed Utilities (check all that apply):  
 Public Water  Private Well   
 Public Sewer  Private Septic

Are there any deed restrictions on the property?  Yes  No  
 (If yes, please attach a copy of the deed restrictions.)



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Sussex County, Virginia

Planning and Zoning Department

C. APPLICATION INFORMATION:

Applicant(s) Name(s): Howell Godfrey Jr.

Address: 4076 Spring Grove Ave

City, State, Zip Code: Claremont, VA 23899

Phone No.: 7579456285 Email: howellgodfrey43@gmail.com Fax No.:

Property Owner(s) Name(s): The Town of Waverly

Address: 119 Bank St

City, State, Zip Code: Waverly, VA 23890

Phone No.: (804) 834-2330 Email: amcphaul@town.waverlyva.us Fax No.:

Applicants/Owners Affidavit (including compliance with all deed restrictions and covenants)

This application must be signed by the owner(s) of the subject property or must have attached written evidence of the owner's consent, which may be in the form of a binding contract of sale with the owner's signature or a letter signed by the owner(s), containing written authorization to act with full authority on the owner(s) behalf in filing this use permit application. Signing this application shall certify the owner's compliance with all deed restrictions and covenants, and shall constitute the granting of authority of the County to enter onto the property for the purpose of conducting site analyses and compliance with Federal, State and County regulations.

Applicant: Howell Percell Godfrey Jr.  
Printed or Typed Name

Owner: Angela McPhaul  
Printed or Typed Name

Applicant: H. P. Godfrey Jr. Date: 2/21/2022  
Signature

Owner: AMcPhaul Date: 9/7/2022  
Signature

County of Sussex, Commonwealth of Virginia

County of Sussex, Commonwealth of Virginia

Subscribed and sworn to before me 8/31/22  
Mary Jane Beasley, A Notary Public in and for  
the County of Sussex, Commonwealth of Virginia,  
this 31 day of August, 2022

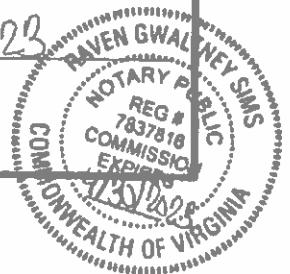
Subscribed and sworn to before me 9/7/2022  
Raven Gwaltney Sims, A Notary Public in and for  
the County of Sussex, Commonwealth of Virginia,  
this 7 day of September, 2022

Mary Jane Beasley  
Notary Public

Raven Gwaltney Sims  
Notary Public

My Commission Expires 12/31/35

My Commission Expires 4/30/2023







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Sussex County, Virginia

Planning and Zoning Department

Owner: \_\_\_\_\_  
Printed or Typed Name

Owner: \_\_\_\_\_  
Printed or Typed Name

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County of Sussex, Commonwealth of Virginia

County of Sussex, Commonwealth of Virginia

Subscribed and sworn to before me \_\_\_\_\_  
\_\_\_\_\_, A Notary Public in and for  
the County of Sussex, Commonwealth of Virginia,  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Subscribed and sworn to before me \_\_\_\_\_  
\_\_\_\_\_, A Notary Public in and for  
the County of Sussex, Commonwealth of Virginia,  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

My Commission Expires \_\_\_\_\_



"Good Things Are Happening in Sussex County!"

Sussex County, Virginia

Planning and Zoning Department

COUNTY OF SUSSEX

DISCLOSURE OF REAL ESTATE HOLDINGS

Applicant Howell Percell Godfrey Jr.

Address 4076 Spring Grove Ave

Claremont VA 23899  
City State Zip

REAL ESTATE HOLDINGS TO BE AFFECTED

Table with 2 columns: Location or Address, Description. Row 1: 4401 General Mahone Hwy Waverly, VA 23890 | 151 acres of woodlands

OTHER OWNERS OF AFFECTED REAL ESTATE

(Not Required for Corporation whose stock is traded on a national or local stock exchange or having more than 500 shareholders.)

Table with 2 columns: Name of Individuals Corporation/Partnership Business Association, Address. Row 1: The Town of Waverly, Inc | 119 Bank St, Waverly, VA 23890

Does any member of the Sussex County Planning Commission or governing body have any interest in such property...?  Yes  No

If yes, names of members:

I do solemnly swear that the foregoing statement(s) and attachment(s), if any, are complete, correct and true. Applicant: Howell Percell Godfrey Jr. Applicant: H. P. Godfrey Jr. Date: 8/31/2022

Commonwealth of Virginia  
County of Sussex

Subscribed and sworn to before me Mary Jane Beasley  
A Notary Public in and for the County of Sussex, Commonwealth of Virginia, this 31 day of August, 2022.

Mary Jane Beasley  
Notary Public

My Commission Expires 12/31/25



THIS DEED, made this 1st day of November, 1934, by and between H. A. Gray and Pearl Gray, his wife, Garland Gray and Agnes T. Gray, his wife, and Ella V. Gray, parties of the first part, and the Town of Waverly, Incorporated, of Virginia, party of the second part.

WITNESSETH: that for and in consideration of the sum of nine hundred six (\$906.00) dollars, cash in hand paid, receipt whereof is hereby acknowledged, the said parties of the first part do hereby grant and convey; with General Warranty, unto the said party of the second part, the following described property, to-wit:

All of that certain piece or parcel of land located in Waverly Magisterial District, Sussex County, Virginia, containing by estimation one hundred fifty one (151) acres, more or less, known as the "Waverly Airport", and described as follows: beginning at a point north of U. S. Route No. 460 where the western boundary of a tract of land belonging to the Virginia Portland Cement Company crosses said U. S. Route No. 460, running westward along the northern boundary of said U. S. Route No. 460 a distance of two thousand eight hundred (2800) feet; thence running northward by a line parallel with the western boundary of the said tract of land belonging to the Virginia Portland Cement Company to a point located two thousand seven hundred ninety eight (2798) feet from the Norfolk and Western right of way; thence eastward in a straight line to a point on the western boundary of the said tract of land belonging to the said Virginia Portland Cement Company located two thousand seven hundred ninety eight (2798) feet from the Norfolk and Western right of way; thence running southward along the western boundary of the said Portland Cement Company's land to the point of beginning. It is expressly understood and agreed, though the measurements of this deed are from the Norfolk and Western right of way, the land located between the Norfolk and Western right of way and the said U. S. Route No. 460, within the confines of these measurements, is not included in this conveyance and remains the property of the parties of the first part.

The said parties of the first part covenant that they have the right to convey the said land to the grantee; that they have done no act to encumber the said land; that the grantee shall have quiet possession of said land, free from all encumbrances, and they, the said parties of the first part will execute such other and further assurance of said land as may be requisite.

Witness the following signatures and seals.

H. A. Gray	(SEAL)
Pearl F. Gray	(SEAL)
Garland Gray	(SEAL)
Agnes T. Gray	(SEAL)
Ella V. Gray	(SEAL)

State of Virginia, County of Sussex, to-wit:

I, H. E. Herbert, a notary public in and for the County of Sussex, State of Virginia, do hereby certify that H. A. Gray and Pearl Gray, his wife, Garland Gray and Agnes T. Gray, his wife, and Ella V. Gray, whose names are signed to the foregoing deed dated the 1st day of November, 1934, have each acknowledged the same before me in my county and state aforesaid. My commission expires September 24, 1935.

Given under my hand this 2nd day of November, 1934.

H. E. Herbert Notary Public.

Virginia: In the Clerk's Office of Sussex Circuit Court December 15, 1934.

This Deed of Sale from H. A. Gray et als to Town of Waverly, Inc. was this day lodged in the said office, and with the certificate annexed, admitted to record at 11 o'clock A. M. and indexed as required by law.

*End*

Tests:

*Jess Hargrave*

Clerk.

*August 20, 1935  
H. A. Gray  
Pearl F. Gray  
Garland Gray  
Agnes T. Gray  
Ella V. Gray*

*41-5-8-61-8-775*

## Statement of Reasons

### The Timberneck Corporation

#### The Blackwater Outdoor Shooting Range Project

The Timberneck Corporation has entered into a purchase agreement to purchase 40 acres of tax ID: 16-A-1, which is currently zoned for General Agriculture (A-1). The corporation plans to utilize this site to open a publicly available outdoor shooting range, The Blackwater Outdoor Shooting Range (BOSR). As such we are required by Sussex County to obtain a conditional use permit to operate this business on the aforementioned property.

All operations will adhere and not deviate from the established Standard Operation Procedure (SOP). This also includes how patrons will enter/exit the range and occupy lanes. BOSR's operation hours will be 10AM – 6PM for Wednesday & Thursday and 9AM – 6PM for Friday - Sunday. These hours will be applicable as daylight permits and may be extended during the summer months. The staff will initially consist of 3 employees, not including ownership. All employees will be 'Range Safety Officer' certified by the National Rifle Association.

- 1 – General Manager
- 2 – Range Safety Officer

We will offer lane rentals for firearms use for handguns, rifles, and shotguns. We will have age restrictions such as listed below. More information can be found in our SOP.

- Individuals under age 18 are prohibited from entering all range facilities. (Does not include special events and sponsored programs)
- Individuals ages 18 - 20 will be permitted to use the range for shotguns or rifles only if not accompanied by an adult 21 or older.
- Individuals under the age of 21 who possess a handgun will not be allowed on the range and will be asked to leave the property unless accompanied by someone 21 or older.

BOSR will have a positive impact on the following areas:

1. Community
  - a. The facilities will be utilized by the Sussex Sheriff Department.
  - b. The business will be a place of recreation for the citizens of the surrounding areas.
  - c. We will offer hunter and youth safety classes.
  - d. This business complements the rural culture of the county.
2. Exclusivity
  - a. This will be the only publicly available outdoor shooting range within a 45-mile radius of the site.
  - b. This will be the only minority and veteran owned shooting range in the state of Virginia.
3. Economic Activity
  - a. Through our exclusivity, the business will increase tourism throughout the area.

H. P. Godfrey Jr. ✓

Howell P. Godfrey Jr.

President, The Timberneck Corporation

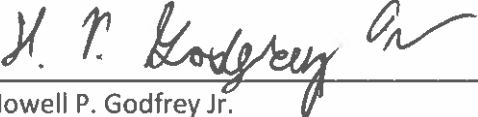
Property Narrative Description

The Timberneck Corporation

The Blackwater Outdoor Shooting Range Project

Tax Parcel Identification Number: 16-A-1

All of that certain piece or parcel of land located in Waverly Magisterial District, Sussex County, Virginia, containing by estimation one hundred fifty-one (151) acres, more or less, known as the "Waverly Airport", and described as follows: beginning at a point north of U.S. Route No. 450 where the western boundary of a tract or land belonging to the Grayland Company LP crosses said U.S. Route No. 460, running westwardly along the northern boundary of said U.S. Route No. 460 a distance of two thousand eight hundred (2800) feet; thence running northward by a line parallel with the western boundary of the said tract of land belonging to the Grayland Company LP to a point located two thousand seven hundred ninety eight (2798) feet from the Norfolk and Western right of way; thence eastward in a straight line to a point on the western boundary of the said tract of land belonging to the said Grayland Company LP located two thousand seven hundred ninety eight (2798) feet from the Norfolk and Western right of way; thence running southward along the western boundary of the said Grayland Company's land to the point or beginning. It is expressly understood and agreed, though the measurements of this deed are from the Norfolk and Western right of way, the land located between the Norfolk and Western right of way and the said U. s. Route No. 460, within the confines of these measurements, is not included in this conveyance and remain the property of the parties of the first part.

  
\_\_\_\_\_  
Howell P. Godfrey Jr.  
President, The Timberneck Corporation







# THE BLACKWATER OUTDOOR SHOOTING RANGE

## STANDARD OPERATING PROCEDURE



THE TIMBERNECK CORPORATION  
DBA: THE BLACKWATER OUTDOOR SHOOTING RANGE  
ADDRESS: 4401 General Mahone Hwy, Waverly, VA 23890  
PHONE: (757) 945-6285  
EMAIL: [blackwater.osr@gmail.com](mailto:blackwater.osr@gmail.com)  
<https://www.facebook.com/BOSR460>

Chief Range Safety Officer: Breyona Dandridge

DEDICATED TO THE PROMOTION OF SAFETY SPORTSMANSHIP AND  
MARKSMANSHIP

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## **CHAPTER 1: CORPORATE INFORMATION**

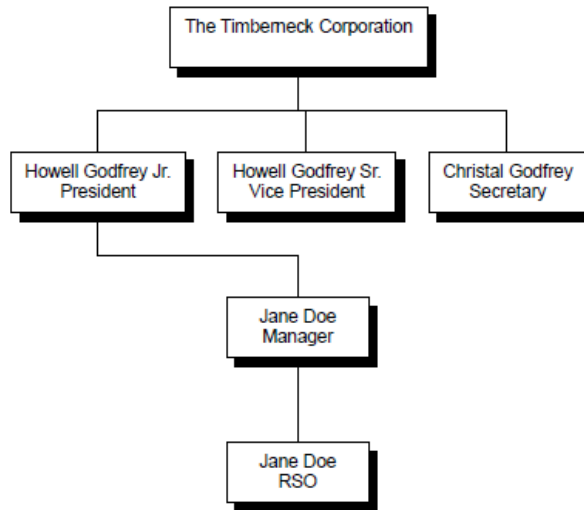
### **A. Preamble**

This procedure outlines the rules and regulations governing the use of the outdoor gun range located at the BOSR facility with the physical address of 4392 General Mahone Hwy, Waverly, VA 23890. While shooting incidents are rare on ranges, the following range rules and regulations are established to ensure safety and discipline for individuals using the range as well as the safety for our neighbors and surrounding properties.

## B. Organizational Chart

### The Blackwater Outdoor Shooting Range (BOSR)

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## CHAPTER 2: SAFETY PLAN

### A. Safety Planning

The expression "safety is no accident" implies the necessity of planning. During weekly range operating personnel staff meetings, safety shall be the first order of business. Observations made during the preceding week shall be discussed and suggestions made to correct or improve effectiveness will be evaluated. A written record shall be maintained of suggestions that are adopted for inclusion in the next revision of this Safety Plan. This plan is a living document, that will be continually evolving, undergoing constant change as safety procedures are enhanced.

This document has been printed and distributed to all range personnel and members, plus notices shall be made both verbally and in writing that copies are available for public review and for purchase at a nominal fee. The annual review date for this document is January 15, at which time this document will be formally reviewed, modified and updated with, if necessary, with revisions formally approved by the Board of Directors.

#### **ALWAYS POINT FIREARMS IN A SAFE DIRECTION**

The **SAFE** direction on this facility is straight down when approaching or departing a range. The **SAFE** direction when on a range is downrange. As this facility is surrounded by populated areas, an unintentional discharge, if carrying the firearm with the muzzle pointed upward, could result in property damage or personal injury.

### B. Planning for Safety

All elements of a safety plan must fit into an integrated package. Safety is a function of what is best described as "the Four E's": which include evaluation, engineering, education, and enforcement.

Another purpose of this plan is to continually **evaluate** the needs of range operating personnel, members and general public shooters as it relates to existing and planned use of the facility (desired activities and procedures). Safety rules will vary somewhat with each activity, i.e., rifle, pistol, trap, skeet, sporting clays, and then there are more subtle differences as it pertains to rim-fire and center-fire firearms.

Since there will be a variety of live-fire activities conducted at this facility, each one must be evaluated as it relates to the overall operation. The primary reason for this constant vigilance and planning is based on design criteria. For example, a smallbore rifle range used for high power rifle, may defeat the original design criteria and would likely result in damage to the range, and possibly create a safety hazard involving projectile escapement. Hence, it is necessary to **engineer** (construct or modify) the range(s) to accommodate a particular live-fire activity. The use of a range facility outside its original design limits, violates acceptable engineering practices and breeches the basic concept of this safety plan. Range operating personnel must be constantly vigilant to ensure that firearms and ammunition calibers used on a particular range are authorized. (See Ammunition Check Section for a notation of authorized firearms/calibers). While it is a good practice to engineer a range to accommodate multiple shooting activities, each must be evaluated against engineering concepts to ensure the activity IS acceptable for a particular

range.

With the engineering phase complete, **education** of both range operating personnel and members, general public shooters or customers is the next step. Training focuses on special criteria to help range operating personnel become proficient in spotting potential hazards and take timely corrective action. During live-firing activities, education and training are constant and ongoing.

All range operating personnel will be trained in the teaching methods of basic marksmanship in rifle, pistol, and shotgun as currently prescribed by the National Rifle Association of America's Basic Firearms Education Courses. Training shall include periods of instruction designed to qualify range personnel as Range safety officers and Safety officers. This training will be designed to enhance safety and reduce risks. Such training also provides greater opportunity for beginning shooters to obtain additional instruction on the basic elements of safety and marksmanship.

The safety of range operating personnel, members and the general public or customers is primary and the reasoning behind the aforementioned training programs. Those persons using this facility expect to have an enjoyable and safe experience. It will be our goal to ensure that will be the case.

Safety rules and emergency procedures shall be written and prominently posted about the facility, to include the final part of the four E's, **enforcement**.

**Enforcement** procedures constitute actions taken to correct errant behavior and shall become an important part of the safety plan. All range operating personnel, members and the general public or customers shall be notified of penalties that may be imposed for violating established operating and safety rules and regulations.

Enforcement includes two types of control: Passive: meaning single shooter no supervision; or Active: meaning either a range safety officer is in charge or any customer or instructors are on hand to maintain close supervision. Passive control is practiced more frequently on ranges where individual members, qualified to do so, are allowed individual unsupervised access. At this facility unsupervised access will only be approved by the Board of Directors, once the individual concerned has demonstrated the desired level of competency, and will be considered an exception rather than the rule. Individuals receiving this privilege will be carefully instructed and evaluated. Those individuals receiving this approval will be maintained in a separate log signed personally by the facility manager. Even with this privilege, a second competent individual must accompany the person that will be shooting to be available to make a call for assistance if it should become necessary.

For all public shooting and basic firearms education exercises, active control shall be required and will be implemented on this facility.

## C. The Safety Plan

The facilities provided are available to club members, organizations, and the general public. The general public shooters will normally be limited to those facilities designated for use by the public. An assigned range safety officer will always be required for any general public activities. Access on to the ranges shall be through the main office or other points so designated on or within the facility.



## **D. Perimeter Gates, Fencing, and Signs**

Weekly, the facility manager will cause a physical check of the perimeter fence, gates and signs. An assigned range volunteer or employee of the range will physically patrol the fence to ensure the fence is intact and the signs on the fence are current and legible. A report of the results of the check will be made to the facility manager and the facility manager will record the results of the patrol in the appropriate log. Once per quarter, minimum, the facility manager will accompany the individual making the fence patrol. (See Appendix 10 for sample log to record the results of the patrols.)

A pathway to accomplish this patrol will be cleared just inside the fence wide enough to accommodate a vehicle. The path for the vehicle is necessary not only to accomplish the patrol, but to effect repairs.

The timing of the patrols will be varied as to the time of day and the day of the week. Patrols may be made more often if deemed appropriate by the facility manager. The fence patrols will be made only during times that the range is in a non-firing status.

Reports indicating a break in the fence or the loss or destruction of signs on the fence will be repaired within two working days. Spare wire and signs will be maintained for this purpose.

It is recommended the individual making this patrol carry a "point-and-shoot" or digital camera capable of taking medium range telephoto photographs. Anyone observed in or around the property or the fence giving the appearance of causing or doing damage to the fence shall be photographed. The photographs will be released to the local law enforcement agency having jurisdiction to investigate the trespass or of the damage to the property; i.e., the fence or the signs on the fence.

## **E. Firearms Check**

All firearms shall be visually checked by either a safety officer or range safety officer, as appropriate, prior to their use. This activity involves the observation of the members or general public customers as they arrive at the field or range to ensure that firearm actions are open and said firearm is not loaded. Signs shall inform visitors to the range, that firearms must be unloaded prior to entry into the parking lot. Further, that all firearm actions must be open prior to removal from the conveyance in which they were transported to the range. Cased firearms may remain cased until they are taken to the field or range firing line. Upon taking their place on a range firing line within the facility, their firearms will be visually checked by a range safety officer as it is uncased (or carried) and set into a gun rack, or carried onto a field, or up to a firing point. Prior to removing a firearm from the case in which it is carried to the range, the action will be opened.

## **F. Ammunition Check**

Range safety officers (rifle and handgun) will check the ammunition intended to be used by the customer to verify it is a gauge or caliber that has been approved for use on that field or range and that the ammunition is the proper gauge or caliber for the firearm to be used. No Armor Piercing, Incendiary, or Tracer Ammunition may be fired on these ranges:

- a. Handgun/ Shotgun Range

- i. All currently recognized handgun ammunition, .22 cal. LR rimfire through .45 Government calibers may be used.
  - ii. Many rifle cartridges have been adapted to handgun use; i.e., in the Thompson Center Contender and the Remington XP100, etc. these firearms are also permitted to be used on this range.
  - iii. Rifles firing the .22 cal LR rimfire and the .22 cal Winchester Rimfire Magnum cartridges may also be fired on this range.
  - iv. In all cases, range safety officers will have the authority to stop anyone from firing any caliber when the shooter demonstrates insufficient skill or control of the firearm where the fired bullets are not striking on or near the target and may cause damage to the range equipment or barriers.
  - v. Members and general public customers that are required to stop firing, as cited above, will be encouraged to use a substantially smaller caliber until they demonstrate a sufficient level of skill where they can return to the larger caliber.
- b. Rifle Range
- i. All currently recognized rifle ammunition, up to .308 caliber may be used.
  - ii. In all cases, range safety officers will have the authority to stop anyone from firing any caliber when the shooter demonstrates insufficient skill or control of the firearm where the fired bullets are not striking on or near the target and may cause damage to the range equipment or barriers.
  - iii. Members and general public customers that are required to stop firing, as cited above, will be encouraged to use a substantially smaller caliber until they demonstrate a sufficient level of skill where they can return to the larger caliber.

## **G. Safety Plan Reference**

All range management and operating personnel shall be required to reference this safety plan during the planning phase of any modifications to existing ranges, prior to effecting any new installations, or the construction and use of any existing facility or any use of any range or field, that ensures such use would not be outside current design specifications.

Any revisions made to this document shall include a record of when and by whom said revisions were made and accompanied by signatures of the Board of Directors and corporate officers approving same.

All revisions shall stipulate which portions are superseded and/ or replaced and all previous copies distributed shall be destroyed and. Or public notice given to those possessing same to destroy outdated material. The review date for this document is \_\_\_\_\_,

And thereafter on January 15 of each succeeding year. Updated copies of this document will then be ready right after the first of March following the annual review.

Any exceptions to the rules or regulations as defined herein shall be noted and advisory bulletins issued to specify the duration of such exceptions and the implications, if any. Exceptions may be found after each rule to which a specific exception might apply. For example, alcoholic beverages may be consumed on the premises during parties and award presentations so long as all ranges are closed and all firearms are secured. (if this provision were to be considered, it is obvious that strict and positive controls must be imposed.)

The consequence of a person's failure to comply with the provisions of this safety plan may result in additional instruction, a warning, the suspension of range privileges for a specified period of time, permanent suspension of range privileges or legal action. If range operating personnel or an employee is involved in inappropriate behavior, disciplinary actions may warrant verbal and/ or written warnings, and/ or dismissal. A notation of said disciplinary actions, if any, shall become a part of the range operating personnel or employee's personnel record.

## CHAPTER 3: RANGE OPERATIONS

### A. Purpose

This procedure outlines the rules and regulations governing the use of the outdoor gun range located at the BOSR facility with the physical address of \_\_\_\_\_.

While shooting incidents are rare on ranges, the following range rules and regulations are established to ensure safety and discipline for individuals using the range as well as the safety for our neighbors and surrounding properties.

### B. General

Live fire conducted at the range is designed to provide authorized personnel access to a facility where they can become proficient with firearms and practice both individual and group shooting sports.

Individuals using the range shall become familiar with these safety rules and procedures prior to using the range. The range safety rules and procedures help to provide range supervision and allow for enforcement of these rules to reduce or eliminate incidents from occurring.

All users are required to abide by and enforce these rules. All users are expected to politely point out to any user in violation of these rules, the nature of the violation, request they stop and if continued violation occurs, report the incident along with the violators name, if possible, to the Range safety officer on duty or the Surry County Sherriff's Department for further action.

#### **Definitions**

**Approved Firing**: deliberate, controlled and aimed fire, which results in every shot hitting the impact berm.

**Firing Line**: that part of the range where shooting benches are placed designated as a Live Fire Activities area.

**Live Fire Activities**: an activity that involves the firing of a gun. Individuals involved in a live fire activity include the shooter, Range safety officer, and supporting personnel such as score keepers, timers, and other individuals participating in a shooting activity on a Hot Range.

**Range safety officer**: an employee or designee of BOSR that is charged with monitoring and enforcing all rules outlined in this SOP as they pertain to the outdoor range use.

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

**Uncontrolled Firing**: firing from the hip, firing a rifle/carbine/shotgun without the butt of the stock against the shooter's shoulder, or any other type of firing in which the firearm is not aimed by having the shooter's eye aligned with the firearm sights and the sights aligned with an approved target.

**Cease Fire**: shooters stop shooting, firearms are cleared of all ammunition and placed on shooting bench with actions open and muzzle pointed down range.

**Hot Range:** no Cease Fire is in effect; guns may be handled and fired.

**Cease Fire Range:** Cease Fire is in effect, stay away from shooting benches and **NO HANDLING FIREARMS.**

## C. Facilities for Use

Live-fire shooting is normally limited to the following ranges and equipment:

1. Handgun/ Shotgun Range: Handguns up to .45 caliber and shotguns any gauge. (No magnum, tracer or armor-piercing ammunition)
2. Rifle Range: Rifles smaller than .50 caliber centerfire. (No tracer or armor-piercing ammunition)

## D. Range Use Requirements

The use of the BOSR outdoor gun range is covered by these Standard Operating Procedures (SOP's). These SOPs define what every person engaged in live-fire activities must know prior to being permitted to use the outdoor range facility. These SOPs define what every member and public participant must know to utilize the BOSR outdoor range. These SOPs are available from the BOSR office and website <https://www.facebook.com/BOSR460>.

### Restrictions

The following are strictly prohibited on BOSR property:

1. **ALL CELL PHONES SILENT.** To be courteous to all shooters concentrating on hitting their target on the range, all cell phones are to be placed on silent.
2. No shooting at wildlife.
3. No shooting cross-range.
4. Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) that will affect his or her ability to participate with a maximum state of awareness and in a completely safe manner, before or during live fire activities. The Range safety officer will deny range access to anyone that is or appears to be in violation.
5. **50 BMG CALIBER FIREARMS ARE PROHIBITED**
6. **FIRING OF ARMOR-PIERCING OR TRACER AMMUNITION IS PROHIBITED.** Armor piercing ammunition means a projectile or projectile core which may be used in a firearm and which is constructed entirely, excluding the presence of traces of other substances, of tungsten alloys, steel, iron, brass, bronze, beryllium copper, or a combination of tungsten alloys, steel, iron, brass, bronze, or beryllium copper.
7. No bullet impacts off the range, into buildings, signs, storage containers, sheds, or any other structure or range feature not a BOSR approved impact area.
8. No repeated misses of the target board, or bullet strikes that ricochet causing a danger of bullets leaving the range.
9. No disruptive activities, such as loud music or children that are not supervised properly on the firing line.
10. No loaded firearms are allowed on the BOSR property other than on the Firing Line under a Hot Range condition
  - a. Exceptions to this are for BOSR employees, BOSR members and customers who are properly licensed Virginia Carry & Conceal Licensed individuals, and Law Enforcement personnel.

## **E. Allowable Firearms**

1. Handguns up to 45 Long Colt do not need to be checked in with the Range safety officer on duty.
2. Handguns with a caliber of .45 and larger along with AK and AR style pistols must be checked in with the Range safety officer on duty.
3. Rifles (shoulder fired) - all calibers with the exception of those identified in the "Restrictions" section above.
4. Muzzle loaders - all types. Those individuals shooting muzzle loaders must check in with the RSO for bench assignments so as to not interfere with other shooters with the smoke discharge when firing.
5. Shotguns - all types.

## **F. Range Safety Officers**

All RSO on duty are required to have taken the NRA Range safety officer training and possess a certificate identifying them as an NRA certified RSO.

Range Safety Officers (RSO) are required as part of open shooting at the outdoor range. Everyone using the BOSR range must first watch the safety video and receive a validated video card to be used as a challenge system by the RSO before anyone can start a live fire scenario. A designated RSO will be in charge of the firing line(s) and range at all times.

The RSO on duty is tasked with:

- Ensuring that all BOSR members, guests, and customers adhere to the rules and SOPs in this document.
- Stopping and addressing any and all unsafe behavior. The RSO will address an individual to inform and point out all unsafe behavior and ensure that they are aware of any safety concerns. The RSO may call a "Cease Fire" and address the entire line at his/her discretion.
- Escorting anyone (to include members) off the range if the person(s) is deemed a safety risk to others on the range.
- Require anyone shooting on the range be given additional training before being allowed to shoot on the range again.
- Reporting to BOSR management any incidents on the range to include:
  - Accidental discharges
  - Personal injuries such as slide bites, forehead scope hits, and etc. that draw blood
  - Trespassers - to include wildlife, pets, and unauthorized people
  - Any other incidents deemed reportable

## G. Range Rules

The rules for using the range are outlined as follows, along with noting any unique rules.

### Liability Waiver and Age Restrictions

All users of the BOSR range must fill out and sign a liability waiver on each day that they use the range. Members must have a current and signed liability waiver on file before using the range.

- Individuals under age 18 are prohibited from entering all range facilities.
- Individuals ages 18 - 20 will be permitted to use the range for shotguns or rifles only if not accompanied by an adult 21 or older.
- BOSR rules on age and gun possession are in line with federal and state laws.
- Individuals under the age of 21 who possess a handgun will not be allowed on the range and will be asked to leave the property unless accompanied by someone 21 or older.

## H. Range Training Requirements

All potential users of the BOSR range must complete a range orientation. The orientation may be one or any combination of a safety video, in-person briefing, and formal classroom training. The amount of training will be determined by the BOSR management and/or RSO on duty.

Each potential user of the BOSR range will be given a card indicating that they have seen the required safety video which is endorsement for use of the range. Members will only be issued their membership card upon completion of watching the required safety video.

**NOTE:** The RSO on duty is tasked with the authority to require anyone shooting on the range be given additional training before being allowed to shoot on the range again and revoking their range use endorsement card.

## I. General Range Rules

1. Everyone is required to adhere to the written Range Safety Operating Procedures (SOP).
2. All scheduled event use of the range shall take precedence over any individual or personal activity - **NO EXCEPTIONS**.
3. All vehicles shall be parked in the designated parking area, unless authorized by the BOSR management.
4. Range is to be used as posted, or as directed by the RSO on duty.
5. BOSR members must sign in at the desk prior to using the range and must have their membership card in their possession in order to receive discounts & benefits.
6. All patrons must sign in at the desk, and pay for their range use, targets, ammunition, and any other consumables that they may need on the range, as a receipt is necessary to show the RSO on duty in order to get an assigned bench. Signing in at the desk prior to using the range also allows for any updates on special activities that may need to be made known to everyone.
7. Targets may be purchased in the store. Personal targets may be used if they meet the requirements of BOSR. Plastic bottles, glass targets, tin or aluminum cans, explosive targets, and any other exotic items may not be used as targets at any time without the permission of the BOSR management and then only in a closed range or shoot/match scenario. **Each shooter on the**

**range must clean up their bench and targets down range prior to leaving - this will be enforced by the RSO on duty.**

8. Exercise caution not to accidentally discharge guns in the direction of range property, range signs, and stationary furniture.
9. All shooting can only be done from the firing line.
10. Offhand, sitting, and prone shooting of center fire rifles is only allowed by allocated bench positions assigned or observed by the RSO.
11. If your rounds are not going to hit solidly in the berm - **DO NOT FIRE!**
12. Police up your brass and spent caps when finished shooting. All targets are to be removed from down range when finished shooting - but only during an RSO called "Cease Fire".
13. All shooters and spectators on the firing lines and staging areas must wear ear and eye protection. Safety ear and eyewear is available for rent in at the desk.
14. As part of the range safety procedures, all safety rules will be followed.
15. Vaping is prohibited on the range.
16. **ALL firearms must be unloaded**, cased, or actions open when taken to and from the firing line.
17. Inexperienced shooters are to advise the RSO if assistance is needed.
18. When a "Cease Fire" is called by an RSO, **stop all shooting and wait for instruction from the RSO.**
19. **NO firearms are to be handled or moved until the RSO gives a Hot Range command.** All firearms in need of cleaning or repair during a "Cease Fire" must move to a designated repair area as identified by the RSO.
20. Firing in a careless manner will not be tolerated. Shoot at your target only. Do not shoot at any elevation that will allow a bullet to travel over the backstop berm. **Any bullet strikes to facility equipment, structures, or the like other than a designated target carry a fine/fee to cover costs of replacement and/or repairs.** Those individuals firing in a careless manner will be dismissed from the range for the rest of the day. A Safety Incident Report will be filled out by the RSO and will be reported via radio to the staff & desk clerk for collection of fees. See "Replacement and Repair Costs" chart at the end of this document to be used by the RSO to determine fines/fees to be assessed.
21. **NO open carry of a loaded firearm on your person is allowed.** The RSO and staff along with Law Enforcement personnel are the exception.
22. RSO commands and range rules must be accepted at this range. Challenge to any rule or RSO command may be made in writing or in person to the BOSR management.
23. Any adult supervising a child will not be allowed to shoot on the range leaving the child unsupervised.
24. The minimum age to shoot on the range by one's self is 18 for rifle/shotgun and 21 for handgun.
25. The RSO on duty will be equipped with first aid supplies, basic tools, and radio for communications with other RSO and staff.
26. **Keep your area used clean - the RSO will enforce this.** Please respect the equipment and clean up your area when you are through shooting. If you move something, **PUT IT BACK.** If you break something, **REPORT IT** so it can be repaired for future use. If you make a mess - **CLEAN IT UP.**

## **J. Hours of Operation**

Monday – Tuesday: CLOSED

Wednesday – Thursday: 10AM – 6PM, or dark, whichever comes first

Friday – Saturday: 9AM – 6PM, or dark, whichever comes first

## **K. Staff Meetings**



All staff and employees will attend the weekly staff meeting either in-person or via virtual access, such as Zoom. Meetings and schedules for the next 30 days will be posted by the manager by the 15<sup>th</sup> of the current month.

## L. Alcohol/ Drug Policy

Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) that will affect his or her ability to participate with a maximum state of awareness and in a completely safe manner, before or during live fire activities. The Range safety officer will deny range access to anyone that is or appears to be in violation.

## M. Personnel Responsibilities

### Manager

1. Maintain all range facilities.
2. Ensure RSOs receive written range schedules no later than Thursday for the following week. Schedules should include matches, recreational fire, and any special instructions.
3. Conduct CRSO and RSO training as needed using the NRA Range Safety Officer Training Program.
4. Ensure proper range flags are displayed as required. Raise and lower range flags pre and post range operations.

### Range Safety Officers

The manager must first approve anyone desiring to become an RSO. RSO status is accomplished by attending an RSP class given by an NRA certified instructor. Information on dates and times for these classes can be obtained via <https://rso.nra.org/>

1. Check in with the manager a half-hour prior to the first scheduled live fire.
2. Present membership identification card with RSO stamp.
3. Obtain the following:
  - a. Wavier and Release from Liability agreement forms
  - b. Range Use agreement forms
  - c. Radio
  - d. First-aid kit
  - e. Range binder
  - f. Flags
  - g. Any special instructions
4. Test the radio to ensure it works correctly.
5. Conduct range inspection using the appropriate range checklist. Handgun/ shotgun range, Rifle range (Appendix 8)
6. Check that all shooters have current receipts and/ or membership cards, and that all shooter and visitors fill out wavier and release from liability and range use agreements. **Ensure at least two individuals (RSO + one) are on the range at all times.**
7. Conduct range safety briefing. (Appendix 9)
8. Request permission to conduct live fire from the manger.
9. Conduct live fire in accordance with the General Rules of this chapter. Failure of shooters to abide by the procedures listed in this chapter will result in immediate eviction from the range and possible suspension of future shooting privileges. Report all incidents to the manager.

10. Announce "Change in status in \_\_\_ minutes before calling the range cold. (Normally 10 minutes)
11. Notify the manager by radio when live fire is finished and request a range inspection.
12. Turn in all gear.

### Instructors

The manager must first approve anyone desiring to become an instructor. All instructors must be RSO certified, instructor certified, certified in the course to be instructed, and certified on the firearm(s) to be utilized during instruction.

1. Check in with the manager a half-hour prior to the first scheduled course.
2. Present membership identification card with RSO stamp.
3. Obtain the following:
  - a. Wavier and Release from Liability agreement forms
  - b. Range Use agreement forms
  - c. "Hold Harmless" agreement forms
  - d. Radio
  - e. First-aid kit
  - f. Range binder
  - g. Flags
  - h. Any other needed instructional materials
4. Test the radio to ensure it works correctly.
5. Conduct range inspection using the appropriate range checklist. Handgun/ shotgun range, Rifle range (Appendix 8)
6. Check that all shooters have current receipts and/ or membership cards, and that all shooter and visitors fill out wavier and release from liability, range use, and "hold harmless" agreements. **Ensure at least two individuals (RSO + one) are on the range at all times.**
7. Conduct range safety briefing. (Appendix 9)
8. Request permission to conduct live fire from the manger.
9. Conduct live fire in accordance with the General Rules of this chapter. Failure of shooters to abide by the procedures listed in this chapter will result in immediate eviction from the range and possible suspension of future shooting privileges. Report all incidents to the manager.
10. Notify the manager by radio when live fire is finished and request a range inspection.
11. Turn in all gear.

### Customer

1. All shooters must check in with the designated RSO in the scheduled range.
2. All shooters and spectators must fill out a wavier and release from liability and range use agreements.
3. All shooters attending instructional courses at the range complex must fill out a "hold harmless" agreement.
4. Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
5. All shooters are responsible for their guns and ammunition while on the complex.
6. Guns 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.)
7. Only load guns on the firing line after the RSO has given the command to load.
8. Do not point guns at anything other than authorized targets.
9. Fire only at your own target.
10. Give the command "Cease firing" if an unsafe condition exists.
11. Follow all instructions from the RSO.

12. Assist in policing the area of brass and any other debris.
13. No pets are allowed on the range complex.

## **N. Medical Support**

In the event of a medical emergency, call 911 and notify the staff immediately.

## **O. Hold Harmless Agreement Form**

A "hold harmless" agreement form will be completed annually by each RSO and given to the manager by January 30<sup>th</sup> of the current year. (Appendix 7)

## **P. Wavier and Release from Liability Agreement Form**

A wavier and release from liability agreement form will be completed by each customer prior to occupying the range for each visit and submitted to the staff. (Appendix 6)

## **Q. Range Use Agreement Form**

A range use agreement form will be completed by each customer prior to occupying the range for each visit and submitted to the staff. (Appendix 5)

## **R. Range Safety**

### **Range Commands**

To indicate emergency or hazardous conditions:

#### **"CEASE FIRE"**

To stop all shooting routinely or, in the case of an emergency, immediately. Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from the trigger, unload and clear the firearm placing the firearm on the bench with chamber in view and wait for further instructions.

#### **"MISSFIRE"**

To notify the RSO and other participants that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist.

To prepare the range for live fire:

#### **"MOVE FORWARD"**

To get shooters into position to prepare to begin shooting. Shooters will move from behind the ready line to their assigned position. **DO NOT TOUCH FIREARM!** Get comfortable, adjust your position make sure you are on the correct side of the bench.

#### **"PROTECTIVE GEAR ON"**

To prepare the shooter for a safe experience. Shooters should put on first their eye protection then ear protection.

**"YOU MAY PICK UP YOUR FIREARM"**

To prepare line for firing. Shooters will pick up their firearm, sight in on the target, make any final adjustments and prepare to load.

**"LOAD"**

To notify the shooters that they may load their first round. Shooters will load their first round and keep finger off the trigger and stand ready for the next command.

**"IS THE LINE READY?"**

To determine if all shooters along the line are ready. All shooters NOT ready should indicate their status to the RSO. Sufficient time will be allowed for the shooter to complete his/her preparation.

**"READY ON THE RIGHT?"**

To declare that the shooters have indicated they are ready on the right side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready or to complete the process of getting ready before the final command has been given.

**"READY ON THE LEFT?"**

To declare that the shooters have indicated they are ready on the left side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready or to complete the process of getting ready before the final command has been given.

**"READY ON THE FIRING LINE?"**

To notify all shooters that the range is about to be under live fire and that if anyone is not ready at that point, he/she should notify the RSO; Otherwise await the next command. Shooters simply await the next command.

**"COMMENCE FIRING" or "HOT RANGE"**

To declare the range formally open for live fire. The shooters may commence the prescribed course of fire.

**To STOP FIRING and declare the range SAFE:**

**"SHOOTERS, YOU HAVE \_\_\_\_\_ MINUTES REMAINING"**

To alert all shooters that a general cease fire is about to be called and to allow the slower shooters to complete the course of fire.

**"CEASE FIRE"**

To stop all firing. All shooters shall open the bolt/cylinder, clear the chamber, remove the magazine - unload the cylinder and lay the firearm down with the bolt/cylinder open and wait for further instructions.

**"COLD RANGE"**

To inform the firing line that the range is safe. The RSO is telling all shooters that all guns are unloaded.

Other Common Commands:

**"ON THE FIRING LINE"**

To tell shooters to take their assigned place at their firing point and prepare to fire, but do not load.

**"CEASE FIRE - ACTIONS OPEN, SAFETIES ON!"**

To notify the shooters to stop firing immediately and all chambers and magazines are unloaded and shooters leave the firing line with the actions of their firearms open.

**"GO FORWARD, SCORE TARGETS AND PASTE"**

Authorizes shooters to move downrange to score, change, remove or repair target faces.

**"RANGE IS CLEAR, YOU MAY HANDLE YOUR FIREARMS"**

Shooters may approach the firing line and handle their firearms since no personnel are down range.

**"MOVE OUT OF POSITION AND REMOVE YOUR EQUIPMENT FROM THE FIRING LINE"**

Authorizes shooters to remove their gear.

**"POLICE YOUR ASSIGNED FIRING POINT"**

Shooters are to pick up their spent ammunition and clean their firing point of all debris.

**"AS YOU WERE"**

Means to disregard the previous command just given.

**"CARRY ON"**

Means to proceed with whatever was being done before the interruption occurred.

**"REMOVE PROTECTIVE GEAR"**

Shooters may remove protective gear.

**"MOVE BACK BEHIND THE READY LINE"**

Means to move behind the ready line and wait for further instructions from the RSO.

**"YOU MAY GO CHECK YOUR TARGETS"**

Shooters may move downrange to the target area.

## **S. Firearms Carry & Handling**

1. Except when shooting on the range, all firearms outside a case "open carry" must always be unloaded, with the magazines/cylinders out and chamber empty.
2. Firearms in a bag or case must remain in the bag or case when transporting them between the parking lot, clubhouse, and range.
3. Hot Range Procedure: proceed to a shooting bench as directed by the RSO. Uncase the firearm with the muzzle pointing downrange ensuring the action is open, only take out magazines and ammunition out of the case for the firearm to be shot. Only one firearm on the firing line bench at one time.
4. Cease Fire Procedure: Remain behind the firing line and do not uncase any firearms until the

cease fire has been completed and the range is back to a hot range status. Uncase the firearm with the muzzle pointing downrange ensuring the action is open, only take out magazines and ammunition out of the case for the firearm to be shot. Only one firearm on the firing line bench at one time.

## **T. Cease Fire Procedure**

1. When a verbal "Cease Fire" is heard all shooting must stop immediately, unload firearm ensuring the chamber is empty and remove magazines.
2. Fix actions open and insert empty chamber flag
3. Place firearms on the bench with muzzles pointed downrange, or in a proper rack with muzzles pointing up.
4. Before anyone moves downrange, all persons must move behind the firing line and acknowledge the cease fire verbally or visually to the RSO.
5. Fly Cease Fire Flag (white flag)
6. Absolutely no firearm handling during a cease fire. Everyone is either downrange at the targets, picking up brass in front of the firing line, or behind the firing line.
7. Brass forward of the firing line may be picked up during a cease fire, but the person must then return behind the firing line without stopping at the shooting bench.
8. Anyone handling a firearm during a cease fire or carelessly sweeping people on a Hot Range should be reported to the RSO.

AT ALL TIMES THE NRA GUN SAFETY RULES MUST BE OBSERVED:

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

## **U. Firing Line Rules**

1. Eye protection is mandatory at all times on the range to include staging areas. Designated spectator areas do not require eye protection, but it is recommended.
2. Ear protection is mandatory at all time in all range designated areas during Hot Range (live fire) activities. Designated spectator areas do require ear protection.
3. Each firing position is labeled to a corresponding target stand position. Shooters must only shoot in their prospective shooting lane.
4. While firing off a bench or otherwise, bullets may not leave the impact area. The shooter must not be able to see above the berm (no blue sky). Anyone caught firing over the berm will be escorted off the range by the RSO after calling a Cease Fire. No warnings will be given.
5. During a cease fire, all firearms are to be unloaded and empty chamber flags inserted into the chamber.
6. No one is allowed forward of the firing line unless the range has been declared safe by the RSO.
7. Once on the firing line, a firearm's muzzle must be pointed down range at all times.
8. Loaded firearms must be pointed down range with barrel horizontal at all times.
9. Only one firearm and matching ammunition is allowed on the bench at one time.
10. Only shooting from the bench is allowed, unless approved by the RSO.
11. Shoot only at designated targets.
12. If there is a misfire be sure to keep the muzzle pointed down range (preferably on target) for at least 45 seconds, in case it is a hang fire.

13. After a misfire or jam, the firearm must be cleared. A misfire is when a cartridge does not fire after the primer has been struck by the firing pin. A hangfire is a perceptible delay in the ignition of a cartridge after the primer has been struck by the firing pin. The normal procedure for handling misfires or hangfires is to:
  - i. Keep the gun pointed downrange (safe direction).
  - ii. Wait at least 30 seconds in case it is a hangfire. With muzzleloaders, wait at least two minutes.
  - iii. Squib load is when there is less than normal pressure or bullet velocity after ignition of the cartridge and the bullet gets lodged in the barrel. The normal procedure for handling a squib load is:
14. Stop firing immediately
  - i. Keep the gun pointed downrange
  - ii. Unload the gun - make sure the chamber is empty
  - iii. Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.
15. Only one shooter's target is allowed per frame, unless approved by the RSO.
16. Smoking is not allowed under any circumstance on the range, staging areas, or spectator areas. Smoking is only allowed in a designated area outside the clubhouse.
17. IN ALL CASES THE RSO'S DECISIONS ARE FINAL AND BINDING. HIS/HER DECISIONS ARE BASED ON THE CURRENT SITUATION AS IT EXISTS, AND HIS/HER JUDGEMENT DICTATES. THE RSO'S DECISIONS MAY SUPERCEDE THE GENERAL PRINTED RULES OR SOP.

## **V. Range Rules Specific to Black Powder Firearms**

1. No smoking around black powder firearms period. This includes any black powder firearms situated in a designated smoking area.
2. No charging of muzzleloaders from powder cans or flasks. They are only to be charged from a powder measure, pre-measured charges, or pellets.
3. Muzzleloaders are to be loaded at the tables behind the firing line, but they are to remain visibly uncapped (such as in the half-cock position, or in the case of flintlocks the pan unprimed with the frizzen open and hammer down) until they are on the firing line and ready to fire.
4. Powder containers are not to be brought up to the firing line. They should be kept on the staging area tables/benches behind the firing line. Close all powder containers when not in use. Only small quantities of priming powder are allowed on the firing line.
5. Muzzles must remain pointed vertically until the loaded firearm is brought to the firing line. Once primed or capped, the muzzle must remain at or below the horizontal position.
6. Clearing a misfire
  - i. Wait a minimum of two minutes to ensure that the gun will not go off due to hangfire.
  - ii. Remove the cap or check the flint. Clear the flash channel to ensure the flash will reach the powder, then recap or prime. Attempt to fire.
  - iii. If it still fails to fire, use a hand-held CO2 discharger to blow the load downrange. There are adapters designed to fit every type of muzzleloader.
  - iv. Check the bore for a load (insert ramrod into barrel to check if there is already a load in the barrel)
  - v. Half-cock/position the gun for loading (pull the hammer to half-cock and position the gun. Stand the gun on the ground between your legs so that the muzzle is pointed up and away from your body. Never work directly over the muzzle.)

## **W. NRA Hygiene Guidelines**

- Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a firearm.
- Wash your hands and face with soap and water after leaving the range or cleaning area before eating, or drinking.
- Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

## **X. Emergencies and Incident Reporting**

In the event of an Emergency please follow these procedures:

- Cease Fire Immediately.
- Notify the RSO.
- Follow all instructions given by the RSO.
- Offer assistance if you are able.
- Take charge of the situation. Determine seriousness of injury.
- Render aid. First-aid kit is located in the RSO duty pack.
- Use RSO radio to notify manager on duty to call for help. Manager on duty will call 911 or the appropriate emergency number(s).
- Direct help to location. Stand post by the main gate to direct emergency personnel as needed.
- There is an Automatic Defibrillator device located in the behind the desk of the main building.
- Take notes as soon as practical. Interview witnesses and get written statements. Safety Incident report sheets are located in the RSO duty pack.

## **Y. First Aid Procedures**

All personnel rendering first aid should be aware of the precautions surrounding bloodborne pathogens in the event of an accident. The following guidelines should be followed if someone is injured and you come in contact with biohazardous materials including but not limited to: blood, secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, anybody fluid visibly contaminated with blood, any un-affixed organ or tissue from a human living or dead, and the disposal of cleaning items and first aid dressings.

Universal precautions should be used; all blood and body fluids listed above must be treated as potentially infectious.

Government guidelines can be found at [www.OSHA.gov](http://www.OSHA.gov), search for OSHA Occupational Exposure to Bloodborne Pathogens.

## **Z. Personal Protective Equipment**

The following equipment should be used when coming in contact with biohazardous material:

1. Gloves, eye and face protection
2. Fluid-proof over garments
3. Shoe coverings



4. Resuscitation mouthpieces for CPR

## **AA. Procedure for Cleaning Surfaces Contaminated with Biohazardous Material**

Only those personnel trained and designated as the Bloodborne Pathogen Team should be in charge of the cleanup procedure. In addition to training, each individual should be inoculated for Hepatitis C. Your local physician is capable of administering the vaccine regimen.

1. An approved Bloodborne Pathogen Cleanup Kit must be used for cleaning if at all possible.
2. If a large amount of blood or other biohazardous material exists on surfaces or on equipment, the area must be roped off with "Caution Biohazard" tape. The personnel in charge of the cleanup must adorn whatever amount of personal protective equipment is needed for protection. The biohazardous material must be wiped up with paper towels or sprinkled with liquid-congealing powder. The paper towels or powder must then be placed in a red biohazard bag.
3. The surface, floor, or equipment must then be decontaminated using an approved germicidal liquid. The solution must remain on the surface for ten minutes or as directed and then wiped off with water. In addition to commercially available germicides, a 1-part solution of sodium hypochlorite (common household bleach) to 10 parts water prepared daily is an effective germicide.
4. For a small drop of blood or other biohazardous material that exists on a surface or equipment, wipe off with approved germicidal liquid. Do not use rubbing alcohol as a cleaning solution as it does not kill viruses. The solution must remain on equipment or surface for 10 minutes and then wipe off with water.

Disposal of Contaminated Material (i.e., paper towels, personal protective equipment, saturated dressing):

All contaminated materials including personal protective equipment must be placed in a red biohazard bag; the bag must be closed with a metal twist closure or tied in a knot. The bag must then be taken to a Biohazard Laboratory for proper disposal.

## **BB. Facility Operating Procedures**

### **Main Building - Opening Procedure**

Designated manager/person will:

1. Unlock the main door.
2. Turn on lights and open window curtains in all customer areas.
3. Make bank run for prior day/weekend business deposits as well as change orders.
4. Put out rental guns.
5. Stock ammunition and any other necessary retail items from back-stock.
6. Wipe-down/clean retail areas, counters, floors, and bathrooms as needed.
7. Check out radio for communications with RSOs and test as each RSO reporting for duty checks out his/her radio to ensure everyone has proper and working communications.
8. Verify and make ready range rental/retail items:
  - a. Lead sleds
  - b. Shooting bags

- c. Spotting scopes
- d. Binoculars
- e. Bullseye Target Camera
- f. Eye protection
- g. Ear protection
- h. Targets
- i. Ammunition

### **Store/Building - Closing Procedure**

1. Verify that all range rental items have been checked in, accounted for, and cleaned for the next business day.
  - a. Lead sleds
  - b. Shooting bags
  - c. Spotting scopes
  - d. Binoculars
  - e. Bullseye Target Camera
  - f. Eye protection
  - g. Ear protection
  - h. Targets
  - i. Ammunition
2. Check in communication equipment. Verify all equipment checked out has been checked-in and are hooked up to be charged for the next business day use.
3. Empty garbage cans taking all trash to the dumpster.
4. Put rental guns away in vault.
5. Close out cash drawer using the system's end of day closing process and prepare bank deposit to be deposited the next business day.
6. Put cash drawer and bank deposit away in vault.
7. Turn off all other equipment.
8. Turn off lights and close window curtains in all customer areas.
9. Ensure all outside doors are locked from the outside.

### **Range - Opening Procedure**

All RSOs reporting for duty will:

1. Check out RSO duty pack
2. Ensure all items are in RSO duty pack:
  - a. Copy of this SOP
  - b. Incident Reports
  - c. FULL first aid kit
  - d. Tourniquet
  - e. Pens/Pencils
  - f. Sharpie Marker
  - g. Note Pad
  - h. Witness statement sheets
  - i. Rubber Gloves
  - j. Trauma Kit
  - k. Range inspection sheets

3. Check out communication equipment and test with staff on duty
4. If not wearing an approved safety shirt, check out RSO vest from desk.
5. Fill assigned range/bay water cooler(s) with sufficient bottled water and ice and place in designated area(s).
6. If a private event scheduled for a designated range:
  - a. Review "Event Checklist" and perform the appropriate tasks:
    - i. Post appropriate "Event" signage on the range(s) announcing a closed range event
    - ii. Ensure appropriate targets are made ready for event and placed on range(s) as necessary and outlined in event checklist
    - iii. Ensure appropriate shooting line/stations are identified and made ready
    - iv. Ensure appropriate supplies - garbage cans, brass buckets,
    - v. Identify event spokesperson prior to event starting and coordinate duties of any volunteers and/or event staff
    - vi. Give safety briefing for event with all participants to include those not shooting - SAFETY FIRST!
7. Verify and make ready rental/retail items (all ammunition only available in store):
  - a. Lead sleds
  - b. Shooting bags
  - c. Spotting scopes
  - d. Binoculars
  - e. Bullseye Target Camera
  - f. Eye protection
  - g. Ear protection
  - h. Targets

## **CC.Range - Operating Procedure**

1. Range inspection:
  - a. Ensure that there are no hazards/obstructions between the firing line and the impact area. keep the area clean.
  - b. Correct any problems before opening the range.
  - c. If a problem is found that can't be corrected immediately you will have to determine if the range/bay can be run safely with the existing problem. For example: If a section of the primary impact berm is damaged or eroded away, the range could still be opened but the affected section/bench will not be used. However, if you determine that the range cannot be operated safely - DO NOT OPEN THE RANGE/BAY. Report the problem to the manager as soon as possible so that range operators/owners can address the problem; hang a sign so that every RSO coming to the range will be aware of the problem.
2. Supplies:
  - a. Extra targets, safety glasses, and ear protection will be made available to shooter(s) in limited quantities by the RSO for a fee.
3. Make sure all target frames are in good working condition. Replace backer boards as needed.
4. For each shooter using the range:
  - a. Shooter(s) must present a current day receipt for range use or member card to the RSO on duty.
  - b. Shooter(s) must present a range safety video card in order to use any of the ranges and be assigned a bench by the RSO. Members will have seen the range safety video as part

- of the membership application process.
  - c. Friends of employees are paying customers - not free loaders. Friends are to be treated as a customer and follow the same rules as a paying customer.
  - d. Family of employees are defined as a spouse, and single sons and daughters of the employee and/or spouse under the age of twenty-one (21). Any single sons and daughters of the employee and/or spouse that is a full-time student under the age of twenty-five (25) shall be construed to be "family." Family of employees may shoot for no fees, but only if there are operating range benches available. Paying customers have priority.
  - e. Upon successful current day receipt and safety video card - or member card - presentation, RSO assigns a bench to shoot from.
  - f. Any rental items such as a lead sled, shooting bag, spotting scope, or other item, a receipt must be presented and surrendered to staff prior to staff issuing rental item.
  - g. When a shooter(s) has completed their shooting session and rental items are returned to staff, brass policed and bench area cleaned up, the RSO will inform the desk clerk so shooter(s) can close-out their tab.
5. In the event of an incident:
- a. **ANY minor injury** - slide bite, forehead scope event, or any other minor injury event that draws blood or otherwise injures a shooter or by-stander, an incident report will be filled out by the RSO and signed by the shooter(s) - or witness if shooter(s) is not able to sign.
  - b. **ANY Catastrophic or serious/fatal injury** - RSO or ANY shooter/bystander on the range will call a CEASE FIRE! RSO will radio all RSOs and staff on duty to CEASE FIRE on all range/bays and lock-down the entire facility while emergency and first responders perform necessary tasks. Range closure may be necessary, and in the case of a range closure of this nature, SAFETY FIRST by following first responder and RSO directions followed by SAFE egress of shooters and members from the range to either the main store building or from the property as directed.
  - c. **ANY Accidental Discharge** - RSO will fill out an incident report and have shooter(s) and/or witness(es) acknowledge and sign report. It will be up to the RSO to determine if the shooter(s) can remain on the range or if their shooting session is concluded.

### **Making the Line Hot**

1. After all shooters are back from putting out target frames or changing targets and are back behind the benches and the firing line, double check to ensure that no one is down range.
2. After confirming that the range is clear and it is safe to shoot, announce: "PUT ON YOUR EYE AND EAR PROTECTION. "
3. After confirming that everyone on the range has put on their ear and eye protection, announce: "THE LINE IS HOT, YOU MAY COMMENCE FIRING WHEN YOU ARE READY."
4. Fly Hot Range Flag (red flag)
5. An RSO must always be monitoring the firing line condition. If the RSO must help a shooter and is on duty alone, the line must be shut down until he is free to continue his duty.

### **Making the Line Safe**

1. A couple of minutes before calling a cease-fire, warn shooters of the upcoming target change by announcing: "LAST ROUND, ONE MORE ROUND BEFORE CEASE-FIRE."
2. Once you have determined that adequate time has elapsed, (couple of minutes for shooters to

fire their last round), then announce: "WE ARE MAKING THE LINE SAFE. CEASE-FIRE, CEASE-FIRE. UNLOAD ALL FIREARMS AND REMOVE DETACHABLE MAGAZINES. OPEN YOUR FIREARM'S ACTION, PUT THE SAFETY ON, AND STEP BACK AWAY FROM THE BENCHES BEHIND THE FIRING LINE. DO NOT TOUCH ANY FIREARM UNTIL FURTHER NOTICE. STAY BEHIND THE FIRING LINE UNTIL IT HAS BEEN MADE SAFE."

3. Go down the firing line and inspect all firearms. Confirm that:
  - a. All firearms are unloaded with detachable magazines removed.
  - b. Their actions are open with chambers empty and visible (chamber flags inserted if available) and safeties applied.
  - c. If an action cannot be locked open, use an empty case, chamber flag, or other inert object to keep the action from fully closing.
  - d. Muzzleloaders unloaded, visibly uncapped (or in the case of flintlocks the pan unprimed and the frizzen open and the hammer down).
  - e. Everyone is standing back behind the firing line, away from the benches.
  - f. No one is touching a firearm.
4. Once you are satisfied that it is safe to go down range, fly the cease fire flag (white flag) and announce: "THE LINE IS SAFE. YOU CAN NOW GO DOWN RANGE AND CHANGE TARGETS. THERE IS TO BE NO HANDLING OF FIREARMS UNTIL FURTHER NOTICE."
5. Remind shooters to:
  - a. Stay away from the shooting benches and stay behind the firing line while people are forward of the benches down range. Spent cases around the benches are not to be picked up now. They can be picked up later when all shooters have returned back behind the firing line and the RSO gives the command to approach the benches.
  - b. Take staplers, tape, and any other target items with them down range so as to minimize the time spent down range.
  - c. Keep their safety glasses on down range at all times.
  - d. That now is also a good time to pick up any brass that has fallen forward of the benches and pad and to deposit it in the designated brass buckets if they don't want it. Brass on the firing line can be picked up after the RSO gives the command to do so after all shooters have returned behind the firing line.
  - e. Bring their target frames back if they are done shooting.

### **Range - Closing Procedure**

All RSOs closing the range will:

1. Make the line safe for the last time. Verify firearms are empty and cleared prior to directing everyone to case their firearms before declaring the line safe and allowing shooters down range.
2. Maintain observation of the line until all shooters have removed their firearms from the range.
3. Put any equipment such as sandbags and rests in their storage location.
4. Pick up all trash and dispose of properly. Sweep off shooting area if required.
5. Place stools on top of shooting benches.
6. Make sure all baffle doors are UP and secured.
7. After all shooters have left the range, turn off all lights and electrical equipment.
8. Return spotting scopes and other items to the store to be put away.
9. Close and lock all doors of supply cabinets and other secured storage.
10. Ensure that everyone has left the range.
11. Ensure all items are in RSO duty pack and replace/refill items that were used for the shift:
  1. Copy of this SOP

2. Incident Reports
  - a. FULL first aid kit
  - b. Tourniquet
  - c. Pens/Pencils
  - d. Sharpie Marker
  - e. Note Pad
  - f. Witness statement sheets
  - g. Rubber Gloves
  - h. Trauma Kit
    1. Range inspection sheets
12. Check in RSO duty pack.
13. Check in communications equipment and ensure that it is plugged in to recharge the batteries.
14. Check in RSO vest, if issued one.
15. Drain and put away assigned range/bay water cooler(s).
16. If a match or private event was held for a designated range:
  - a. Perform the appropriate tasks:
    - i. Remove "Event" signage on the range(s) announcing a closed range event
    - ii. Remove event targets and put them away.
    - iii. Ensure shooting line/stations are cleaned up.
    - iv. Ensure garbage cans and any other debris are emptied into the dumpster
    - v. Ensure any full brass buckets are replaced with empty buckets. All full brass buckets are to be put in the designated storage area.
17. Verify and secure rental/retail items (all ammunition only available in store):
  - a. Lead sleds
  - b. Shooting bags
  - c. Spotting scopes
  - d. Binoculars
  - e. Bullseye Target Camera
  - f. Eye protection
  - g. Ear protection
  - h. Targets

## APPENDIXES

## APPENDIX 1: Facilities Use Agreement

This Facilities Use Agreement (“Agreement”) is made and entered into on \_\_\_\_\_ (“Effective Date”) between The Timberneck Corporation (DBA: The Blackwater Outdoor Shooting Range (“Auxiliary”) and \_\_\_\_\_ (“User”). The Auxiliary and the User are sometimes referred to collectively as the “Parties.

Auxiliary, The Blackwater Outdoor Shooting Range is located at: 4392 General Mahone Hwy, Waverly, VA 23890 (“Range”). User, \_\_\_\_\_ is located at \_\_\_\_\_

For and in consideration of the following promises, covenants and conditions, Auxiliary and User hereby agree as follows:

### Use of Facility

Auxiliary hereby permits User to use the following premises:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

which is located at, 4392 General Mahone Hwy, Waverly, VA 23890 (the “Facility”).

User shall use the Facility for the following event(s) or purpose(s):

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

(the “Event”) **only and for no other event or purpose.** User acknowledges that use of the Facility is conditioned on User and Auxiliary’s execution of this Agreement and User’s payment of the required Deposit and Facility Use Fee (if applicable). User acknowledges and understands that no binding or enforceable agreement regarding use of the Facility shall exist until and unless (1) this Agreement has been signed by User and received by Auxiliary and (2) User has paid the required Deposit and Facility Use Fee (if applicable).

### Date(s) and Time of Use

User shall be permitted to use the Facility on the following dates:

- 1) \_\_\_\_\_ (MMM/DD/YYYY)
- 2) \_\_\_\_\_ (MMM/DD/YYYY)



3) \_\_\_\_\_ (MMM/DD/YYYY)

4) \_\_\_\_\_ (MMM/DD/YYYY)

5) \_\_\_\_\_ (MMM/DD/YYYY)

between the hours of 09:00 AM and 06:00 PM and on the day(s) of \_\_\_\_\_ (the "Event Date(s)") only.

**Access and Event Times**

The Facility access and use must be within the time specified above. Date(s) and use times include individual/organization preparation, decorating, and or rehearsal time, as well as time after the Event to remove decoration, User equipment, and other items.

**Deposit and Facility Use Fee (if applicable)**

User agrees to pay to Auxiliary a Deposit of \$\_\_\_\_\_ within five business days of the execution of this Agreement. User agrees to pay to Auxiliary a Facility Use Fee in the amount of \$\_\_\_\_\_ for the use of the Facility.

The Facility Use Fee must be received by the Auxiliary at least 30 days before the Event Date. If either the Deposit or Facility Use Fee is not timely received by the Auxiliary, this Agreement shall be automatically void and User shall have no right to use the Facility.

The deposit is non-refundable and non-transferable. If the User cancels the Event, User shall forfeit the deposit. Cancellations must be received 15 business days prior to Event Date, or no refund of the Facility Use Fee will be provided.

**Responsible Party/Event Coordinating Deadline.**

The person(s) who completes and signs this Agreement shall be the Responsible Party. The Responsible Party shall coordinate all Event details with the Auxiliary and agrees to complete this coordination for the following:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The Responsible Party, or designated representative, must be the host and in attendance throughout the Event. The Responsible Party shall take all reasonable actions to assure event safety, to prevent damage to the Facility and equipment, and to see that these conditions and other policies and regulations,

outlined in this Agreement are met.

**User’s Obligations.**

- a. User shall not violate any Federal, State, or local law, or rules of the Auxiliary, the Owners/ Investors of the Timberneck Corporation, or the Range. User shall not allow any Federal, State, local law, or rules of the Auxiliary, the Owners/ Investors of the Timberneck Corporation, or the Range to be violated.
  
- b. User shall not make any alterations to the Facility, any fixtures, building systems, or equipment. At the end of the Event, the Facility shall be left in a clean, safe condition. The User shall remove from the Facility all property and materials belonging to the User. If User damages the Facility, Auxiliary shall have the option of either (i) requiring User, at User’s own expense and risk, to restore the Facility to the condition existing prior to the Event, or (ii) itself making the repairs and restorations to the Facility. Auxiliary shall have sole and complete discretion in deciding which option to exercise. If Auxiliary decides to itself make the repairs and restorations to the Facility, the costs for same shall be borne solely by User. User shall reimburse Auxiliary for any repairs or restoration necessary to repair damages to the Facility caused by User or the attendees of the Event no later than 30 business days after Auxiliary presents User with a written statement or invoice reflecting the nature and costs of the repairs.
  
- c. User shall exercise care in the use of the Facility and adjacent Range areas and shall comply with guidelines to reduce excessive wear or damage. User agrees to keep the Facility and adjacent areas on the Range in a clean and orderly condition and to remove all waste material at the conclusion of the Event, unless Auxiliary agrees, in writing, to be responsible for cleanup, removal of waste or recycling.
  
- d. Specific limitations apply as to the use of tape, balloons, glitter, candles, markers, tack, nails, other such materials, and signage. Decorations must be fire retardant. User should consult with the Auxiliary for a full overview of allowable decorations and signage items and to appropriately accommodate User’s needs. Decorations/signage which causes damage or additional cleaning requirements will result in additional charges to the User. All decorations and all outdoor and indoor directional signage must be removed by the User immediately following the Event

**User’s Property**

Neither the Auxiliary nor Range insure the personal property of the User its employees, agents, guests or attendees against damage or loss by any means. User assumes the risk of any such damage or loss.

**No Assignment or Subletting**

This Agreement is non-assignable and non-transferable.

**Right to Enter**

Auxiliary reserves the right to enter and inspect the Facility at any time for any purpose during the Event. User shall follow all directives from Auxiliary staff.

## **Insurance Requirements**

User shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the rental of the facilities and the activities of the renter, his guests, agents, representatives, employees, or subcontractors. The cost of such insurance shall be borne by User.

Coverage shall be at least as broad as Insurance Services Office Form CG 00 01 covering Commercial General Liability (CGL) on an "occurrence" basis, including products-completed operations, personal and advertising injury, with limits no less than \$1,000,000 per occurrence.

## **Other Insurance Provisions**

The general liability policy is to contain, or be endorsed to contain, the following provisions:

- a) For claims arising out of liability arising out of this Agreement and the User's use of the Facility, the User's insurance coverage shall be primary insurance as respects the Auxiliary and any insurance or self-insurance maintained by the Auxiliary shall be excess of the User's insurance and shall not contribute with it.
  
- b) The User's Insurance Company agrees to waive all rights of subrogation against the Auxiliary for losses paid under the terms of any policy covering the facility rental or any activities of the User, its guests, agents, representatives, employees or subcontractors.

## **Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII, unless otherwise acceptable to the Auxiliary.

## **Verification of Coverage**

User shall furnish the Auxiliary with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements must be actually received by the Auxiliary at least 15 days before the Event Date. If the certificates and endorsements are not timely delivered to and received by the Auxiliary, this Agreement shall be automatically and immediately void and User shall have no right to use the Facility. Auxiliary may in its sole discretion, decide not to approve or accept User's insurance coverage in which event this Agreement shall be automatically and immediately void and User shall have no right to use the Facility

## **Special Events Coverage**

Special events coverage may be available for an additional fee to provide the liability insurance required by this Agreement. User can obtain additional information and cost from the Auxiliary.

## **Right to Modify**

Auxiliary reserves the right to modify these insurance requirements at any time without any advance notice, including limits, based on the nature of the risk, prior experience, prior events, insurer, coverage,

or other special circumstances.

**Reassignment of Facilities**

Should the Facility become unavailable due to an emergency, the Auxiliary reserves the right to reassign the User to another Range facility or reschedule the event to the next available date.

**Termination/Cancellation**

This Agreement to use the Facility is granted subject to observance of the Facility’s standard operating procedures, policies, and regulations. The Auxiliary may revoke this Agreement effective immediately upon User’s failure to timely comply with any pre-Event requirement, for any violation of use conditions or regulations required by the Auxiliary or governmental agency, or at any time for misrepresentation. The Auxiliary may terminate any part of this Agreement without notice in the event of an emergency which, in the opinion and sole discretion of the Auxiliary, would make the Event unfeasible. Refunds of any Deposits and/or Facility Use Fees paid will be determined at the discretion of the Auxiliary, on a case-by-case basis.

**Modification of this Agreement**

This Agreement contains the entire agreement and any modifications, changes or amendments to this Agreement must be written and signed by all the Parties to this Agreement. Notwithstanding the above, the Parties to this Agreement incorporate by reference, as though fully set forth herein, those specific paragraphs initialed by the Parties in the attached Facilities Use Agreement Addendum.

**Acceptance of Terms**

I have read and understand the above terms and conditions and agree to abide by these terms and conditions.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Howell P. Godfrey Jr.  
President, The Timberneck Corporation

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

## APPENDIX 2: Safety Incident Report

Documented by: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of person(s) involved: \_\_\_\_\_

Indicate Type of Incident		
<input type="checkbox"/> Accidental Discharge	<input type="checkbox"/> Personal Injury	<input type="checkbox"/> Other
<input type="checkbox"/> Near Miss	<input type="checkbox"/> Property	

Put a mark (X) under the appropriate response	Yes	No
Was the person(s) involved a member of BOSR?		
Was the proper protective equipment being worn?		
Was the incident the result of firearm/ equipment malfunction?		
Did the incident seem to be the result of improper/ disregard for/ lack of training/ lack of firearm and safety education?		
Was First Aid administered?		
Was 911 or other emergency personnel called to the scene?		
Was CPR or use of the defibrillator required?		
Were bodily fluids/ biohazardous materials properly cleaned up?		
First-Aid kit need refilled?		
Biohazard Kit need refilled?		

All "NO" answers or "Other" type of incident must be commented on in the space provided below. Provide as much detail as possible for the incident being reported. All incidents must be reported to management for investigation.

1. Describe the nature and extent of the incident (specify part of body):
  
2. Describe how the incident occurred:

3. Disposition (specify name of hospital, telephone numbers, time of transport, etc.):

4. Notification of next of kin (specify time, person contacted, and method):

5. Location of incident and conditions of area:

6. Describe steps taken to preserve the scene (equipment, photographs, etc.):

7. Comments:

8. Follow-up:

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

**DATE:** \_\_\_\_\_

(Add additional blank pages if necessary)

## **APPENDIX 3: Eye Witness Form**

What did you see?

What did you hear?

What did you do?

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date



## APPENDIX 4: Replacement and Repair Costs

The following chart of costs for damages to facility equipment as the result of careless or accidental firearm discharges or other negligent/accidental actions are to be identified and used by the RSO when filling out the Safety Incident Report with fines/fees:

<b>What</b>	<b>Fine/Fee</b>
Baffle Strike	\$10
Target Stand Damage	\$50 + Replacement Cost
Spotting Scope Damage	\$50 + Replacement Cost
Binocular Damage	\$50 + Replacement Cost
Chrono Damage	\$50 + Replacement Cost
Bullseye Camera Damage	\$50 + Replacement Cost
Facility Structures	\$200 + Actual Repair Costs
All other equipment not listed above	\$50 + Replacement Cost

## APPENDIX 5: Emergency Report Sheet

Effective Date:

### EMERGENCY COMMUNICATIONS

Contact	Point of Contact	Address	Primary Phone Number	Secondary Phone Number	Primary Frequency	Secondary Frequency
Waverly Rescue Squad		115 Bank St, Waverly, VA 23890	(804) 834- 2835			
Sussex Sheriff's Dept.		20212 Thorton Square, Stony Creek, VA 23882	(434) 246- 5000			
Waverly Vol. Fire Dept.		119 Bank St. Waverly, VA 23890	(804) 834- 2324			
Sussex Emergency Operations Center		15080 Courthouse Rd, Sussex, VA 23884	(434) 246- 8224			
Range Control	Howell Godfrey Sr.	4362 General Mahone Hwy, Waverly, VA 23890	(757) 817- 7292	(757) 871- 0357		
Cellular Phone	Howell Godfrey Jr.		(757) 945- 6285	(202) 465- 0920		

### IMMEDIATE RESPONSES FOR INJURIES OR ILLNESS

- Call a cease fire if the injured is near the firing line or downrange. Ensure that all guns are unloaded and clear.
- \_\_\_\_\_ will coordinate edging or pulling of targets, if possible, and securing the scene and the injured person's gear.
- \_\_\_\_\_ will notify EMS at (434) 246-8224 from the nearest telephone/ radio located at 4362 General Mahone Hwy, Waverly, VA 23890 and provide the following information:
  1. Specific Location or Address of Incident with Directions
    - a. Location:
    - b. Address: 4362 General Mahone Hwy, Waverly, VA 23890
    - c. Directions:
      - 1)Head north on State Rte. 735 toward Thorton Square
      - 2)Turn right onto VA-40 E

- 3) Turn left after McDonald's (on the left)
- 4) Continue to follow US-460 W
- 5) Destination will be on the right

2. Telephone number that you are calling from:

3. Your name:

4. What happened and possible hazards for rescuers:

5. Condition of injured or ill:

6. First aid provided:

- Wait for EMS to hang up first. Return to the injured and continue care until EMS arrives.
- \_\_\_\_\_ 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, 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 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. Move the injured only if life is endangered.
  8. Check injured for life threatening condition before providing care. Provide care only within level of training.
  9. Never dispense aspirin or medications; administer activated charcoal or syrup of Ipecac (or other treatments) unless directed by EMS or Emergency Operations Center.
- \_\_\_\_\_ will retrieve the first-aid kit located at the check-in desk and assist EMS personnel as needed.
- If the incident involves chemical burns, an eye flush station is located at the check-in desk.
- If the incident involves a gun injury, \_\_\_\_\_ will notify police and preserve the scene as it appeared at the time of the incident.
- \_\_\_\_\_ Will go to the range entrance and direct EMS personnel to the injured.

## **COORDINATION**

- \_\_\_\_\_ 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 and staff) 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 (personal and/ or organization as appropriate).
  7. Filing copies of the injury report form with records as appropriate.
  8. Following up with physician for recommendations and release prior to allowing ill or injured to participate.
  9. Following up with physician for recommendations and release prior to allowing ill or injured to participate.

## **HELICOPTER MEDICAL EVACUATION (MEDEVAC)**

A suitable MEDEVAC site is available at (location and coordinate). Orange flags, smoke signals, chemical illumination are available for marking the landing site, and are stored at the check-in desk.  
\_\_\_\_\_ Will mark the landing site and guide the MEDEVAC approach and landing.  
If smoke is displayed, initiate smoke downwind of the landing zone.

## **RANGE EMERGENCY RESPONSE PACKET**

An emergency response packet for this range dated \_\_\_\_\_ is on file with EMS, police, and the fire departments. The packet contains phone numbers, aerial photographs, maps, designations of possible routes, helicopter and medical evacuation sites and hazards, assembly area(s), floor plans of buildings indicating gas lines/ mains, electrical sources, and specified locations of hazardous materials with listings of types and quantities.

**APPENDIX 6: Range Use Agreement**

**1) Fill Out Both Sheet (Front & Back) 2) Watch Video 3) Get in Line at the Check-In Desk**

**CUSTOMER INFORMATION (PLEASE WRITE LEGIBLY):**

**NAME:**

**ADDRESS:**

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:**

**TELEPHONE:**

**EMAIL ADDRESS:**

**ID TYPE:** \_\_\_\_\_ **NUMBER:**

HAVE YOU EVER BEEN CONVICTED OF A FELONY?      YES      NO

IS THERE ANY LEGAL REASON THAT PROHIBITS YOU FROM POSSESSING A FIREARM?      YES      NO

HOW WOULD YOU RATE YOUR LIVE FIREARMS EXPERIENCE?

1<sup>ST</sup> TIMER      BEGINNER      INTERMEDIATE      EXPERT

HOW DID YOU HEAR ABOUT US?

RADIO    EMAIL    SOCIAL MEDIA    WEBSITE    DROVE BY FACILITY    WORD-OF-MOUTH  
OTHER (PLEASE SPECIFY):

BY COMPLETING THIS FORM, YOU AGREE TO GIVE THE BLACKWATER OUTDOOR SHOOTING RANGE PERMISSION TO CONTACT YOU USING THE EMAIL ADDRESS PROVIDED. YOU MUST BE AT LEAST 18 YEARS OF AGE TO COMPLETE THIS FORM. YOUR PHONE, ADDRESS AND EMAIL ADDRESS WILL BE KEPT CONFIDENTIAL AND NOT PROVIDED TO 3<sup>RD</sup> PARTIES.

FOR INTERNAL USE ONLY

<b>DATE:</b> __/__/__	<b>CHECK IN TIME:</b> _____	<b>CHECK OUT TIME:</b> _____
<b>SAFETY BRIEFING VERIFIED BY:</b> _____		
<b>ASSIGNED RANGE #:</b> _____	<b>LANE #:</b> _____	
<b>GUN ID:</b> _____	<b>GUN ID:</b> _____	<b>GUN ID:</b> _____

## **APPENDIX 7: Waiver and Release from Liability Agreement**

I, \_\_\_\_\_, HEREBY WAIVE AND RELEASE, indemnify, hold harmless and forever discharge THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION and its agents, managers, members, sponsors, employees, officers, directors, affiliates, successors and assigns, of and from any and all claims, demands, debts, contracts, expenses, causes of actions, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, in law or equity, that I ever had or may have, arising from or in any way related to my participation in any of the events or activities conducted by, on the premises of, or for the benefit of, THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION, provided that this waiver of liability does not apply to any acts of gross negligence, or intentional, willful or wanton misconduct.

I UNDERSTAND THAT THE ACTIVITIES THAT I WILL PARTICIPATE IN ARE INHERENTLY DANGEROUS, THAT FIREARMS BY THEIR VERY NATURE ARE UNPREDICTABLE AND MAY CAUSE SERIOUS OR GRIEVOUS INJURIES, INCLUDING BODILY INJURY, DAMAGE TO PERSONAL PROPERTY AND/OR DEATH. I UNDERSTAND THAT CERTAIN RISKS, DANGERS, AND INJURIES DUE TO INADEQUATE OR DEFECTIVE EQUIPMENT, AND ALL OTHER POTENTIAL DANGERS

INHERENT TO ACTIVITIES INVOLVING FIREARMS EXIST. On behalf of myself, my heirs, assigns and next of kin, I waive all claims for damages, injuries and death sustained by me or to my property that I may have against the aforementioned released party to such activity whether caused by the ordinary negligence of the released party or otherwise, with the exception of acts of gross negligence, or intentional, willful or wanton misconduct as indicated above.

By this Waiver, I assume any risk, and take full responsibility and waive any claims of personal injury, death or damage to personal property associated with THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION, including but not limited to target shooting, using the facilities or equipment in any manner, form or fashion, and engaging in any other related activities. In the event that I cause injury to another person or their property at THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION, I agree to indemnify and hold harmless THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION and its agents, managers, members, sponsors, employees, officers, directors, affiliates, successors and assigns from any and all claims for injuries, damages brought by that injured person as a result of my acts or omissions whether negligent or otherwise.

I hereby expressly consent to THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION and its agents, managers, members, sponsors, employees, officers, directors, affiliates, successors and assigns, the irrevocable and perpetual right to use my picture, image, voice and other reproductions of the same, (whether by still camera image or video film) in any manner for marketing, advertising purposes or for the purpose of trade. I waive and release any claim I may have against THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION and its agents, managers, members, sponsors, employees, officers, directors, affiliates, successors and assigns for defamation, invasion of privacy or publicity and any other claims in connection with such use by THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION and its agents, managers, members, sponsors, employees, officers, directors, affiliates, successors and assigns.

This WAIVER AND RELEASE contains the entire agreement between the parties, and supersedes any prior written oral agreements between them concerning the subject matter of this WAIVER AND RELEASE. The provisions of this WAIVER AND RELEASE may be waived, altered, amended or repealed, in whole or in part, only upon the prior written consent of all parties.

The provisions of this WAIVER AND RELEASE will continue in full force and effect even after the termination of the activities conducted by, on the premises of, or for the benefit of THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION, whether by agreement, by operation of law, or otherwise.

I have read, understand and fully agree to the terms of this WAIVER AND RELEASE. I understand and confirm that by signing this WAIVER AND RELEASE I have given up considerable future legal rights. I have signed this Agreement freely, voluntarily, under no duress or threat of duress, without inducement, promise or guarantee being communicated to me. My signature is proof of my intention to execute a complete and unconditional WAIVER AND RELEASE of all liability to

the full extent of the law. I am 18 years of age or older and mentally competent to enter into this waiver.

**Printed Name:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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

THE BLACKWATER OUTDOOR SHOOTING RANGE

**DATE:** \_\_\_\_\_

**Received by:** \_\_\_\_\_



## **APPENDIX 8: Release, Wavier, Indemnification, Hold Harmless, and Assumption of Risk Agreement**

WHERE AS, in consideration of being permitted to attend a course for instruction in guns, for the instruction in guns, for use of premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Undersigned agrees to the following:

Undersigned agrees to indemnify, hold harmless and defend \_\_\_\_\_ (hereinafter referred to as "Instructor"), from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with: Undersigned's presence at and/ or participation in the course of instruction; the discharge of guns by Undersigned; Undersigned's 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 Instructor (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: Undersigned's property (whether or not entrusted to Instructor); and, the discharge of guns. Instructor 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 releases the Instructor from any and all such claims and liabilities.

Undersigned hereby expressly assumes the risk of taking part in the course for instruction in guns and taking part in the activities on the Premises, which include, but are not limited to, instruction in the use of guns, the discharge of guns 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, understands and will at all times abide by all range rules and procedures and any other rules and procedures stated by the Instructor.

Undersigned expressly agrees 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. The election of any one or more remedy hereunder by the Instructor shall not constitute and wavier of Instructor's right to pursue other available remedies. This instrument binds Undersigned and his/ her executors, personal representatives, administrators, assignees, heirs and next of kin.

UNDERSIGNED:

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

DATE: \_\_\_\_\_

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

## APPENDIX 9: Range Inspection Checklist

Inspected by: \_\_\_\_\_

DATE: \_\_\_\_\_

Range Type: \_\_\_\_\_

	Yes	No
Controlled Access/ Fencing/ Gates Closed		
Flags or Signs Displayed		
Left and Right Range Limits Displayed		
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		
Sandbags/ Gun Rests on Hand		
Ready Line/ Area Marked		
Spectator Area Designated		
Scoring Area Established		
Supplies Available		
RSO 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		
Lockable Storage		

Comments:

## APPENDIX 10: Range Safety Brief

**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 guns are used during the briefing, *the RSO must follow the NRA Gun Safety Rules.*

### A. Purpose of The Shooting Event

- **State** the purpose, e.g., recreational shooting.
- **Provide** an overview of the event.
- **State** the total number of shots 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.

### B. Range Layout and Limits

- Conduct a range orientation on, or within view of, the range.

### C. Range Safety Rules

#### 1. NRA Gun Safety Rules

- i. Three Fundamental NRA Rules for Safe Gun Handling
  - Ask:** What is the first rule for safe gun handling?
    1. **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 or damage to anyone or anything.  
**Ask:** What is the second rule for safe gun handling?
      2. **ALWAYS keep your finger off the trigger until ready to shoot.**  
**Ask:** Unless shooting, where should the shooter’s finger rest?  
The finger should rest alongside the gun, i.e., on the frame, receiver, or trigger guard.  
**Ask:** What is the third rule for safe gun handling?
        3. **ALWAYS keep the gun unloaded until ready to use. (Emphasize that safeties can fail. Safe gun handling rules should be followed all the time!)**

#### 2. Rules for Safe Use

- i. Know your target and what is beyond.  
**ASK:** What is meant by “know your target and what is beyond?”

1. The shooter must be sure that projectiles will safely impact into the backstop
  - ii. Be sure the gun is safe to operate.
  - iii. Know how to use the gun safely.

**ASK:** What is meant by “know how to use the gun safely?”

1. Shooters need to know how the gun operates, its basic parts, how to safely open and close the action, and how to remove ammunition or projectiles.
  - iv. Use only the correct ammunition for your gun.

**ASK:** What is meant by “use only the correct ammunition?”

1. 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 guns.
  - v. Wear eye and ear protection as appropriate.

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

1. Many 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.
2. Users of air gun ranges, including spectators, need eye protection to prevent injuries from ricochets.
  - vi. Never use alcohol or drugs or while shooting.

**ASK:** What type of substance is implied by “never use alcohol or drugs...?”

1. 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.
2. Anyone taking any medication or substance that may impair normal mental or physical bodily functions is not allowed on the range.

### 3. General Range Safety Rules

**ASK** range users to read rules as you (RSO) point to range posters or refer to handouts.

1. Know and obey all range commands.
2. Know where others are at all times.
3. Shoot only at authorized targets.
4. Do not handle a gun or stand at the firing line where guns are present while other are downrange.
5. Stop shooting immediately upon the command of “Cease Firing”.

**ASK:** Why is it important to shoot only at authorized targets?

1. Shooting at different targets, e.g., steel targets or at different distances or angles, may result in hazardous conditions.

**ASK:** What actions should shooters perform during a cease fire?

1. Stop shooting immediately.
2. Await further instructions from the RSO.

#### ii. Stoppages

**Explain that there are three common ammunition stoppages.**

1. A misfire is when a cartridge does not fire after the primer has been struck by the firing pin.
2. A hangfire is when a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.
3. The normal procedure for handling misfires or hangfires is to:
  1. Keep the gun pointed down range (safe direction)
  2. Wait at least 30 seconds in case it is a hangfire. With black powder guns, wait at least two minutes.
4. A squib load is when there is less than normal pressure or bullet velocity after ignition of the cartridge. The bullet may or may not exit the barrel. Squib loads are identified by difference in recoil or noise.
5. The normal procedure for handling a squib load is:
  1. Keep the gun pointed downrange (safe direction).
  2. Unload the gun – make sure the chamber is empty.
  3. Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

#### 4. 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/ she 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.
- i. 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.
  - ii. Wash your hands and face with cold water after leaving the range or cleaning area before eating or drinking.
  - iii. Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

#### 5. Site-Specific Range Rules

**ASK:** range users to read rules as you (RSO) point to range posters or refer to handouts.

1. **NO SHOOTING OVER BACKSTOP IMPACT BERMS EVER!**
2. Armor-piercing and tracer ammunition is not allowed.
3. Muzzleloading guns are not allowed.
4. Targets must be placed at the shooter's eye level to ensure bullets hit the impact area.
5. Leave dropped ammunition on the floor until the stage of fire is completed and guns are benched or grounded.
6. Notify the RSO when there is a gun stoppage or malfunction.
7. Dry firing is ONLY permitted at the firing line and ONLY when authorized.
8. All guns must remain unloaded with actions open except when on the firing line and authorized to be loaded.
9. When guns are benched or grounded, keep the actions open and ejection ports facing upward so chambers are visible.

10. 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 guns are benched or grounded?

1. This policy prevents shooters from unintentionally pointing the gun 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 of gun stoppage or malfunctions?

1. Notification is critical for safety.

#### D. **FIRING LINE COMMANDS**

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

- "CEASE FIRE"**: To stop all shooting routinely or, in the case of an emergency, immediately. Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from the trigger, unload and clear the firearm placing the firearm on the bench with chamber in view and wait for further instructions.
- "MISSFIRE"**: To notify the RSO and other participants that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist.
- "MOVE FORWARD"**: To get shooters into position to prepare to begin shooting. Shooters will move from behind the ready line to their assigned position. **DO NOT TOUCH FIREARM!** Get comfortable, adjust your position make sure you are on the correct side of the bench.
- "PROTECTIVE GEAR ON"**: To prepare the shooter for a safe experience. Shooters should put on first their eye protection then ear protection.
- "YOU MAY PICK UP YOUR FIREARM"**: To prepare line for firing. Shooters will pick up their firearm, sight in on the target, make any final adjustments and prepare to load.
- "LOAD"**: To notify the shooters that they may load their first round. Shooters will load their first round and keep finger off the trigger and stand ready for the next command.
- "IS THE LINE READY?"**: To determine if all shooters along the line are ready. All shooters NOT ready should indicate their status to the RSO. Sufficient time will be allowed for the shooter to complete his/her preparation.
- "READY ON THE RIGHT?"**: To declare that the shooters have indicated they are ready on the right side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready or to complete the process of getting ready before the final command has been given.
- "READY ON THE LEFT?"**: To declare that the shooters have indicated they are ready on the left side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready or to complete the process of getting ready before the final command has been given.
- "READY ON THE FIRING LINE?"**: To notify all shooters that the range is about to be under live fire and that if anyone is not ready at that point, he/she should notify the RSO; Otherwise await the next command. Shooters simply await the next command.
- "COMMENCE FIRING" or "HOT RANGE"**: To declare the range formally open for live

- fire. The shooters may commence the prescribed course of fire.
- xii. **"SHOOTERS, YOU HAVE x MINUTES REMAINING"**: To alert all shooters that a general cease fire is about to be called and to allow the slower shooters to complete the course of fire.
  - xiii. **"COLD RANGE"**: To inform the firing line that the range is safe. The RSO is telling all shooters that all guns are unloaded.
  - xiv. **"ON THE FIRING LINE"**: To tell shooters to take their assigned place at their firing point and prepare to fire, but do not load.
  - xv. **"GO FORWARD, SCORE TARGETS AND PASTE"**: Authorizes shooters to move downrange to score, change, remove or repair target faces.
  - xvi. **"RANGE IS CLEAR, YOU MAY HANDLE YOUR FIREARMS"**: Shooters may approach the firing line and handle their firearms since no personnel are down range.
  - xvii. **"MOVE OUT OF POSITION AND REMOVE YOUR EQUIPMENT FROM THE FIRING LINE"**: Authorizes shooters to remove their gear.
  - xviii. **"POLICE YOUR ASSIGNED FIRING POINT"**: Shooters are to pick up their spent ammunition and clean their firing point of all debris.
  - xix. **"AS YOU WERE"**: Means to disregard the previous command just given.
  - xx. **"CARRY ON"**: Means to proceed with whatever was being done before the interruption occurred.
  - xxi. **"REMOVE PROTECTIVE GEAR"**: Shooters may remove protective gear.
  - xxii. **"MOVE BACK BEHIND THE READY LINE"**: Means to move behind the ready line and wait for further instructions from the RSO.
  - xxiii. **"YOU MAY GO CHECK YOUR TARGETS"**: Shooters may move downrange to the target area.

**ASK:** What two range commands may be issued by shooters?

- i. "Cease firing" and "Stop"

**ASK:** What does "misfire" mean?

- ii. That the gun failed to fire and a hazardous condition may exist. The misfire could actually be a hangfire, which is a delay in the ignition of the cartridge.

**ASK:** What actions are taken during a misfire?

- iii. Due to the possibility of a hangfire, the shooter keeps the gun pointed downrange and waits at least 30 seconds for modern guns, or at least two minutes for muzzleloading guns, prior to correcting the malfunction.

**ASK:** Where and when may shooter dry fire?

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

## E. EMERGENCY PROCEDURES

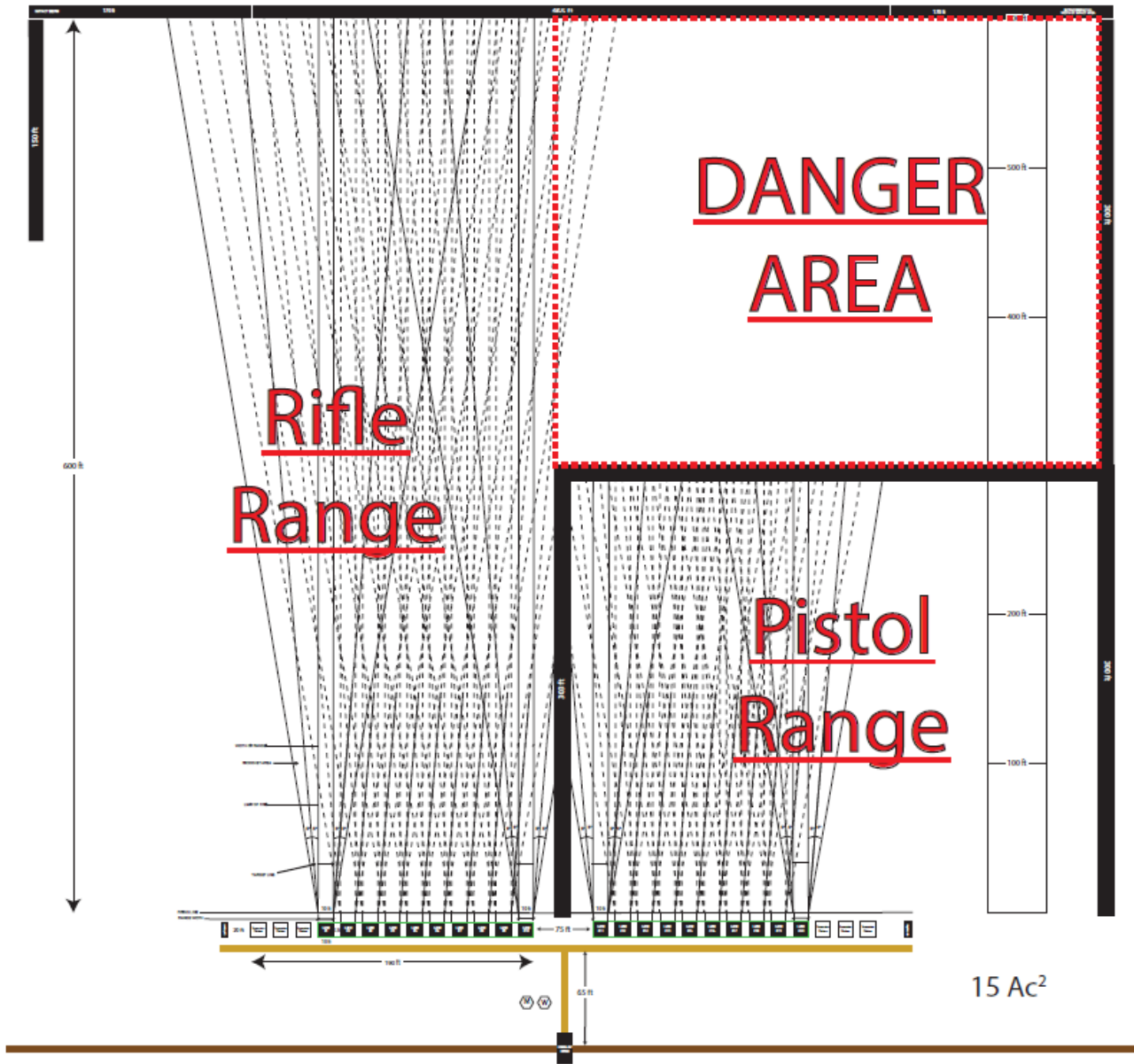
1. Take charge of the situation. (Determine seriousness of injury and assigned duties).
2. Render aid. First-aid kit should be centrally located.
3. Call for help via radio or telephone. Emergency phone numbers and information list should be centrally located.
4. Direct help to location.
5. Take notes. Emergency report sheet should be located in range SOP's binder (See Appendix 3).





# APPENDIX 12: Range Layout

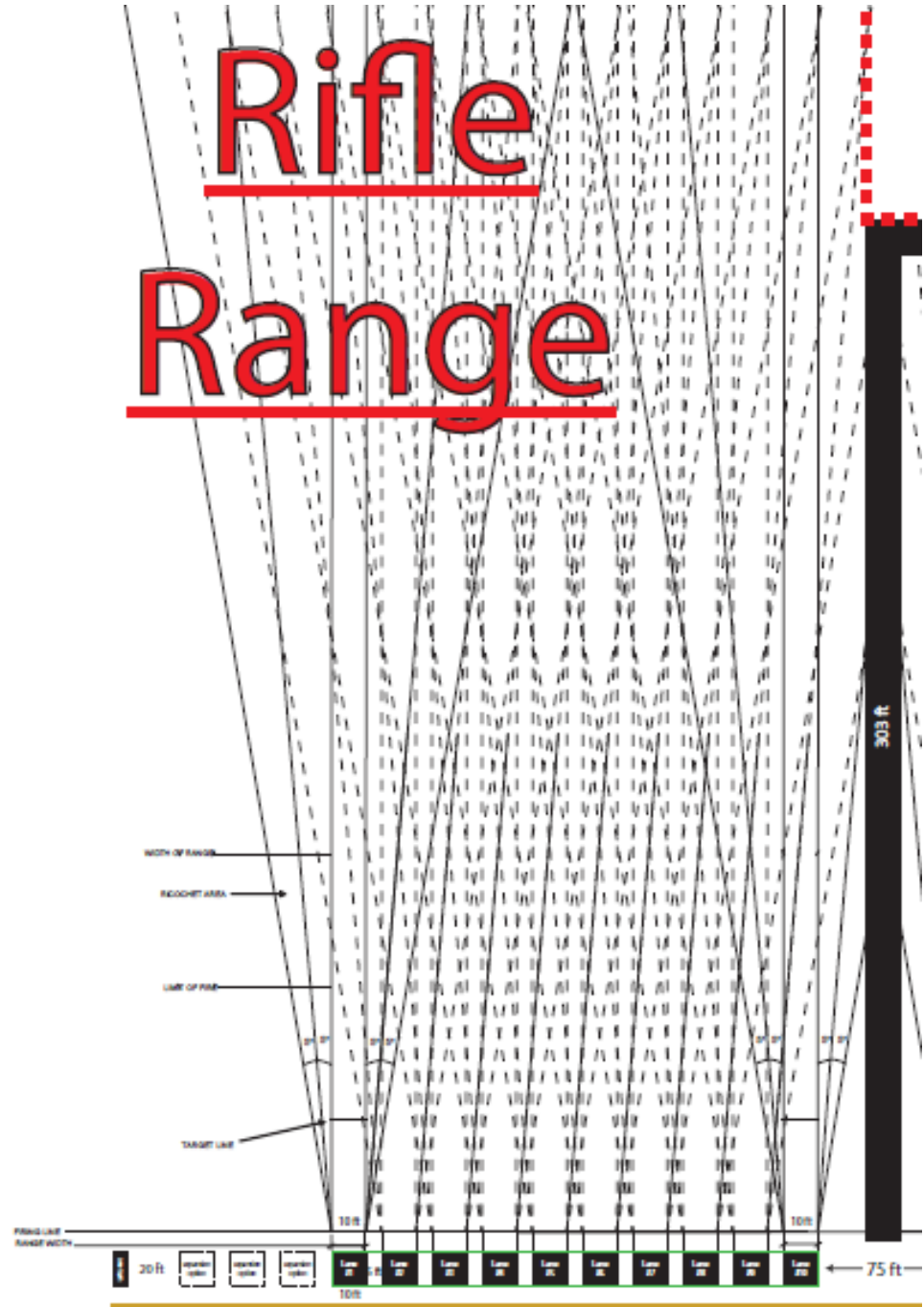
## Site Layout



# Rifle Range

600 ft

# Rifle Range



Handgun/ Shotgun Range

