



2300 Vichy Springs Rd Ukiah CA 95482

UKIAH RIFLE & PISTOL CLUB (URPC)

SOP

MARCH 2023

Next Review Due February 2024

STANDARD OPERATING PROCEDURES (SOP)

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CHAPTER 1

URPC ORGANIZATION

Organization

Name: The Organization shall be known as the Ukiah Rifle and Pistol Club (URPC).

Mission Statement

The URPC's mission, as a non-profit organization, is to operate a firearms and archery venue that is efficiently and safely designed, constructed, and environmentally responsible.

URPC will maintain shooting ranges, support structures, and facilities so that all authorized members and guests may use the facilities with pride, confidence, and satisfaction. The URPC endeavors to ensure that future members will inherit a well-managed, top quality shooting venue and a legacy of marksmanship, sportsmanship, and friendship.

Objectives

Develop a URPC membership base in sufficient numbers to sustain necessary operating manpower and financial stability.

Encourage enthusiastic URPC membership by providing programs and facilities that shooters of many disciplines and styles will enjoy. Promote and encourage the safe handling and use of firearms. Maintain sound and effective fiscal management practices that ensure sufficient funds to meet operational and developmental requirements.

Build, operate and maintain a range facility consistent with the fiscal status of the URPC that is in harmony with all applicable laws, NRA and NSSF range standards and good environmental stewardship.

Incorporation & Bylaws

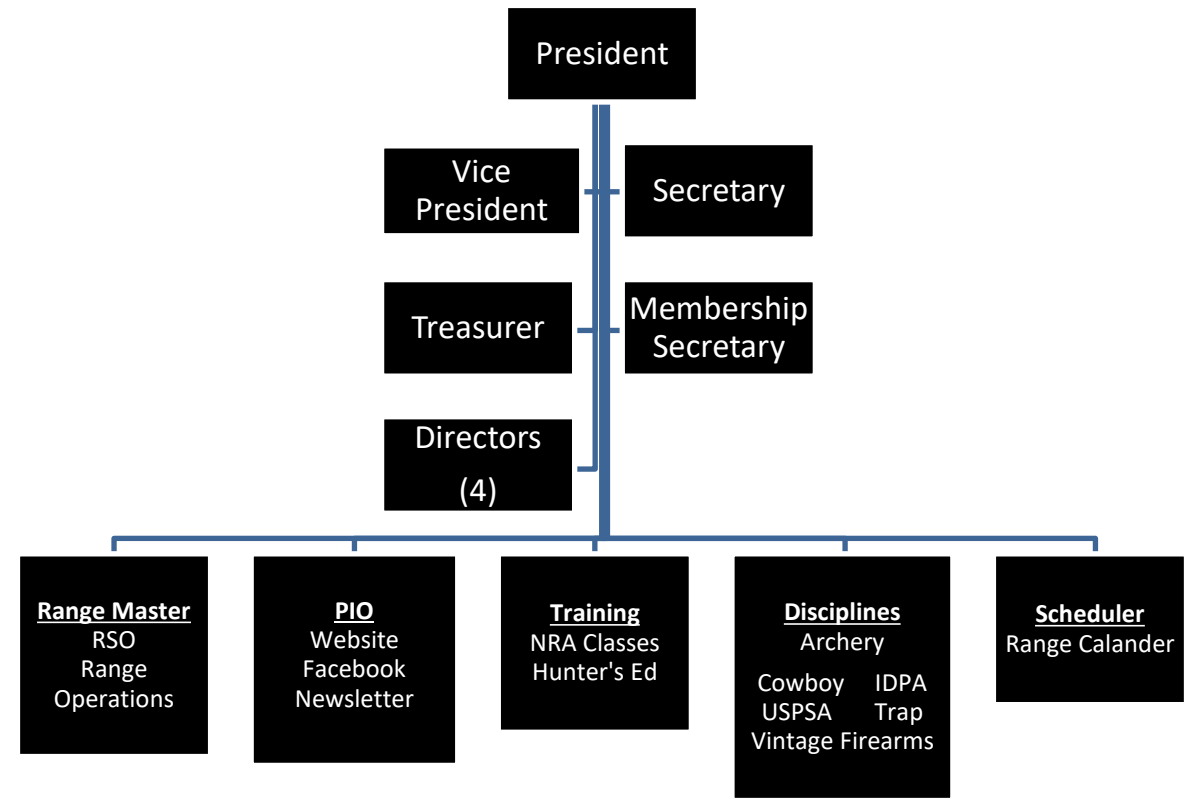
The URPC is incorporated as a non-profit corporation under the state laws of California and complies with federal tax laws to maintain its status as a non-profit organization.

The Bylaws of URPC were adopted with amendments as required by the Secretary of State, State of California, to maintain compliance with State Laws governing Corporations and containing all amends in effect.

Copies of the Bylaws are maintained by the Secretary of the URPC.

The Bylaws contain the legal and practical groundwork for the operation of the URPC and define the duties and responsibilities of the elected officers and members and the times and locations of regular URPC board and membership meetings.

Organization Chart



CHAPTER 2

ADMINISTRATIVE OPERATIONS

Board Meetings

Regular meetings are scheduled for the fourth Tuesday of every month. Special, Emergency and Closed Session meetings may be conducted as provided by the URPC bylaws (*article V*).

URPC Board planning meetings are normally conducted on the second Tuesday of the month to facilitate Board discussion of current and future issues. Minutes of these meetings are published and available to the membership.

Format (*Subject to change as necessary*)

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Agenda
4. Approval of last general meeting minutes
5. Membership Report
6. Committee Chairperson Reports (*3 minutes per report*)
7. Incident reports
8. Treasurer Report
9. Range projects
10. Litigation updates
11. Email approvals
12. Environmental Issues
14. Comments from membership (*3 minutes per person*)
15. Announcements
16. Adjournment

Meeting Procedures

Members wishing to address the Board in the open meeting are required to submit the topic to the URPC Board 48 hours prior to the meeting. Topics are limited to three (3) minutes or less. During the open meeting the President shall appoint a board member to be responsible for keeping track of the presenter's time.

ADMINISTRATIVE OPERATIONS – Cont...

Finance

Fee Collections

Sign-in Drop Box, Token Machine and Clubhouse Drop Box monetary collections shall be accomplished by a team of two (2) appointed members of the URPC who will (together) recover, count, document (*Appendix I*) and deliver to the Treasurer or deposit into the clubhouse drop box the collected fees. The fee recovery process will be accomplished (*at a minimum*) the same day of any scheduled URPC Board meeting.

Scheduled monthly shooting discipline event collections will be accomplished by a team of two (2) appointed members of the discipline who will together recover, count, document (*Appendix I and Q*) and deliver to the Treasurer or deposit into the clubhouse drop box the collected fees. Delivery of the collected fees will be accomplished no later than the next scheduled regular board meeting.

Reimbursements

Approved expenditures made by members of the URPC will be reimbursed provided the member provides the treasurer a valid receipt, invoice, or other verification that the funds were expended with a written request for reimbursement. Request for reimbursement form (*appendix J*) will accompany request.

Requests For Funds That Exceed \$500.00

Disciplines and/or individuals requesting funds over \$500.00 must include three (3) separate bids in their request for the funds. A request will be in the form of a written request submitted to the Board at least 60 days prior to the expenditure of the requested monies. Exception to the three-bid requirement may be granted by the Board on a case-by-case basis.

Range Scheduling

Shooting disciplines and approved outside organizations that wish to reserve blocks of time on URPC ranges will submit their annual schedule request not later than October 1 of the current calendar year for the following calendar year. It is suggested that scheduling conflicts be resolved between the disciplines. If not resolved, the scheduler is responsible for deciding the scheduling. The scheduler is responsible for ensuring a paper copy of the approved schedule is posted on the URPC bulletin board as well as electronically on the URPC web site and URPC Face Book page. Un-forecast range requests shall be submitted to the scheduler a minimum of 30 days prior to the event.

ADMINISTRATIVE OPERATIONS – Cont...

Newsletter

Volunteer Publisher Duties

Operate a computer capable of processing internet, email, and word documents. Publish the newsletter by the last day of the current month. E-mail the newsletter using the URPC EZfacility program. This program belongs to the URPC and access to the program may be transferred to the next volunteer producing the newsletter.

Monitor the EZfacility membership mailing list (*if allowed*) or receive the list from the Membership Secretary every month. The publisher of the newsletter shall mail the newsletter to the membership that does not have the capability to use e-mail and e-mail to the members that can access electronic e-mail.

Coordinate with the Committee Chairpersons and URPC BOD for information to be placed in the monthly newsletter no later than the end of the monthly general membership meeting.

Forward (*electronically*) a draft of the newsletter to the URPC BOD (*if requested*) for approval, corrections, and updates.

File the newsletter as a PDF and copy onto a USB for printing at the URPC club house.

Print enough copies to be mailed and a few extra for URPC club house.

Newsletters for mailing and clubhouse use are to be printed in black and white. Supplies used to publish and mail paper copies of the newsletter shall be reimbursed to the publisher by the URPC DOD upon receipt of the proper documentation.

Social Media

Facebook

The purpose of the Facebook page is to share positive information and photos of the activities conducted on URPC property. The president shall (*with BOD approval*) appoint a volunteer member to maintain and monitor the URPC Facebook page (*Ukiah Rifle and Pistol Club*). The Facebook volunteer shall allow validated members access to the Facebook page. In addition, the Facebook manager shall monitor the page on a regular basis to insure inaccurate and offensive posts are removed. The URPC Facebook page is not a place for political discourse one way or another. Members who abuse the Facebook page may be restricted from participating.

ADMINISTRATIVE OPERATIONS – Cont...

Website

The purpose of the URPC web page is to share positive information and photos of the activities conducted on URPC property. The president shall (*with BOD approval*) appoint a volunteer member to maintain and monitor the URPC web page ukiah rifle and pistol.com. The web site manager shall monitor the site on a regular basis to insure inaccurate and offensive information is removed. The URPC Web page is not a place for political discourse one way or another.

Range Security

Video Security

All ranges are monitored by a video security system. Access to the video room and use of the video security system is restricted to members appointed by the BOD.

Front Gate

The front gate is operated by passing an electronic membership card over the reader located on top of the key code box located just outside of the URPC gate on the driver's side of the access road. Members are not authorized to share their access card with any other person. Lock-out key codes may be issued to Board Members and up to two (2) members of each discipline for event access. Lock-out codes will not be shared with other personnel. Once an event starts the front gate should be closed as soon as possible. Exceptions may be granted by the BOD.

Lost and Found

The URPC maintains an unsecured lost and found area in the clubhouse. Members discovering items left on the property, should turn that property over to a club official for safe keeping. Should there be no club officials on site, phone an official who will direct the correct procedure.

SOP Review

The SOP will be reviewed annually by the URPC Board in the month of February with changes published by the end of March. URPC Board approved changes to the SOP may be made as necessary throughout the year. Should mid-year changes be necessary, a notice of the change shall be sent to the membership as soon as practical. A follow-up notice shall be included in the next newsletter.

ADMINISTRATIVE OPERATIONS – Cont...

Camping Rules

Dry camping is permitted on URPC grounds in conjunction with shooting events. The separately posted fee is to be deposited in the drop box located in the sign-in shack. Camping is on a first come first served basis. Given current drought conditions, campfires are not allowed on URPC property. Gas and charcoal BBQ cooking is permitted. Care must be taken to ensure a safe area to operate the BBQ and proper disposal of waste.

Domestic household pets are allowed on URPC property. Domestic pets must be always under positive owner control. Picking up after your pet is expected.

RV's Entering the property must proceed to the right (follow the signs). Turn left at the top of the grade to proceed to camping areas on the property.

Generator hours are 7:00am to 10:00pm. Please respect the quiet hours and our neighbors. Camping is limited to 5 consecutive days and/or 10 days max in any 30 day period.

URPC does not have a black water dump at this facility.

Events sponsored by URPC Disciplines may request exceptions a minimum of thirty days in advance of the event.

In the event of an emergency situation, (*members displaced by fires*) camping may be permitted by the URPC BOD outside of shooting events.

NO ALCOHOL CONSUMPTION IS ALLOWED UNTIL ALL RANGES ARE CLOSED AND ALL FIREARMS ARE SECURED

CHAPTER 3

SAFETY PLAN

Introduction

This safety plan is established to ensure the welfare and safety of members and their guests who utilize the URPC facility. Safety is a function of the URPC Board and members working in concert to ensure a safe and efficient range experience. Safety is everyone's responsibility.

Purpose

The primary purpose of this chapter is to address those issues pertinent to a proper safety plan for the URPC range facility. This plan is designed to educate range personnel, members and their guests in the safe operation of the range. The plan also ensures that the reduction of hazards is done through a preplanned approach. Range personnel will use this plan to handle safety issues as they arise.

Responsibility

It is the responsibility of all members of the URPC to ensure the range facilities are used in a safe and proper manner. Users must obey all rules and regulations as described in the URPC SOP and conduct themselves in a safe and responsible manner. The URPC empowers the Range Master, RSO's and members with appropriate authority to enforce the rules and regulations.

URPC BASIC RULES FOR SAFE FIREARM RANGE OPERATION

- ALWAYS TREAT FIREARMS AS IF THEY ARE LOADED
- ALWAYS KEEP FIREARMS POINTED IN A SAFE DIRECTION
- ALWAYS KEEP YOUR FINGER OFF THE TRIGGER UNTIL READY TO SHOOT
- ALWAYS KEEP THE ACTION OPEN AND FIREARM UNLOADED UNTIL READY TO USE
- ALWAYS USE THE CORRECT, AUTHORIZED AMMUNITION FOR YOUR FIREARM
- ALWAYS ENSURE THE FIREARM IS SAFE TO OPERATE
- ALWAYS WEAR EYE AND EAR PROTECTION (*MANDATORY AT URPC*)
- NEVER POINT A FIREARM TOWARDS ANOTHER PERSON
- NEVER USE ALCOHOL OR DRUGS BEFORE OR WHILE SHOOTING

EMERGENCY ACTION PLAN (EAP) OVERVIEW

Policy

It is the policy of the URPC to be proactive in maintaining an Emergency Action Plan (EAP) to guide URPC personnel responding to emergency situations. Copies of the EAP shall be posted at all range structures where URPC activities take place. The Range Master shall coordinate the training of the EAP to all RSO'S, Match Directors, and individuals directing range activities.

Reporting Procedures

Emergency situations are detailed in the EAP and in general fall into a variety of types most of which require immediate action in calling for response groups trained for the specific event. Secondary consideration is to provide an Incident Report to the BOD for evaluation of the event in relation to URPC policies.

Types of Emergencies

The following list covers the most common types of emergencies found in relation to the range property and facilities with the primary response. Check the EAP located in the URPC house building for further details.

Medical dial 9-1-1
Fire dial 9-1-1
Police..... dial 9-1-1

Weather (*Winds/humidity*) - Close range when Fire Dept. Requests
Utility (*Major interruption*) - Close range if safety issues exist

Emergency Action Plan (EAP)

Medical Emergency

Call all 9-1-1. Give location (*2300 Vichy Springs Road*), your name and what has happened e.g., firearm accident, broken leg etc.

Someone must take charge (*incident leader*). That person is in charge until the event is over.

Have others render first aid if possible and move unnecessary people away from incident. An A.E.D. (*automated external defibrillator*) is located in the URPC house on the west wall next to the kitchen sink and on the inside entry wall in Helldorado.

Appoint someone to take notes to document the incident. Record names, phone numbers, URPC member numbers and who went where and what they did.

All ranges must be shut down and confirmed COLD. No shooting or handling of firearms. Firearms must be secured before Emergency response personnel (*Ambulance, Fire Fighters, Law Enforcement*) will come onto the property. Send at least two people to each range to inform shooters there is an incident in progress and to secure each range. Have each shooter properly secure their firearms and leave the range. One person will then stay at the range to maintain security. The second person will return to the incident leader and report that range secure. This must be done for all ranges including the archery range. (*Note: even if there is no one on a range one person must remain to assure the range remains secure during the incident.*)

Post 3 people as follows for traffic control. Post one at the top of the hill at Helldorado to direct emergency responders and keep on site traffic from blocking access by emergency responders. Post two people at the gate to open the gate for emergency responders, and keep non-emergency traffic from entering the property, or blocking emergency responders.

Notify the Range Master or a URPC board member of the incident immediately. They may not take charge of the incident, but a URPC officer must be notified.

Once the incident is over an "Incident Report" sheet must be filled out and submitted immediately. Report sheets are located in the document bin by the door inside the URPC club house.

The Range Master and/or Board Members must fill out a report on what happened and how to correct the issue and/or prevent it from happening again.

FIRE EMERGENCY

Call 9-1-1. Give location (*2300 Vichy Springs Road*), your name and what has happened e.g., grass fire, building fire etc.

Someone must take charge (*incident leader*). That person is in charge until the event is over.

Appoint someone to take notes to document the incident. Record names, phone numbers, URPC member numbers and who went where and what they did.

All ranges must be shut down and confirmed COLD. No shooting or handling of firearms. Firearms must be secured before Emergency response personnel (*Ambulance, Fire Fighters, Law Enforcement*) will come onto the property. Send at least two people to each range to inform shooters there is an incident in progress and to secure each range. Have each shooter properly secure their firearms and leave the range. One person will then stay at the range to maintain security. The second person will return to the incident leader and report that range secure. This must be done for all ranges including the archery range. (*Note: even if there is no one on a range one person must remain to assure the range remains secure during the incident.*)

Post 3 people as follows for traffic control. Post one at the top of the hill at Helldorado to direct emergency responders and keep on site traffic from blocking access by emergency responders. Post two people at the gate to open the gate for emergency responders and keep non-emergency traffic from entering the property or blocking emergency responders.

Notify the Range Master immediately or another board member of the incident. They may not take charge of the incident; but an URPC officer must be notified. Once the incident is over an "Incident Report" sheet must be filled out and submitted immediately. Report sheets are in the document bin by the door inside the URPC club house.

The Range Master and/or Board Members must fill out a report on what happened and how to correct the issue and/or prevent it from happening again.

Chapter 4

RANGE OPERATIONS

Range Hours

The ranges are operational from 8:00 am to 1/2 hour before sunset Monday through Saturday. Sunday hours 9:00 am to 1/2 hour before sunset.

Sunset times are published on the URPC web site, Sign-in shack and at all Ranges.

Red Flag Warnings

When issued by appropriate authority, a RED FLAG warning shall be cause for the URPC Board to close all ranges for the duration of the warning. Signs will be posted indicating range closure due to the red flag warning. An e-mail alert will be sent to URPC members as soon as possible describing the closure.

Scheduled Range Closures

Scheduled range closures will be noted in the website calendar. Planned closures should also be noted in the published Business Meeting notes and the URPC Newsletter when possible. "Range Closed" signs must be displayed at the gate entrance and the sign in kiosk when the range is closed.

Range Orientation

All new members of the URPC and members that have allowed their membership to laps more than six months must successfully complete the URPC range orientation program before receiving their membership card or using the URPC facilities. Orientations will be scheduled on an as needed basis.

User Responsibilities

All personnel must sign in at the entrance shack. A liability waiver form must be signed by all family members and guests attending this facility. Members are allowed two guests at a time. Guests are allowed four visits in a calendar year. The guest fee must be deposited in the sign-in drop box prior to using the range.

Members must have their current URPC membership card on their person while on the URPC facility. All members are responsible for the conduct, safety and supervision of their family members and guests. All family members and guests must remain with a valid URPC member.

No one under 18 years of age shall be allowed to fire or possess a firearm on the range unless under the direct supervision of an URPC member.

All personnel utilizing the URPC facility are required to clean up after

RANGE OPERATIONS - Cont...

themselves. This includes returning range equipment, target backers, and picking up and disposing of items in the appropriate containers.

Boisterous, disorderly conduct, disrespectful and/or offensive language to staff, members, or guests is not allowed and may be cause for [removal](#) from the facility. During range operating hours alcoholic beverages are not permitted at any range area until all firearms are cased and removed from the line and stored in a safe manner. When all ranges are closed for the day and when special outings are held on the facility, alcohol may be allowed in designated areas.

Alcoholic beverages, medications and drugs which affect the shooters' ability to safely handle a firearm are not to be consumed by the shooter prior to or during shooting.

The consumption of alcoholic beverages, medications, and substances which affect the mental capacity of anyone on URPC property is prohibited when any range on the property is operational.

Eating or drinking is not recommended on ranges.

No smoking on ranges. Designated smoking areas are available.

Hunting or shooting at animals or birds anywhere on URPC property is prohibited. If your shooting endangers wildlife, don't shoot, call for a "cease fire" and patiently wait until the wildlife have cleared the impact area.

Pets must be always supervised by their owners on URPC property.

Pet owners are required to clean up after their pets.

Universal Range Procedures Main Range(MR).Helldorado(HR) and Back Range (BR)

Anyone can call for a “Cease Fire” for any reason.

No one shall proceed downrange until firearms are unloaded made safe.

Unauthorized persons are not allowed on the berms or backstops.

Range and personal safety must be observed at all times. Any unsafe condition shall promptly be corrected or brought to the attention of the Range Safety Officer or BOD.

All firing shall be done on the designated ranges only. No shooting on undeveloped areas of URPC property is authorized. Shooters are allowed to use only authorized targets.

Unload, open the action, remove the magazine and bench or place in the rack all firearms during a cease-fire. Do not handle any firearm or stand at the firing line where firearms are present while others are down range.

An RSO, RM and / or Match Director may declare a firearm unsafe. Any firearm declared unsafe shall not be operated on the URPC property and shall be safely removed from the range area.

For a Misfire or Hang Fire, wait at least 30 seconds, keeping the muzzle pointed down range then attempt to clear the firearm (*if you know how*). Remove magazine and/or open the action. If you need to take gun to the designated safe area: call for a cease fire, keeping muzzle pointed in a safe direction. Once the range is cold and everyone is behind the green line then ground the firearm safely (*on the firing bench*). If you are not sure what to do, ask others if they are qualified to clear it, or see a Range Master or Range Safety Officer if available.

To remove the firearm from the range:

- Call for a cease fire.
- Secure the firearm to as safe a condition as possible. Keeping muzzle pointed down range.
- No one may go down range until the firearm is safely removed from the range.
- Once the range is cold and everyone is behind the green line, remove the firearm from the range.
- Keep the firearm pointed up safely away from everyone behind the green line.
- All matches must be supervised by qualified Match Directors and or RSOs.
- All shooters are to pick up their own empty cartridges (*brass, steel cases and shotgun hulls*). The range facility has provided recycle receptacles for your convenience.

Universal Range Procedures - Cont...

URPC approved RSO's using the range may monitor the range for safety violations and make corrections.

All muzzles must always be pointed below the top of the impact area when loading, unloading and firing the firearm. (*Exceptions: Loading of muzzle loading firearms and unloading revolvers with cylinder open*)

All cased firearms shall be uncased on the firing line, muzzles down range, actions open, before placing in the racks.

No uncased firearms are allowed to be handled during a ceasefire.

During a "CEASE FIRE," all firearms shall immediately be unloaded, actions opened, safeties on (*If possible*), magazines out and firearms placed on the bench, holstered, or placed on a wall rack. If the actions will not stay open, then an approved NRA empty chamber indicator (*ECI*) must be installed.

Muzzleloader firearms are considered "safe" if the ignition source (*cap, pan, etc. are removed or empty and unable to ignite the load*). Then stand behind the "GREEN SAFETY" line.

During firing, all muzzles will be at or forward of the red line.

Firearms will not be loaded until the shooter is on the firing line and the firing range is called HOT.

Drawing a pistol from a strong side holster is permitted, as long as this is performed in a safe manner. Shoulder holsters, cross draw holsters and behind the back holsters are prohibited.

Single point slings on rifles are not authorized for use on URPC property.

Those who are CCW holders will move to the red line and clear or prepare their firearm.

High Power/Large Bore rifle ammunition, such as 50 BMG, .416 Barrett, and the like, are prohibited.

Class III firearms are prohibited.

Only firearms in good condition with the proper ammunition will be used.

All firearms must be [California](#) compliant.

Universal Range Procedures - Cont...

Blank firing cannons are authorized with permission of the BOD. The area forward of the cannon must be free of burnable material out to 100 feet.

Muzzleloader firearms may only be fired on ranges which have all flammable materials removed from in front of the firing line out to a distance of 25 feet for fire prevention.

The following are prohibited: Exploding targets, Explosive, Incendiary, Armor Piercing, Tracer and similar ammunition. Ammunition restrictions are posted at each range. Other types of ammunition may be restricted.

Shotguns: Slugs shall only be fired on the main and back ranges. Aerial targets may only be launched on the trap range.

It is the shooter's responsibility to use ammunition that is correct and safe for use in their firearms.

If in doubt, contact the Range Master, an RSO, or a Board Member

RANGE SPECIFIC RULES

Helldorado Range

Eye and Ear Protection Required at all times on the range to include before entering any active range.

All shooting is done from the RED line.

Shooting tables (if used) must be positioned with the leading edge on the red firing line.

When arriving or leaving range, bring cased guns to the firing line and remove or return guns to the case pointed down range. Always keep firearms pointed in a safe direction when moving firearms between bench and rack.

Enter through the double doors only. Keep the side gates closed while shooting. Side gates may be used when the range is not active.

No more than two shooters per bay.

Alcoholic beverages, medications and drugs which affect the shooters' ability to safely handle a firearm are not to be consumed by the shooter prior to or during shooting.

No shotguns or center fire rifle caliber rifles on this range. (See special events rules for exceptions).

.22 Rimfire rifles are allowed.

Air guns (.177 and .22) are allowed.

Pistol caliber rifles such as 38 cal special, 9mm, 44 cal special and 45 Colt are allowed.

Use the correct ammunition for your gun. Ammunition with a velocity over 1,600 FPS is prohibited. These specific calibers are not allowed on this range: .50AE, .50 Beowulf, .454 Casul, .500 S&W, .460 Rowland, .480 Ruger, 5.7 x 28

Use the provided target stands for paper/cardboard targets and clay birds only. Do not shoot at the ground, rocks, glass, signs, target stands or anything not an approved target. Steel targets must be of AR 500 hardness or better. Do not shoot steel targets closer than 20 yards. Steel targets must have a 20-degree forward slant to bounce rounds down towards the ground. If in doubt, contact the Range Master or Range Safety Officer.

When shooters wish to change or remove targets activate the RED light and use verbal commands. In the event of a red-light failure, verbal commands are sufficient. Communication with others on the range is critical. When all are ready to change targets, one shooter shall

Helldorado Range – Cont...

take charge and announce, “Cease Fire!” “Make firearms safe then bench or rack. Step back to the green line.” When all have done this, say: “The range is Cold, it is now clear to go down range.” Do not handle firearms when people are down range. When everybody is back on the firing line, ask “are you ready to shoot?” When everybody is ready, announce “Eyes and ears, the range is now HOT.

When resetting targets down range, take everything you need and reset targets quickly. If you are done shooting for the day, remove your targets and move the stands to the sides. Pick up your brass, broken birds, and trash and place them in the receptacles provided. Only defective Ammunition goes in red IRON PIG container. Do not throw live or dud ammunition in the trash, brass recycle cans or on the ground.

No rapid fire. Pause at least one second between shots. Double taps are okay; however, you must pause at least 2 seconds before firing a third shot.

Incident reports: Must be filled out for any injuries, damage to URPC property, safety violations, theft or any other illegal actions. Do not leave the range until the incident is resolved with the range master and/or board member. Incident forms are in URPC club house by east door.

If wild animals are injured or killed, stop shooting and contact the Range Master or a board member immediately. Do not leave the range until the incident is resolved with the range master and/or board member. Incident forms are in URPC house by east door.

The First Aid kit is located in the URPC club house near the kitchen sink and in the trap shack. AEDs are located in both the club house and the Helldorado range. Fire extinguishers are on each range. Call 9-1-1 if needed. (See *E.A.P. procedures*)

Main Range

Eye and ear protection is required before entering any active range.

Alcoholic beverages, medications and drugs which affect the Shooter's ability to safely handle a firearm are not to be consumed by the shooter prior to or during shooting.

Enter the range from the designated entrance doors only.

The West side of the range has a maximum of 133 yards. Pistols, rifles, and shotguns are allowed on this side. Movable targets may not be placed farther out than 100 yards on the west side of the range.

Mobile Paper Target Placement

Rifle and Shotgun	Max 100 yds	Min 25 yards
Pistol	Max 100 yds	Min 25 yards

The East side of the range has a maximum of 300 yards. Rifles, shotguns, and hunting pistols are allowed.

Mobile Paper Target Placement

Rifle and Shotgun	Max 125 yds	Min 25 yards
Hunting Pistol	Max 125 yds	Min 25 yards

Mobile Steel Target Placement

West Side	Rifle and Shotgun	Max 100 yards	Min 100 yards
	Pistol	Max 100 yards	Min 25 yards
East Side	Rifle and Shotgun	Max 125 yards	Min 100 yards
	Pistol	Max 125 yards	Min 50 yards

Main Range – Cont...

Use correct Ammunition for your gun. No armor piercing, steel penetrator, incendiary or exploding Ammunition. Only use Ammunition that is legal in California. No .50 BMG or .416 Barrett.

Keep all firearms pointed in a safe direction.

When arriving or leaving range, bring cased guns to the firing line and remove or return guns to the case pointed down range. Those who are CCW holders may go to the red line and clear or prepare your carry firearm.

Bay 1-5 are on the west side of the range. Bay 5 is a designated handicap priority bay. There is an RSO observation bay in the center of the range house. That bay has a yellow line. No shooting from the RSO Bay. Bays 6-10 are on the east side of the range from the RSO observation bay. Shooting is only allowed from bays with a red firing line.

Targets: Use the provided target stands for paper and cardboard targets. Clay birds may be shot no closer than 50 yards. Do not shoot at the ground or into other lanes. Do not shoot target holders. Shoot at only approved AR steel targets. Steel targets must be set at a 20 degrees forward cant.

Activate RED strobe lights and use verbal commands when shooters wish to change or remove targets. In the event of a red-light failure, verbal commands are sufficient. Communication with others on the range is critical. When all are ready to change targets, one shooter will take charge and announce, "Cease Fire!" "Unload all guns, actions open and place on bench facing down range or in the gun racks. Then step back to the green line." When all have done this, say: "The range is Cold, it is now clear to go down range." Do not touch firearms when people are down range. When everybody is back on the firing line, communicate "are you ready to go hot?" If all are ready, announce "the range is Hot, eyes and ears." Deactivate the red flashing lights to commence shooting.

Resetting targets: when going down range, take everything you need and reset targets quickly. If you are done shooting for the day, remove your targets and move the stands to the sides.
Pick up your brass and trash.

Only shoot at approved targets. Do not shoot target stands, signs, or at the ground, do not shoot rocks, glass, or anything this is not an approved target.

Main Range – Cont...

No rapid fire. Pause at least one second between shots. Double taps are OK but pause at least 2 seconds before a third shot.

Malfunctions: For a misfire or a hang fire wait at least 30 seconds, keeping muzzle pointed down range, then attempt to clear the firearm if you know how. Attempt to remove magazine or open the action. If you are not sure what to do, ask others if they are qualified to clear it, or see the Range Master or Range Safety Officer if available. This range has no "Safe Area" so a malfunctioning firearm presents a particular danger.

If the firearm cannot be cleared and must be removed from the range,

- Call for a cease fire.
- Secure the firearm to as safe a condition as possible. Keeping muzzle pointed down range.
- No one may go down range until the firearm is safely removed from the range.
- Once the range is cold and everyone is behind the green line, remove the firearm from the range.
- Keep the firearm pointed in a safe direction.

Incident reports

Must be filled out for any injuries, damage to URPC property, safety violations, theft or any other illegal actions. If wild animals are injured or killed, stop shooting and contact the Range Master or a board member immediately. Do not leave the range until the incident is resolved with the range master and/or board member. Incident forms are in URPC club house by the east door.

Laws and rules

You must follow all Federal, State and Local Laws. Use common sense and be respectful of our range and others at all times. If it doesn't seem safe, then don't do it.

BACK RANGE

Eye and Ear Protection is always required on an active range. Put your protection on before entering an active range.

Alcoholic beverages, medications and drugs which affect the Shooter's ability to safely handle a firearm are not to be consumed by the shooter prior to or during shooting.

Enter range from the designated entrance door; never enter from the side gates.

When arriving at the range, bring cased firearms to the firing line. Uncase firearms, open actions and remove firearm(s) from case, pointing down range. Once uncased, actions open, firearms may be put in/on the west side wall rack/bench, rifle barrels up, pistols pointing west. Under no circumstances may firearms be manipulated in the back and east side of the building.

No armor piercing, incendiary, steel penetrator, tracer, or exploding ammunition.

All shooting is done from the RED line. (*See disciplines for exceptions*)

Parking is limited at this range. Do not block the range building entrance door or side gates. Leave as much room as possible for others to park and get around.

Targets

Use the provided target stands for paper / cardboard targets only. Do not shoot at the ground, rocks, glass, cans, posts, trees, or the stands. No bouncing or rolling targets allowed. Shoot straight down range, never across the range. Do not put targets on the side berm.

Pistols

Steel targets may not be closer than 25 yards and must be angled forward 20 degrees to deflect rounds to the ground.

Rifle

Steel targets must be no closer than 75 yards down range. Do not shoot main range steel targets up the hill on the left.

Pistol, rifle, and shotguns are allowed on this range. Be cautious of the surrounding and down range limits, shoot only in your designated lane and within the range boundaries.

Rapid fire

No rapid fire! Pause at least one second between shots. Double Taps are OK, but wait at least 2 seconds before firing a third shot

BACK RANGE – Cont...

Going Hot

From a cold range, ensure all shooters are behind the green line and no one is down range, turn the red light off and announce, "Eyes and ears, range is hot, you may commence fire."

Cease Fire

One shooter should take charge and announce, "Cease Fire!"., use verbal command to "Make Safe" then bench, place in rack or holster the firearm. Everyone must step back behind the "Green Line". When all have done this, Activate RED light and say: "The range is Cold, it is now clear to go down range."

Resetting targets

When going down range, take everything you need and reset targets quickly. If you are done shooting for the day, remove your targets and move the target stands to the left side by the gate.

Misfires and Hang fires

Wait at least 30 seconds, keeping muzzle pointed down range, then attempt to clear the firearm. Make the firearm safe. If you need to take gun to the designated safe area: call for a cease fire, keeping muzzle pointed down range. Once the range is cold and everyone is behind the green line, move to the safe area. Keep the firearm pointed in a safe direction. If you are not sure what to do, ask others if they can help, or see if the Range Master or a Range Safety Officer is available.

Leaving the range: Make firearm(s) safe at the shooting bench then case them before moving from the shooting bench. Pick up your brass and trash and place in appropriate containers.

AEDs are in the URPC clubhouse near kitchen sink and in in the Helldorado range First aid kits are located in the clubhouse by the kitchen sink and in the trap shack. Fire extinguishers are on the range. Call 911 if needed and follow the EAP.

Laws and rules

You must follow all Federal, State and Local Laws. Be always respectful of our range and others. If it doesn't seem safe, then don't do it.

TRAP RANGE

ADMINISTRATIVE PROCEDURES

Eye and Ear Protection is always required on an active range. Put your protection on before entering an active range.

Alcoholic beverages, medications and drugs which affect the Shooters ability to safely handle a firearm are not to be consumed by the shooter prior to or during shooting.

AEDs are in the URPC clubhouse near kitchen sink and in in the Helldorado range
First aid kits are in the clubhouse by the kitchen sink and in the trap shack.
Fire extinguishers are on the range. Call 911 if needed and follow the EAP.

Operation of the trap machines requires a token. The token machine is located on the north side of the Trap building. One token cost five dollars. The machine will accept one, five, ten and twenty-dollar bills. One token will get twenty-eight clays from the singles range and fourteen double clays on the double range.

At both trap ranges there is a red safety cone. The cone is to be placed on top of the trap house when the range is cold, and the machine is secured.

Trap houses are to be approached from the right side of the house as seen from the up range (*shooting position*) side. DO NOT step in front of the trap house until it is shown safe (*see below*). This is very important as many times the throwing arm is left charged with a clay and could discharge the clay and injure anyone in front of the machine. Approach the trap house from the right side, look into the house and look for the red throwing arm. If the red throwing arm is visible the house is safe to approach or enter. If the red throwing arm is NOT visible do not stand in front of the trap machine or trap house. For your own safety never enter the trap house without specific training.

There are two separate ranges, one for singles on the east and one for doubles on the west. With shooters on both ranges, use extreme caution when going to a trap house. Those traveling to and from the trap house should only do so when the house that is being loaded and any adjacent trap field when they are not actively shooting. e.g., changing posts, changing squads, and reloading trap house.

Be sure shooters on the other range from yours are aware of your presence; Though it is assumed that fire from one range will not land on the other, it is simply unsafe to go to a trap house when the other range is active.

TRAP RANGE – Cont...

Under no circumstances will shooters engage targets from behind the 27-foot trap fan.

Preparing to shoot

First turn on the trap machine hydraulic pump. This is done by lifting the rear of the two switches located just inside the trap house to the ON / UP position. The pump will energize and should be left to run and warm up (about 5 min). While the pump warms up, go to the microphones and remove the covers. Put them on the ground next to their respective stands.

Go back to the trap house and arm the trap machine by lifting the front switch to the ON / UP position. The machine will load a clay pigeon and be ready for use.

Put the orange cone located on the trap house on the ground. The orange cone on top of the trap house indicates the range is COLD. The cone once placed on the ground signals the range is HOT.

Insert a token into the machine at the scoring station. Set the microphone ON / OFF switch on the remote trap control located next to the token machine to ON. The pilot blue light will be on if the microphones are active. The range is ready.

SHOOTING PROCEDURES

Use only number 7 1/2, 8 or 9 shot at no faster than 1250 feet per second.

Load only one round at a time on the singles range.

Load only two rounds at a time on the doubles range.

Only the ACTIVE shooter may load; others on the range must wait until their turn to load and shoot.

When not shooting, actions must be open and muzzles down. Always be aware of those around you when on the firing area.

No one should be ahead of your muzzle when shooting.

Under no circumstances will shotguns be fired behind the end of the trap fan (27 yards).

Pay attention to action on the adjacent range. Be sure there is no one down range at the adjacent trap house when shooting.

Shutting down the trap range

Call or inform all shooters the range is to be secured. Safe all firearms into the provided racks or into gun cases. Please ensure all firearms are secure before going down range to the trap house.

Approach the trap house again from the right side only.

Set the trap control front switch to the center. Be sure no one is in front of the trap house then switch the switch to the down position ONCE. This will release any clays in the throwing arm. Again, DO NOT STAND IN FRONT OF THE TRAP MACHINE!

TRAP RANGE – Cont...

Now switch the forward switch to the center position.

Let the hydraulic pump run a bit to cool the system. This is a good time to put the covers back on the microphone / speakers. Then switch the hydraulic pump (rear switch) to off.

The pump will stop.

Replace the orange cone on the trap house roof to signal the range is COLD and the trap machine is off.

Note: Just because the orange cone is on the trap house does not mean there is not someone in the trap house working on or loading the trap machine. Always check before shooting the pattern target.

Make sure all the microphone covers are back in place and all the cables are neatly coiled onto the microphone stands.

To use the pattern target, first be sure no one is in the trap house! Use lead shot only. Roll the target with grease from the supply behind the target or put paper on the target. Shoot no closer than 30 yards. Be sure if you use paper to remove the target paper when you are finished.

ARCHERY RANGE

The target distance is from 10 to 70 yards. Archers should ensure that the range is clear of wildlife by walking the course and checking behind each target. Wildlife likes to hide behind the target backstops. Ensure there are no animals in danger of being harmed anywhere down range.

AEDs are in the URPC club house near kitchen sink and in the Helldorado range. First aid kits are in the club house by the kitchen sink and in the trap shack. Fire extinguishers are on the range. Call 911 if needed and follow the EAP.

- The archery range rules are posted on the main tree next to the Fire extinguisher.
- Archers must shoot from the marked shooting pads. No exceptions, there are shorter target distances for those who need it.
- No high draws allowed.
- All bow styles may be used on this range, including crossbows.
- No Broadhead arrows may be used on URPC targets. Only use field-point arrows on the URPC targets.
- If you would like broadhead targets, please bring your own.
- No cross-range shooting allowed. Please shoot the target in your lane.
- **Keep in mind there are houses to the west side of the range and trap to the east.**
- No more than 6 arrows per target at a time before an arrow removal is required.

SHOOTING PROCEDURES:

- Only 6 arrows per shooter at a time.
- Keep arrows pointed down range when nocked at all times.
- Only the shooters at the line, may nock an arrow; others on the range must wait until their turn to nock and loose.
- Only draw back straight at the target, no high or low draws.
- Always be aware of those around you when on the shooting line. No one should be ahead of your arrow when shooting.
- Under no circumstances will bows/crossbows be shot behind the shooting line. Even if you would like to shoot over 70 yards.
- If you are down range, communicate to the other archers your intentions. Secure a **"Cease Fire."** All archers must set/hang their bows and the range is then called **"Cold"**. Once cold, archers may go down range to retrieve arrows and/or change targets. NO HANDLING OF BOWS when archers are down range. Arrow retrieval and target changes should be done as quickly as possible. Once everyone is back to the shooting pads, ensure everyone is safe and ready, then the range may be called **"Hot"** and shooting may resume. If more than one archer is shooting, shoot a maximum of six (6) arrows per relay. Then all shooters retrieve arrows together.

NO FIREARMS OR AIR GUNS ARE ALLOWED ON THIS RANGE

INCIDENT REPORTING

Any member may complete an incident report. Reporting member should take immediate action to safely address the issue (Use the EAP as needed). Notify the Range Master, RSO or a BOD member. Complete the incident report and place it in the drop-box located in the URPC club house prior to leaving the range facility.

ACCIDENT / INJURY

For incidents requiring medical assistance dial 9-1-1 (see *EAP*)

PROPERTY / EQUIPMENT

Damage to range buildings and/or equipment
Report what equipment and detail how damage occurred
Note vehicles, guns or other sources of the damage

DISCIPLINARY ACTIONS

Minor Infractions (First Offense)

This assessment assumes that the violation was due to accidental action due to inappropriate or uninformed actions not intended to cause harm or distress to the range or other shooters. All minor violations may be dealt with by reminding the individual of range rules and / or policy and instruction in what action is expected.

Serious Infractions

Removal from the range, Incident report completed and Board action required.

Major Infractions

This would include actions of a dangerous nature where range rules are knowingly violated, damage was done to range property, other shooters, and/or involving refusal to obey the Range Safety Officer's direct commands. Major violations require removal from the range. Range Safety Officer will direct the individual to leave the range. If a shooter refuses to obey the instructions of the RSO and refuses to leave the range, RM/RSO shall immediately call a cease fire, close the range and call 9-1-1, requesting the sheriff to remove the individual from the URPC property.

INCIDENT REPORTING – Cont...

Ejections

The on-site decision of the Range Master, Board member or RSO is final. Disciplinary action will be taken by the Board of Directors and can result in reprimand, suspension, or termination of membership in accordance with the Bylaws and SOP, Should the BOD confirm the disciplinary action taken, names of ejected individuals will be kept at the Range Office and available to all Range Officials to assure compliance.

Reporting of Incidents

All incidents require an incident report to be completed and saved in the BOD archives. Violations of club rules not listed will be adjudicated by the URPC board.

URPC INFRACTION GUIDE

MINOR INFRACTIONS (FIRST OFFENSE)

INFRACTION	RM/RSO ACTION	FOLLOW UP	BOARD ACTION
Not signing in	Verbal Correction	Incident Report	Archive
Lack of eye and ear protection	Verbal Correction	Incident Report	Archive
Improper uncasing/casing	Verbal Correction	Incident Report	Archive
Prohibited targets	Verbal Correction	Incident Report	Archive
Unsupervised domestic pet	Verbal Correction	Incident Report	Archive
Improper Placement of Target Stands	Verbal Correction	Incident Report	Archive
Smoking in other than Designated Areas	Verbal Correction	Incident Report	Archive
Improper firing line alignment	Verbal Correction	Incident Report	Archive
Gate code violation	Verbal Correction	Incident Report	Archive
Failure to pay fee	Verbal Correction	Incident Report	Archive
Failure to complete liability form	Verbal Correction	Incident Report	Archive
	Verbal Correction	Incident Report	Archive

MINOR INFRACTIONS (SECOND OFFENSE)

INFRACTION	RM/RSO ACTION	FOLLOW UP	BOARD ACTION
Not signing in	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Lack of eye and ear protection	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Improper uncasing/casing	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Prohibited targets	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Unsupervised domestic pet	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Improper Placement of Target Stands	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Smoking in other than Designated Areas	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Improper firing line alignment	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Gate code violation	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Failure to pay fee	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Failure to complete liability form	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension

SERIOUS INFRACTIONS

INFRACTION	RM/RSO ACTION	FOLLOW UP	BOARD ACTION
Start/Stop Times	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Exceeding Speed Limit	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Rapid Fire	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Prohibited Firearms/Ammo	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Cross Range Shooting	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Failure to Follow RM/RSO Instructions	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Conducting Training without Board Approval	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Use of Unauthorized targets	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Dumping	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension
Unsafe range entry	Removal from Range for 24 hours	Incident Report	Written Reprimand and or Suspension

MAJOR INFRACTIONS

INFRACTION	RM/RSO ACTION	FOLLOW UP	BOARD ACTION
Unsafe Firearm Handling	Suspended from Range pending Board Action	Incident Report	Suspension
Disorderly Conduct	Suspended from range pending Board Action	Incident Report	Suspension
Negligent Discharge	Suspended from range pending Board Action	Incident Report	Suspension
Firearm discharge caused Injury	Suspended from range pending Board Action	Incident Report	Suspension
Un-supervised Minors	Suspended from range pending Board Action	Incident Report	Suspension
Shooting from beyond the firing line	Suspended from range pending Board Action	Incident Report	Suspension
Destroying URPC Property	Suspended from range pending Board Action	Incident Report	Suspension
Shooting from behind the safety line	Suspended from range pending Board Action	Incident Report	Suspension
Failure to follow safety rules	Suspended from range pending Board Action	Incident Report	Suspension
Failure to pick up brass	Suspended from range pending Board Action	Incident Report	Suspension
Failure to comply with URPC SOP	Suspended from range pending Board Action	Incident Report	Suspension

Chapter 5

RANGE SAFETY OFFICER DUTIES

Range Master

The Range Master must be an adult URPC member in good standing, over 21 years of age and appointed by the President and confirmed by the Board of Directors.

Prerequisite, NRA Certified Range Safety Officer.

Administers the URPC Basic Range Safety Officer Test.

Coordinates scheduling of the URPC RSO classes and the annual training of RSO's for the URPC.

Responsible for appointment and the scheduling of Range Safety Officers.

Maintains a data base of Range Safety Officers which includes name, address, contact number, level of training, and requalification dates.

Assists RSO's in renewal of NRA-RSO classifications.

Works with the Board of Directors in the writing, editing, and publishing of the SOP and Emergency Action Plan (*EAP*).

Holds overall responsibility and authority for the safe handling and shooting of firearms on all ranges in accordance with the URPC Standard Operating Procedures.

Oversees range maintenance and range safety.

Must be familiar with and able to demonstrate the ability to operate ATV's, forklifts, trap machines, and any other URPC equipment

Must demonstrate a vast knowledge of all types of firearms and California firearm regulations.

Must demonstrate a detailed knowledge of the URPC bylaws, standard operating procedures, range rules and membership orientation procedures.

Must be computer literate.

Reports directly to the Vice President of the URPC.

RESPONSIBILITIES OF RANGE SAFETY OFFICERS – Cont...

Range Safety Officer

The Range Safety Officer is responsible for the safe handling and shooting of firearms on the assigned range in accordance with the URPC Standard Operating Procedures.

Range Safety Officers must be adult URPC members in good standing and over 21 years of age.

URPC Range Safety Officers must

1. Complete the NRA-RSO course
2. Serve a minimum of eight (8) hours of duty under a current RSO, CSRO or RM

Upon completion of 1) and 2) they will be listed as a URPC Range Safety Officer and issued a high visibility blaze orange vest and a name tag.

URPC Range Safety Officers may be required to receive specialized training or re-qualify (*every 2 years requalification/refreshers*) as changes in the SOP or special events dictate and must keep NRA Range Safety Officer certification up to date as required by NRA (*every 2 years*) for all active RSO's in good standing with the URPC.

If a Range Safety Officer cannot be at the range for their scheduled hours, he/she shall notify the RM to assist in arranging a replacement. Range Safety Officers are assigned and appointed by the Range Master and approved by the BOD.

AUTHORITY – RESPONSIBILITIES OF RANGE SAFETY OFFICERS

Although your position is a voluntary one, it is very important to the URPC and must not be entered into lightly. You are the representative of the URPC to the public and the membership. Your conduct is a direct reflection on the URPC. Being at the range on your assigned day, on time, with a good personal appearance and a professional demeanor will create a positive image of the URPC to the community and the general public. Range SAFETY is paramount and is in YOUR hands.

URPC Range Safety Officers are appointed by the Range Master and approved by the Board after completion of the Basic Range Safety Officer Test and appropriate training.

URPC Range Safety Officers shall have the duty to operate the range safely, and to enforce the Range Safety Rules. They shall educate all shooters in the safe use of range facilities, enforce compliance, and supervise all shooting on URPC property.

RESPONSIBILITIES OF RANGE SAFETY OFFICERS – Cont...

The URPC Range Safety Officer is not responsible to ensure that users' firearms or ammunition meet Federal and State laws but has the authority to inspect an

individual's ammunition as necessary to ensure compliance with Range Safety

Rules. Anyone having ammunition not in compliance with Range Rules will be asked to remove the ammunition in question from the firing line. Anyone refusing to comply will forfeit their shooting privilege and be asked to leave.

All URPC Range Safety Officers on duty must be readily identifiable by the wearing of the issued high visibility vest and URPC RSO identity badge. Backup vests shall be available at all ranges for temporary need.

All designated URPC Range Safety Officers will be scheduled to supervise range operations on a regular basis by mutual agreement.

URPC Range Safety Officers may be dropped from the URPC Range Safety Officers' list and all Range Safety Officer privileges suspended due to any of the following:

- Failure to properly fulfill the duty responsibilities.
- Use or under influence of alcohol or drugs during duty hours or where uncased firearms are present.
- Failure to represent the URPC with the proper demeanor.
- No longer a member in good standing.
- Conviction of a felony where firearms ownership is denied.
- URPC RSO's missing scheduled assignments without an excuse, or without notifying the RM and / or BOD of their pending absence.
- URPC RSO's who have been removed from active duty have the right to appeal their removal. First appeal shall be to the Range Master. Final appeal shall be to the URPC's Board of Directors.

The Range Safety Officers on duty have complete authority over the range facility as sanctioned by the BOD. They are responsible for enforcement of all range rules. They have the authority to have anyone removed from the facility whose actions or equipment, in their judgment, may endanger anyone on the facility or within the vicinity of the range. Any rules violations noted by the RSO must be recorded in an Incident Report (*Annex K*) to be completed by the end of shift and placed in the clubhouse drop box. The reporting RSO shall report the incident to the URPC Range Master as soon as practical.

APPENDICES

	APPENDIX NAME	
A	GLOSSARY	
B	URPC NON-LAW ENFORCEMENT TRAINING POLICY	
C	URPC SHOOTING DISCIPLINE GUIDELINES	
D	COWBOY ACTION DISCIPLINE	
E	UNITED STATES PRACTICAL SHOOTING ASSOCIATION DISCIPLINE (USPSA)	
F	INTERNATIONAL DEFENSIVE PISTOL ASSOCIATION DISCIPLINE (IDPA)	
G	MATCH REPORT	
H	RANGE SIGN IN FORM	
I	URPC MONEY INCOME FORM	
J	URPC EXPENSE and REIMBURSEMENT FORM	
K	INCIDENT REPORT	
L	PAPER TARGET PLACEMENT MAIN, HELLDORADO, and BACK RANGES	
M	METALLIC TARGET GUIDELINES	
N	METALLIC TARGET PLACEMENT	
O	STORM WATER MITIGATION AND SAMPLING PLAN	
P	CONTRACT and MEMORANDUM OF UNDERSTANDING (MOU) EXAMPLES	
Q	RANGE USE ROSTER	
R	MEMBERSHIP APPLICATION (online @ ukiah rifle and pistol.com)	
S	RELEASE/WAIVER OF LIABILITY AGREEMENT	
T	AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) OPERATION & INSPECTION	
U		
V		
W		

Appendix A

Glossary

BR: Back Range

Backstop: A device either natural or man-made designed to contain or stop bullets.

Berm: An embankment used to limit bullets to a given area and to divide ranges.

Firing line: A red line parallel to the targets from where firearms are discharged.

Hang fire: An unexpected delay in the ignition of ammunition.

HR: Helldorado Range

Impact Area: That area directly behind the target where bullets are expected to impact and be captured.

Misfire: Failure to fire or discharge properly.

MR: Main Range

Muzzleloader: Any of a number of firearms (pistols, rifles, shotguns) designed to be loaded from the muzzle end (barrel) of the firearm.

Pistol Caliber Rifles: Any rifle that fires pistol caliber ammunition.

Range: The entirety of the URPC property.

Range Commands:

“Cease Fire.” Immediately stop shooting, keeping firearm pointed down range, finger off the trigger and await further instructions.

“Make Firearm safe.” Clear firearm of all ammunition and lock firearm open. Visually inspect the chamber and magazine well for absence of ammunition.

“Bench All Firearms.” Place open and empty firearm on bench or rifle rack and Stand behind the green safety line.

“Range is Cold.” Do not handle any firearms. It is clear to proceed down range (*change targets and pick up brass*). Once back, stay behind the green safety line and await further instructions.

“Range is Hot.” People may return to the firing line and resume safe activity.

Glossary - Cont...

Red Flag Warning: A forecast issued by the National Weather Service to inform Area firefighting and land management agencies that conditions are ideal for wildfire combustion and spread.

Ricochet: A bullet that has bounced, skipped or rebounded from a surface and traveled in an unintended direction.

RSO: Range Safety Officer. NRA and URPC certified person responsible for observing safe procedures on the facility.

Safety line: A green line behind the red firing line.

Shooting Discipline: Group of like-minded shooters that shoot a specific set of firearms in a manner described in an approved nationally recognized discipline. Each URPC approved discipline is required to use qualified range officers in accordance with their specific rules and regulations.

Small-bore: Rim fire calibers (*17 Cal or 22 cal long rifle*).

Suspension: May not enter URPC property for the duration of the suspension.

Termination: Membership revoked for the remainder of the membership year.

Appendix B

URPC NON-LAW ENFORCEMENT TRAINING POLICY

Concealed Carry Weapon (CCW) Training

It is a goal of the URPC to promote and support the safe CCW Training Programs conducted under the guidance of the Mendocino County Sherriff. Under direction and licensing authority of the Mendocino County Sheriff, Concealed Carry Weapon (CCW) instructors may contract with the URPC to use URPC facilities to provide training to all qualified civilian applicants. While the content of the CCW training program is the purview of the County Sherriff, the safe operation of the range is the responsibility of the URPC. The lead CCW instructor is responsible for the completion of an MOU in **October** of the current year that sets range fees and class schedule for the following calendar year. All instructors associated with the CCW program are required to provide proof of instructor certification to teach the program and instructor liability insurance.

Other Firearm Instruction

URPC members that are certified firearms instructors (not listed above) are welcome to use the URPC facilities for instruction provided the following criteria are met and followed:

Instructor must present proof of instructor certification and instructor liability insurance to the URPC Board for approval to instruct.

No more than two students during an instructional session.

Appropriate fees paid as listed in the URPC SOP for all participants.

Instruction may not impede URPC members using the range.
Instructional period will not be scheduled on the URPC Calendar.

Appendix C

URPC SHOOTING DISCIPLINE GUIDELINES

All Disciplines will follow the URPC Emergency Action Plan (*EAP*).

All Disciplines will have a dedicated Match Director and RSOs or the discipline's equivalent for events held on URPC property. The Match Director and RSO's will be identified prior to each shooting event/competition and introduced to all shooters before the event begins. All discipline decisions will be coordinated with the Match Director for the event.

The URPC will require a minimum of two people counting and signing for the funds to be turned into the URPC Treasurer. Monetary awards to individuals will be paid only by the URPC treasurer.

A "Range Use Roster" along with signed waivers of non-members who participated in the event will be turned in to the URPC Treasurer not later than the next URPC Board meeting.

Consumable items like cardboard targets, wood target supports, metal targets and such are usually provided by the URPC. A detailed request asking for these items must be presented to the Board each year, stating what the item is and how many and the total cost. Other supplies may be considered by the Board. Metal targets, stands, and supports become URPC property.

The front gate must be kept closed when not needed to be left open for shooting events. It is up to the match director to see that it is again closed. When multiple shooting disciplines are using the ranges at different times of the day, the directors of the shooting groups must decide who and at what time the gate is to be closed. On special occasions the gate would need to be left open all day and sometimes at night for big shooting events for those camping. If possible close the gate at a predetermined time and open the gate in the morning at a predetermined time.

Appendix D

COWBOY ACTION DISCIPLINE

Helldorado Cowboy Action shooters follow The Single Action Shooting Society's operation and safety protocols. All info can be found at sassnet.com.

Cowboys arrive at the range with all firearms unloaded. Most shooters have personal carts that allow the transport of long guns in a muzzle up and action open manner.

All revolvers are holstered unloaded and are not removed from holsters unless at the loading table, unloading table or at a designated safe area.

All guns are loaded at the loading table; shooters go directly to firing line and return to supervised unloading table after their string. All firearms must be certified empty and safe by an unloading officer prior to the shooter leaving the unloading table.

All firearms are always maintained as unloaded and made safe unless under supervision at loading table/firing line/unloading table.

The Helldorado Rangers have multiple SASS qualified Range Officers. The RO 2's that operate the timers are Safety Officers that have completed SASS certified courses with SASS qualified instructors and have proven themselves proficient in Cowboy Action SOP's. Complete manuals for RO 1 and RO 2 courses can be found at sassnet.com.

Safety meetings always precede the monthly shoots, and when we host our annual Shootout at Helldorado in late September, we have medics on hand and emergency action plans in place.

Appendix E

UNITED STATES PRACTICAL SHOOTING ASSOCIATION (USPSA)

The **United States Practical Shooting Association (USPSA)** is the national governing body of [practical shooting](#) in the United States under the [International Practical Shooting Confederation \(IPSC\)](#). Its over 30,000 active members and over 450 affiliated clubs make USPSA the largest practical shooting organization in the United States and the second largest region within IPSC after the [Russian Federation of Practical Shooting](#).

IPSC was formed in 1976 at a meeting in [Columbia, Missouri](#), led by the late [Jeff Cooper](#). It was here that the sport of Practical Shooting was formally established after years of independent efforts around the country to build upon the handgun skills and training for self-defense. The early days of the sport can be traced back to the 1950s and the quick draw “leather slap” competitions that grew out of America’s love affair with the TV westerns of that era.

In 1984 USPSA was incorporated as the US Region of IPSC. Practical Shooting challenged the then accepted standards of technique, training practices and equipment. Its early pioneers developed scenario-based competitions to accurately measure the effectiveness of their own shooting techniques and equipment. The rapid shooting on-the-move style of Practical Shooting gave birth to the term “Run and Gun” so commonly used today to describe the sport.

For more than 30 years the sport has served as the test bed for new products and the unofficial R&D for the firearms industry. With some competitors annually shooting in excess of 100,000 rounds, no other venue offers a better in-service assessment of a firearm's performance or the brutal gauntlet of high-level competition through which a gun must survive to be declared reliable.

<https://uspsa.org/rules>

RANGE OFFICER (RO)

Certified by NROI, Range Officers perform most of the officiating seen at a USPSA match. They carry the timer, check equipment, score targets, and help make sure the competitor competes in a safe manner.

Appendix F

INTERNATIONAL DEFENSIVE PISTOL ASSOCIATION (IDPA) Discipline

Safety:

Our primary goal is safety first and foremost. We run a cold range. No loaded firearms. There will be a designated "Safe Area. "All firearms must be in a shooters bag/rug separate from ammunition.

During the shooters meeting ALL shooters are asked if anyone has a loaded firearm on their person. If so, they will be asked to go to the safe area with a safety official (SO), clear their firearm, bag it and go through a brief safety orientation.

NO ammunition is allowed at any time in the safe area.

Firearms can only be un-bagged or bagged in the safe area. Firearms are holstered in this area and dry fire practice is allowed.

Once a firearm is holstered shooters will only handle a firearm upon a command from the range SO. Upon a shooters turn to shoot that shooter will have two (2) SO's controlling their actions during a course of fire.

Shooting a course of fire:

All stages of fire will have a written course of fire posted stating how that course is to be shot. It is the shooters' responsibility to follow the posted description correctly. Shooters will be called to the line and asked if they understand the course of fire. Then they will be instructed to load, make ready and await the start signal.

During a course of fire, if the RSO sees a safety infraction the RSO will stop the shooter immediately. The infraction will then be explained, and the shooter will be disqualified (DQ'd).

At the end of a run the shooter will be asked if they are done. If so, they will be asked to clear, drop the magazine and allow the SO to inspect the firearm and assure it is unloaded, then instructed to drop the hammer or striker and holster the firearm. The SO will indicate the range is safe. When all stages have been shot, the "all clear" is given so each shooter's stage can be scored.

Appendix G

MATCH REPORT

The Bylaws of the URPC permit the creation of Divisions (*Shooting Disciplines*) within the URPC and authorize the maintenance of a small treasury within each division to meet ongoing expenses. All funds collected beyond those necessary to meet expenses are turned over to the URPC Treasurer for deposit in the URPC treasury. All funds collected by the Division Disciplines from whatever source are the property of the URPC.

All supplies, equipment, materials, targets, etc., purchased with these funds will remain the property of the URPC. Following each match, a financial report will be made to the Treasurer.

Your written report must provide the following information:

The total number of participants in the match and the number that were members and non-members. The total fees collected from all members at the match and total fees collected from all non-members at the match. Also list any additional income from sales, rentals, raffles, etc.

The sum of these three items is the "total match income". Divide your expenses into two (2) categories. 'Match expenses' include any expenditure necessary for running the match such as prizes, postage, NRA fees, target setters, and consumable materials and supplies.

"Capital expenses" are major purchases of equipment such as steel targets, benches, scales, timing devices, etc. or any items which are intended for continued use and which become part of the URPC's inventory of property.
(*Retain the receipt Capital Expenses and turn in with financial report.*)

Your "Net Match Proceeds" are the total match income, less total expenses. "Total Cash" is the sum of your net match proceeds from this match plus the ending Balance from your last match report.

The "Ending Balance" is the cash you will maintain in your division treasury to meet Expenses for your next match. This amount should not exceed \$200.00 without authorization from the Board of Directors. Amount transferred to the URPC should be the difference between your total cash and the ending balance.

If you have any questions regarding the above requirements, please direct them to the Board of Directors.

Appendix H

Range Sign-in Form

UKIAH RIFLE AND PISTOL CLUB

ALL MEMBERS MUST SIGN IN EVERY TIME THEY ENTER THE FACILITY

TRAP - (TR) MAIN RANGE - (MR) HELLDORADO - (HD) BACK RANGE - (BR) ARCHERY - (AR) NO SHOOT - (NS)

MEMBER NAME	PLEASE PRINT	MEMBER #	DATE	TIME	RANGE	GUEST TYPE	X	GUEST/FAMILY NAME	-	WAIVER SIGNED	X
						FAMILY MEMBER(S)					
						GUEST FEE					
						FAMILY MEMBER(S)					
						GUEST FEE					
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Appendix I

URPC MONEY INCOME

DATE OF EVENT/COLLECTION: _____

(CHECK ONE THAT APPLIES)

● GUEST FEE'S ● TRAP ● JR TRAP ● NRA CLASSES ● COWBOYS

● SOCIAL DINNERS ● MISC. DONATIONS ● OTHER _____

1'S	x	_____ = _____	<u>CHECK #</u>	<u>AMOUNT</u>
5'S	x	_____ = _____	_____	\$ _____
10'S	x	_____ = _____	_____	\$ _____
20'S	x	_____ = _____	_____	\$ _____
50'S	x	_____ = _____	_____	\$ _____
100'S	x	_____ = _____	_____	\$ _____
TOTALS		\$ _____		\$ _____
COINS		_____		
TOTAL \$ ENCLOSED:		\$ _____		

Notes:

URPC MEMBER NAME

MEMBER #

URPC MEMBER NAME

MEMBER #

URPC MEMBERS TO VERIFY MONEY TURNED IN

Form shall be turn into the Treasurer or placed in the club house drop box

Appendix J

Ukiah Gun Club Expense Reimbursement Request

Event, Shooting Discipline, or Purpose _____

Date	Item(s) Purchased	Place Purchased	Amount Spent
Total			

This purchase was made for the Ukiah Rifle and Pistol Club.

Name _____

Member Number _____

Signature _____

Treasurer's Use Only

Date Processed _____

☐ Check Issued: Check Number _____

☐ Paid in cash

Cash Received by (Initials) _____

Appendix K



Ukiah Rifle & Pistol Club
NRA Affiliation Since 1945
Rifle, Pistol, Shotgun, Black Powder



INCIDENT REPORT

INCIDENT REPORT

Date: _____ Time: _____ Range: _____

MEMBER NAME _____

MEMBERSHIP # _____ ☐ REPORTING ☐ INVOLVED

Type of Incident: MEDICAL _____ RICOCHET _____ CONDUCT _____ THEFT _____ FIRE _____
URPC PROPERTY / EQUIPMENT _____ OTHER _____

Incident Summary (Close range if needed to gather as much information as possible)

Witnesses or other outside reports: (Caller, range users, persons involved, assigned locations)

FORM COMPLETED BY – NAME & SIGNATURE _____

BOARD USE ONLY
ACTIONS/CORRECTIONS TAKEN:

After immediate action, notify Range Master or a URPC Board member
(PLACE FORM IN DROP BOX)
If person is transported to a hospital - DO NOT attempt to call next of kin.

Appendix L

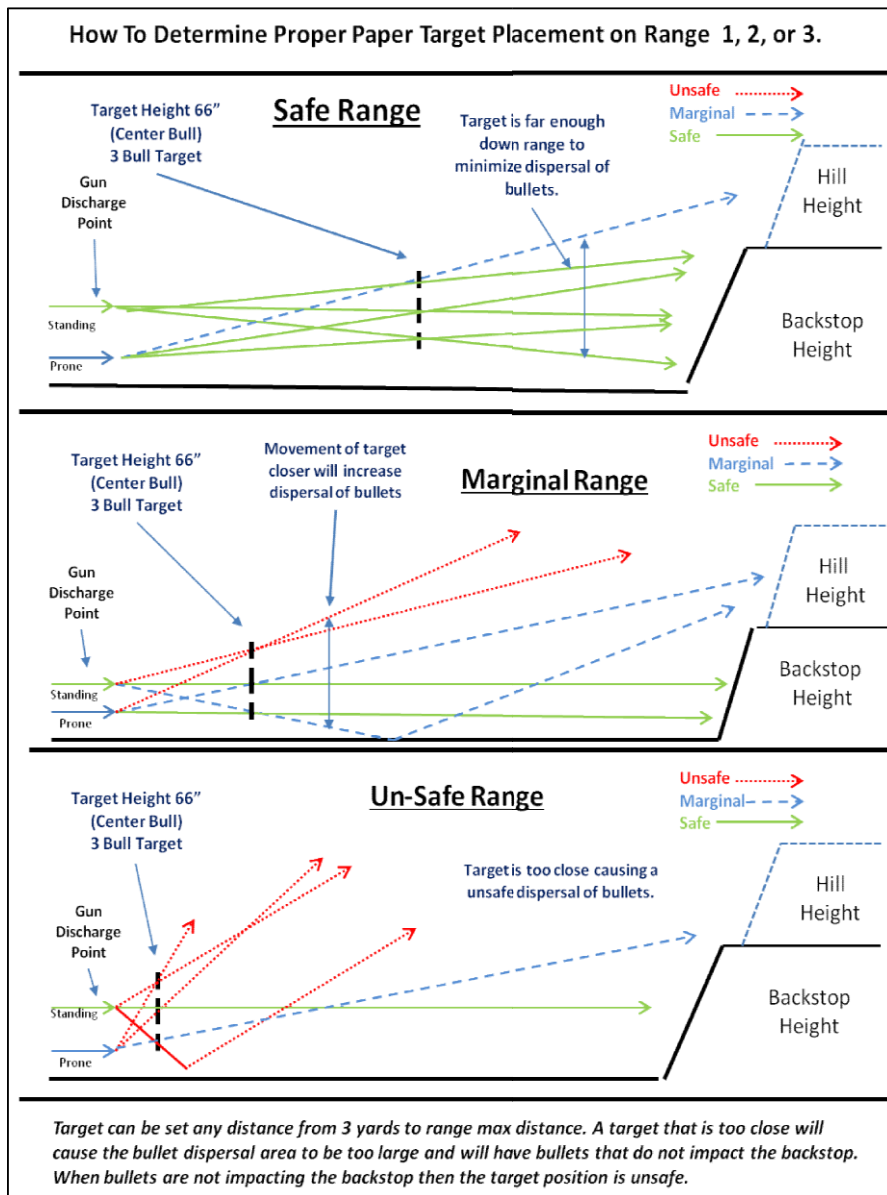
Paper Target placement for MR, HR and BR

Target Placement must be set so projectiles(rounds) fired will impact the designated backstop/impact zone. Bouncing rounds into the target is not authorized. A paper target can be placed from 3 yards to max range distance on Ranges 1, 2, and 3. The paper target center should be normally placed 48"-66" from the ground but can be adjusted as required. Let's look at the variables that come from correct or incorrect paper target placement with respect to range safety.

Distance placement from the firing line can be safe or unsafe. The margin of bullet dispersal is smaller at greater distance because the aiming is done at a smaller target which is more controlled.

With this longer distance, the bullet could hit the top/bottom or the left/right of the paper target, and the bullet will still impact the range backstop behind the target. When the paper target is placed at a closer distance, the margin of bullet dispersal is increased. The shorter distances cause the aiming to be done at a larger paper target. The larger paper target allows the bullet to be dispersed at greater angles from the center of the paper target. If that error is large enough then the placement will cause a unsafe range.

Height placement from the firing line can be safe or unsafe. The placement of the paper targets at the preset elevation of 48" to 66" as per the Standard Operating Procedure will help keep the bullet within the backstop down range. However, if that target height is modified then we can get a point where the range is unsafe. This modification can be accomplished by the shooter putting up two or three target bulls in a vertical placement (one above the other). Now the height of the target has been increased and as the target gets closer to the firing line bullet dispersal of high or low shots increase. At some point the upper shots will be above the backstop and the low shots will be bounced/ricocheted off the range. Target Placement may need to be lowered or raised as necessary to keep the bullets/rounds in the



backstop/impact zone.

The biggest offenders of the target height is the A-25 targets (100 Yard, Small Bore Target with 3 bulls on the sheet). Range 6 uses these targets at all distances. Horizontal placement of these targets at the 50/100 yard line will maintain the proper height. Vertical placement of these targets at the 200/300 yard lines

will maintain the proper distance for a taller target. These types of placements are for range safety. In the upper ranges (1, 2, 3 or 5A), the variable placement of the A-25 targets can cause safety issues. Each time a target is placed it must be evaluated to determine if the placement is safe. Keeping the bullets within the confines of the range backstop is classified as safe usage of the range. Marginal range safety is classified when you also include the height of the hill above the backstop material.

A-25 targets should only be used in a vertical placement when the paper targets are greater than 25 yards. At shorter distances, single bull type targets or smaller silhouette type targets should be used.

Appendix M

METALLIC TARGET GUIDELINES

Metallic Targets minimum distances:

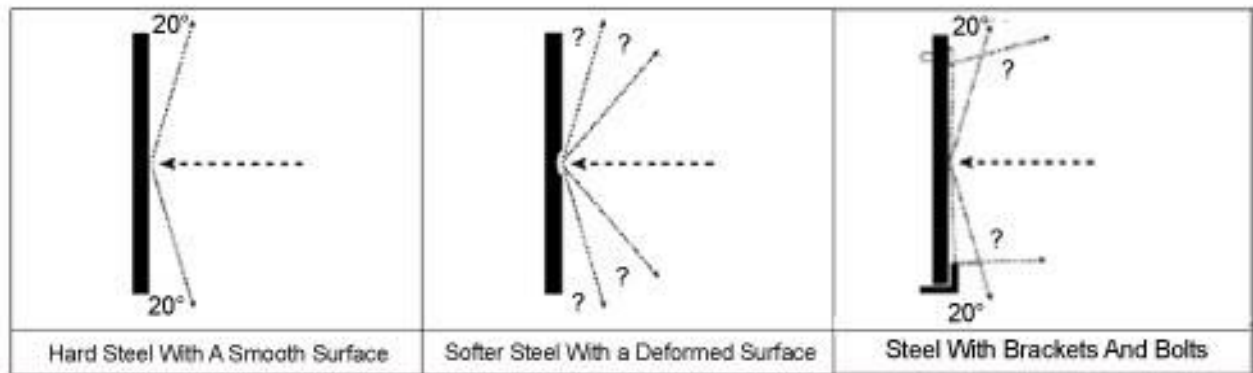
- Allowed at 20 yards or more (back range and Helldorado): Rifles in pistol calibers, Handguns in pistol calibers, Shotgun lead shot, Rimfire rifles and handguns.
- Allowed at 100 yards: Rifles in rifle calibers, Handgun in rifle calibers, shotgun steel shot, Shotgun Slugs.

Metallic Target Guidelines:

- Metallic targets must be AR Steel or equivalent. (A proper AR target will not display potholes, depressions or warping from bullets. If those are present, then the target is classified as unsafe and not the appropriate AR steel. Ricochets will deflect from the uneven surface and can't be controlled).

TOP VIEW

Looking down from the top!



- Target stands cannot have any flat vertical surfaces facing the shooter (cover with sand bags as required).
- Flat metallic fixed targets must have a 15 degree or greater forward slope (top edge leading the bottom edge) to deflect projectiles to the ground; the center of the metallic target should be positioned off the ground so that projectiles/rounds that miss the target impact the designated impact zone. (Metallic target placement is generally 48"- 66" off the ground.)



Appendix N

METALLIC TARGET PLACEMENT

- Metallic target placement should not interfere with adjacent targets within the 20 Degree splatter zone.
- Metallic target plates must be free of brackets or hex/square bolts on the shooting face of the target. Carriage style bolts are ok.

UNSAFE TARGETS

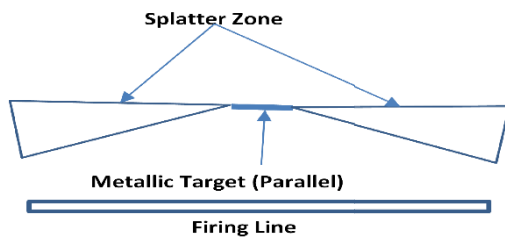


- Flat metallic targets must be set parallel to the firing line. Note: Metallic targets that are not parallel to the firing line will produce a unsafe side ricochet zone from the target face that could cause splatter to adjacent shooters. (See Diagram)

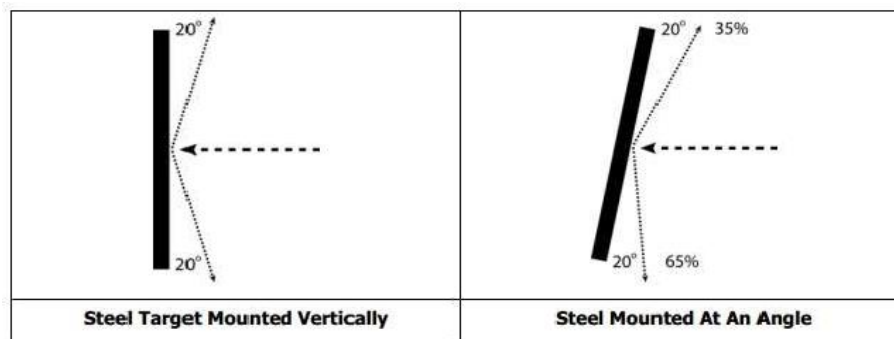
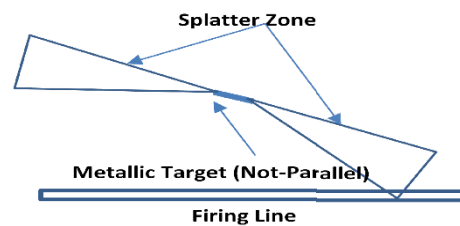
TOP VIEWS Looking down from the top!

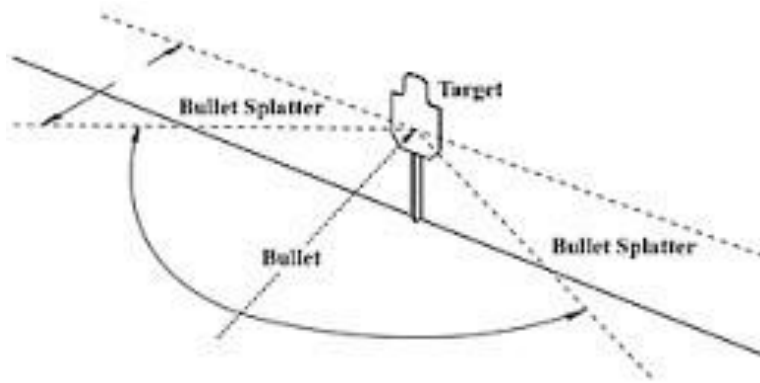
20 Degree side splatter cone from a steel plate

SAFE

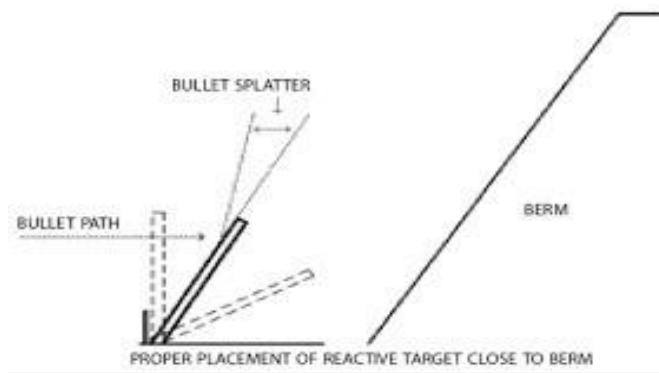


UNSAFE

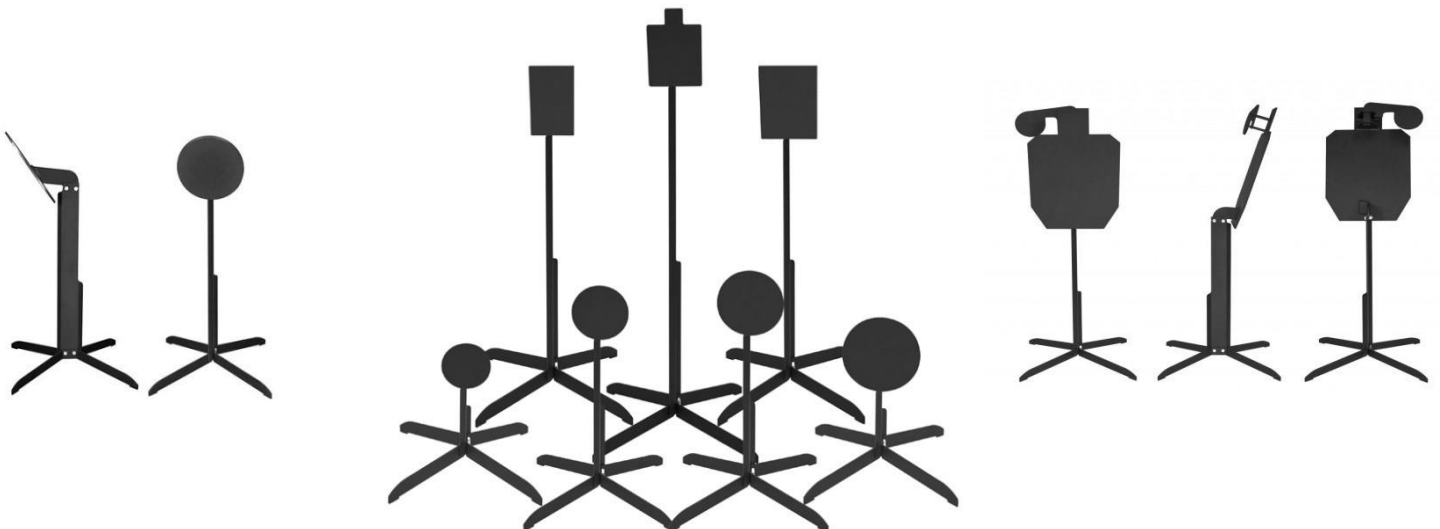




- Metallic Gongs, Swingers, or Flippers must be positioned off the ground so that projectiles/rounds that miss the target impact the designated impact zone. (Metallic target placement is generally 48"-66" off the ground.)
- Metallic Targets that are shorter than 24" or Pepper Poppers must be set at the toe of the backstop/impact zone.



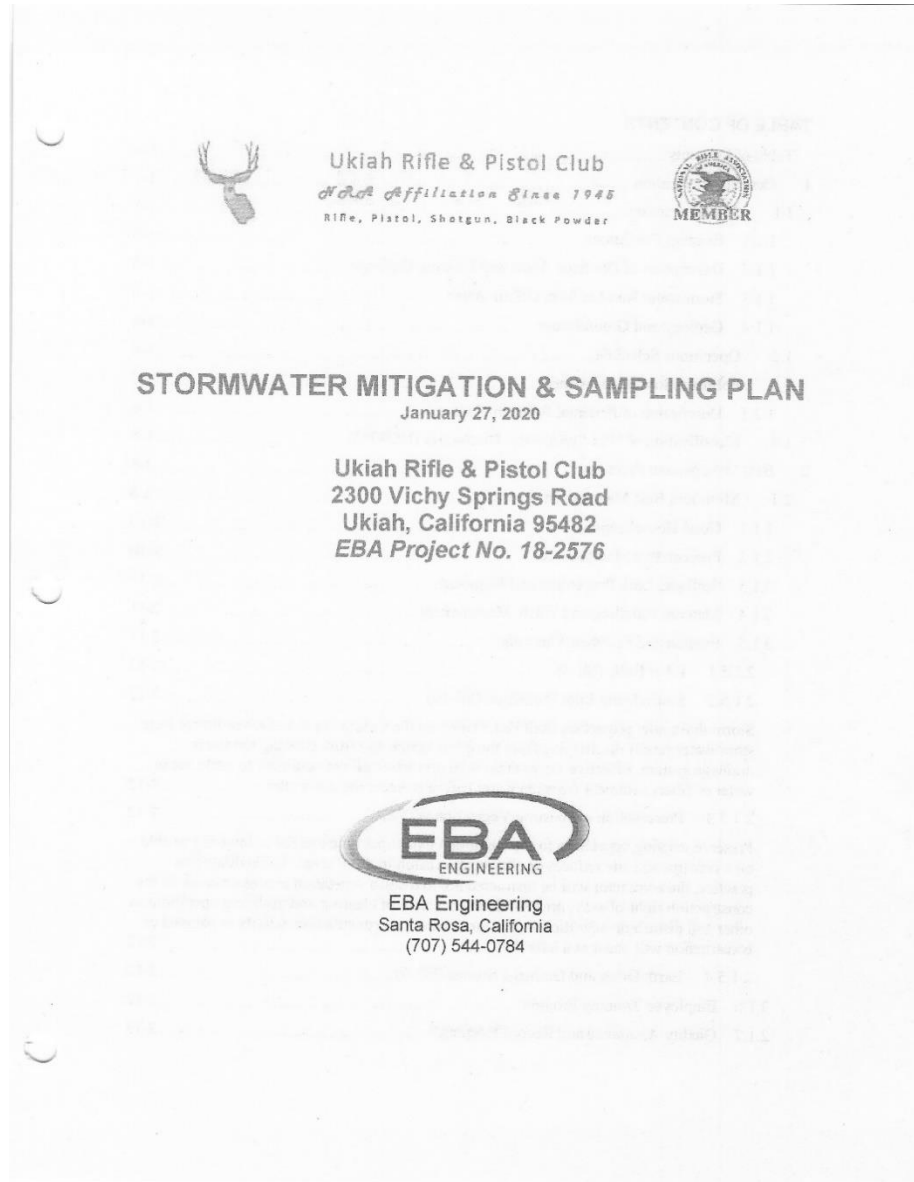
- Rim-fire Metallic Targets: Handgun and Rifle targets will not be set closer than 20 yards. (Back Range and Helldorado)
- Any metallic target set closer to the firing line than the prescribed safety distance must be inspected and requires written permission by the Range Master and BOD.
- Metallic Targets for Matches or Outside Activities must be inspected as part of the scheduling process and approved by the BOD and RM for material and placement on the range.



Appendix O

STORM WATER MITIGATION and SAMPLING PLAN

The Storm Water Mitigation and Sampling plan dated January 2020 prepared by EBA Engineering is on file separately in the URPC clubhouse.



Appendix P

CONTRACT and MOU EXAMPLES

Contracts and Memorandum of Understanding (*MOU*) forms are maintained by the URPC Director responsible for contracting with instructors and outside agencies.

Appendix Q

RANGE USE ROSTER

UKIAH RIFLE & PISTOL CLUB RANGE USE ROSTER

EVENT:

Date:

Instructor/Supervisor:

Range:

MEMBER	NAME	FEE	MEMBER	NAME	FEE
YES			YES		
NO			NO		
YES			YES		
NO			NO		
YES			YES		
NO			NO		
YES			YES		
NO			NO		
YES			YES		
NO			NO		
YES			YES		
NO			NO		
YES			YES		
NO			NO		
YES			YES		
NO			NO		
YES			YES		
NO			NO		
YES			YES		
NO			NO		
YES			YES		
NO			NO		
YES			YES		
NO			NO		
YES			YES		
NO			NO		

Members X _____ shooters = \$ _____
Non-Member X _____ shooters = \$ _____

Total fees \$ _____

URPC MEMBERS VERIFYING FEES

Name & URPC number

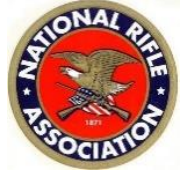
Name & URPC number

Appendix R

MEMBERSHIP APPLICATION

Current membership applications may be viewed and downloaded on the Ukiah Rifle and Pistol Club website.

RELEASE/WAIVER OF LIABILITY AGREEMENT

[illegible]

Appendix T

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) OPERATION and INSPECTION

AUTOMATIC EXTERNAL DEFIBRILLATORS

This SOP provides general information regarding Automatic External Defibrillate (AEDs) and their use at the URPC. AEDs are small, portable devices that can be used to treat heart attack victims. Because of their simple design and ease of operation, they can be safely used by members of the general public.

What is a Heart Attack

Heart attack (*also called a myocardial infarction*) is the death of part the heart muscle due to sudden loss of blood supply. Death of the heart muscle often causes chest pain and electric instability of the heart muscle tissue. Electrical instability of the heart causes ventricular fibrillation. Chaotic electrical disturbance Rhythmic transmission of electrical signals in the heart is important for the beating (*pumping*) of the heart. A heart undergoing ventricular fibrillation simply quivers and cannot pump or deliver oxygenated blood to the body. Permeant brain damage and death can occur unless oxygenated blood flow is restored within five minutes. The faster the normal heart rhythm is restored, the greater the chance of survival of the victim with less risk other adverse effects. The maximum time for defibrillation is generally three to five minutes after the onset of cardiac arrest.

Who can Use an AED?

Any person acting in good faith can use an AED. While not required by regulation, training is encouraged and available through the American Red Cross and the California American Heart Association. Training may also be available through other organizations. Regardless of whether an AED is used, always call '911 ' to summon professional medical support.

How Does an AED Work?

An AED contains a power pack and two electrodes. The electrodes are applied to strategic locations on the chest of the victim and the power pack delivers a shock when a button is pushed. If effective, the shock retires normal electrical rhythm to the heart. An AED will not deliver a shock unless it first detects an abnormal heart rhythm.

Where Are AEDs Located?

The AED is housed in the Main building Next to the bathrooms on the west

wall. In Helldorado, the AED is just inside the swinging doors.
Who Purchases and Maintains AEDs at URPC?

URPC is responsible for purchasing, installing, and maintaining AEDs
The URPC BOD will appoint a member who is responsible for ensuring the equipment is routinely inspected and properly maintained. AED's should be visually inspected monthly to make sure they are operational. Battery life of each unit varies by model and manufacturer. They should be routinely replaced as suggested by the manufacturer. Internal software, labels and printed information that gives audio and visual instructional prompts must match the latest guidelines. Contact the AED manufacturer directly for the latest updates and instructions on how to install them.

Who can Use an AED?

Any person acting in good faith can use an AED. While not required by regulation, training is encouraged and available through the American Red Cross and the California American Heart Association. Training may also be available through other organizations. Regardless of whether an AED is used, always call '911' to summon professional medical support.

Definitions

1. Automated External Defibrillator (AED). A device that combines a heart monitor and defibrillator.
2. AED operator: Someone who has completed a training program approved by American Heart Association or the Red Cross in cardiopulmonary resuscitation and the use of the AED.

Operation Procedures

1. Verify that the patient is unconscious and confirm absence of pulse and respirations.
2. If the patient has no pulse and not breathing, the AED unit should be placed on the patient as soon as possible. If an AED is not available, CPR should be performed, and continued, assisted by the AED when available.
3. Press ON to turn on the AED and Follow the light and verbal prompts provided by the AED.
4. **DO NOT** use the AED unit if the patient is lying in water
5. Maintain patient care until such time an EMS provider of equal or higher certification assumes patient care:

Automated External Defibrillator (AED) Monthly Inspection

Ukiah Rifle and Pistol Club

Main Clubhouse on The west wall

Date:		Time:		AED Model: <u>M 5063 A</u> Serial #: <u>4123-06268</u>	
Inspector name:				Inspector Signature:	
#	No See below	n/a	Yes	Write line # and comments on back for all "Needs Work" items	
1				Is the AED case accessible and highly visible? There should be nothing that obstructs or obscures the AED from quickly finding and accessing it for use.	
2				Does the AED case alarm properly? Check that the case sounds the alarm if opened, and if provided, sends a signal to a monitoring location.	
3				Is the AED intact and free of damage? Inspect the overall condition of the AED. Pay particular attention to connector sockets. AED should be clean.	
4				Is the AED and case clean? The outside of the AED can be cleaned with a soft cloth dampened with soapy water or 10% bleach solution. Clean case with soapy water.	
5				Is the AED battery properly charged? Expiration date: _____ A properly charged battery will show a black hourglass symbol or a green check mark or blinking light. If other indicators (often red) or no indicators are visible, check Owner's Manual. Remove AED until ready status can be confirmed.	
6				Is the green Ready light blinking? A blinking green light indicates the AED passed its last self-test. A steady green Ready light indicates the AED is running a self-test or is in use. If the Ready light is off, see the troubleshooting guide in the Owner's Manual.	
7				Are the AED pads and a spare set present, in good condition, and unexpired? Adult pads: # of packages _____, expiration date(s) _____ Pediatric pads / key: # of packages _____, expiration date(s) _____ Packages must be sealed. Visible wires and connections are in good condition.	
8				Is a spare battery present? Manufacturers often recommend a spare battery be kept in the AED case. If it is present, note the expiration date _____	
9				Are 2 pairs of rubber gloves, 1 barrier face piece, scissors, razor, and cloth / gauze pad present?	
10				Are the Quick Reference Guide present and all labels legible? The Quick Reference Guide should be visible in the clear window of the case. Check that all warning and informational labels are legible.	

Comments / Actions taken:

Appendix U

For Future use

Appendix V

For future use

Appendix W
For future use

