

ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to establish the process for the use of the firing range at Cecil Commerce Center.

A. Firing Range Use

1. The Range Master must give approval prior to use the firing range.
2. A contract and waiver of liability must be executed and in place prior to the training date(s).
3. Outside agencies must provide their own targets and range equipment, or reimburse for or replace College provided items used or damaged during training. These replacement costs will be agreed on prior to firing range use. The Lead Instructor or contact person for the outside agency leasing the range must provide to the College Range Master the caliber, type and number of ammunition rounds prior to firing range use.
4. The Lead Instructor or contact person for the outside agency using the range will be given copies of this directive by the College Range Master and is responsible for ensuring that all individuals on site are familiar with this directive prior to the first training date.
5. There will be no driving on the firing range without pre-approval from the Range Master.
6. The firing range can be reserved in advance by outside agencies. Agencies are informed that the needs of the College may on occasion require cancellation on short notice.
7. A Medical First Responder kit and AED is located on property and is for emergencies only.

B. Core Firearms Safety Rules and Terminology

1. Treat all firearms as loaded at all times.
2. Use firearms muzzle discipline by always keeping the muzzle pointed in the safest direction and never let the weapon's muzzle cross anything that you are not prepared to shoot.
 - a. A safe direction is defined as one where NO injury and only minor property damage could occur if an unintentional ammunition round is fired.
 - b. Use the "Laser Rule," which requires the shooter to visualize the firearm as having a laser beam extending from the muzzle, and whatever the beam points could be shot.
3. Always keep the trigger finger straight on the frame of the firearm unless the muzzle is pointed at something you are prepared to shoot.

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4. Identify the target and what lies in front of and beyond the target.

C. Range Safety Rules

1. Safety must be a personal commitment by everyone on the firing range at all times. It is the **responsibility of every person present on the firing range** to keep safe, and to keep everyone within the firing range area safe.

NOTE: Minimum safety distances for shooting steel targets is 10 yards with pistols, 50 yards with rifles. Steel targets will be engaged with frangible ammunition ONLY.

2. Immediately upon observing a potentially unsafe condition developing, it is that individual's responsibility to correct the matter or yell **CEASE FIRE!**
3. Upon hearing **CEASE FIRE**, all shooters are to immediately stop firing, remain in position, repeat the **CEASE FIRE** command, and await further instructions.
4. Individuals are to keep handguns secured in the holster and long guns either slung or at port arms unless specifically directed otherwise.
5. Ammunition is not allowed in the cleaning area. All firearms and magazines will be unloaded prior to entering a cleaning area. Unloading a weapon can occur on the firing line after a course has been completed, or at one of the clearing barrels on the facility. In cleaning areas, the individual must double check to ensure their firearm is clear of any ammunition. Weapon muzzles must always be pointed in the safest direction in the cleaning area.
6. Eye and ear protection are required by individuals on the firing line, and in its immediate vicinity. Eye protection should be wraparound, or side panel glasses, and ear protection will be plugs and/or muffs.
7. Hats are recommended to guard against the sun and hot ammunition parts.
8. Ballistic vests will be worn when required by the lead instructor for a specific class.
9. Individuals who have consumed any alcohol or drugs (prescription or non-prescription) within twelve hours will not be allowed to participate in any shooting exercises. Failure to notify the range staff of medications usage is grounds for removal from the firing range.
10. College tuition-paying individuals are required to report any previous injuries, medical condition, and physical limitation, no matter how minor, to a firearms instructor prior to using the firing range. It is the responsibility of the Range Master to ensure any group that is leasing the facilities follow the same guidelines.
11. Individuals should not bend over or place themselves in front of the firing line.

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12. Various training actions, such as taking a step sideways, moving to range cover, and tactical kneeling conducted on the range are acceptable providing they are safe actions.
13. Individuals must advise the firearms instructor prior to leaving the firing line for any reason.
14. Individuals should report to the firing line with all the equipment necessary.
15. Unloaded firearm's action must be open before handing it to or receiving it from anyone. If the weapon is magazine fed, the magazine must also be removed.

D. College Employees

1. The Director of Law Enforcement Training must approve all non-tuition paying College employees use of the firing range for official College business, prior to the employee's use of the range.
2. Non-College employees who are not paying tuition for a College sponsored class, or as part of a group leasing the firing range, are prohibited from using the firing range without written permission from the Executive Director for Economic Development & Public Safety.

E. Emergency Procedures

1. Prior to any live fire instruction and training session, an Emergency Action Plan will be discussed by the Range Master or Lead Instructor with tuition paying students, or by the Lead Instructor for the outside agency leasing the range. Assignments will be made and instructions given and agreed upon. This discussion will include the following points:
 - a. Determine if anyone is an Emergency Medical Technician or medically trained. If so, designate the individual(s) for primary patient assessment. If there are none, brief two (2) designated individuals to assist in stabilizing and comforting the injured. The College Medical First Responder kit will be in the immediate area during all periods of firearm use.
 - b. Designate two (2) individuals to travel to the Perimeter Road gate (gate #1) and remain on the "inside" of the gate to ensure the gate is open and to direct First Responder personnel to the firing range.
 - c. Designate one (1) individual to phone (911) for Emergency Medical and Police response. A land line phone is located inside the firing range office.
 - d. The Cecil Firing Range does not have a physical address. The GPS Coordinates to the range are: LAT: 30.235341, LONG: 81.869001

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- e. Assign two (2) individuals to establish a protected scene perimeter and remove all non-involved people from the immediate area.
 - f. Make it clear that no one may leave the area until released by the responding Police Officer. Designate a fall back or rally area away from the range for non-involved people to assemble.
 - g. In case of fire, extinguishers are located in the target shed and the Range Master's office.
2. Notify the Range Master as soon as practical to report the emergency.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: February 4, 2013

Revised Date: November 7, 2017