

Forest Lake Club

Comprehensive Firearms Safety Plan

General Requirements For Use of Firearms

- I. **ALLOWED AREAS FOR FIREARMS USE:** Outside of hunting within the regulations of the Commonwealth of Pennsylvania (and special events approved by the Shooting Committee), firearm use at the Club is restricted to designated shooting ranges (Shotgun Sports Range, Frame Range and Shale Bank Range) during posted hours of availability.

- II. **QUALIFICATION TO USE FIREARMS:** All Members (“Members” shall mean Members and their spouses) and children of Members age 16 to 25 who possess or use firearms at the Club must be qualified as a firearms user by adhering to (A), (B) and (C) below:

- A. **Completing an approved firearm safety course: Any of the following alternative training programs are considered acceptable.**

- (1) Washington DC Metropolitan Police Department Firearms Safety Training Course: <https://dcfst.mpdconline.com/>. Each firearm user selecting this method to qualify shall print a course completion certificate and present it at the Club office, which will maintain a list of such qualified firearms users.

- (2) NRA Firearms Safety Course completion. Each firearm user selecting this method to qualify must present a copy of the certificate of completion of the NRA Firearms Safety Course to the club office, which will maintain a list of such qualified firearms users.

- (3) FLC Firearms Safety Training Course (available on the Club website). Each firearm user selecting this method to qualify must sign a statement attesting to completion of the course and turn it into the Club office, which will maintain a list of such qualified firearms users.

Exception: Members presenting any of the following credentials shall be exempted from taking the safety courses: United States Military Small Arms Instructors, NRA Certified Firearms Instructors, Current Law Enforcement Officers, and Retired Law Enforcement Officers who have current HR218 credentials.

Guests are required to review the Forest Lake Club Guest Firearms Safety Training course available in the public section of the Forest Lake Club website.

- B. **Annually signing a Liability Release form (Appendix A)**, which must be submitted to the Office.

Guest of all ages must sign a liability release form before they may shoot firearms on the property.

- C. **Annually signing an acknowledgement of review and understanding of the shooting ranges' safety regulations (Appendix B)**, which must be submitted to the office.

Note: Members' children over 25 are considered guests.

III. RANGE USAGE RESTRICTIONS:

- A. No Member or child of a Member age 16-25 may use firearms at any Club range unless qualified as a firearms user (see Section II).
- B. Guests using firearms at any Club range, unless fully qualified as a firearms user (Section II) and registered as such in the Club office, must be accompanied by at least one Member who is a qualified firearms user (Section II).
- C. Individuals age 16 to 20 (including Guests and Members' children) using firearms at any Club range must be accompanied by at least one Member who is a qualified firearms user (Section II).
- D. Individuals of any age must be physically and intellectually able to proficiently handle the firearms they use.
- E. Children age 7-15 may only use firearms at a Club range under strict parental (or mentor) instruction and supervision.
- The supervising parent (or mentor) must be a qualified firearms user (Section II) and is directly responsible for the young shooter's safe conduct while at the Club's ranges.
 - When supervising children age 7-11, the supervising adult must stay within an arm's length of a young shooter on the firing line.

Exception: non-qualified individuals age 16 and over may participate in organized Club competitions, training sessions, and events, all of which shall always be supervised by one or more qualified firearms users.

IV. SECURITY: When not being used, all firearms on Club property must be secured via the following standards:

- A. **STORAGE:** When stored in cottages or the Clubhouse,
- **FIREARMS:** All firearms must be secured with an appropriate locking device, such as cable lock, trigger lock, cabinet, gun safe, etc. (**see Appendix C**) or else be disassembled.
 - **AMMUNITION:** All ammunition shall be stored separately from firearms in a locked container or safe.
- B. **TRANSPORT:** When transported by vehicle or hand, all firearms must be unloaded and inside a case or satchel so that the firearms are not visible. Unattended vehicles containing firearms must be locked at all times.

V. RANGE REGULATIONS: All users of the designated ranges must adhere to range use and safety regulations, as follows.

- A. **Shotgun Sports Range** (trap, skeet, 5-stand): (**see Appendix D**).
- B. **Shale Bank Range** (rifle, handgun): (**see Appendix E**).
Note: Shale Bank Range provisional regulations are in effect, which take priority over these Requirements and over Appendix E when there are discrepancies.
- C. **Frame Range** (.22 caliber rifle or .22 caliber handgun) (**see Appendix F**).

VI. ALLOWABLE FIREARMS:

- Any firearm not prohibited by the FLC Board of Directors (see below) may be used at Club ranges.

The following firearms, accessories, and ammunition shall be **prohibited** from use on FLC property and shooting ranges:

- Firearms equipped with a burst or full automatic firing mode
- Military-style assault rifles, including the AR-15 and the AK-47 and their variants.
- Semi-automatic rifles modified with any device to enable the rifle to fire in full-automatic mode (e.g. "bump stocks").

- Firearms characterized as “offensive weapons” by Pennsylvania statute (including but not limited to machine guns, firearms with sound suppressors, and short-barreled rifles and shotguns).
- Rifles equipped to fire .50 caliber BMG (Browning Machine Gun) ammunition
- Magazines loaded with more than 10 rounds.

VII. SUPPLEMENTAL SAFETY WARNINGS: All Members who store or bring firearms onto Club property must read and be familiar with the following:

- A. At Risk Persons (see Appendix G).** (Addressing individuals who are at increased risk for inappropriate use or handling of firearms).
- B. Message for your Children (see Appendix H).** (Addressing the need to educate children as to the dangers of handling firearms and appropriate behavior around firearms in the home or at ranges).

VIII. COMPLIANCE: Failure to comply with any of the above requirements of the Comprehensive Firearms Safety Plan (including violating Range Regulations, Section V) shall result in referral to the Board of Directors for disciplinary action. Depending on the severity of non-compliance, disciplinary action could include suspension or expulsion from the Club. The Board reserves the right to review infractions over an extended period of time and take appropriate action. Safety of our members and guests is of paramount concern to the SSC, the Board, the Club, and our community as a whole.

Appendix A**GENERAL RELEASE – ADULT****GENERAL RELEASE BY ADULT OF LIABILITY, WAIVER OF CLAIMS,
EXPRESS ASSUMPTIONS OF RISK
AGREEMENT REGARDING THE USE OF FOREST LAKE PROPERTY OR
AMENITIES AND ENGAGEMENT IN ACTIVITIES WHILE AT THE FOREST
LAKE CLUB**

For and in consideration of participation in the activities (as defined hereafter) of Forest Lake Properties, Inc., d.b.a. the Forest Lake Club (“Forest Lake” or the “Club” or “FLC”), I, the undersigned participant, hereby attests that I am releasing the Club and its members, officers, directors, employees, agents, successors or assigns, from all liability from my participation in Activities or from causes or actions relating to my presence on the Club property, its equipment or its facilities. I further understand the term “Activities” herein is intended to include use of the Forest Lake Club property, equipment and facilities and includes common pursuits that can be enjoyed at Forest Lake including but not limited to group and individual participants in swimming, scuba diving, canoeing, kayaking, sailing, fishing, hunting, skeet, trap, five stand, summer biathlon, rifle range, archery, hiking, tennis, bicycling, distance running, snowshoeing, and cross country skiing (collectively “Activities”).

I, as the undersigned participant, represent that I understand the nature of the Activities and that I am qualified, in good health, and in proper physical condition to participate in the Activities.

I fully understand and acknowledge that:

- (a) Risks and dangers exist in my participation in all of the Activities as well as acknowledge risks and dangers presented by the Forest Lake Club property, equipment and facilities. The Club is home to wild animals and hazards that are not able to be identified, restricted or otherwise mitigated.
- (b) Other individuals present on the Forest Lake Club property are also engaged in participation in the Activities and their actions or participation may raise additional risks to my participation.
- (c) My participation in the Activities may result in my injury or illness, including but not limited to bodily injury, fractures, partial and/or total paralysis, eye injury, blindness, heat stroke, heart attack, death or other ailments that could cause serious disability.
- (d) Together, these risks and dangers may be caused by my own actions, or inactions, the actions, or inactions, including negligence, of the Forest Lake Club, its members, officers, directors, employees, agents, other guests or visitors to the Club property, the conditions in which the Activities take place, forces of nature or other causes. These risks and dangers may arise from both foreseeable and unforeseeable causes.
- (e) By my participation in the Activities and/or the use of any equipment, I hereby assume all risks and dangers, both known and unknown, and all responsibility for any losses, costs and/or damages I incur as a result of participation in the Activities, whether caused in whole or in part by the negligence or other conduct of the Forest Lake Club, its members, officers, directors, employees, agents, their successors or assigns, or by any other person.

I, on behalf of myself, my heirs, my executors, my administrator, and my personal representatives, and intending to be legally bound, do hereby voluntarily release, waive, discharge, covenant not to sue, hold harmless, defend and indemnify the members, officers, directors, employees, agents, successors or assigns, from any and all claims actions, or losses for bodily injury, property damage, wrongful death, loss of services or otherwise which may rise out of my use of the Club property, equipment or facilities thereon or participation in the Activities. I specifically understand that I am releasing, discharging and waiving any claims or actions that I may have in the present or in the future for the negligent acts or other conduct by the Forest Lake Club, its members, employees, agents, officers, directors, successors and assigns from and against and all present or future claims, actions, liability, injuries, or damages, which may arise out of my participation in the Activities.

I agree that, should any claim or action arise from my participation as described herein, including any issues as to the applicability and enforceability of this Release or any provision contained within it, proper Jurisdiction and Venue will lie only in Pike County, Pennsylvania and I waive Jurisdiction and Venue anywhere else.

This agreement constitutes the entire agreement and understanding between the parties and shall be governed by, and construed in accordance with the laws of the Commonwealth of Pennsylvania.

I agree that, should any aspect of this Release be held invalid in a court of competent jurisdiction, all other aspects of the Release shall remain valid.

I have read this RELEASE OF LIABILITY, WAIVER OF CLAIMS AND EXPRESS ASSUMPTION OF RISK AGREEMENT and understand that this agreement includes a waiver of liability and release of risk and I sign it of my own free will.

Participant Signature: _____

Name (print): _____ Date: _____

GENERAL RELEASE – MINOR

GENERAL RELEASE BY MINOR OF LIABILITY, WAIVER OF CLAIMS, EXPRESS ASSUMPTION OF RISK

AGREEMENT REGARDING THE USE OF FOREST LAKE PROPERTY OR AMENITIES AND ENGAGEMENT IN ACTIVITIES WHILE AT THE FOREST LAKE CLUB

The undersigned, being a minor, has received this release and is executing it in conjunction with an adult authorized to effect the full scope of this release.

For and in consideration of participation in the activities (as defined hereafter) of Forest Lake Properties, Inc., d.b.a. the Forest Lake Club (“Forest Lake” or the “Club” or “FLC”), I, the undersigned participant, hereby attests that I am releasing the Club and its members, officers, directors, employees, agents, successors or assigns, from all liability from my participation in Activities or from causes or actions relating to my presence on the Club property, its equipment or its facilities. I further understand the term “Activities” herein is intended to include use of the Forest Lake Club property, equipment and facilities and includes common pursuits that can be enjoyed at Forest Lake including but not limited to group and individual participants in swimming, scuba diving, canoeing, kayaking, sailing, fishing, hunting, skeet, trap, five stand, summer biathlon, rifle range, archery, hiking, tennis, bicycling, distance running, snowshoeing, and cross country skiing (collectively “Activities”).

I, as the undersigned participant, represent that I understand the nature of the Activities and that I am qualified, in good health, and in proper physical condition to participate in the Activities.

I fully understand and acknowledge that:

- (a) Risks and dangers exist in my participation in all of the Activities as well as acknowledge risks and dangers presented by the Forest Lake Club property, equipment and facilities. The Club is home to wild animals and hazards that are not able to be identified, restricted or otherwise mitigated.
- (b) Other individuals present on the Forest Lake Club property are also engaged in participation in the Activities and their actions or participation may raise additional risks to my participation.
- (c) My participation in the Activities may result in my injury or illness, including but not limited to bodily injury, fractures, partial and/or total paralysis, eye injury, blindness, heat stroke, heart attack, death or other ailments that could cause serious disability.
- (d) Together, these risks and dangers may be caused by my own actions, or inactions, the actions, or inactions, including negligence, of the Forest Lake Club, its members, officers, directors, employees, agents, other guests or visitors to the Club property, the conditions in which the Activities take place, forces of nature or other causes. These risks and dangers may arise from both foreseeable and unforeseeable causes.
- (e) By my participation in the Activities and/or the use of any equipment, I hereby assume all risks and dangers, both known and unknown, and all responsibility for any losses, costs and/or damages I incur as a result of participation in the Activities, whether caused in whole or in part by the negligence or other conduct of the Forest Lake Club, its members, officers, directors, employees, agents, their successors or assigns, or by any other person.

I, on behalf of myself, my heirs, my executors, my administrator, and my personal representatives, and intending to be legally bound, do hereby voluntarily release, waive, discharge, covenant not to sue, hold harmless, defend and indemnify the members, officers, directors, employees, agents, successors or assigns,

from any and all claims actions, or losses for bodily injury, property damage, wrongful death, loss of services or otherwise which may rise out of my use of the Club property, equipment or facilities thereon or participation in the Activities. I specifically understand that I am releasing, discharging and waiving any claims or actions that I may have in the present or in the future for the negligent acts or other conduct by the Forest Lake Club, its members, employees, agents, officers, directors, successors and assigns from and against and all present or future claims, actions, liability, injuries, or damages, which may arise out of my participation in the Activities.

I agree that, should any claim or action arise from my participation as described herein, including any issues as to the applicability and enforceability of this Release or any provision contained within it, proper Jurisdiction and Venue will lie only in Pike County, Pennsylvania and I waive Jurisdiction and Venue anywhere else.

This agreement constitutes the entire agreement and understanding between the parties and shall be governed by, and construed in accordance with the laws of the Commonwealth of Pennsylvania.

I agree that, should any aspect of this Release be held invalid in a court of competent jurisdiction, all other aspects of the Release shall remain valid.

I have read this RELEASE OF LIABILITY, WAIVER OF CLAIMS AND EXPRESS ASSUMPTION OF RISK AGREEMENT and understand that this agreement includes a waiver of liability and release of risk and I sign it of my own free will.

Minor Participant Signature: _____

Name (Print): _____ Date: _____

Parent/Guardian Consent:

I, as parent or guardian of the above minor under 18 years of age, hereby consent, and agree, on behalf of said minor, to the terms and conditions set forth in this Release of Liability, Waiver of Claims, Express Assumption of Risk Agreement.

Parent/Guardian Signature: _____ Date: _____

Name (Print): _____

Appendix B

Acknowledgment of Shooting Regulations

- A. I recognize that before I may participate in shooting activities at the Shotgun Sports Range I must read and understand the following document:
- Forest Lake Club Comprehensive Firearms Safety Plan Appendix D
Shotgun Sports Regulations
- B. I recognize that before I may participate in shooting activities at the Shale Bank Range I must read and understand the following document:
- Forest Lake Club Comprehensive Firearms Safety Plan Appendix E
Shale Bank Range Regulations
- C. I recognize that before I may participate in shooting activities at the Frame Range I must read and understand the following document:
- Forest Lake Club Comprehensive Firearms Safety Plan Appendix F
Frame Range Regulations

I acknowledge that I have read, understand and will abide by the following FLC Regulations:

Shotgun Sports Regulations Yes _____

Shale Bank Range Regulations Yes _____

Frame Range Regulations Yes _____

I acknowledge that I have completed an approved Firearms Safety Course
Yes _____

Participant name: _____ Date: _____

Participant Signature: _____

Appendix C

Firearms Security

I. STORING FIREARMS IN A SAFE MANNER

- As a firearms owner, you must make absolutely sure that guns in your cottage are stored so that they are not accessible to children or other unauthorized persons. This is your most important responsibility. Anything less invites a tragedy. Hiding a gun in a closet, drawer or similar location is *not* safe storage. Children are extremely curious and might find a gun that you thought was safely hidden or inaccessible.
- As with most aspects of home safety, your objective as a firearm owner is to put in place a series of simple precautions (multiple safeguards), that together help create a secure environment for firearms in the home. Each of these precautions is designed to provide an additional barrier against unauthorized use.

II. KEY GUIDELINES FOR SAFE STORAGE

- Unloaded firearms should be stored in a locked cabinet, safe, gun vault, or storage case. Be sure to place a locked storage case in a location inaccessible to children.
- Unloaded firearms can also be secured with a gun-locking device (such as a cable-style gun lock, see below) that renders the firearm inoperable.
- An unloaded firearm can also be disassembled, with parts securely stored in separate locations.
- Store ammunition in a locked location separate from firearms.
- Always re-check firearms carefully and completely to be sure that they are unloaded when you remove them from storage. Accidents could occur if a family member has loaned or borrowed a gun and then carelessly returned it to storage while it was still loaded.

III. NO SINGLE LOCK WILL FIT ALL FIREARMS

- A local firearms retailer or law enforcement agency can help you determine the appropriate locking device for your firearm.

IV. CABLE-STYLE GUN LOCK (one possible gun lock)

- This lock consists of an armored steel cable with one end permanently secured to a keyed padlock. When lock is properly installed, the firearm is unloaded and the lock prevents the firearm's action from closing.
- The cable-style lock should be used in addition to, and not as a substitute for, safe firearms handling and storage methods. As a firearms owner, it is **YOUR RESPONSIBILITY** to know how to safely handle and securely store your firearms.
- Keep cable and lock outside of trigger guard at all times
- Always push cable into padlock and turn key until securely locked. After removing key, tug on cable to ensure connection is secure.
- Store key to the gun lock and the firearm separately. Be sure to store key in a location inaccessible to unauthorized persons, particularly children.
- Do not work the firearm's action with the lock in place. This may damage the lock and/or the firearm.
- If the lock's protective coating becomes damaged or separated from the steel cable or the lock face, replace the lock.
- **REMEMBER: No firearm's safety or lock can be a substitute for safe, careful gun handling and storage. This lock is intended to discourage unauthorized access to a firearm, particularly by young children. This lock may be defeated by a determined individual using tools or other aggressive means and may not prevent intentional misuse of a firearm.**
- **WARNING: Before installing this or any gun lock, be sure the firearm is completely UNLOADED and the safety is on SAFE. When installing the lock, keep your finger off the trigger and always have the firearm pointing in a safe direction.**

V. MOTOR VEHICLE STORAGE

- Firearms being transported on Club property by motor vehicles must be unloaded, inside a case or satchel, and otherwise be handled according to regulations of the Commonwealth of Pennsylvania. An unattended motor vehicle containing unloaded firearms must be locked at all times.

Appendix D

Shotgun Sports Range Regulations

I. GENERAL USE OF FACILITY

The Shotgun Sports Range consists of two fields of fire:

- TRAP & SKEET
- FIVE-STAND

A. HOURS OF USE

- From Memorial Day Weekend to Labor Day Weekend, open 9:00 a.m., prevailing time, through 1:30 p.m., seven days a week.

Exceptions:

1. Club tournaments or clinics may begin at 8:00AM extend until sundown, subject to such activities being approved by the Executive Committee of the FLC Board of Directors.
 2. During designated Kids Week*, the range shall close at 12:00 noon.
- Before Memorial Day Weekend and after Labor Day Weekend, the range shall be open 9:00 a.m. until sundown.
 - TRAP & SKEET portion of the field is open year-round, conditions permitting.
 - FIVE-STAND portion of the field shall be closed from November 1 through Opening Weekend in mid-April.
 - The shotgun Range may be closed or have hours changed due to special events, subject to such special events being approved by the Executive Committee of the Board of Directors.

B. RANGE RESTRICTIONS

- The TRAP & SKEET field is closed when the FIVE-STAND field is active.
- The FIVE-STAND field is closed when the TRAP & SKEET field is active.

C. ACCESS TO THE SHOTGUN FIELDS

- Only certified individuals shall open the range and operate the traps. (Certification training to be determined by the Shooting Sports Committee.)
- Trap house keys are available from the Club office to certified individuals only.

*Kid's Week is a week in the entertainment schedule in late July and/or early August with special activities for children.

D. VEHICLE PARKING

- Park vehicles in the designated parking areas.
- The access road must be kept clear for emergencies.

E. EYE & HEARING PROTECTION

- Shooters and range safety officers must wear both eye and hearing protection while shooting.
- Spectators must remain behind the shooting stations and wear hearing protection while a shooting activity is in progress.

F. POSTED RULES & REGULATIONS

- Everyone on the range must adhere to all posted rules & regulations.

G. NO ALCOHOL & DRUGS

- Alcohol and all drugs (including both prescription and illicit) that impair psychomotor function are prohibited before and during use of the range.
- This applies to all people at the range, including participants, safety officers, and spectators.

H. PETS

- Pets shall be kept under control by their owner.

I. CLEAN-UP

- Before leaving the range, users must pick up all shell casings, litter, and refuse and place such materials in the appropriate containers.
- Users are advised to wash their hands after handling firearms and ammunition.

J. CHARGE SLIPS

- All shooting participants are required to submit “chits” to the Club office indicating the number of rounds shot and use of club shells, if applicable. This responsibility may be delegated to the Range Safety Officer, who is responsible for returning the range keys to the Club office at the conclusion of shooting sessions.

K. EMERGENCY

- In the event of any emergency, call 911.

II. USE/MAINTENANCE OF EQUIPMENT & STRUCTURES**A. BOTH TRAP & SKEET FIELD and FIVE-STAND FIELD**

- At the conclusion of the shooting activity, the traps should be re-loaded with targets, power cords disconnected from the traps, and converters unplugged from the wall outlets.
- At the conclusion of the shooting activity, broken target fragments should be removed from the trap houses, and doors locked.
- Any concerns or maintenance issues with the traps or other equipment should be immediately reported to the Club office.

B. TRAP & SKEET FIELDS

- The hand triggers for the trap and skeet fields are fragile and must be handled with care. At no time should they be operated by stepping on them.
- The wire for the trap hand release should be carefully coiled and placed into the trap house after use.
- The wire for the skeet hand release should be carefully coiled, disconnected from the podium in the gazebo and placed inside the podium after use.

C. FIVE-STAND FIELD

- The electronic triggers for the FIVE-STAND traps should be returned to the shed.
- The wireless hand trigger should be plugged into the charger in the shed after use.

III. SAFETY**A. RANGE SAFETY OFFICER**

- If present, the senior member of the Shooting Sports Committee shall be designated as the Range Safety Officer, otherwise the certified individual who obtains range keys from the Club office shall be the default Range Safety Officer.
- If required, the Range Safety Officer may name additional safety officers for the duration of shooting.
- The Range Safety Officers shall be responsible for the operation of the traps and electronics.
- The Range Safety Officer may order any individual off the range for any unsafe, unsportsmanlike, or illegal behavior, and shall report such incidents to the Club office and the Board of Directors.
- When shooting is completed, the Range Safety Officer shall be responsible for: reloading traps, storing equipment and cords,

locking traps & sheds, returning the key and billing chits to the Club office.

- The Range Safety Officer shall notify the office if more targets are needed at either field.
- Certified members will be issued a certification card that will be renewable after 5 years. The Club office will maintain a list of qualified members and staff.

B. SHOTGUN RANGE SAFETY REGULATIONS

- Shooters and range officers must wear eye and hearing protection while a shooting activity is in progress.
- Spectators must remain behind the firing stations and wear hearing protection while a shooting activity is in progress.
- All shooters are responsible for ensuring that their shotguns are safe and in good working order.
- All shooters attest that they are familiar with the FLC SHOTGUN SPORTS REGULATIONS, including these safety regulations.
- All uncased shotguns carried to and from the range must be visibly empty of ammunition with actions open.
- No one is permitted to handle an uncased shotgun with the action closed until that individual is on a firing station and then only after the range is determined to be cleared and safe to shoot.
- When on station, shooters must keep the action of their shotgun open until it is their turn to shoot.
- Shooters must keep their finger off the trigger and outside the trigger guard until ready to fire.
- Firing is permitted only at prescribed targets.
- Be aware of the location of other shooters or spectators on the range at all times.
- Always point the muzzle of a shotgun in a safe direction. This is generally downrange or at the ground in front of you.
- When rubber pads are placed on the stands, you may place the muzzle of your shotgun on one of those pads while you are waiting your turn to shoot.
- NEVER point a shotgun toward another person at any time.
- In the event of a misfire (other than the safety being on), the shooter should call "**MISFIRE!**" or "**CEASE FIRE!**" and remain in position with the shotgun pointed downrange. **DO NOT TURN AROUND WHILE HOLDING THE SHOTGUN AS THIS WILL POINT THE SHOTGUN IN AN UNSAFE DIRECTION.** Wait at least 30 seconds before opening the action of the shotgun and properly disposing of the round. If you are unsure what to do, keep the shotgun pointed in a safe direction and ask for help from the Range Safety Officer.

- All shooters and spectators are reminded that they have the right to insist on the proper observance of all safety practices at all times. Anyone who believes that an unsafe condition is present during a shooting activity should call out “**CEASE FIRE!**”
- Hearing the range command of “**CEASE FIRE!**” all shooters must immediately open the action of their shotguns and remove the shell(s). Steps must then immediately be taken to remedy the unsafe condition.
- Know how your shotgun operates and be familiar with the safety functions of your shotgun.
- Be sure that the gauge of your shotgun matches the gauge of your ammunition. A 20 gauge shotgun shell will slide down the barrel of a 12 gauge shotgun to create a dangerous situation. For this reason, do not handle two different gauges of shotguns and ammunition at the same time.
- Be familiar with and obey all range commands.
- Do not handle any firearm or stand on station when others are down range.
- An orange safety cone should be placed on top of the trap house when loading targets or performing trap adjustments to indicate that a person is downrange.
- Be aware of certain circumstances that may require additional safety rules.
- **DO NOT MIX ALCOHOL OR DRUGS (INCLUDING BOTH PRESCRIPTION AND ILLICIT) THAT IMPAIR PSYCHOMOTOR FUNCTION WITH SHOOTING ACTIVITIES.**

IV. RANGE COMMANDS & STANDARD OPERATING PROCEDURES (SOPs)

A. SCOPE

- The purpose of range commands and SOPs is to provide concise, clear, and standard methods of range operation, thereby facilitating safety.
- The Range Safety Officer may modify the basic range commands below, as long as all command steps are understood and followed by the shooters.
- A SQUAD is made up of from one to five shooters.

B. TRAP RANGE COMMANDS & SOPs

There are 5 shooting stations on the trap range, numbered 1-5 from left to right in a semi-circle centered on the trap house (the concrete bunker in the middle of the Trap and Skeet Range that houses the machine that throws the targets).

1. **“SQUAD READY?”** issued by either the shooter on the #1 stand (squad leader) or the Range Safety Officer at the start of each round.
 - Purpose: Assure that all shooters in the squad are ready; and to alert everyone on the field that shooting is imminent.
 - Action: If any shooter in the squad is not ready, he/she must call out “NOT READY!”
2. **“PULLER READY?”** issued by either the shooter on the #1 stand or the Range Safety Officer.
 - Purpose: Assure that the Puller is ready.
 - Action: If the Puller is not ready, he/she must call out “NOT READY!”
3. **“LET’S SEE ONE”** may be issued by either the shooter on the #1 stand or the Range Safety Officer.
 - Purpose: Allow the shooters to see a sample target fly.
 - Action: The Puller releases a sample target, which the shooters watch fly. The shooter on the #1 stand loads his shotgun and closes the action.
4. **“PULL”** issued by the shooter on the #1 stand.
 - Purpose: Direct the Puller to release a target.
 - Action: The Puller releases a target; the shooter is free to fire at the target.
 - Sequence: The shooters on stations 2-5 sequentially call **“PULL”** and fire, each taking five shots from his/her stand.
 - Throughout the round of 25 shots, the squad leader always shoots the first target from each station as the shooters rotate from one station to another.
5. **“LOST”** may be issued by the Scorer when a target is missed.
6. **“END”** may be issued by the Scorer when the first shooter has fired his/her final (fifth) shot from the current station.
 - Purpose: Alert the shooters that this is the last round of firing from the current positions.
 - Action: The rest of the squad, in sequence, completes the fifth round of fire.

7. **“ALL CHANGE”** is issued by the Scorer after the fifth (or last) shooter has fired his/her fifth shot from the current position.
 - Purpose: Alert the shooters to move to the next station.
 - Action: The shooters walk to the next station, with shotguns unloaded and actions open. The shooter walking from station #5 to station #1 shall walk behind the firing line.

8. **“READY ON ONE”** is issued when the shooter on station #1 is in position.
 - Purpose: Alert the squad leader that all shooters are now in position on the field and ready to continue.
 - Action: The squad leader calls for the first target from the new position.

9. **“CEASE FIRE!”**
 - **“CEASE FIRE”** may be called by anyone on the range in the event of observation of an unsafe situation.
 - Purpose: Alert all shooters to stop firing immediately.
 - Action: Shooters open the action of their shotguns, unload, keep shotguns pointed in a safe direction, and wait for further instructions.

10. **“MISFIRE”** issued when a shotgun misfires for any reason other than the safety is on.
 - Purpose: Notify the Range Safety Officer and all participants that a shotgun did not fire when the trigger was pulled.
 - Action: The shooter experiencing the misfire keeps the shotgun pointing down range, removes his/her finger from the trigger guard, and waits further instructions from the Safety Range Officer.

C. SKEET RANGE COMMANDS & SOPs

There two trap houses and 8 shooting stations on the skeet field. The high house is on the left edge of the field and the low house is on the right edge of the field. Station #1 is at the foot of the high house, stations 2-6 continue from left to right in a semicircle with station #7 at the foot of the low house. Station #8 is positioned in the middle of the field just behind the trap house.

During a round of skeet, the squad (usually 5 shooters) moves together as a group from station # 1 through station # 8. The puller and scorer move with the squad and frequently are shooters themselves. Because of this arrangement, the range commands are quite simple.

1. **“PULLER READY?”** may be issued by the first shooter on the #1 stand or the Range Safety Officer.
 - Purpose: Assure that the Puller is ready.
 - Action: If the Puller is not ready, he/she must call out **“NOT READY!”**

2. **“LET’S SEE ONE”** may be issued by the shooter on the #1 stand or the Range Safety Officer.
 - Purpose: Allow the shooters to see a sample target fly.
 - Action: The Puller releases a sample target, which the shooters watch fly. The shooter on the #1 stand loads his shotgun and closes the action.

3. **“PULL”** issued by the shooter on the #1 station.
 - Purpose: Direct the Puller to release a target.
 - Action: The Puller releases a target; the shooter is free to fire at the target.
 - From station #1 the shooter first shoots at a high house single target, then a low house single target, then a simultaneous pair of both targets (high and low house targets are released at the same time).
 - After shooting both singles and a simultaneous pair from station #1, the shooter opens the action of his gun, unloads the hulls as required and steps aside to allow the others to shoot. All squad members not on station must have their guns unloaded, actions open with the muzzle pointed in a safe direction while waiting their turn to shoot.
 - Sequence: Subsequent squad members step up to station #1 and call for targets in the same manner and order as above until all shooters have fired at all targets from station 1.

Note: The first time a shooter misses a target during a skeet round, he/she must repeat that shot. If the shooter misses subsequent targets during the round, the miss is not repeated. If no targets are missed during the round, the last target is repeated to complete 25 shots). This target (the one following the shooter’s first miss in a round or the final target is called the “option.” (Ironically, it is not optional.)

After all shooters completed shooting at station # 1, the entire squad moves to station #2. Guns must be unloaded, have the actions open, and the muzzle pointed in a safe direction while moving from one station to another. At station #2 the shooters shoot at a single high house target, a single low house target, and a simultaneous pair.

After all shooters completed shooting at station # 2, the entire squad moves to station # 3 where 2 single targets (one high house target and one low house target) are shot.

After all shooters completed shooting at station # 3, the entire squad moves to station #4 where the same process is repeated.

After all shooters completed shooting at station #4, the entire squad moves to station # 5 where the same process is repeated.

After all shooters completed shooting at station 5, the entire squad moves to station # 6 where shooters fire at a single high house target, a single low house target, and a simultaneous pair.

After shooting at station 6, the entire squad moves to station # 7 where the shooters shoot two singles and a simultaneous pair as above.

After shooting at station # 7, the entire squad moves to station #8 and all shooters shoot at a single target thrown from the high house. Squad members waiting to shoot stand behind the shooter on station #8.

After shooting at the high house target, all shooters in turn shoot a single target thrown from the low house from the same station. Squad members waiting to shoot stand behind the shooter as above. If any of the shooters hit all of the targets to that point, he/she must shoot the low house target one final time to complete the round of 25 targets.

4. **“CEASEFIRE!”** and **“MISSFIRE”** commands are used in the same manner and for the same purpose as described for the Trap Range SOP.

D. FIVE-STAND RANGE COMMANDS & SOPs

There are 5 stations and 8 traps on the Five Stand Field. Each station is a wooden platform with an open frame. Whenever a shooter is on station, the barrel of the shotgun must protrude through the opening of the frame on the station. Shooters must keep the gun unloaded, action open, and barrel in the frame at all times until ready to shoot at a target. In this sense, the location of the shooters is similar to that of a trap field, except that targets emerge from a variety of traps arranged in a large circle in front of the shooting stations. Generally, a combination of 3 single targets and 1 simultaneous pair of targets is shot from each station. The combination of targets is unique for each station and is printed on an index card attached to

the frame at each station. In some instances, the puller may announce the target combinations to the shooter prior to pulling the targets. After a total of 5 targets have been shot from each station, the shooters rotate as above in the trap range SOP from station 1-5 until the round of 25 targets has been completed.

1. **“SQUAD READY?”** issued by either the shooter on the #1 stand (squad leader) or the Range Safety Officer at the start of each round.
 - Purpose: Assure that all shooters in the squad are ready; and to alert everyone on the field that shooting is imminent.
 - Action: If any shooter in the squad is not ready, he/she must call out **“NOT READY!”**

2. **“PULLER READY?”** issued by either the shooter on the #1 stand or the Range Safety Officer.
 - Purpose: Assure that the Puller is ready.
 - Action: If the Puller is not ready, he/she must call out **“NOT READY!”**

3. **“LET’S SEE ONE”** may be issued by either the shooter on the #1 stand or the Range Safety Officer.
 - Purpose: Allow the shooters to see a sample target fly.
 - Action: The Puller releases a sample target, which the shooters watch fly. The shooter on the #1 stand loads his shotgun and closes the action.

4. **“PULL”** issued by the shooter on the #1 stand.
 - Purpose: Direct the Puller to release a target.
 - Action: The Puller releases a target; the shooter is free to fire at the target.
 - Sequence: The shooters on stations 2-5 sequentially call **“PULL”** and fire, each taking five shots from his/her stand.
 - Throughout the round of 25 shots, the squad leader always shoots the first target from each station as the shooters rotate from one station to another.

5. **“LOST”** may be issued by the Scorer when a target is missed.

6. **“END”** may be issued by the Scorer when the first shooter has fired his/her final (fifth) shot from the current station.
 - Purpose: Alert the shooters that this is the last round of firing from the current positions.
 - Action: The rest of the squad, in sequence, completes the fifth round of fire.

7. **“ALL CHANGE”** is issued by the Scorer or the puller after the fifth (or last) shooter has fired his/her fifth shot from the current position.

- Purpose: Alert the shooters to move to the next station.
- Action: The shooters walk to the next station, with shotguns unloaded and actions open and muzzles pointed in a safe direction. The shooter walking from station #5 to station #1 shall walk behind the firing line.

8. **“READY ON ONE”** is issued when the shooter from station 5 has moved to station # 1, he/she calls **“READY ON ONE.”**

- Purpose: Alert the squad leader that all shooters are now in position on the field and ready to continue.
- Action: The squad leader calls for the first target from the new position.

9. **“CEASE FIRE!”** and **“MISFIRE”** commands are issued in the same manner and for the same purpose as described for the Trap Range SOP.

IV. TARGETS

- The Club will provide all targets for all traps.

Appendix E

Shale Bank Range Regulations

I. GENERAL USE OF FACILITY

A. HOURS OF USE:

- The Shale Bank Range is open daily from 10 a.m., prevailing time, until the earlier of 5:00 p.m. or sunset, unless otherwise posted; except the Sunday immediately preceding the regular antlered and antlerless deer seasons and the regular bear season.
- **These hours are tentative and may be changed after wildlife studies are completed.**
- The Shale Bank Range will be closed whenever hunters are registered to hunt any state regulated game in the Shale Bank area. Shooters wishing to shoot targets at the Shale Bank range during regular hunting hours are obligated to check in with the Club office and consult the hiking-hunting sign-in sheet in the clubhouse lobby. Hunters will have priority over target shooting in the Shale Bank area, except that varmint and furbearer hunters shall not have priority over target shooters. Target shooters shall have priority over hikers in the Shale Bank area. All parties wishing to participate in Shale Bank activities between the hours of 10AM and 5:PM or sunset should sign up for specific and reasonable time periods, so that all may be accommodated during this period.
- Prior to shooting at the Shale Bank Range, shooters must sign in on the hiking-hunting sheet in the clubhouse and at the office when picking up the keys to the range

B. OPEN/CLOSED SIGN:

- Flip the hinged sign to “Range Open” when you arrive;
- Flip the hinged sign to “Range Closed” before you leave.

C. STORAGE SHED:

- The key to the storage shed is available from the Club office and must be returned to the office.
- Before leaving the range, all users must restore into the shed any materials, staplers, staples, targets, and target backings that may have been removed from the shed.
- The shed must be relocked.

D. VEHICLE PARKING:

- Park vehicles in designated areas only.
- Do not block the access road, which must be kept open for emergencies.

E. EYE AND HEARING PROTECTION:

- Everyone at the range, including spectators, must wear eye and hearing protection because all people, even spectators, must protect against ear damage and ricochets.

F. POSTED RULES & REGULATIONS:

- Everyone must adhere to all posted rules & regulations.

G. NO ALCOHOL & DRUGS.

- Alcohol and all drugs (including both prescription and illicit) that impair psychomotor function are prohibited before and during use of the range.
- This applies to all people at the range, including participants, safety officers, and spectators.

H. PETS.

- Pets shall be kept under the control of their owners.

I. CLEAN-UP.

- Before leaving the range, all users must pick up brass, litter, and refuse and place such material in the appropriate containers.
- Users are advised to wash their hands after handling firearms and ammunition.

J. EMERGENCY:

- In the event of any emergency, call 911.

II. SAFETY**A. Range Safety Officer**

- When more than one person is using the range, a Range Safety Officer shall be designated. He/she shall supervise the range shooting, requiring safe behavior by all individuals at the range.
- The senior Shooting Sports Committee member present shall be designated the Range Safety Officer, otherwise the certified individual who obtains range keys from the Club office shall be the default Range Safety Officer.
- If required, the Range Safety Officer may name additional safety officers for the duration of shooting.
- The Range Safety Officer may order an individual off the range for any unsafe, unsportsmanlike, illegal, or ignorant behavior, and the Range Safety Officer shall report this to the Club office and Board of Directors.

- Certified members will be issued a certification card that will be renewable after 5 years. The Club office will maintain a list of qualified members and staff.

B. PRIMARY SAFETY REGULATIONS

- Always keep muzzles pointed in a safe direction. Common sense dictates the safest direction, depending on circumstances.
- Always keep firearms unloaded with the action open until ready to use at a shooting station on the firing line.
- Always keep your finger off the trigger until ready to shoot. Rest your finger alongside the frame and outside the trigger.
- Always wear eye and hearing protection.
- Always know where other people are at all times.
- Always know the mechanics of the firearm you are using.
- Always use proper ammunition.
- Only load a firearm when at a station on the firing line.
- Always be sure the barrel is clear of obstruction before shooting.
- Only discharge a firearm from a station on the firing line, aimed at an approved target, backed by the backstop berm, and only after the **“COMMENSE FIRING”** command has been issued.
- If you observe something dangerous or unsafe, immediately call, **“CEASE FIRE!”**
- If your firearm fails to fire when the trigger is pulled, immediately call **“MISFIRE!”** Point the muzzle downrange for a minimum of 30 seconds before attempting resolution. Dispose of misfired rounds properly into the misfired cartridge container.
- When not on the firing line, handguns shall be unloaded and de-cocked in a holster, case or “benched ” (on the bench action open, ejection port or cylinder facing the sky).
- When not on the firing line, rifles shall be kept in the rifle rack with the actions open, safety on, magazine/cartridges removed.

III. RANGE COMMANDS.

A. SCOPE:

- The purpose of range commands is to provide concise, clear, and standard methods of range operation, thereby facilitating safety.
- The Range Safety Officer may modify the basic range commands below, as long as all command steps are understood and followed by the shooters.

- The Range Safety Officer issues all range commands, except that “CEASE FIRE!” and “MISFIRE!” may be called by any shooter, official, or spectator who observes an unsafe or dangerous circumstance.

B. BASIC RANGE COMMANDS

1. PREPARING FOR LIVE FIRING

a. “LOAD”

- Purpose: Notify participants that they can load the prescribed number of rounds.
- Action: Participants will load the prescribed number of rounds and stand ready for the next command.

b. “IS THE LINE READY?”

- Purpose: Determine if all shooters along the line are ready.
- Action: All shooters not ready should indicate their status to the Range Safety Officer. Sufficient time will be allowed for the shooter to complete his preparation.

c. “READY ON THE FIRING LINE!”

- Purpose: Notify all participants that the range is about to be under live fire and that if anyone is not ready at this point, he should call a range officer; otherwise, await the next command.
- Action: Participants simply await the next command.

d. “COMMENSE FIRING!”

- Purpose: Declare the range formally open for live fire.
- Action: The participants may commence the prescribed course of fire.

2. FIRING PERIOD

Firing shall continue until a predetermined time period has lapsed or until all participants have completed the prescribed course of fire. During informal shooting events, participants when finished firing should simply open the action, clear the firearm, bench or ground the firearm and step back behind the line and wait until all shooters have completed the event. After this, a mutually agreed upon cease-fire is called.

a. “CEASE FIRE!”

- Purpose: Stop all firing.
- Action: All participants shall unload, open, remove magazines and bench or ground all firearms. If activities are complete for the day, step back from the line or clear the area by packing away firearms, ammunition, other gear and cleaning up the area.

b. “RANGE IS CLEAR!”

- Purpose: Alert all shooters along the line that travel beyond the firing line for purposes of target change or retrieval, the removal of brass and trash is approved.
- Action: Participants may move down range as directed or desired to change, remove targets or to clean up. No shooters shall take up positions on the firing line until told to do so.
- Participants not going down range are to stand back from the firing line and away from firearms. NO firearm will be handled while others are down range.

3. EMERGENCY OR HAZARDOUS CONDITIONS**a. “CEASE FIRE!”**

- Purpose: Stop all shooting immediately.
- Action: Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from within the trigger guard, unload and clear the firearm and await further instructions from the Range Safety Officer.

b. “MISFIRE!”

- Purpose: Notify the range officer and other participants that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist.
- Actions:
 - i. The shooter experiencing the misfire continues to keep the firearm pointed down range, removes the finger from within the trigger guard and awaits further instructions.
 - ii. The range officer may or may not call a general cease-fire depending upon the situation.
 - iii. Shooters immediately adjacent to the misfire should cease fire, unload, open and either ground or bench their firearms and step back from the line.
 - iv. The remaining shooters may continue to fire as directed by a range officer or may cease fire at their option and await further instructions.

IV. TARGETS

- Shoot only at authorized paper/cardboard targets.
- No explosive or glass targets are allowed.
- Do not fire at rocks, signs, yardage markers, trees or target upright supports.
- Ground level targets are not authorized unless placed at the foot of the berm
- Place no targets more than half way up the berm.
- Maintain proper target height to ensure hitting the berm.
- Target backer material (cardboard) is located inside the storage shed.
- Target stands are located next to the storage shed.
- Note on target safety: The angle of refraction can mean the difference between hitting the backstop (berm) or sending a bullet into our woods. Firing at targets close to the ground increases the chance of a dangerous ricochet, especially here in the Poconos, where new rocks appear almost weekly.

V. Additional Regulations For Steel Plate Shooting

- Pistols and revolvers only.
- Ammunition: no magnum rounds, no +P rounds, no armor-piercing rounds, and no centerfire rifle caliber rounds may be used.
- Never shoot at a steel plate less than 10 yards away.
- Align all steel plate targets perpendicular to the shooter to minimize ricochets.
- Never shoot at a steel plate target that exhibits a cupped (a round indented surface facing the shooter) appearance. Ricochets directly to the shooter could occur.
- Keep all spectators as far as possible to the rear of the shooter.
- Any steel plate shooter must sign an acknowledgment form stating that he/she is aware of and will follow these regulations. The form must be delivered to the office before an individual may shoot at steel plates.

Appendix F

Frame Range Regulations

I. General Use of the Frame Range

A. The Frame Range is open daily from 10 a.m., until 2 p.m. Only .22 caliber handguns, .22 caliber rifles, air rifles, air handguns and archery equipment may be used at the Frame Range. The key to shed is available at the club office.

B. An individual under 21 years of age may not use the range unless accompanied by a person 21 years of age or older.

C. An individual or group using the range is responsible for keeping the area clean and free of debris, and may not discard, deposit, leave or throw litter except in approved refuse containers. Range users shall remove targets and target frames from the range when shooting is completed and prior to leaving the range. Target frames should be stored in the equipment shed.

D. Range Safety Officer

- When more than one person is using the range, a Range Safety Officer shall be designated. He/she shall supervise the range shooting, requiring safe behavior by all individuals at the range.
- The senior Shooting Sports Committee member present shall be designated the Range Safety Officer. Otherwise the certified individual who obtains range keys from the Club office shall be the default Range Safety Officer.
- If required, the Range Safety Officer may name additional safety officers for the duration of shooting.
- The Range Safety Officer may order an individual off the range for any unsafe, unsportsmanlike, illegal, or ignorant behavior, and the Range Safety Officer shall report this to the Club office and Board of Directors.
- Certified members will be issued a certification card that will be renewable after 5 years. The Club office will maintain a list of qualified members and staff.

E. Members must accompany Guests at all times while on the Frame Range. Members are responsible for the behavior of their Guests at all times.

F. Transport of firearms shall be in accordance with Federal and Pennsylvania law.

G. Park in the designated parking area across the road from the Frame Range.

H. Pets must be under the control of their owners at all times while in the vicinity of the Frame Range.

I. Forest Lake Club is not responsible for anyone injured on the range. An individual using FLC owned ranges does so at his own risk and assumes all responsibility for injuries to a person or property caused by or to him.

J. Emergency Contacts : Police / Fire / EMT: Dial 911

K. Range signs promote safety awareness. In order to promote safety awareness, members are required to open the hinged sign, "RANGE IN USE" when entering the range area and close the hinged sign "RANGE IN USE" when leaving. Lock the shed and return the key to the club office when you are finished at the range.

L. Annually, prior to their first shoot of the year, members and spouses must sign a release in order to absolve the Club from liability. Additionally, guests both adult and minor must sign a release in order to absolve the Forest Lake Club from liability. The member sponsor or staff supervisor is responsible for delivering the release to the office prior to the shoot. Failure to register guests and deliver releases to the Club office will result in the immediate suspension of the guest's privileges. The list of signed releases will be maintained by the Club office.

II. Frame Range Fundamental Firearm Safety Rules

A. SAFETY IS EVERYONE'S RESPONSIBILITY.

B. SAFETY IS PARAMOUNT and SAFETY IS FUN.

C. ALWAYS Keep The Gun Pointed In A Safe Direction. This is the primary rule of gun safety. Common sense dictates the safest direction, depending on different circumstances.

B. ALWAYS Keep Your Finger Off The Trigger Until Ready To Shoot. When holding a gun, rest your finger alongside the frame and outside the trigger guard. Until you are actually ready to fire, do not touch the trigger.

C. ALWAYS Keep The Gun Unloaded Until Ready To Use. Firearms should be unloaded with the action open unless you are at a shooting station on the firing line.

D. MANDATORY EYE AND EAR PROTECTION - All persons, spectators, shooters and referees shall wear eye and ear protection at all times.

E. At ANYTIME if ANYONE observes something dangerous or unsafe, they may call a CEASEFIRE in which EVERYONE must immediately stop shooting and put down their firearms.

F. All spectators must remain behind the firing line whenever there are shooters on the firing line.

III. Prohibited acts

The following acts are prohibited at the Frame Range:

A. Discharge of a firearm, except from an established shooting station on the firing line at an approved target placed on a portable target backboard and frame. No explosive targets are permitted for use at the Frame Range. Ground level targets are not authorized unless placed at the foot of the berm. No targets may be placed more than half way up the height of the berm.

B. While others are downrange DO NOT handle any firearm or stand at the firing line where firearms are present.

C. No gun shall be loaded until the shooter is on the shooting station.

D. Discharge of a firearm into the air or in any direction other than the target berm.

E. Consumption/use or possession of alcohol or controlled substances is prohibited while firearms are present in the waiting area or at the firing line.

IV. Specific Gun Handling & Range Protocols

Violation of any one of these range protocols can increase the risk a tragic, preventable accident and may result in loss of membership privileges and even criminal prosecution.

A. When not firing, handguns shall be unloaded and de-cocked in a holster, case or “benched ” (on the bench action open, ejection port or cylinder facing the sky).

B. When not firing, rifles will be kept in the rifle rack or on the benches with the actions open, safety on, magazine/cartridges removed and the open action facing the sky.

C. Always keep the muzzle of your firearms pointed in a safe direction. At the firing line that is downrange and pointed toward the berm. Carry your unloaded firearm with the action open and with the muzzle pointed toward the ground when approaching the firing line.

D. Firearms should be unloaded with actions flagged or open when not actually in use.

E. Do not rely on your gun's safety. The safety is a mechanical device and mechanical devices can fail.

F. Be certain of your target and beyond.

G. Be certain that all shots strike the berm.

H. Use proper ammunition.

I. Be sure the barrel is clear of obstructions before shooting.

J. Always wear eye and ear protection when shooting

K. It is advisable to wash hands after firing activities are complete

L. Know the mechanical and handling characteristics of the firearm you are using

M. Know and obey all range commands and gun handling rules

N. Know where others are at all times

O. During a cease-fire, unload, open the action, remove the magazine and ground or bench or rack all firearms

V. In the case of a misfire

If your firearm does not discharge when the trigger is pulled, do not panic. Keep the muzzle of the firearm aimed downrange toward the berm. Do NOT turn around while holding a firearm with a live misfired round in the chamber. Ask for assistance from the Range Officer. If no range officer is present, hold the firearm in place with the muzzle downrange for at least 30 seconds. **HANDLE THE FIREARM WITH EXTREME CARE.** If the firearm still does not discharge after this waiting period, carefully open the action of the firearm and gently remove the misfired cartridge. Dispose of the miss-fired cartridge in the container of oil inside the canister marked **LIVE ROUND / MISSFIRE DISPOSAL**. The can is located in the Range shed

VI. Targets and Range Maintenance

- A Stapler, staples, cardboard backing materials and portable target frames are in the Range shed and available to mount paper targets.
- Authorized targets for use at the frame range include paper targets stapled or pinned to cardboard backing.
- Hard rubber targets may be suspended from a target frame, but should not be placed directly on the ground in order to minimize the risk of ricochet. The angle of refraction can mean the difference between hitting the backstop (berm) or sending a bullet into our woods. Firing at targets close to the ground increases the chance of a dangerous ricochet, especially here in the Poconos, where rocks are common in the soil. Maintain proper target height and ensure that your bullets are striking the berm. Do not fire at trees, target upright supports. Absolutely no glass targets!
- Other instructions for Range Operations may be posted or simply announced for specific events such as competitions or training
- Signs, Yardage Markers, Rocks, and Trees are not targets! If either you or your Guest (if applicable) are found to have purposely targeted any of these things, you will be referred to the BOD for possible section 2.11 action.
- Keep the range area clean. Pick up your brass and any others that you may encounter. Dispose of your brass casings in the trashcan in the shed. Pick up your trash and dispose of it in the trash barrels along with used target materials.

VII. Range Commands

The purpose of range commands is to provide concise, clear and standard methods of range operation. This provides the shooters and participants with easy-to-understand guidelines and enhances safety. All sanctioned competitions and many organizations have standardized range commands that may supersede the commands contained herein. The designated range officer may also modify the specific command language if all command steps are followed.

The following commands are provided along with their purpose and a description of the action that should result. All commands are given by a designated range or safety official, except for cease-fire or misfire. A cease-fire may be called by anyone detecting an unsafe situation. In the event of a misfire, the shooter having trouble should alert the range officer immediately. If a range officer is not formally assigned, then participants should mutually designate a person to perform the function.

A. Basic Range Commands and Actions

A. To indicate emergency or hazardous conditions:

Command: **CEASE FIRE!**

Purpose: Stop all shooting routinely or, in case of emergency, immediately.

Action: Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from within the trigger guard, unload and clear the firearm and await further instructions from the range officer.

Command: **MISFIRE!**

Purpose: Notify the range officer and other participants that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist.

Action: The shooter experiencing the misfire continues to keep the firearm pointed down range, removes the finger from within the trigger guard and awaits further instructions. The range officer may or may not call a general cease-fire depending upon the situation. Shooters immediately adjacent to the misfire should cease fire, unload, open and either ground or bench their firearms and step back from the line. The remaining shooters may continue to fire as directed by a range officer or may cease fire at their option and await further instructions.

B. To Prepare the range for live firing:

Command: "**LOAD!**" (optional for training)

Purpose: Notify participants that they can load the prescribed number of rounds

Action: Participants will load the prescribed number of rounds and stand ready for the next command.

Command: "**IS THE LINE READY?**"

Purpose: Determine if all shooters along the line are ready.

Action: All shooters not ready should indicate their status to the range officer. Sufficient time will be allowed for all shooters to complete their preparation.

Command: "**READY ON THE FIRING LINE!**"

Purpose: Notify all participants that the range is about to be under live fire and that if anyone is not ready at this point, he should call a range officer; otherwise, await the next command.

Action: Participants prepared to fire simply await the next command.

Command: "**COMMENCE FIRING!**"

Purpose: Declare the range formally open for live fire.

Action: The participants may commence the prescribed course of fire.

C. Firing Period

Firing shall continue until a predetermined time period has lapsed or until all participants have completed the prescribed course of fire. During informal shooting events, participants when finished firing should simply open the action, clear the firearm, bench or ground the firearm and step back behind the line and wait until all shooters have completed the event. After this, a mutually agreed upon cease-fire is called.

Command: "**CEASE FIRE!**"

Purpose: Stop all firing.

Action: All participants shall unload, open, remove magazines and bench or ground all firearms. If activities are complete for the day, step back from the line or clear the area by packing away firearms, ammunition, other gear and cleaning up the area.

Command: "**RANGE IS CLEAR!**"

Purpose: Alert all shooters along the line that travel beyond the firing line for purposes of target change or retrieval, the removal of brass and trash is approved.

Action: Participants may move down range as directed or desired to change, remove targets or to clean up. The next relay shall not take up positions on the firing line until told to do so.

Participants not going down range are to stand back from the firing line and away from firearms. NO firearm will be handled while others are down range.

Appendix G

Deterring Access to Firearms by At-Risk and Prohibited Persons

- I. At Risk and Prohibited Persons include those individuals who:
 - Are subject to a court restraining order,
 - Have been convicted of a crime involving domestic violence,
 - Have renounced U.S. citizenship,
 - Have been deemed mentally incompetent (“a mental defective”) by a court,
 - Have been involuntarily hospitalized for psychiatric care,
 - Have a history of treatment for mental illness,
 - Have a history of alcohol or substance abuse,
 - Are going through an emotional crisis, or
 - Are exhibiting unusual behavior

- II. If you are aware that an At Risk or Prohibited Person is living with you, staying in your home, or has access to your home, you must take appropriate steps that deter access to your firearms by at risk and prohibited persons from among the following options:
 - Store in a locked gun safe, gun cabinet, lock box, storage case, or other appropriate security device that is resistant to tampering by an adult.
 - Off-site storage of firearms (such as with a friend who has a gun safe).
 - Not owning firearms.

- III. You must be absolutely certain that no firearm, can be accessed by an at-risk or prohibited person. Simply hiding a firearm is not secure storage and poses a risk.

- IV. Reminder: the following individuals are legally prohibited from possessing a firearm:
 - convicted felons,
 - fugitives from justice,
 - unlawful user of any controlled substance,
 - illegal alien,
 - those dishonorably discharged from the military.

Appendix H

Message for your Children

- I. Young people are naturally curious about firearms and, as a result, may be tempted to “play” with a firearm they find.**
- II. Make sure young people in your home are aware of and understand these safety guidelines:**
 - Don’t go looking for guns in your house or a friend’s house. Don’t let other kids look for guns in your house.**
 - If you find a gun in your house – or anywhere else – STOP! Leave it alone. Don’t touch it. Don’t let anyone else touch it. Leave the area and be sure to tell an adult at once.**
 - Even if a gun looks like a toy, don’t touch it. Some real guns might look like toy guns, so don’t take a chance. Leave the area and immediately tell an adult.**
 - *REMEMBER... IF YOU FIND A GUN, DON’T PICK IT UP. JUST LEAVE IT ALONE, AND GO TELL AN ADULT RIGHT AWAY!***