

ETRPC RANGE SAFETY OFFICER PROCEDURES

**Range Safety Officer Standard Operating Procedure
East Texas Rifle and Pistol Club
Issue Date: July 1 2025**

Range Safety Officers (RSOs)

General Responsibilities

As a Range Safety Officer (RSO) for the East Texas Rifle and Pistol Club (ETRPC), you are entrusted with ensuring that all club members and their escorted guests strictly adhere to the safety rules and standard operating procedures (SOPs) outlined in this document and in the ETRPC By-Laws.

You are expected to proactively address all unsafe behavior as soon as it is observed. This should always be done in a polite and non-confrontational manner.

At times, the interpretation of rules or guidelines may lead to disputes. In such situations, your decision as the on-duty RSO is final. This authority is granted to resolve conflicts swiftly and maintain safety—not to create, disregard, or alter the intent of established rules. It is essential that RSOs use this authority judiciously to ensure the continued safe operation of the range.

Members who wish to contest an RSO's decision may submit a written complaint to the Range Manager or any member of the Executive Committee. These concerns will be reviewed by the ETRPC Board of Directors. Disciplinary action, including against RSOs, may be taken if significant violations of club rules are substantiated.

Above all, the guiding principle in all decisions and actions should be **SAFETY**. Nothing is more important.

RSO Qualifications and Updates

Detailed SOPs regarding RSO qualifications are provided below and are available through official ETRPC channels. The Club Administration will notify RSOs of any updates or changes to these procedures as they occur.

Range Safety Officer Classifications

The East Texas Rifle and Pistol Club (ETRPC) recognizes two distinct classifications of Range Safety Officers (RSOs), each with specific roles and responsibilities:

- **Club Elected Range Master**
This individual is responsible for the development and revision of range safety rules, oversight of RSO training and endorsement, and general supervision of range operations. Club Elected Range Safety Officers must be NRA-Certified Range Safety Officers.
- **Range Safety Officer (RSO)**
RSOs are responsible for supervising range operations and enforcing all safety rules during scheduled events, matches, and periods of open shooting.

RSO Training Requirements

All prospective RSOs are required to complete both formal classroom instruction and practical on-the-job training. The number of training hours may vary depending on individual experience and qualifications. The training requirements include the following:

- Successful completion of the **NRA Range Safety Officer course**, with a minimum passing score of 80%.
 - Completion of a **First Aid Trauma course, Adult CPR and AED training**. Or submit evidence of previous equivalent training.
Both the NRA course and the First Aid Trauma course will be provided by ETRPC and must be completed no earlier than 30 days and no later than 90 days after hire or appointment.
 - A minimum of **8 hours of on-the-job training**, conducted by the Club Elected Range Master or a designated RSO.
 - Thorough review and understanding of the **ETRPC Range Safety Document**.
 - Attendance at all **mandatory RSO staff meetings**.
-

RSO Qualification Requirements

To be eligible for the role of Range Safety Officer at ETRPC, candidates must meet the following qualifications:

- Must be **21 years of age or older**
- Possess a **high school diploma or equivalent**
- Demonstrate a **friendly, professional demeanor and positive daily attitude**
- Exhibit **strong verbal and written communication skills**
- Be **knowledgeable in various shooting disciplines**
- Be **self-motivated and capable of working independently**
- Have the ability to **multi-task and prioritize responsibilities**
- Effectively follow and execute directives
- Display a **willingness to learn new skills and accept responsibility**
- Be physically capable of **lifting up to 70 pounds and standing or sitting for extended periods**

Essential Functions of a Range Safety Officer (RSO)

As a Range Safety Officer at the East Texas Rifle and Pistol Club (ETRPC), you are expected to perform the following essential duties with professionalism and a strong commitment to safety:

1. Ensure full compliance with the ETRPC Standard Operating Procedures (SOP) at all times.
2. Actively monitor all activity on the shooting line to maintain a safe environment.
3. Address and counsel members or guests who violate safety protocols, using a respectful and non-confrontational approach.
4. Be familiar with and follow all ETRPC emergency response procedures.
5. Maintain positive and professional relationships with members; provide assistance within the scope of your training and experience.
6. For groups of four (4) or more individuals, proactively offer a safety briefing outlining expectations and range rules to the member and their guests.
7. Participate in training sessions and continuing education as required by ETRPC.
8. Collaborate effectively with fellow RSOs and club staff as a team player.

9. Communicate clearly, professionally, and respectfully with members, guests, and colleagues at all times.
 10. Maintain a clean, professional appearance and exhibit a respectful, safety-first attitude.
 11. Adhere to all ETRPC policies and safety rules without exception.
 12. Refrain from collecting brass or engaging in similar activities during scheduled work hours.
 13. Provide assistance to range maintenance personnel as needed and when appropriate.
-

RSO Opening Procedures

The following opening procedures must be followed at the beginning of each assigned shift:

1. **Property Perimeter Check**
 - On Mondays, Thursdays, and after significant weather events (e.g., heavy storms), drive along the south property line (Pleasant Green Road) to inspect for signs of vandalism, damaged or downed fence sections, fallen trees, or any other issues requiring attention. Verify that all perimeter gates are locked and secure.
2. **Membership Gate Inspection**
 - Upon arrival, inspect the membership access gate to ensure it is functioning properly and securely.
3. **Range Inspection**
 - Conduct a thorough inspection of all ranges to check for damage, vandalism, and proper placement of target stands.
 - Based on weather conditions, ensure that the gates on Ranges 1, 2, and 3 are either locked open or locked closed, as appropriate for the day's operations.
 - Conduct thorough cleanup of the facility:
 - Pick up any trash or litter on the premises.
 - Ensure all shooting pads and firing lines are clean and free of debris.
 - Remove and properly dispose of any used or abandoned targets from target stands.
 - Clean any range-reserved signage left over from events, competitions, LTC(License to Carry) classes, or other training sessions.
 - Inspect all range lighting to verify that fixtures are functioning properly, especially prior to any evening or low-light shooting activities.
 - Review the ETRPC Club Calendar and post appropriate signage for any scheduled events or activities taking place later that day.
 - Report any unresolved issues beyond your scope or authority directly to the ETRPC office for further action.
 - In the event of an emergency:
 - Immediately call 911.
 - As soon as it is safe to do so, notify the Range Manager, Range Master and/or the Executive Director.
4. **Winter Precautions**

- During winter or periods of freezing temperatures:
- Check all restrooms for broken or leaking pipes.
- Ensure heating systems are set to the lowest functional setting to prevent damage from freezing.

RSO Closing Procedures

At the end of each shift, the Range Safety Officer (RSO) is responsible for ensuring the facility is clean, secure, and ready for the next day's operations. The following steps must be completed as part of the official closing procedure:

1. **Verify Membership Gate Functionality**
 - Inspect the main entrance (membership gate) to ensure it is functioning properly.
2. **Conduct Final Range Inspections**
 - Inspect all shooting ranges for signs of damage, vandalism, and proper placement of target stands.
 - Based on weather conditions, confirm that gates on Ranges 1, 2, and 3 are either locked open or locked closed, as appropriate.
3. **Facility Cleanup**
 - Remove all trash and debris from the facility.
 - Ensure that all firing lines are clean and Remove any targets left on target stands.
4. **Review Club Calendar**
 - Check the ETRPC calendar and post any necessary signs for events scheduled the following morning.
5. **Inspect Range Lighting**
 - Verify that all lighting systems are functioning correctly to support evening operations, if applicable.
6. **Restroom and Facility Heating Check**
 - Turn off lights in all restrooms.
 - During cold weather, ensure that restroom space heaters are set to the lowest operational setting.
 - Confirm that the light in the pump house is on, indicating continued operation and freeze protection.
7. **Member Courtesy Reminder**
 - At 8:00 p.m., give a verbal reminder to all members that the range will close at 8:30 p.m.
8. **Final Security Check (After 8:00 p.m.)**
 - Check and lock the following areas:
 - Shotgun area door
 - Main office door
 - Buggy room door
 - Storage room door

- Office gate
9. **Document Maintenance or Safety Issues**
 - Record any unresolved issues or items needing attention on the whiteboard located in the office near the time cards.
 10. **Confirm Range is Vacant**
 - Ensure that all members and guests have exited the premises before leaving.

Emergency Protocol:

In the event of an emergency, call **911** immediately. Once emergency services have been contacted, notify the **Range Manager, Range Master** and/or **Executive Director** without delay.

RSO Emergencies and Incident Reporting Procedures

In the event of an emergency, Range Safety Officers (RSOs) must act swiftly, calmly, and in accordance with established protocol to ensure the safety of all individuals on site. The following procedures must be followed:

1. **Initiate an Immediate Cease Fire**
 - Clearly and loudly call for a cease fire.
 - Ensure that all firearms are made safe and that the firing line is secure.
2. **Take Control of the Situation**
 - Quickly assess the severity of the emergency or injury.
 - If capable, provide first aid or appropriate assistance until help arrives.
3. **Contact Emergency Services (if required)**
 - Dial **911** and clearly state the nature of the emergency.
 - All local dispatchers have the first responder access code for ETRPC and will securely relay this to emergency personnel. Emergency gate code is 0911 or 4911
 - If possible, assign a member or staff person to meet emergency responders at the **intersection of FM 2011 and the ETRPC entrance**, and guide them to the scene.
 - If no one is available to meet responders, provide the 911 operator with **precise driving directions** to the incident location.
4. **Document the Incident**
 - As soon as it is safe and practical, begin taking detailed notes about the incident.
 - Obtain written witness statements if available.
 - Incident and Safety Report forms can be found in the back of the **SOP binder**.
5. **Report the Incident**
 - Notify the **Range Manager, Range Master** and/or **Executive Director** as soon as possible after initial emergency response actions are taken.

RSO First Aid Procedures & Bloodborne Pathogen Guidelines

All personnel administering first aid must follow universal safety precautions, particularly in situations involving exposure to blood or other potentially infectious materials. The following guidelines must be observed:

- **Use Universal Precautions**
Treat all blood and bodily fluids as potentially infectious, regardless of the perceived source.
- **Hazardous Materials Include** (but are not limited to):
 - Blood
 - Secretions and excretions
 - Cerebrospinal, synovial, pleural, pericardial, peritoneal, and amniotic fluids
 - Any body fluid visibly contaminated with blood
 - Unfixed human tissue or organs (living or deceased)
 - Items used to clean or dress wounds exposed to the above
- **Personal Protective Equipment (PPE)**
 - Always wear gloves and other necessary PPE when providing aid.
 - Dispose of all contaminated materials (including gloves, dressings, and cleaning supplies) in accordance with biohazard disposal protocols.
- **Post-Incident Cleanup**
 - Thoroughly sanitize any affected areas using approved cleaning agents.
 - Report any potential exposures to the Elected Range Officer for follow-up action and documentation.