

**SHOOTING RANGE  
STANDARD OPERATING PROCEDURE  
Hollow-Point Defense**



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**DEDICATED TO THE PROMOTION OF SAFETY AND  
MARKSMANSHIP**

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# Purpose

This procedure outlines the rules and regulations governing the use of the outdoor gun range located at the Hollow-Point Defense Range with the physical address of 355<sup>th</sup> Ave & Mile Post #16, Tonopah, AZ 85354. While shooting incidents are rare on ranges, the following range rules and regulations are established to ensure safety and discipline for individuals using the range and surrounding properties.

# General

Live fire conducted at the range is designed to provide authorized personnel access to a range where they can become proficient with firearms and practice as an individual. Individuals using the range shall become familiar with these safety rules and procedures prior to using the range. The range safety rules and procedures help to provide range supervision and allow for enforcement of these rules to reduce or eliminate incidents from occurring.

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

# Definitions

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

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

Live Fire Activities: an activity that involves the firing of a gun. Individuals involved in a live fire activity include the shooters and Range Officer/Range Safety Officer/Chief Range Safety Officer on a Hot Range.

Range Officer: an employee or designee of Hollow-Point Defense that is charged with monitoring and enforcing all rules outlined in this SOP as they pertain to the outdoor range use. This would include titles such as; Range Safety Officer & Chief Range Safety Officer.

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

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

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

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

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

# Range Use Requirements

The use of the Hollow-Point Defense outdoor gun range is covered by these Standard Operating Procedures (SOP's).

These SOPs define what every person engaged in live-fire activities must know prior to being permitted to use the outdoor range facility. These SOPs define what every member and public participant must know to utilize the Hollow-Point Defense outdoor range. These SOPs are available from the Hollow-Point Defense office and/or website [www.azccwclasses.com](http://www.azccwclasses.com) or [www.Hollowpointccw.com](http://www.Hollowpointccw.com).

# Restrictions

The following are strictly prohibited on the Hollow-Point Defense Range.

1. ALL CELL PHONES SILENT. To be courteous to all shooters concentrating on hitting their target on the range, all cell phones are to be placed on silent.
2. No shooting at wildlife.
3. No shooting cross-range.
4. Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) that will affect his or her ability to participate with a maximum state of awareness and in a completely safe manner, before or during live fire activities. The Range Officer will deny range access to anyone that is or appears to be in violation.
5. FULLY AUTOMATIC FIREARMS ARE PROHIBITED.
6. SLIDE-FIRE STOCKS OR ANY OTHER DEVICE THAT MIMICS AUTOMATIC FIRE IS PROHIBITED.
7. 50 BMG CALIBER FIREARMS ARE PROHIBITED.
8. FIRING OF ARMOR-PIERCING OR TRACER AMMUNITION IS PROHIBITED.
9. ANYONE SHOOTING THE 5.7x28 MUST DO SO BY FIRST OBTAINING PERMISSION AND A SCHEDULED TIME. Anyone shooting a 5.7x28 must have a designated Range Officer permission to fire the gun.
10. No bullet impacts off the range.
11. No disruptive activities, such as loud music or children that are not supervised properly on the firing line.
12. No loaded firearms are allowed behind the firing line, other than on the Firing Line under a Hot Range condition
  - a. Exceptions to this are for Hollow-Point Defense employee(s) and Hollow-Point Defense customers.



# Allowable Firearms

1. Handguns up to 45 Long Colt can be used on the pistol range and do not need to be checked in with the Range Officer on duty.
2. Handguns with a caliber of 460 and larger along with AK and AR style pistols must be checked in with the Range Officer on duty for any special designated range areas available for these large calibers. To be used on non-steel targets.
3. Rifles (shoulder fired) - all calibers with the exception of those identified in the "Restrictions" section above.
4. Shotguns - all types.

# Range Safety Officers

All RSO on duty are required to have taken the NRA Range Officer training and possess a certificate identifying them as an NRA certified RSO. Range Safety Officers (RSO) are required as part of open shooting at the outdoor range. A designated RSO will be in charge of the firing line(s) and range at all times.

The RSO on duty is tasked with:

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

# Range Training Requirements

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

# General Range Rules

1. Everyone is required to adhere to the written Range Safety Operating Procedures (SOP).
2. All scheduled event use of the range shall take precedence over any individual or personal activity - NO EXCEPTIONS.
3. All vehicles shall be parked in the designated parking area, unless authorized by the Hollow-Point Defense management.
4. Range is to be used as posted, or as directed by the RSO/CRSO on duty.
5. Hollow-Point Defense customers must sign a waiver prior to using the range.
6. Targets will be provided for shooters. Personal targets may be used if they meet the requirements of Hollow-Point Defense. Plastic bottles, glass targets, tin or aluminum cans, explosive targets, and any other exotic items may not be used as targets at any time without the permission of the Hollow-Point Defense management. Each shooter on the range must clean up their area and targets down range prior to leaving - this will be enforced by the RSO/CRSO on duty.
7. Exercise caution not to accidentally discharge guns in the direction of range vehicles, range signs, and stationary furniture.
8. All shooting can only be done from the firing line.
9. If your rounds are not going to hit solidly in the berm - DO NOT FIRE!
10. Police up your brass when finished shooting. All targets are to be removed from down range when finished shooting - but only during an RSO/CRSO called "Cease Fire".
11. All shooters and spectators on the firing lines and staging areas must wear ear and eye protection.
12. As part of the range safety procedures, all safety rules will be followed.
13. ALL firearms must be unloaded, cased, or actions open when taken to and from the firing line.
14. Inexperienced shooters are to advise the RSO/CRSO if assistance is needed.
15. When a "Cease Fire" is called by an RSO, stop all shooting and wait for instruction from the RSO.
16. NO firearms are to be handled or moved until the RSO gives a Hot Range command. All firearms in need of cleaning or repair during a "Cease Fire" must move to a designated repair area as identified by the RSO/CRSO.
17. Firing in a careless manner will not be tolerated. Shoot at your target only. Do not shoot at any elevation that will allow a bullet to travel over the backstop berm. Those individuals firing in a

careless manner will be dismissed from the range for the rest of the day. A Safety Incident Report will be filled out by the RSO/CRSO and will be reported.

18. Open carry of a loaded firearm on your person is allowed.

19. RSO/CRSO commands and range rules must be and will be accepted at this range.

20. All children under 18 must be under adult supervision at all times while inside the range perimeter. Any adult supervising a child will not be allowed to shoot on the range leaving the child unsupervised.

21. The minimum age to shoot on the range by one's self is 18 for rifle/shotgun/handgun. Those under the age of 18 MUST be accompanied by a parent/legal guardian.

22. The RSO on duty will be equipped with first aid supplies, basic tools, and phone for communications.

23. Keep your area used clean - the RSO/CRSO will enforce this. Please respect the equipment and clean up your area when you are through shooting. If you move something, PUT IT BACK. If you break something, REPORT IT so it can be repaired for future use. If you make a mess - CLEAN IT UP.

# Children on The Range

1. Children under the age of 18 will not be allowed on the firing range without adult supervision from an adult member, parent, or legal guardian.
2. Children ages 5 and below will not be allowed on the range, or to be left unsupervised by a parent or guardian while on the range. Hollow-Point Defense is not a babysitter.
3. Children ages 14 and under must be accompanied one-on-one with an adult parent or guardian with 100 percent eyes-on supervision. Adult in charge of watching each child will not be allowed to shoot.
4. Children will not be left unsupervised on the range at any time. Children found unsupervised will be escorted to the adult parent or guardian and asked to leave for the safety of the children and others using the facility.
5. All children must be fitted with eye and ear protection while visiting the range.

# Range Safety Range Commands

**To indicate emergency or hazardous conditions:**

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

**"MISSFIRE"** To notify the RSO/CRSO and other participants that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist. To prepare the range for live fire:

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

**"PROTECTIVE GEAR ON"** To prepare the shooter for a safe experience. Shooters should put on first their eye protection then ear protection.

**"YOU MAY PICK UP YOUR FIREARM"** To prepare line for firing. Shooters will pick up their firearm, sight in on the target, make any final adjustments and prepare to load.

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

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

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

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

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

**"COMMENCE FIRING" or "HOT RANGE"** To declare the range formally open for live fire. The shooters may commence the prescribed course of fire.

## To STOP FIRING and declare the range SAFE:

**"SHOOTERS, YOU HAVE x MINUTES REMAINING"** To alert all shooters that a general cease fire is about to be called and to allow the slower shooters to complete the course of fire.

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

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



## Other Common Commands:

**"ON THE FIRING LINE"** To tell shooters to take their assigned place at their firing point and prepare to fire, but do not load.

**"CEASE FIRE - ACTIONS OPEN, SAFETIES ON!"** To notify the shooters to stop firing immediately and all chambers and magazines are unloaded, and shooters leave the firing line with the actions of their firearms open.

**"GO FORWARD, SCORE TARGETS AND PASTE"** Authorizes shooters to move downrange to score, change, remove or repair target faces.

**"RANGE IS CLEAR, YOU MAY HANDLE YOUR FIREARMS"** Shooters may approach the firing line and handle their firearms since no personnel are down range.

**"MOVE OUT OF POSITION AND REMOVE YOUR EQUIPMENT FROM THE FIRING LINE"** Authorizes shooters to remove their gear.

**"POLICE YOUR ASSIGNED FIRING POINT"** Shooters are to pick up their spent ammunition and clean their firing point of all debris.

**"AS YOU WERE"** Means to disregard the previous command just given.

**"CARRY ON"** Means to proceed with whatever was being done before the interruption occurred.

**"REMOVE PROTECTIVE GEAR"** Shooters may remove protective gear.

**"MOVE BACK BEHIND THE READY LINE"** Means to move behind the ready line and wait for further instructions from the RSO.

**"YOU MAY GO CHECK YOUR TARGETS"** Shooters may move downrange to the target area.

# Firearms Carry & Handling

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

# Cease Fire Procedure

1. When a verbal "Cease Fire" is heard all shooting must stop immediately, unload firearm ensuring the chamber is empty and remove magazine.
2. Fix actions open.
3. Place firearms in the holster or keep muzzles pointed downrange or safe direction.
4. Before anyone moves downrange, all persons must move behind the firing line and acknowledge the cease fire verbally or visually to the RSO/CRSO.
5. Absolutely no firearm handling during a cease fire. Everyone is either downrange at the targets, picking up brass in front of the firing line, or behind the firing line.
6. Brass forward of the firing line may be picked up during a cease fire only.
7. Anyone handling a firearm during a cease fire or carelessly sweeping people on a Hot Range should be reported to the RSO/CRSO.
8. AT ALL TIMES THE NRA GUN SAFETY RULES MUST BE OBSERVED:
  - a. Always keep the gun pointed in a safe direction
  - b. Always keep your finger off the trigger until ready to shoot
  - c. Always keep the gun unloaded until ready to use

# Firing Line Rules

1. Eye protection is mandatory at all times on the range to include staging areas. Designated spectator areas do not require eye protection, but it is recommended.
2. Ear protection is mandatory at all time in all range designated areas during Hot Range (live fire) activities. Designated spectator areas do not require ear protection, but it is highly recommended.
3. Each firing position is labeled to a corresponding target stand position. Shooters must only shoot in their prospective shooting lane.
4. Pistol Range: bullets may not leave the impact area. Baffles will not be installed on the pistol range. Anyone caught firing over the berm will be escorted off the range by the RSO/CRSO after calling a Cease Fire. No warnings will be given.
5. During a cease fire, all firearms are to be unloaded and actions open.
6. No one is allowed forward of the firing line unless the range has been declared safe by the RSO/CRSO.
7. Once on the firing line, a firearm's muzzle must be pointed down range at all times.
8. Loaded firearms must be pointed down range with barrel horizontal at all times.
9. Only one firearm and matching ammunition is allowed on the firing line at one time.
10. Only shooting from the lane is allowed, unless approved by the RSO/CRSO.
11. Shoot only at designated targets.
12. If there is a misfire be sure to keep the muzzle pointed down range (preferably on target) for at least 45 seconds, in case it is a hang fire.
13. After a misfire or jam, the firearm must be cleared. A misfire is when a cartridge does not fire after the primer has been struck by the firing pin. A hangfire is a perceptible delay in the ignition of a cartridge after the primer has been struck by the firing pin. The normal procedure for handling misfires or hangfires is to:
  - i. Keep the gun pointed downrange (safe direction).
  - ii. Wait at least 30 seconds in case it is a hangfire.
  - iii. Squib load is when there is less than normal pressure or bullet velocity after ignition of the cartridge and the bullet gets lodged in the barrel. The normal procedure for handling a squib load is:
    1. Stop firing immediately
    2. Keep the gun pointed downrange

3. Unload the gun - make sure the chamber is empty
4. Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.
14. Only one shooter's target is allowed per frame, unless approved by the RSO.
15. Smoking is not allowed under any circumstance on the range, staging areas, or spectator areas. Smoking is only allowed in a designated area outside the firing line.
16. **IN ALL CASES THE RSO'S/CRSO DECISIONS ARE FINAL AND BINDING. HIS/HER DECISIONS ARE BASED ON THE CURRENT SITUATION AS IT EXISTS, AND HIS/HER JUDGEMENT DICTATES. THE RSO'S DECISIONS MAY SUPERCEDE THE GENERAL PRINTED RULES OR SOP.**

# NRA Hygiene Guidelines

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

# Emergencies and Incident Reporting

**In the event of an Emergency please follow these procedures:**

- Cease Fire Immediately.
- Notify the RSO/CRSO.
- Follow all instructions given by the RSO/CRSO.
- Offer assistance if you are able.
- Take charge of the situation. Determine seriousness of injury.
- Render aid. First-aid kit is in the RSO/CRSO vehicle.
- RSO/CRSO on duty will call 911 or the appropriate emergency number(s).
- Direct help to location. Stand post by the main gate to direct emergency personnel as needed.
- Take notes as soon as practical. Interview witnesses and get written statements.

# First Aid Procedures

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

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



# Personal Protective Equipment

The following equipment should be used when encountering biohazardous material:

1. Gloves, eye and face protection
2. Resuscitation mouthpieces for CPR

# Range - Opening Procedure

All RSO/CRSO reporting for duty will:

1. Check out RSO/CRSO duty pack
2. Ensure all items are in RSO/CRSO duty pack:
  - a. Copy of this SOP
  - b. Incident Reports
  - c. FULL first aid kit
  - d. Tourniquet
  - e. Pens/Pencils
  - f. Sharpie Marker
  - g. Note Pad
  - h. Rubber Gloves
  - i. Trauma Kit
3. Check out RSO/CRSO vest
  - i. Ensure appropriate targets are made ready for event and placed on range(s) as necessary and outlined in event checklist
  - ii. Ensure appropriate shooting line/stations are identified and made ready
  - iii. Ensure appropriate supplies - garbage cans, brass buckets,
  - iv. Give safety briefing for event with all participants to include those not shooting - SAFETY FIRST!

# Range - Operating Procedure

## 1. Range inspection:

- a. Ensure that there are no hazards/obstructions between the firing line and the impact area. Keep the area clean.
- b. Correct any problems before opening the range.
- c. If a problem is found that can't be corrected immediately you will have to determine if the range/bay can be run safely with the existing problem. For example: If a section of the primary impact berm is damaged or eroded away, the range could still be opened but the affected section/bench will not be used. However, if you determine that the range cannot be operated safely - DO NOT OPEN THE RANGE/BAY.

## 2. Supplies:

- a. Extra targets, safety glasses, and ear protection will be made available to shooter(s) in limited quantities by the RSO/CRSO.

3. Make sure all targets are in good working condition. Replace as needed.

## 4. For each shooter using the range:

- a. Shooter(s) must present a signed waiver for range use to the RSO/CRSO on duty.
- b. Friends of employee(s) are paying customers - not free loaders. Friends are to be treated as a customer and follow the same rules as a paying customer.
- c. When a shooter(s) has completed their shooting session, get brass policed and lane area cleaned up.

## 2. In the event of an incident:

- a. ANY minor injury - slide bite, forehead scope event, or any other minor injury event that draws blood or otherwise injures a shooter or by-stander, inform the RSO/CRSO.
- b. ANY Catastrophic or serious/fatal injury - RSO or ANY shooter/bystander on the range will call a CEASE FIRE! RSO/CRSO will call a CEASE FIRE on all range/bays and lock-down the entire area while emergency and first responders perform necessary tasks. Range closure may be necessary, and in the case of a range closure of this nature, SAFETY FIRST by following first responder and RSO/CRSO directions.
- c. ANY Accidental Discharge – RSO/CRSO will be notified. It will be up to the RSO/CRSO to determine if the shooter(s) can remain on the range or if their shooting session is concluded.

# Making the Line Hot

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

# Making the Line Safe

1. A couple of minutes before calling a cease-fire, warn shooters of the upcoming target change by announcing: "LAST ROUND, ONE MORE ROUND BEFORE CEASE-FIRE."
2. Once you have determined that adequate time has elapsed, (couple of minutes for shooters to fire their last round), then announce: "WE ARE MAKING THE LINE SAFE. CEASE-FIRE, CEASE-FIRE. UNLOAD ALL FIREARMS AND REMOVE DETACHABLE MAGAZINES. OPEN YOUR FIREARM'S ACTION, PUT THE SAFETY ON, AND STEP BACK AWAY FROM THE BENCHES BEHIND THE FIRING LINE. DO NOT TOUCH ANY FIREARM UNTIL FURTHER NOTICE. STAY BEHIND THE FIRING LINE UNTIL IT HAS BEEN MADE SAFE."
3. Go down the firing line and inspect all firearms. Confirm that:
  - a. All firearms are unloaded with detachable magazines removed.
  - b. Their actions are open with chambers empty and visible and safeties applied.
  - c. If an action cannot be locked open, use an empty case, chamber flag, or other inert object to keep the action from fully closing.
  - d. Everyone is standing back behind the firing line, away from the firing lanes.
  - e. No one is touching a firearm.
3. Once you are satisfied that it is safe to go down range,
4. and announce: "THE LINE IS SAFE. YOU CAN NOW GO DOWN RANGE AND CHANGE TARGETS. THERE IS TO BE NO HANDLING OF FIREARMS UNTIL FURTHER NOTICE."
5. Remind shooters to:
  - a. Stay away from the shooting lanes and stay behind the firing line while people are forward of the firing line & down range. Spent cases around the benches are not to be picked up now. They can be picked up later when all shooters have returned back behind the firing line and the RSO/CRSO gives the command to approach the benches.
  - b. Take staplers, tape, and any other target items with them down range so as to minimize the time spent down range.
  - c. That now is also a good time to pick up any brass that has fallen forward of the benches and cement pad and to deposit it in the designated brass buckets if they don't want it. Brass on the firing line can be picked up after the RSO gives the command to do so after all shooters have returned behind the firing line.
  - e. Bring their target frames back if they are done shooting.

# Range - Closing Procedure

All RSO/CRSOs closing the range will:

1. Make the line safe for the last time. Verify firearms are empty and cleared prior to directing everyone to case their firearms before declaring the line safe and allowing shooters down range.
2. Maintain observation of the line until all shooters have removed their firearms from the range.
3. Put any equipment such as targets and firing line markers in their storage location.
4. Pick up all trash and dispose of properly. Clean shooting area if required.
5. Insure that everyone has left the range.
6. Ensure all items are in RSO duty pack and replace/refill items that were used for the shift:
7. Check in RSO duty pack.
8. Check in RSO vest
9. Perform the appropriate tasks:
  - a. Remove event targets and put them away.
  - b. Ensure shooting line/stations are cleaned up.
  - c. Ensure garbage cans and any other debris are emptied into the dumpster
  - d. Ensure any full brass buckets are picked up.