

# **STANDARD OPERATING PROCEDURES**

Brooklyn Sportsman's Club  
475 Monroe St.  
Brooklyn, MI 49230

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Brooklyn Sportsman’s Club  
Standard Operating Procedures

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## CHAPTER 1

### ***PREAMBLE***

We, the members of the Brooklyn Sportsman's Club, believe in the principles of sportsmanship, preservation of land, fish, fowl, game, and all forms of conservation, and know that when these principles are followed the community benefits as a whole, particularly the sportsman, farmer and the lover of nature, and therefore, we have joined together in association for the purpose of fostering these principles.

**This document provides the standard operating procedures (SOPs) for the rifle, sporting clays, and pistol ranges.**

### ***Purpose of the Range:***

The Brooklyn Sportsman's Club Ranges are primarily intended for recreational shooting by its members, guests, and the invited public. It is also used for specialized shooting events as described in Chapter 3 of this SOP, or for special events as determined by the Board of Directors. In the operation of the rifle and pistol ranges **Safety Shall Be the Governing Consideration at All Times**

## CHAPTER 2

### ***Authorized Uses and Operations of the Range:***

#### **General**

Brooklyn Sportsman's Club operates the Rifle, Sporting clays and Pistol Ranges for the safe enjoyment of target shooting by its members and guests.

The ranges are not to be used for any non-sanctioned commercial activity. The Range Officers, under the direction of the President, the Chief Range Safety Officer, and the Board of Directors have the responsibility for the administration and safe operation of these ranges.

#### **Range Usage**

Overall range availability is at the discretion of the Board of Directors.

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Normally live fire recreational shooting for all members and their guests takes place when ranges are available and not in use for club organized events.

Current hours are as follows:

Monday, Wednesday, Thursday, Friday: 9:00am until Dusk

Tuesday: 9:00am until 8:00pm (Sporting Clays)

Saturday: 9:00am until Dusk

Sunday: 10:00am until Dusk.

Holidays: 10:00am until Dusk

Organized events hours approved by the board.

All decisions as to Range operation and safety are at the discretion of the club Chief Range Safety officer (CRSO), but must follow the guidelines put forth in the SOP.

The CRSO has the authority from the Board of Directors to shut down the Range if he/she deems it necessary.

In extreme cases, such as an accident or an unruly person as defined in Chapter 7, of these SOPs, the Range should be closed down and the proper authorities (Fire & Rescue Squad and/or County Sheriff) notified. The President, Chief Range Safety Officer, and the Board of Directors should also be notified as soon as possible.

## **Range Requirements**

All guests, including non-member relatives, must be accompanied by their member host when shooting on the ranges.

The requirements for shooters are:

- Completing all information requests on the member/guest log book after reading and signing the indemnification waiver.

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## **Specialized Events**

BSC maintains active programs in firearm education / safety and in hunter safety. These courses may include live firing at the Range. These special events, which are listed on the BSC web site, usually occur on weekends, and take priority over open Range usage. The course instructor should work with the CRSO to ensure the safety of everyone at the Range. The assigned CRSO has control of the Range and is responsible for its operation.

Specialized range events include but are not limited to:

- NRA sanctioned rifle and pistol courses
- MDNR Hunter Safety
- Sanctioned Group Events
- Shooting Matches
- Events approved by the Board of Directors.

The points of contact for these various events are posted at the Club House and on the BSC web site.

## **Range Closures**

The Range will be closed for all shooters for special events approved by the Board of Directors.

## **Authorized and Prohibited Firearms and Ammunition**

Shooters are permitted to fire all legally owned center fire or rim fire rifles and pistols.

Shooters are permitted to fire all legal muzzle loading rifles and pistols and smoothbore muzzle loading rifles and pistols. Shotguns firing rifled balls/slugs or sabots are permitted.

Under no circumstances will any shooter fire tracer, armor piercing, or other exotic ammunition.

No Tannerite, binary explosives, or any explosive targets of any kind.

.50 caliber rifles are prohibited

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## **Alcoholic Beverages and Drugs**

Brooklyn Sportsman's Club operates under a zero-tolerance policy. Alcoholic beverages and drugs are strictly prohibited on the ranges. Anyone observed using them or deemed to be under their influence will not be permitted to use or remain on the Range and the person(s) involved will be reported to the Board of Directors.

## **CHAPTER 3**

### ***Club Officers***

The BSC rifle, sporting clays, and pistol ranges are administered by Club Committee chairs that report to the Board of Directors. The Club Officers consists of a President, a Vice-President, Second Vice-President, Secretary, and Treasurer.

#### **President:**

The President shall be elected by the members at the Annual Meeting. They shall be the Chief Officer of their association. They shall preside at all meetings of the Board of Directors and Members. They shall have general and active management of the business, and shall have general powers and duties of supervision and management usually vested in the office of President of a Corporation. They shall see that all orders and directives of the Board of Directors are carried into effect to include public relations.

#### **Vice Presidents:**

Two (2) Vice Presidents shall be elected by the members at the Annual Meeting. The 1st Vice President shall perform the duties and exercise the powers of the President during the absence or disability of the President, and be in charge of all programs after meetings. The 2nd Vice President shall be the Sergeant at Arms, and in charge of all refreshments during meetings.

#### **Secretary:**

Secretary shall compose and keep a correct and complete record of each proceeding, and shall distribute the minutes before or at the next meeting. The Secretary will initiate all official correspondence for approval by the President. The Secretary will notify the Officers and Directors of all meetings and in coordination with the Membership Chairperson, notify all members of special and

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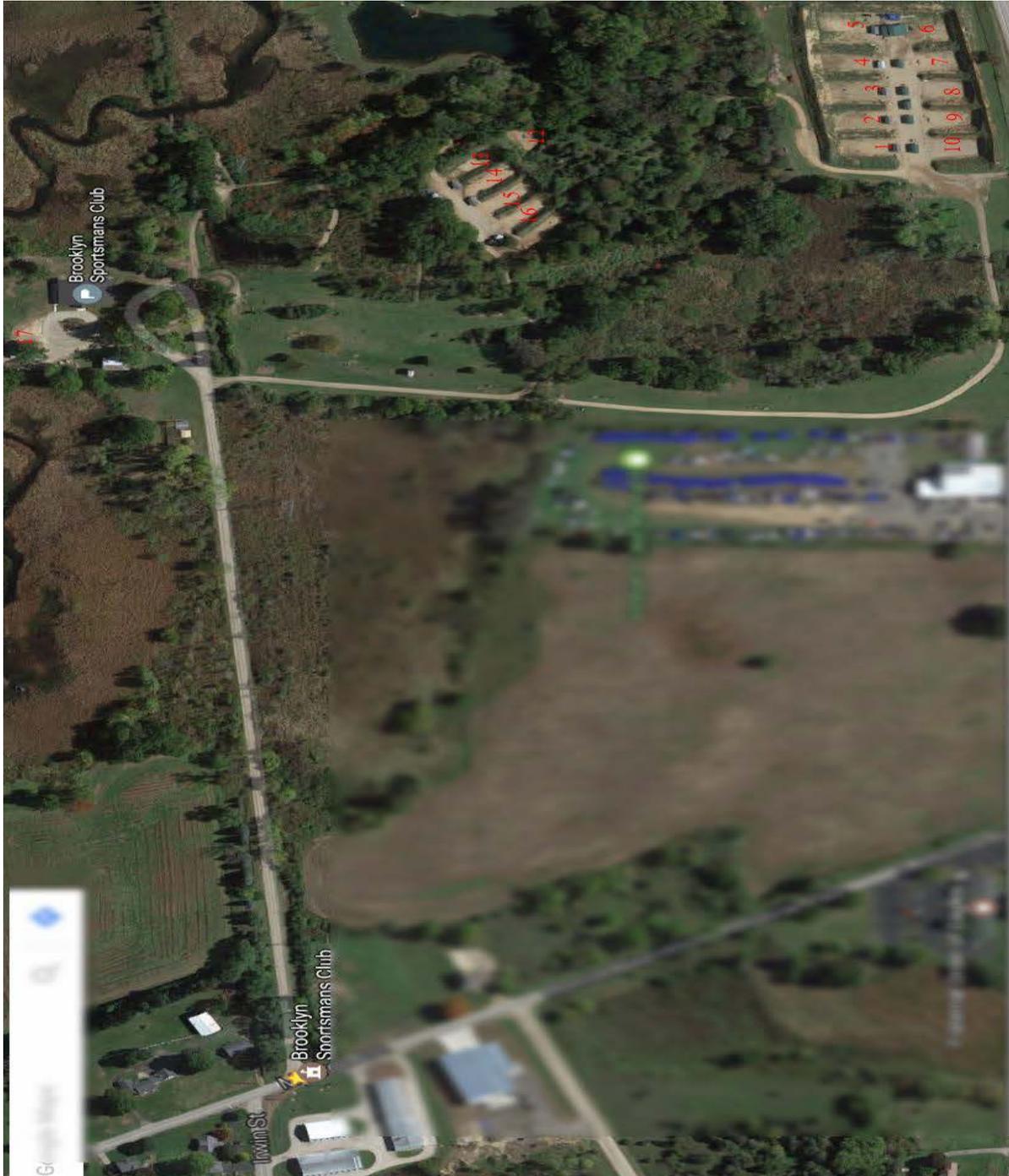
annual meetings as directed by the President. The Secretary will be the custodian of all Club records.

**Treasurer:**

The Club Treasurer will ensure that all financial expenditures associated with operational activities of the Club are properly recorded and accounted for in Club Financial Statements and other documentation as appropriate. The Club Treasurer will present a "Treasurer's Report" at the Annual Membership Meeting.

## CHAPTER 4

### *Schematic Layout of the Range*



## CHAPTER 5

### ***General and discipline specific rules***

#### GENERAL RULES

1. Any and all shooters/spectators must sign in & out at the club gatehouse or on the range.
2. Eye and ear protection must be worn when shooting or observing on any of the ranges.
3. Shooters under the age of 18 must be accompanied by an adult at all times while on the range.
4. Be sure your firearm is safe to operate and know how to operate it safely.
5. Always keep your firearm unloaded, finger off the trigger, and pointed in a safe direction until you are ready to fire at a target.
6. All Muzzles must be pointed below the top of the impact backstop at all times when Loading, unloading and firing the firearm. (Exceptions: Loading of revolvers or muzzle loading guns) designated shooting area.
7. Hunting or shooting at live animals or birds anywhere on club property is prohibited.
8. Never hand a loaded firearm to another person.
9. Use only the correct ammunition for your firearm, if you have any questions, please contact a club Range Safety Officer (RSO) or member of the Board.
10. Allowed targets:
  - a. Paper targets,
  - b. Mounted or hung shotgun clays,
  - c. Polymeric self-healing targets,
  - d. Approved steel targets – only under the following provisions:
    - i. Targets must be IDPA or ISPC legal steel targets (poppers, plates, and plate racks)
      1. Any other specialty steel targets only allowed at club-sanctioned events with the approval of the CSRO (e.g. flippers, etc.)
    - ii. Steel targets may only be engaged with shotgun #7.5, #8 or #9 shot or pistol caliber ammunition. No rifle calibers used on steel.
    - iii. Steel must be engaged with a minimum distance of 10 yards from shooter's position.
    - iv. No steel targets of any kind are to be used on the events range in bays 6-10 at any time.
11. No inexperienced shooter allowed on any ranges without prior instruction (Hunter Safety is recommended) and an experienced shooter or under the supervision of a club Range Safety Officer (RSO).
12. Alcoholic beverages are prohibited on all ranges.

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13. Individuals displaying the effect of, or thought to be under the influence of alcohol or drugs will be prohibited from using any of the ranges.
14. Children must not be left unattended.
15. No foot traffic on the berms.
16. All persons using the range are required to clean up after themselves. This includes returning range equipment and target backers, as well as placing targets, brass, and other refuse into the appropriate containers.
17. Please remove all targets, target stands, brass can be left in bucket on supply house.
18. Management (BOD) or authorized members (CRSO & RSO) are eligible to remove any shooter whose behavior is detrimental to the safe operation of any of the ranges.
19. If unsafe behavior is noticed, please make sure that Management (BOD) is notified of such act immediately.
20. All range users are responsible for their actions and their equipment while using the facilities.
21. Active or Retired Law Enforcement Officers and CPL holders with current credentials may carry a loaded firearm in a holster.
22. Please read and understand the Range Rules and Regulations before you proceed to any ranges.

**Violation of any of the Range Rules may lead to permanent barring from the Brooklyn Sportsman's Club. Please ask Management if you have any questions.**

**PISTOL RANGE**

1. Members are responsible for their guests and should make certain to explain the Range Rules.
2. No shooting from the hip, known as bump firing.
3. Allowed targets:
  - a. Paper targets,
  - b. Mounted or hung shotgun clays,
  - c. Polymeric self-healing targets,
  - d. Approved steel targets – only under the following provisions:
    - i. Targets must be IDPA or ISPC legal steel targets (poppers, plates, and plate racks)
      1. Any other specialty steel targets only allowed at club-sanctioned events with the approval of the CSRO (e.g. flippers, etc.)
    - ii. Steel targets may only be engaged with shotgun #7.5, #8 or #9 shot or pistol caliber ammunition. No rifle calibers used on steel.
    - iii. Steel must be engaged with a minimum distance of 10 yards from shooter's position.

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4. No steel targets of any kind are to be used on the events range in bays 6-10 at any time.
5. Only load your firearm inside the shooting bays.
6. The Brooklyn Sportsman's Club has a 180-degree rule, while inside the shooting bay, facing the rear backstop, extend your arms to the side and no shot may be fired past that point. If you do not understand this rule ask management, range officer, or any safety officer.
7. Only one shooter on the line at a time. Except during club sanctioned events.
8. When operating under the specific rules documented for individual pistol sports (i.e. IDPA, IPSC, USPSA, and 9 Pin) those rules supersede these General Rules.

**RIFLE RANGE**

1. Never enter the Range without signing in first, there are times when workers are down range and they must be cleared out before the range is safe to use.
2. Members are responsible for their guests and should make certain to explain the Range Rules.
3. Only paper targets are allowed on the range, using the target stands provided and placed at the rear of the shooting bays.
4. Only one shooter on the line at a time. Except during club sanctioned events.
5. Only load your firearm inside the shooting station.

**Sporting clays**

1. Only shotguns appropriate for clay target shooting are allowed on the range or field.
2. All shotguns must have a full-length stock.
3. All shotguns must be kept safe when not on the firing line/station. Keep all actions open, and barrels pointed at the ground or up in the air.
4. Shotguns are to be loaded only at the shooting station. All shotguns must be empty and open at all times unless you are the shooter in the shooting station.
5. Only lead shot sizes 7 ½-9 is allowed.
6. Gauges larger than 12 are prohibited.
7. While on a shooting field never load more than 2 (Except during sanction 3 bird shoots) shells at one time in your gun.
8. Always check bore for obstruction after a misfire and before firing the next round.
9. The pistol range bays 11-16 are closed during shotgun sports.
10. Empty hulls and shell boxes **MUST** be picked up before moving on to the next shooting station.

**Law Enforcement use of Ranges**

1. Each agency will carry its own liability insurance.
2. Each agency will provide a copy of their Range Rules.
3. Each agency will provide a copy of their Qualification Scenarios.
4. The range must be reserved in advance thru liaison contact below.
5. A BSC Safety Officer must be present and has absolute authority.

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6. All participants must sign in; sign in sheet is to be retained by the club.
7. No full automatic weapons

No low light shooting on Sunday.

### **Site Specific Rules**

#### **Not permitted:**

Incendiary, armor piercing, or explosive ammunition

Fully automatic firearms

Shooting at unauthorized targets (cans, bottles, etc)

Loading muzzle loading firearms directly from a powder horn or powder container

### **Administrative Rules**

#### Parking

All users of the Range must park in the designated parking areas.

## CHAPTER 6

### ***Range Commands:***

#### **"Cease fire or Stop"**

Whenever this command is given all shooters must immediately stop shooting, remain in position with the firearm pointed in a safe direction, and wait for further instructions from the Duty Range Master.

**NOTE: This command may be given by anyone who observes an unsafe condition on the range.**

## CHAPTER 7

### ***Emergency Procedures***

#### **Emergency Response Sheet/Checklist:**

**Emergency Response Sheet/Checklists are located in Appendix D of this SOP.**

Place the date of the emergency as the Effective Date:

Check off each step in the checklist as it is completed. If an item on the checklist is not applicable to the emergency situation, check it off and note "NA" to indicate it was not overlooked.

#### **Injury Report Form:**

**Injury Report Forms are located in Appendix E of this SOP.**

Designate one of the safety officers to initiate the Injury Report Form and keep notes on what is occurring with times.

Fill in the DATE and TIME on the cover sheet. The same DATE and TIME should be reflected in the "Date of Injury" and "Time of Injury" boxes on page 1 of the Injury Report Form.

Fill in every box on the Injury Report Form. If there is no information available for a particular box or the box is not applicable to the event, indicate so in the box to indicate it was not overlooked.

Identify any witnesses to the event, provide them with a "Witness Statement", and request that they fill it out in as much detail as possible.

Collect "Witness Statements" and attach them to the Injury Report Form when completed.

**Witness Statements are located in Appendix E of this SOP behind the Injury Report Forms.**

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**Accidents:**

Minor accidents - Cuts, sprains, dislocations, etc.

Administer first aid as required.

Major accidents: - Heart attack, choking, broken limb, gunshot wound, etc.

1. CRSO should close down the Range (Take charge of the situation)
2. Administer first aid (Render aid)
3. Call 911 to report accident (Call for help). If no cell phone is available a land line is located at the club house.
4. Station people to direct emergency vehicles to the Range.

1. The President, Chief Range Safety Officer, and the Board of Directors should also be notified as soon as possible.

Unruly Persons: - For the purposes of these SOPs an unruly person is anyone who refuses to follow the commands of the CRSO.

Move from top to bottom on this list depending upon how the situation develops:

1. Order the person off the Range Complex and report his/her name to the Chief Range Safety Officer.
2. Close Range Complex and evacuate the area.
3. Notify the Columbia Police department and/or Jackson County Sheriffs Office and request assistance.

**Weather:**

In the event of severe weather that could endanger the lives of shooters and spectators, the CRSO should close down the Range and evacuate the area. The CRSO and RSO should decide what to do if the weather clears.

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## Firearm Stoppages and Malfunctions:

Any firearm stoppage or malfunction can cause serious safety problems if not handled correctly. RSO's and shooters need to be prepared for these occurrences.

Definitions:

Stoppage - an unintentional interruption in the operational cycle of a firearm.

Examples: Bolt fails to lock cartridge in position, a stove pipe in a semi- automatic pistol, double feed, failure of a cylinder to rotate in a revolver, etc.

Malfunction - failure of a firearm to function as designed or to fire satisfactorily.

Two categories:

Firearm malfunction like a broken sear or firing pin

Ammunition malfunction like a misfire, hang fire, squib load

Safety Officers should consider any stoppage or malfunction as a major safety hazard and should know the difference between the two.

There are eight basic steps in the operating cycle of a firearm and a stoppage can occur in any one of the steps. The eight basic steps are:

1. Feeding: The face of the bolt makes contact with the base of the cartridge at the top of the magazine and pushes it toward the chamber.
2. Chambering: The bolt continues forward and pushes the cartridge into the chamber.
3. Locking: As the bolt continues forward, the locking lugs move into the locking recesses in the barrel, locking the cartridge into the chamber.
4. Firing: The trigger is pulled to the rear causing the firing pin to strike the primer and fire the cartridge.

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5. Unlocking: As the bolt moves to the rear, the locking lugs rotate out of the locking recesses.
6. Extracting: As the bolt moves rearward, the extractor withdraws the cartridge case from the chamber.
7. Ejecting: As the face of the bolt passes over the ejector, the case strikes the ejector and is kicked outward through the ejector port.
8. Cocking: As the bolt moves rearward, the firing pin moves into a cocked position.

Note: These are the eight basic steps of a firearm operational cycle but not all firearms follow these steps in exact order. For example, revolvers do not extract and eject between shots.

If a shooter experiences a malfunction where the firearm fails to function as designed, the cause will be due to the firearm itself or the ammunition.

A malfunctioning firearm must be unloaded and removed from the firing line. An example of a malfunctioning firearm is a semi-automatic rifle that doubles, i.e. fires two rounds when the trigger is pulled. Such a gun is a hazard on the range and the owner should be advised to take the gun to a qualified gunsmith.

Ammunition malfunctions can be classed as:

Misfire where a cartridge fails to fire after the primer is struck by the firing pin

Hang fire where there is a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.

Squib load where there is less than normal pressure or bullet velocity after ignition of the cartridge.

Normal procedure for handling misfires or hang fires is to:

Keep the gun pointed downrange (safe direction)

Wait at least 30 seconds in case it is a hang fire and at least two minutes in the case of muzzleloaders before attempting to unload.

Normal procedure for handling squib loads is to:

Stop firing immediately

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Keep the gun pointed downrange

Unload the gun -- make sure the chamber is empty

Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

RSO on duty must be particularly vigilant to observe any gun malfunctions, stoppages, or ammunition malfunctions and be prepared to move to the shooter's aid. If the shooter starts to do something incorrectly, the range master must be prepared to step in.

**Be in control and in a low, but firm, voice say: STOP! POINT THE MUZZLE DOWNRANGE!** At this stage let the shooter clear the firearm and bench it. If the shooter experiences problems in doing this, try to talk him/her through the clearing process. Only as a last resort should the range master take control of the firearm. To do this approach the shooter from the left side (for a right-handed range officer), grasp the barrel of the firearm behind the muzzle with the weak hand, control the direction of the muzzle so that it points in a safe direction, and have the shooter step back. Use the strong hand to control and reposition the firearm if necessary. Determine the stoppage and clear it. Explain to the shooter what went wrong and how to prevent it from happening again.

Remember throughout the entire process of stoppages and malfunctions to adhere to the three NRA rules of safety.

Problems with the normal operation of a firearm pose special safety conditions which must be managed by on duty range officers. All Range Masters should be familiar with the operation and functioning of all firearms that they are liable to encounter on the range.

**Whenever a stoppage or malfunction occurs, range masters must be particularly vigilant. With the exception of Active or Retired LEOs and CPL holders with current credentials, under no circumstances should a loaded firearm be permitted to leave the range.**

## CHAPTER 8

### *Range Equipment*

**(Determined per shooting discipline i.e. sporting clays, IDPA, USPSA, 9pin, 3 gun, etc.)**

## APPENDIX A:

### *Range Inspection Checklist*

Prepared By:

Title:  Date:

- Open gate and remove "Range Closed "sign at entrance to the range and set up the "Range Open" sign.
- Enter into the log book all the RSO's on duty.
- Check the bulletin board and Range SOP Folder for special instructions.
- Walk the range and inspect the bullet impact zone to ensure that everything is clear to begin firing.
- Collect fees as appropriate.
- Have everyone entering the range read the indemnification waiver and complete all information blocks in the sign-in/log book.
- Observe and supervise all shooting noting in particular shooters who may be experiencing difficulty.
- Assist shooters as the need arises. Be aware of any misfires, hang-fires, or doubles and react accordingly.
- Require shooters to police their firing points and leave each point in a clean condition.
- Place completed Range Inspection Checklist in CRSO Checklists Folder.

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**The Duty RSO is free to close the range for any conditions that might endanger shooters.**

**If emergency situations arise the Duty Range Officer must take appropriate action and then notify the President, the Chief Range safety officer, and the Board of Directors.**

## **APPENDIX B:**

### ***Range Officer Qualification Procedure***

NRA Certified Chief Range Safety Officers conduct NRA Range Safety Officer Training annually, as a minimum, to certify current and prospective NRA Range Safety Officers.

NRA Range Safety Officer Certification Training can also be conducted more frequently dependent upon Chief Range Safety Officer and training venue availability.

## APPENDIX C:

### ***Emergency Response Sheet / Checklist***

Effective Date: \_\_\_\_\_

#### **Emergency Communication 911**

##### **Immediate Response for Injuries or Illness:**

- Call a cease fire immediately and issue the command to unload and clear all firearms.
- Identify one of the Safety officers or other responsible person to secure the gear of the injured person.
- Identify one of the safety officers or other responsible person to notify emergency services via 911 and provide the following information:
  1. Specific location of incident with directions
  2. Telephone number that you are calling from
  3. Your name
  4. What happened and possible hazards for rescuers
  5. Number of people injured or ill
  6. Condition of people injured or ill
  7. First aid provided
  8. If the accident involves a gun shot injury the Columbia police and/or Jackson county Sheriff's Office must be notified
- Station one of the Safety officer or other responsible person to direct emergency services to the scene.
- Provide first aid until the emergency services arrive provided the injured party agrees.
- Assume implied permission if the injured is unconscious or unable to respond.

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- Avoid dispensing any medicine unless directed to by emergency services over the telephone
- Assign one of the Safety officers to complete an Injury Report Form (if applicable) and keep a log of events and time relative to the injury or illness.

**APPENDIX D:**

***Injury Report Form***

Name of Injured Party:

Address:

Telephone Number:

Date of Injury:  Time of Injury:

1. Describe the nature and extent of the injury (specify parts of body):

2. Describe how the injury occurred:

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3. Describe first aid given:

4. First aid was provided by (include names and telephone numbers):

5. Disposition (specify name of hospital, telephone numbers, time of transport, etc.):

6. Persons notified (relatives, Club president, Chief Range Safety Officer):

7. Location of incident:

8. Conditions prevalent at the time of the incident:

9. Witness statements: Interview witnesses separately.

A. Witness (Name, Address, and Telephone Number):

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Statement Attached: Yes  No

B. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes  No

C. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes  No

D. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes  No

10. Notes and Comments:

11. Injury report completed by:

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Name:

Title:

Date:

Signature:

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***Witness Statement***

Prepared By:

Address:

Telephone Number:

Date:

Time:

Statement:

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