

Firearms Range Safety Plan



Westmoreland County Community College
Public Safety Training Center

INTRODUCTION

- The **WCCC Public Safety Training Center** firearms range is designed to be used by law enforcement personnel, security, EMS, fire and designated civil personnel.



Administrative Procedures



- Classes are to be held between the hours of **8:00 am and 10:00 pm** on any day of the week unless otherwise approved by the Principal Firearms Instructor or WCCC's Coordinator of Municipal Police Training Programs.

Administrative Procedures

- Firearms Instructors from each Agency must sign off as having reviewed WCCC's Range familiarization program CD prior to using the WCCC Firing Range.



Administrative Procedures

- The WCCC Municipal Police Coordinator will call the PA State Police to advise them of any night-time shooting that is scheduled.
- (PSP telephone no. 724-929-6262)



Administrative Procedures

- Approval for the use of the training facility must first be requested in writing or by email by sponsoring agency.
- A contract will then be sent for agreement.

Administrative Procedures

- In some cases a verbal request will be accepted followed by a written request within seventy-two hours. The request for the range use will be either approved or denied within a timely fashion (within thirty days of original notice but may extended).

Administrative Procedures

- A signed “Release and Hold Harmless Agreement” by the requesting agency must be completed prior to use of the range. Rosters and hold harmless agreements are provided at the range.

Administrative Procedures

- The written request shall include, date (s) and times of the request, names of firearms and range instructors and other personnel who will be in a supervisory capacity and responsible for the range and keys. Supervisor contact information including name, agency, work telephone number, and cell phone number must also be provided.

Administrative Procedures

- Copies of firearms instructors' certifications must be submitted within two days of range use approval.

Administrative Procedures

- A Certificate of Liability Insurance must be provided to WCCC by the user agency in the amount of \$1,000,000 for single claim, and \$3,000,000 for aggregate claims within two days of the first range use.

Administrative Procedures

- Fees will be determined yearly by WCCC based on the frequency of use. All fees must be paid in full prior to usage of the range unless prior arrangements have been made.

Administrative Procedures

- Prompt notification of cancellation must be given as soon as practical. Failure to use the range on a scheduled day will count as a used day.

Cancelled

Administrative Procedures

- This safety plan will be reviewed yearly or as needed to maintain the cohesiveness of the agencies using the facility and the Training Facility.
- All personal must follow and obey all posted and non-posted range rules.

Administrative Procedures

- Rostraver EMS is the assigned medical transportation to the PSTC. It is **mandatory** for the users to notify EMS at **724-872-9200** that you will be training.



Administrative Procedures

- When notifying EMS advise them that the call is non-emergency and you are making them aware your agency will be on the shooting range at WCCC's **Public Safety Training Center** in Redwood between the hours of your training.

Administrative Procedures

- There are vending machines inside the training facility that are open to the public.



GUN HANDLING RULES

- Assume that all firearms are **ALWAYS** loaded
- Point the muzzle in a **SAFE** direction

GUN HANDLING RULES

- Keep your finger **OFF** the trigger, firmly registered along the frame of the weapon, until you are on target and have decided to fire.
- Be **AWARE** of your target and its surroundings.

GUN HANDLING RULES

- All firearms will be unloaded at the designated gun handling area as you enter the range unless instructed differently by the firearms instructor.
- All magazines will be removed from the magazine well and clear of the pistol, unless on the firing line or instructed to do so by a range instructor.

GUN HANDLING RULES

- The range master or designee will know what the status of everyone's weapon is supposed to be at any given time.
- All muzzles to be pointed down range or to the ground when appropriate unless instructed differently by the firearms instructor.

GUN HANDLING RULES

- All loading and unloading shall be conducted facing the muzzle down range or to the ground when appropriate.
- Fire only into the designated backstop area.

GUN HANDLING RULES

- No one is to move forward of the shooting line, bend over to pick up **ANYTHING** or move from the firing line unless instructed to do so.



GUN HANDLING RULES



- All weapons not being used are to be kept in an approved holster, carry case or a designated area identified by the instructor. The breech will be locked open and clearly unloaded.

GUN HANDLING RULES

- Pistols should never be removed from the holster unless instructed to do so by a firearms instructor.
- **NEVER** remove a weapon from the holster while someone is forward of the firing line unless instructed to do so by the firearms instructor.

GUN HANDLING RULES

- If a pistol is removed from the holster, the slide will be locked to the rear with the magazine removed and the chamber empty **EXCEPT** for firing or dry firing.
- **NEVER** go forward of the firing line until the range master has made the line safe and has given the command to go forward unless otherwise instructed.

GUN HANDLING RULES

- No loaded weapon is to be left unattended.
- Shoot only at authorized targets.



GUN HANDLING RULES

- If a shooter experiences a stoppage while on the firing line, of a type the shooter has not been trained to clear or is unable to clear on his/her own, the shooter will immediately raise his/her non-shooting hand and wait for an instructor to address the malfunction.

GUN HANDLING RULES

- This call for assistance will be done with the muzzle of the pistol pointed down range and the finger outside the trigger guard.

GUN HANDLING RULES

- Only conventional style holsters should be used for training.

GUN HANDLING RULES

- Specialty holsters (i.e. shoulder, ankle, etc.) should only be used after approval of a firearms instructor.
- Certified firearms instructors **MUST** be present during ALL shoots.

GUN HANDLING RULES

- Obey all range rules and commands at all times. The purpose of range commands is to provide concise, clear and standard methods of range operation. This provides the shooters or participants with easy to understand guidelines and enhances safety.

RANGE RULES



- At least one of the instructors who signed off on the range safety plan must be present on the range while the Agency is using the range.

RANGE RULES

- Range flag posted or an approved form of identification showing the range is in use and a form of emergency communication readily available at all times.



RANGE RULES



- No alcohol permitted on the range or consumed within 8 hours prior to start of the class.

RANGE RULES

- Only firearms and ammunition which was prior approved by the WCCC Range Master or designee to be used on the range.

RANGE RULES

- Use of any unauthorized material (i.e.: cans, bottles,) weapons, ammunition is prohibited.

RANGE RULES

- Only firing into the designated backstop area is permitted.



RANGE RULES



- Each user **MUST** clean up the range when finished for the day, including all trash and brass.
- If brass is not picked up, your agency will be charged a \$125.00 clean-up fee.

RANGE RULES

- If **ANY** part of the range is damaged, range master or designee shall report the damage to the WCCC Police coordinator within twenty-four hours and the agency may be liable for the damage.

RANGE RULES

- Any unintentional or accidental discharges beyond the range shall be reported to the WCCC range designee and the WCCC Police Coordinator immediately.

RANGE RULES



- Eye and ear protection shall be used at all times during fire. A brimmed hat and long sleeve shirt are also recommended.

RANGE RULES

- With the exception of the designated areas, there is to be no smoking, eating, or drinking allowed on the range.
- **Range equipment including range gear are to be provided by each individual agency.**

RANGE RULES

- WCCC is **not responsible for and does not provide** the following:
 - Weapons or ammo
 - Any type of targets moving or fixed
 - Eye and ear protection
 - Hats
 - Communication systems

RANGE RULES

- WCCC is **not responsible for and does not provide** the following:
 - Ladders
 - Drinks, food, drink or food containers
 - Electronic chargers
 - Emergency lights
 - Storage for equipment
 - Chairs

RANGE RULES

- WCCC is **not responsible for and does not provide** the following:
 - Tape
 - Pasters
 - Staples or staple guns
 - Hammers, nails, wood, metal or any other device used for training

RANGE RULES

- WCCC will provide a minimum of ten (10) target stands and ten (10) barrels or a form of support used for barricades.
- Do not shoot at the barrels or other forms of barricades.



RANGE RULES

- If any simunitions are used inside the tower, prior approval **MUST** be obtained.
- Clean up of brass, trash and clean walls or areas of exposure.



RANGE RULES

- When finished with the range for the day, pick up and remove from the range all debris including brass, place barricades back to their original locations, lock and secure all buildings and gates.

RANGE RULES

- Parking is provided adjacent to the range. Classroom and building facilities are available upon request. Classroom space is at a premium in the evenings and on weekends so advance notice is required.

RANGE RULES



- No loaded firearms used in training may be carried into any of the classrooms inside the training facility.

RANGE RULES

- All weapons which will be used in training will be unloaded prior to entering the building.



PSTC Closing Procedures



- All lights should be turned out, gates and doors closed and the facility and range must be locked prior to leaving the property.

PSTC Closing Procedures



- Keys must be returned immediately after range use unless prior arrangements have been made.

PSTC Closing Procedures

- If there are any questions regarding this safety plan please notify the Coordinator, Municipal Police Training Programs, Westmoreland County Community College, 1-800-262-2103, extension 4298.

CONCLUSION

Have a good and safe experience on the PSTC Firearms Range.

“Stay safe out there!”

The staff and management of WCCC