

# Standard Operation Procedures

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Lopez Canyon Shooting Range

Owned by Indian Canyon Land Corporation  
Operated by the Combined Range Committee

# Lopez Canyon Range Standard Operating Procedures

DRAFT revised April, 2012

## I. **PURPOSE**

- A. The purpose of this SOP is to provide a clean, safe environment for recreational shooting activities by members of all the private clubs utilizing the Indian Canyon Land Corporation (ICLC) facility.

## II. **ADMINISTRATION**

- A. As owner/operator, the ICLC retains ultimate responsibility and authority to establish and enforce general safety rules, conditions of use, and minimum maintenance standards for the facility. ICLC has designated the Combined Range Committee (CRC) to supervise and administer all day to day activities.
- B. Any and all additions or modifications to the individual facility shooting range venues are permitted only with prior approval of the CRC..
- C. Hours of Operation
  1. The facility is generally available to members 24 hours per day, 7 days per week. Each club is assigned one weekday per week and one weekend per month for their exclusive use. Any fifth week-end may be used for Range maintenance work parties or other special events coordinated by the CRC.
  2. No live fire is permitted between the hours of 2200 and 0700. There are no exceptions to this rule.
  3. Club members are generally welcome to participate with all other clubs in their shooting activities, but must comply with the host Club's rules, regulations, policies, and procedures. Participation by other club's members is at the discretion of the host club.
- D. Storage Containers and sheds
  1. In order to minimize conflict and maintain a neat and orderly facility, no Club shall install or relocate any storage container without prior approval of the CRC and ICLC.
  2. Locations for any such new storage containers shall be coordinated by the CRC.
- E. Parking
  1. Park vehicles only in designated parking areas.
  2. Temporary parking is permitted on the shooting ranges only for the purpose of unloading supplies or performing range maintenance.
  3. Do not block the access roads. They must be kept open for emergency vehicles.

## III. **DEFINITIONS**

- A. **FACILITY:** All shooting ranges, buildings, common use areas, and other structures contained within the property boundaries.
- B. **SHOOTING RANGE:** A designated live fire location provided with clearly identified firing lines, ready area, and target area

# Lopez Canyon Range Standard Operating Procedures

DRAFT revised April, 2012

C. COLD RANGE: No live firing is permitted .A “COLD” condition may be declared during special conditions such as range maintenance operations or when a particular range is deemed unsafe for use by a Range Safety Officer.

D. FIRING LINE. The designated area from which shooters engage in live firing

E. UNLOADED: Magazine empty or removed, and with no ammunition in the chamber.

1. Muzzle loaders are considered unloaded when un-cocked and the priming cap is removed or when priming powder is removed from the pan.

F. PRIVATE CLUB: An organized group, not open to the general public, individual members who share common interests.

1. Each Club establishes its own member acceptance standards.
2. Each Club establishes its own Constitution, and Procedures By-laws, Policies, consistent with the overall policy guidelines of ICLC.
3. Each Club raises its own funds for club activities and payment of rent or special payment assessments to CRC,

G. CSRO (Chief Range Safety Officer)

1. Those RSO's who have satisfactorily completed the NRA Range Safety Officer training course and the NRA Chief RSO course and have been appointed by the Board of Directors of their respective club. These CRSO's, one from each club will function as a committee to insure that each club's shooting activities are consistent with this SOP. This committee will work closely with the CRC and will advise the CRC of any known safety hazards or violations and will implement the policies of the CRC.
2. CSRO's have authority delegated by the CRC to train and supervise those RSO's appointed by their respective club.
3. CSRO's are responsible for developing safety plans and procedures for their respective clubs and reviewing and approving all proposed new courses of fire to assure compliance with the guidelines provided by the CRC, the current NRA Source Book and this SOP.

H. RSO (Range Safety Officer)

1. Those club members who have satisfactorily completed the NRA Range Officer training course and have been appointed as RSO's by their respective Club. All RSO's and CRSO's are required to be certified in first aid within 6 months of their appointment.
2. RSO's have authority delegated by the CRC to monitor any shooting activity at the facility and enforce all general safety and administrative rules as well as the policies set forth in this SOP.

# Lopez Canyon Range Standard Operating Procedures

DRAFT revised April, 2012

3. RSO's are responsible for periodic inspection of the several range venues to identify possible hazardous conditions and have authority to temporarily close a range until the conditions are corrected.
4. If, during a single day, an RSO has to speak to a shooter once, it shall be friendly and informative. If the RSO has to speak to the shooter twice about the same infraction, the shooter will be reminded of the rule being violated and advised that more infractions will result in a warning and possible penalties. If the RSO has to speak to the shooter 3 times about the same infraction, an incident report will be forwarded to the club CRSO as soon as practical. If the RSO believes the shooter is unsafe, the RSO shall inform the shooter that he has to put his gun(s) away and leave the range. If possible the assistance of an additional RSO will be utilized at this point.

## IV GUN HANDLING RULES

- A. Always keep the gun pointed in a safe direction – away from people
- B. Always keep your finger off the trigger until you are ready to fire
- C. Always keep the gun unloaded until ready for use --when you are at the firing line, facing downrange and preparing to shoot.
- D. All un-cased firearms must be carried unloaded with action open when arriving or departing from a shooting range.
- E. All shooting must be "down range" in the direction of the target
- F. Know your target and what is beyond.
- G. Be sure the gun is safe to operate.
- H. Use only the correct ammunition for your gun.
- I. NEVER use alcohol or drugs before or while shooting. Alcohol is never allowed on the firing line for any reason.
- J. Store guns so that they're not accessible to unauthorized persons.
- K. Know how to use your gun safely.
  1. If in doubt, ask the Range Safety Officer (RSO ) for assistance.
- L. Treat all guns as if they were loaded

## V. RANGECOMMANDS

- A. CLEAR YOUR WEAPON means to remove the ammunition source, e.g. magazine, open the action and clear the ammunition from the firing chamber. Detachable magazines must be removed from the gun. Leave the action open or use a chamber empty flag.
- B. BENCH YOUR WEAPON means to lay the cleared weapon on the bench (or shooting mat) and don't touch it until the LOAD or COMMENCE FIRE command is announced. This command is usually used when someone needs to go down range.
- C. MISFIRE means that a round did not fire when the trigger was pulled and alerts the RSO and other shooters that a hazardous condition may exist.

# Lopez Canyon Range Standard Operating Procedures

DRAFT revised April, 2012

- D. LOAD means that shooters can load the prescribed number of rounds for a particular course of fire.
- E. IS THE LINE READY? An inquiry to determine if all the shooters on the firing line are ready to commence firing. Shooters not ready should indicate their status to the range officer.
- F. READY ON THE LEFT declares that the shooters on the left have indicated they are ready.
- G. READY ON THE RIGHT declares that the shooters on the right have indicated they are ready.
- H. READY ON THE FIRING LINE notifies all participants that live fire is about to begin.
- I. COMMENCE FIRE means that the range is open for live firing.
- J. CEASE FIRE means immediately remove your finger from the trigger - do not fire the shot. Wait for further command. Any shooter or other person in the area should call CEASE FIRE when any unsafe condition is observed.
- K. RANGE IS CLEAR means that travel beyond the firing line to retrieve targets brass is approved.

## VI GENERAL RANGE RULES

- A. Never move forward of the firing line during a "cease fire" until directed to do so by the Range Safety Officer.
- B. Stay aware of your surroundings. Know where the other shooters are at all times.
- C. Shoot only at authorized targets.
  - 1. Glass objects, rocks, old appliances, etc. shall not be used as targets. Only approved targets may be used.
  - 2. Approved targets are:
    - a. Cardboard or paper targets mounted on wood or plastic target frames.
    - b. Properly mounted steel targets used with solid lead bullets only and placed no closer than seven (7) yards from the shooter.
- D. Use only authorized ammunition. Use of the following ammunition is strictly **prohibited**:
  - 1. Tracer or any other incendiary ammunition
  - 2. Armor piercing/steel core
  - 3. Steel jacket
  - 4. Explosive

# Lopez Canyon Range Standard Operating Procedures

DRAFT revised April, 2012

- E. When there are two or more shooters using a range venue, one of them should be designated to monitor the firing line while other shooters are down range.
- F. Shooting is permitted only at approved targets at one of the designated shooting ranges.
- G. Big bore rifles may be fired at the 100 yard and 200 yard targets from the designated firing line only.
- H. Never handle another person's firearm without their permission.
- I. Hunting or shooting at wildlife is strictly prohibited at this facility.
- J. Do not leave used targets, target frames, or other trash on the shooting range. Clean up after yourself.
- K. Persons under the age of 21 may shoot only under the supervision of his / her parent or guardian.
- L. A guest may shoot only under the supervision of his / her sponsor
- M. The Range Safety Officer (RSO) may prohibit the use of any firearm, ammunition, equipment, or shooting practice which he/she determines to be unsafe.
- N. The RSO on duty is responsible for safety and has ultimate authority on the range. Failure to comply with instructions may result in expulsion from the facility. If an RSO is not present, each club member has the responsibility of monitoring the safe operation of the range. If a member observes a person disregarding the safety rules, the member should point it out to the person. If the shooter still does not follow the safety rules, the member shall make a report in writing to his club's CRSO who will present it to the CRSO committee and the CRC.
- O. Full automatic firearms are not allowed except by qualified federal permit holders and then only with prior approval of the CRC or RSO on duty, subject to conditions specified by the RSO for safety reasons.
- P. Un-controlled rapid fire exercises are irresponsible and potentially dangerous considering the 3 mile range of some ammunition. This practice is not permitted.
- Q. The NRA and USPSA range safety rules are considered a part of the above rules.

# Lopez Canyon Range Standard Operating Procedures

DRAFT revised April, 2012

## VII. RANGE CONTROL

A Rules and regulations shall be established for each individual range within the facility and posted at each range.

### 1. TRAP RANGE

- a Shotguns only may be used
- b The trap house and machine may be accessed only by qualified persons
  - 1. Qualified persons are those who have received instruction in the proper and safe operation of the trap machine. The machine is to be used only for club sponsored or sanctioned events.

### 2. SKEET RANGE

- a Shotguns may be used
- b pistols and pistol caliber rifles may be used only during club sponsored or sanctioned events.
- c Shot sizes larger than #7 may not be used
- d The skeet houses and machines may be accessed only by qualified persons.
  - 1. Qualified persons are those who have received instruction in the proper and safe operation of the skeet machines. The machines are to be used only for club sponsored or sanctioned events.

### 3. PISTOL RANGE 1

- a. Only handguns and rimfire rifles may be used.

### 4. PISTOL RANGE 2

- a. Shotguns, pistols and pistol caliber rifles may be used

### 5. PISTOL RANGE 3

- a. Shotguns, pistols, pistol caliber rifles may be used.
- b. Muzzle loading rifles and pistols may be used.

### 6. PISTOL RANGE 4

- a Shotguns, pistols, pistol caliber rifles and .223 rifles may be used.
- b Muzzle loading rifles and pistols may be used.

### 7. BIG BORE RANGE

- a. Any caliber rifle ammunition other than .50 BMG may be used.
- b. Live fire is permitted only toward the 100 and 200 yard target butts.
- c. The red flag must be displayed whenever the range is active.
- d. If there is more than one shooter, one of them must remain to monitor the firing line while the others are down range.
- e. If there is only one shooter, he must secure all firearms and place the traffic warning cone on the firing line while he is down range.
- f. Insure that the barrier on the road leading to the downrange area is functioning correctly to prevent incursions into the live fire area.

# Lopez Canyon Range Standard Operating Procedures

DRAFT revised April, 2012

8. LOWER RANGE PISTOL BAYS
  - a. Shotguns, pistols, pistol caliber rifles and .223 rifles may be used.
9. LOWER RANGE RIFLE BAYS
  - a. Any caliber ammunition other than .50 BMG may be used
10. Range caution signs of a size and interval as specified in the current NRA Range Source Book shall be posted around the Range perimeter.
  - a. Signs shall read: "SHOOTING RANGE - KEEP OUT"
11. "Release of Liability" forms shall be deposited in the receptacle provided or submitted to any RSO on duty.
  - a. These release forms are required for insurance and liability reasons and must be filled out to shield the clubs from possible civil action. Active members should have a release form on file with their club. Guests must fill out a form on each visit and sign in on the attendance sheet.
12. Club members must use the facility access card issued to them by their respective club each time they enter or leave the facility.
  - a. Hold the card within 6 inches of the card reader located on the driver's side of the road as you approach the gate. When the card has been successfully scanned, the light will change from flashing red to green and the gate will open.
    - (1) If the light turns solid red, your access has been denied and you must contact your CRC representative.
  - b. The gate control system records entry and exit of each card. You must use your card each time you go through the gate even though it might still be open from the car ahead of you.
    - (1) If the system thinks you're still inside the facility because you didn't use your card the last time on your way out, it won't see any reason to open the gate to let you in and you may get a red light.
  - c. If another club member is in your car, record his card also so he won't have to sign in on an attendance sheet.
13. After system activation, the gate will remain open for about 45 seconds then automatically close.
  - a. There's a safety system built in, so the gate is not supposed to close while a car is stopped partway through the gate. It's best not to stop.
14. Each Club will have a select group of officers who will be able to lock the gate open for special events if required.
  - a. Club members must still use their cards or sign in on the attendance sheet.
15. No video recording is allowed on the range without prior permission from the CRC.



# Lopez Canyon Range Standard Operating Procedures

DRAFT revised April, 2012

## VIII. ENTRY AND EXIT EMERGENCY PROCEDURES

### A. Gate access Power failure and emergencies

1. An emergency gate release is located on the inside of the gate and will be found behind the drive mechanism box when the gate is closed.
  - (1) Locate the RED hand wheel and padlock.
  - (2) Remove the padlock using the current upper gate combination -
  - (3) Unscrew the wheel to release the drive chain
  - (4) Open the gate manually
2. After exiting the facility, leave the main gate open. Close and lock the old chain link gate using the padlock from the RED hand wheel.
3. Immediately notify your club CRC representative or a club officer of your actions so that the chain can be property re-installed and the system reset



## Appendix B RANGE FIRE OPERATIONS

1. Do not attempt to extinguish a rapidly spreading fire by yourself.

REPORT FIRE BY CALLING: Kagel Canyon Fire Department at: 911  
When the 911 operator answers, state we have a fire and need the L.A. County Fire Department. When the County Fire Department answers

Canyon Station has us marked on their map as I.C.L.C. SHOOTING RANGE.

3. Open the Range Gate to permit access of emergency vehicles and to allow evacuation of any persons on the facility.

direct emergency vehicles.

- b. If possible, have someone wait at the gate to direct the firemen to the location of the fire and provide any information they may require.

4. Ensure that no vehicles or equipment are blocking the facility access road.
  - It is a criminal offense to obstruct emergency vehicles.
5. Identify possible witnesses to the incident.
  - Obtain their name, address, phone number, and brief written description of what they saw.
6. Remain at the facility if possible unless directed otherwise by the Fire Department
  - The fire Incident Commander will want information from you in order to complete his report.
    1. When the fire started
    2. How the fire started
    3. Where the fire started
    4. Identification of possible witnesses or suspects in case of possible arson
7. Render whatever assistance may be requested by the Fire Department.
8. Prepare a written report of the incident to be submitted to the CRC.
9. Make telephone notification to your club's CRC representative as soon as possible.

## **Appendix C**

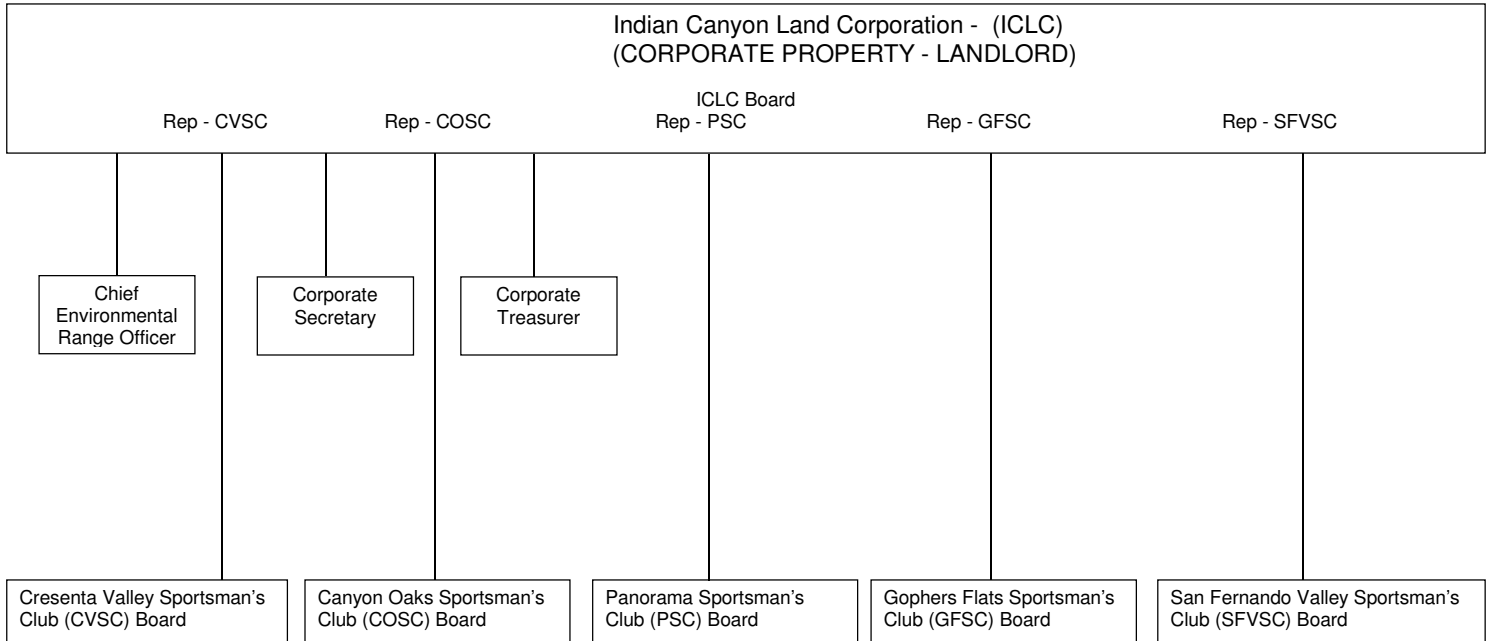
### **General Emergency Procedure**

1. The RSO in charge shall take control of the situation, issue a general Cease Fire command and ensure that the firing line is safe and clear. Secure any weapon in the possession of the injured party if applicable.
2. Assess the situation/injury and determine whether outside emergency help is needed. If so, call 911 without delay. Be prepared to state y  
you are calling from, the nature of  
the emergency and what assistance you are requesting.
3. Render first aid, if applicable, within the scope of training.  
intersection and at the main gate to  
direct emergency traffic if required.
5. Have anyone present take notes regarding actions taken and the time of each action.
6. Prepare an incident report (appendix A).
7. Notify the club CRC representative as soon as practical.

Organizational Chart

Indian Canyon Land Corporation - ICLC

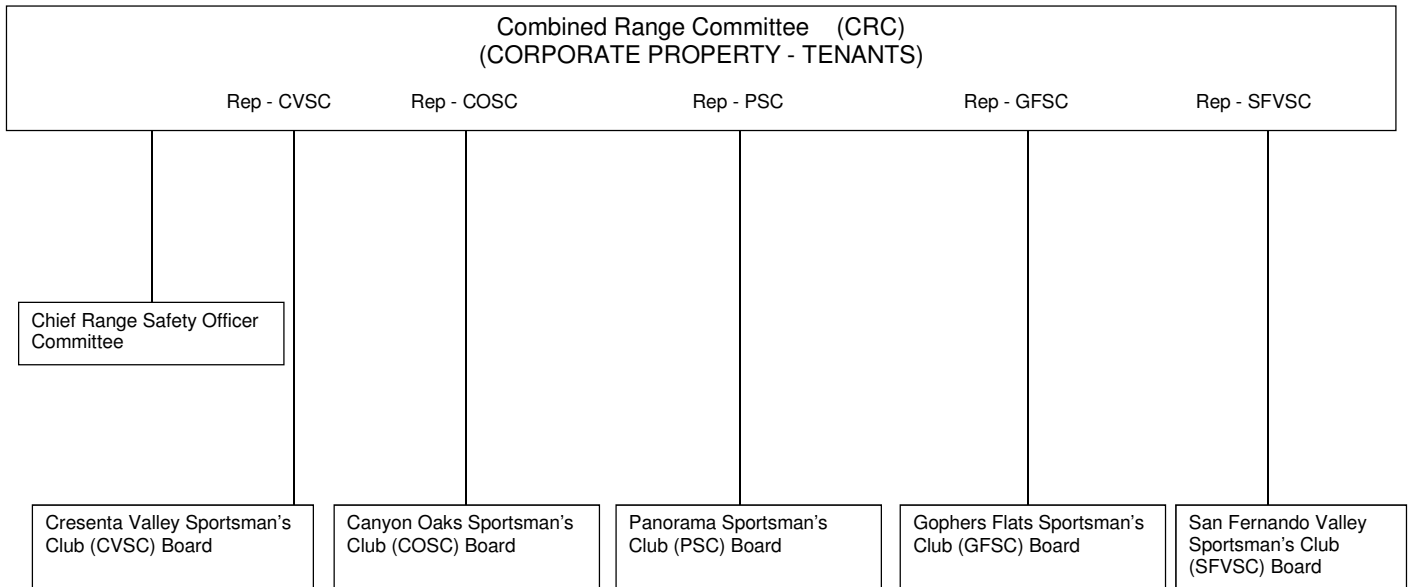
LANDLORD LEVEL



PURPOSE: COMPLY WITH CALIFORNIA LAW - CORPORATE GOVERNING BODY

RESPONSIBILITIES: OWN AND LEASE LAND.  
 MAINTAIN PROPERTY CONDITION.  
 ESTABLISH AND APPROVE PROPERTY RULES - OVERALL PROPERTY OPERATION.\_\_\_\_  
 COLLECT RENTS.  
 PAY EXPENSES AND OTHER BILLS.

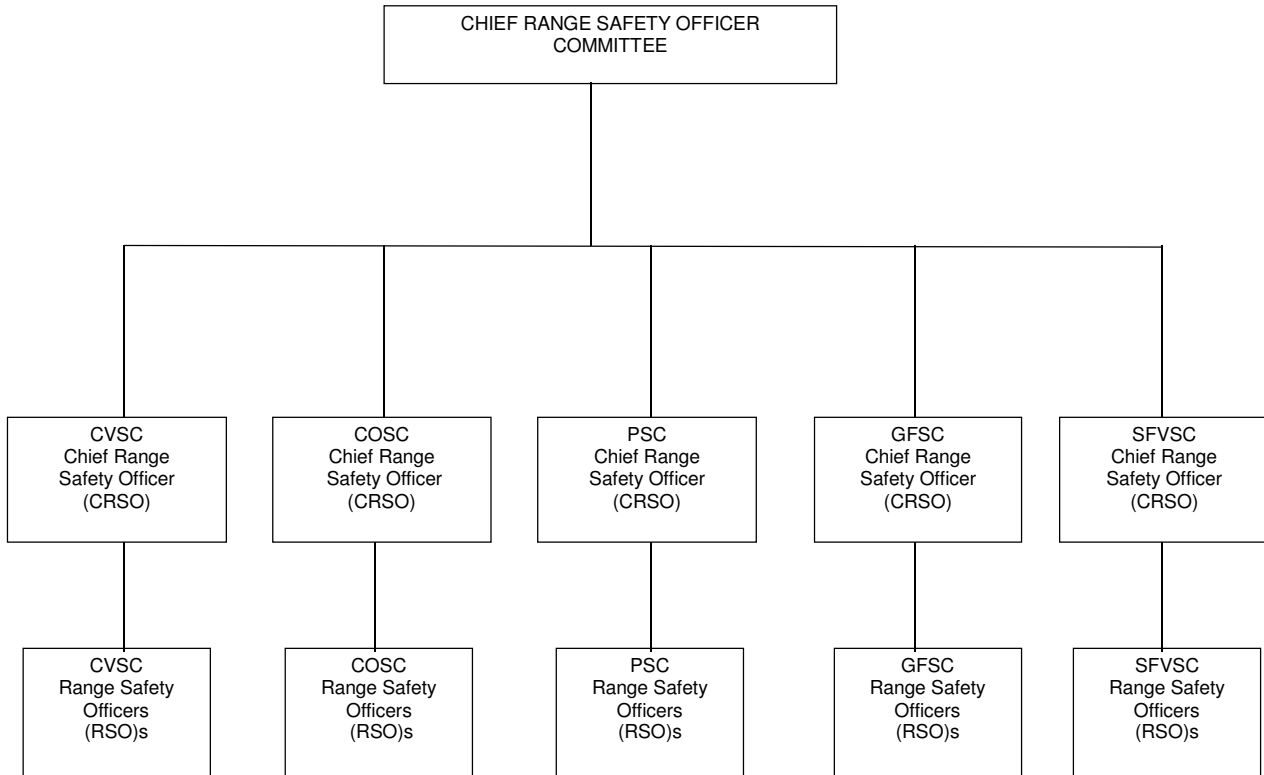
TENANT LEVEL



PURPOSE: RELATIONSHIP OF CLUBS TO CRC AND TO EACH OTHER CLUB.

RESPONSIBILITIES: COMMITTEES FORMED TO DISCUSS COMMON DAY-TO-DAY RANGE OPERATIONS.

CRSO LEVEL

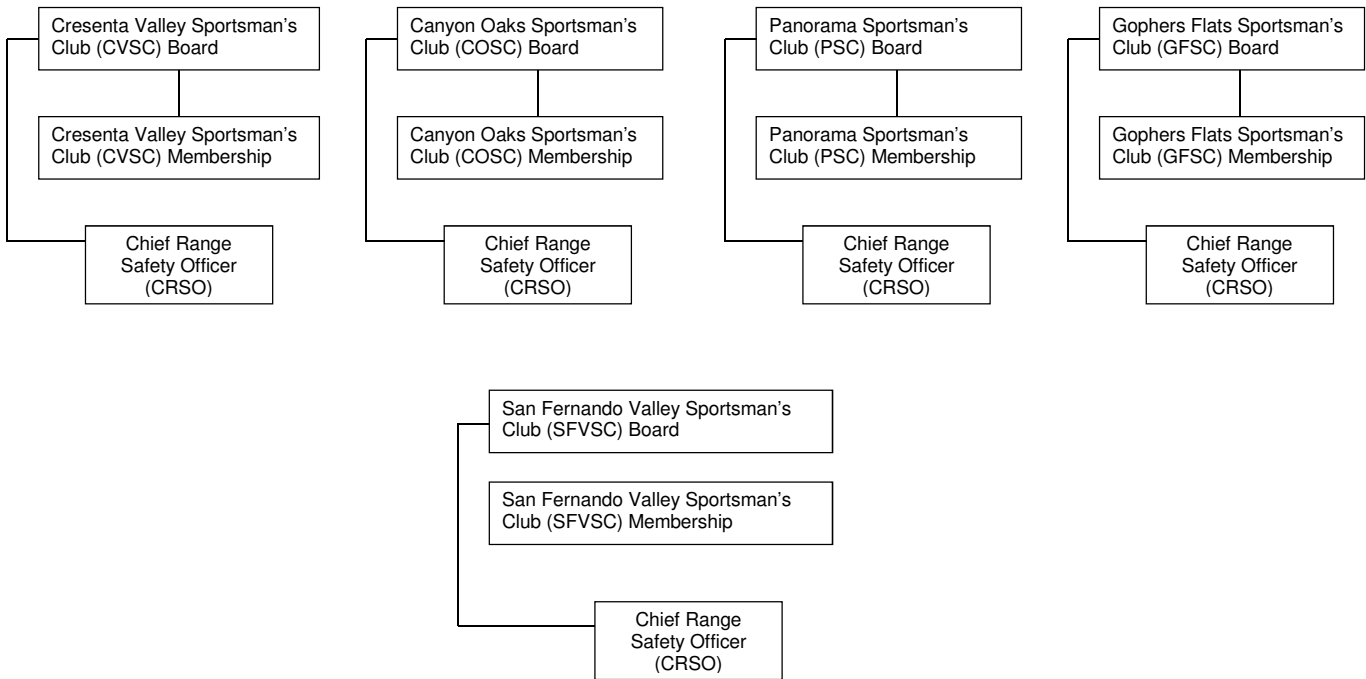


PURPOSE: RELATIONSHIP OF INDIVIDUAL CLUBS RANGE SAFETY OFFICERS AND CHIEF RANGE SAFETY OFFICERS, AND HOW THEY INTERFACE IN INTRA AND INTER CLUB RANGE SAFETY MATTERS.

RESPONSIBILITIES: CRSOs - MONITOR COMPLIANCE WITH APPROVED SOPs AND INSURE THAT THE SOP IS BEING COMPLIED WITH BY THE INDIVIDUAL CLUBS RSOs.

INDIVIDUAL CLUBS RSOs - MAINTAIN A SAFE SHOOTING ENVIRONMENT AND SAFE SHOOTING PRACTICES WITHIN THEIR INDIVIDUAL CLUB IN COMPLIANCE WITH THE APPROVED SOP.

INDIVIDUAL CLUB LEVEL



PURPOSE: GRAPHICALLY SHOW THE GENERAL CLUB STRUCTURE AND THAT EACH CLUB CRSO IS RESPONSIBLE TO THE BOARD OF DIRECTORS OF HIS INDIVIDUAL CLUB.