



Royal Canadian Sea Cadet  
Corps “Grenville”  
**RANGE STANDING ORDERS**

Issued on the authority of the Commanding Officer

**Range standing orders signature sheet.**

In signing the sheet below, I acknowledge that I have read the RCSCC Grenville Range Standing orders. This is a required prior to anyone conducting range training.

<b>Rank</b>	<b>Name</b>	<b>Date signed</b>

## **RANGE SAFETY ORDERS**

### References(s)

- a.) CATO 14-41 (Jan 2009) Authorized Rifle Training
- b.) A-CR-CCP-117/PT-001 Cadet Marksmanship program Reference manual
- c.) CFAO 9-20 Range Safety Officers; and
- d.) B-GL381-001/TS-000 Training Safety

### **GENERAL**

These Range Standing Orders shall apply to all personnel participating in any air rifle firing exercise conducted on a 10- metre indoor “Portable Indoor Air Rifle Range”.

No additional range policies, procedures or forms shall be created for local range activities.

Any recommended changes to these orders shall be sent to the Commanding Officer to review.

### **LOCATION**

The 10-metre “Portable Indoor Air Rifle Range” is to be set up IAW Cadet Marksmanship Rules and Regulations. The range shall be set-up on the parade square at the Brigadier Angel Armoury as follows:

1. Parade nights: Shooters fire North to South. The main entrance will be secured and there will be no access to the washrooms while the range is in operation. Exterior doors to parade square will be closed and posted with ‘Range in Operation – No Entry’ signage. Staff will have access to administrative offices and stores.
2. Weekend Range dates: Shooters will fire North to South. Main entrance will be locked and ‘Range in Operation – No Entry’ signage posted. Entry to building by rear door with access restricted to classrooms and washrooms.
3. If the scope of the activity calls for additional firing lanes, an additional set of 5 firing lanes can be set up shooting South to North. In this case, all RCSCC Grenville offices will be out of bounds, and additional no entry signs must be posted on the northeast and northwest doors. Entry to the building for participants would be the East door of the Armouries,

Indoor ranges must not be set-up in any other location within the building.

### **DESCRIPTION**

The portable air rifle range is set-up and then dismantled once the activity is completed.

Target stands used will be those provided by DND or locally built. Once the range is finished, the target stands will be placed in the downstairs storage room. Back stops shall be neatly placed along the side walls. Shooting mats or gym mats will be used on the firing line and after use will be neatly stored downstairs.

Tables and chairs will be set up safely behind the firing line to be used by the range staff.

The set-up of the range will be as per Annex A.

In all cases, the firing distance will be 10 metres.

Backstops may be used to protect the back of the range. They will be set-up to minimize damage to the walls and/or doors.

Appropriate signage will be posted to inform any pedestrian traffic entering the building that a live range is being conducted. All other access should be limited, and signs posted regarding range activity.

### **BACKSTOPS (TARGET FRAMES)**

- a.) Target frames for the prone position may be constructed of either wood frame w/steel backer plates or wood frame with ballistic nylon curtain to catch the pellets. The size of the frames shall be large enough to accommodate two (2) 10- metre air rifle targets (CCT2001AR853) horizontally or vertically. The target stands provided by RCSU and/or other authorized sources shall be the only ones used.
- b.) Target frames for the standing position may be the frames described in part "a" provided that the frames are safely elevated to a height of 1.4 metres to the centre of the target. Mechanical target retrievable pulley systems are not authorized for this range.
- c.) Dryland Biathlon drop-down targets with string to reset the target, with a wooden target frame placed behind it.
- d.) Moving targets are prohibited.

When conducting air rifle training in the standing position, the RSO shall ensure that the backstops provide adequate surface area to accommodate the target being used and to stop stray pellets. Range layout is listed in Annex A.

### **TARGETS**

Only 10 metre approved air rifle targets will be used. These include grouping or application target. Stock#: CCT2000GRTD and 13358.

Cadets are not authorized to fire on any of the following targets:

- a.) Human-like figures or silhouettes
- b.) Animal-like figures or silhouettes
- c.) Photographs of persons or animals
- d.) Any other target that is deemed inappropriate/not authorized.

### **AIR RIFLES/PELLETS**

Notwithstanding the limitation set out in CATO 14-41 regarding the types of air rifles that may be used for approved cadet activities, all air training at the LHQ level on the range is to use only the following air rifles and pellets:

- a.) Air Rifles (853-C Air Rifle) issued by DND,
- b.) Pellets:
  - 1.) 4.56mm (.177 cal) air rifle pellets as provided by DND.
- c.) Personnel are not authorized to purchase pellets at local stores
- d.) Air handguns/pistols are strictly prohibited
- e.) Non DND-owned air rifles are strictly prohibited.

## **RESTRICTIONS**

Access must be controlled by the following:

When the air rifle range is in use, either the Southwest or Northwest entrance areas will be “out of bounds” (see LOCATION above). Signage will be posted indicating the Air Rifle Range is in use and entry is prohibited.

Note: cadets not on the firing line shall be designated (Mondays evenings) to a safe seating area away from the firing line or a designated room away from the firing line.

The area behind the firing line is “out of bounds” to anyone not participating in the current relay.

The RSO is to verify that all the above areas and doors are well marked, and signs posted accordingly.

## **COMMUNICATIONS**

All communications on the range shall be made verbally. There is no requirement for radios. Flags or lights shall be used to indicate a range is either, “live” or “safe”, through the use of a solid red or green flag/light.

## **SUPERVISION AND RANGE SAFETY OFFICERS**

The range will be conducted by a range Safety Officer (RSO). This person shall be appointed by the Cadet Corps Commanding Officer. Furthermore, only those individuals who have a valid Air Rifle RSO certificate and authorized to supervise the range.

All RSO's are to be qualified IAW Reference “C” and shall exercise complete control of all activity and maintain range discipline. The RSO is responsible for all aspects of the range exercise. The RSO is to ensure the range is strictly controlled.

The RSO is to ensure that all personnel have been instructed in the safe use and operation of the air rifle being used prior to firing.

The RSO will carry out an inspection of the range area and equipment to ensure serviceability.

The RSO will have all cadets and staff sign in on the Range Log and check off the box that says they have read and understand the Range Standing Orders. Range Log is attached as Annex B.

Adult coaches and cadet coaches are permitted on the range; however, they shall be under the control of the RSO and follow all range rules and etiquette.

Standard Range Commands are listed in Annex D.

## **RANGE CONTROL FLAGS / LIGHTS / SIGNS**

To indicate this range is in use, the following means will be used:

Range Control Flags or Lights:

- a.) A red flag/light will be displayed (visible from all areas) at the entrance of the range.
- b.) Flags or lights will also be displayed on the firing line to indicate the status of the range. The colour shall be red when firing is being conducted and green when firing is NOT taking place.

- c.) Warning signs at all entrances to the range should be posted so that they are visible to anyone attempting to enter (see Restrictions on page 3).

### **FIRING POSITIONS**

IAW reference "A", firing on this range is permitted in the following positions:

- a) Prone
- b) Standing

Note: Kneeling position is not permitted, as per CATO 14-41

### **MEDICAL REQUIREMENTS**

During all range exercises, a suitable First Aid Kit shall be available and if possible, a qualified First Aid person present. All range users are to be familiar with the location and contents of the First Aid Kit.

- a.) It is mandatory for all present on the range to wear safety eye protection, or prescription shatterproof eyeglasses (with side shields).
- b.) The use of aural protection is not required but recommended when operating or training with approved air rifles
- c.) Helmets are NOT required IAW CCM Marksmanship Procedures.

### **EMERGENCY CEASE FIRE**

The RSO will ensure that all personnel understand his/her methods of signaling, "Cease Fire".

Once a "Cease Fire" is ordered, the rifle's safety catch is to be applied and the finger is to be removed from the trigger. The rifle is to be placed down and all cadets on the firing line to wait for further instructions.

### **EMERGENCY PROCEDURES**

In case of serious injury to personnel:

The RSO of the range exercise shall immediately cease-fire and shut down the range. The appointed First Aid person will administer emergency First Aid.

Contact by phone will be made to 911 in the event of serious injury. The RSO should have the cell phone present on the firing line. (Phone to be on "silent mode" during live range)

The 911 address is **720 Lawrence Avenue, Kelowna BC**

The cadet Corps Commanding Officer shall be notified immediately in the event of any range related accident. If he/she is not available, the RSO shall notify the next person in the Corps chain of command.

An incident or accident report (CF98 DND 2299 as applicable) shall be completed and immediately forwarded to the Corps Commanding Officer.

In the event of a fire, explosion, gas leak, flood, or any other dangerous situation, the range shall immediately be shut down. Personnel are to exit the building IAW SOP's on safety. If safe to do so, the RSO will secure the rifles, pellets, and equipment.

Safety personnel (fire, ambulance, police, etc.) are to be notified prior to their entrance to the building that a range exercise was in progress at the time of the emergency and evacuation of the building.

### **ENVIRONMENTAL**

Used/damaged pellets shall be considered as contaminated / hazardous waste. These pellets will be gathered up at the end of the range exercise and placed in a container labelled, "used" Pellets" and then recycled IAW Regional Directives.

### **RANGE LIGHTING**

Existing overhead and natural lighting is generally sufficient to provide lighting on the range.

### **SAFETY PROCEDURES**

All personnel shall either read or be briefed on the contents of these Range Standing Orders. Rifles will be proved safe when picked up, handed to or received from another person.

- a.) Rifles are never pointed at another person.
- b.) Horseplay is forbidden on or near the range.
- c.) Rifles whether loaded or not, will be treated as such, and will always be pointed down range.

Rifles will always be treated in a professional manner. All pellets fired must be directed down range towards the target stands. The RSO and his/her staff do, however, have the authority to remove rifles from the firing line and conduct inspections, adjustments, and/or repairs as required. Any rifles handled off the range must be unloaded and proved "safe" prior to handling.

If a loaded rifle must be passed to another person, it shall be passed with the safety catch engaged and the person is to verbally make known, "this rifle is loaded", prior to passing it along. All other rifles passed will be properly cleared, in front of the person receiving the rifle.

Eating is not permitted on or near the range around the pellets or other equipment.

All persons coming into contact with lead pellets shall wash their hands thoroughly and immediately after leaving the firing line in the designated washroom areas. The RSO's directions and orders are to be obeyed at all times. All in contrary to any and all orders may be subjected to immediate removal from the firing line, and/or exercise.

Personnel may approach the backstops down range to retrieve or post targets only at the instruction of the RSO and only when a "green" flag/light is shown. Personnel may move downrange to access offices / classrooms / washrooms ONLY with the permission of the RSO and ONLY when a green flag/light is displayed. Personnel will not move between or in front of the firing lanes. Movement will only be permitted along the side walls.

A Range Safety briefing should be done with all personnel prior to the range activity starting. The elements of the briefing is found at Annex C.

### **ARCS OF FIRE AND ELEVATION**

Left and right arcs of fire for the range are the outer edges of the far left and right of the targets. Each person on the firing line has an arc which spans from the left edge of their target to the right edge of

their individual target which is marked numerically. While on the firing line rifles should not be elevated above 30 degrees, nor pointed in a direction that may be deemed a safety breach by the RSO.

#### **RANGE CLEARANCE**

All rifles are to be unloaded and proved by the RSO. The RSO may delegate this task to firing point assistants, but the overall responsibility for clearing all rifles remains with the RSO. A verbal declaration is to be made by all personnel who fired or worked during the exercise to confirm that no personnel have any pellets in their possession. The phrase to use is, "I have no parts or pellets in my possession, Sir, Ma'am" (RSO's may use alternate wording for declarations).

All remaining unfired pellets are to be returned to the RSO or range assistants responsible for ammunition accounting. The range area will be cleaned and returned to its proper setting.

#### **RIFLE SECURITY**

Rifles and marksmanship equipment may be brought to other areas in order to act as training devices in rifle safety courses, to instruct candidates and for weapons handling drills. Rifles are never to be loaded and no ammunition is to be present in the area being used for instruction. All rifle instruction will be conducted under supervision of an Air Rifle RSO.

#### **CHANGE TO REGULATIONS**

Should there be a change in DND, CAF, or CCO regulations concerning any aspect of these orders, changes shall be made IAW the new established procedures and policy. Notation and documentation, along with the name of the person making said changes are to be noted in the "Amendment" located at the beginning of these orders.

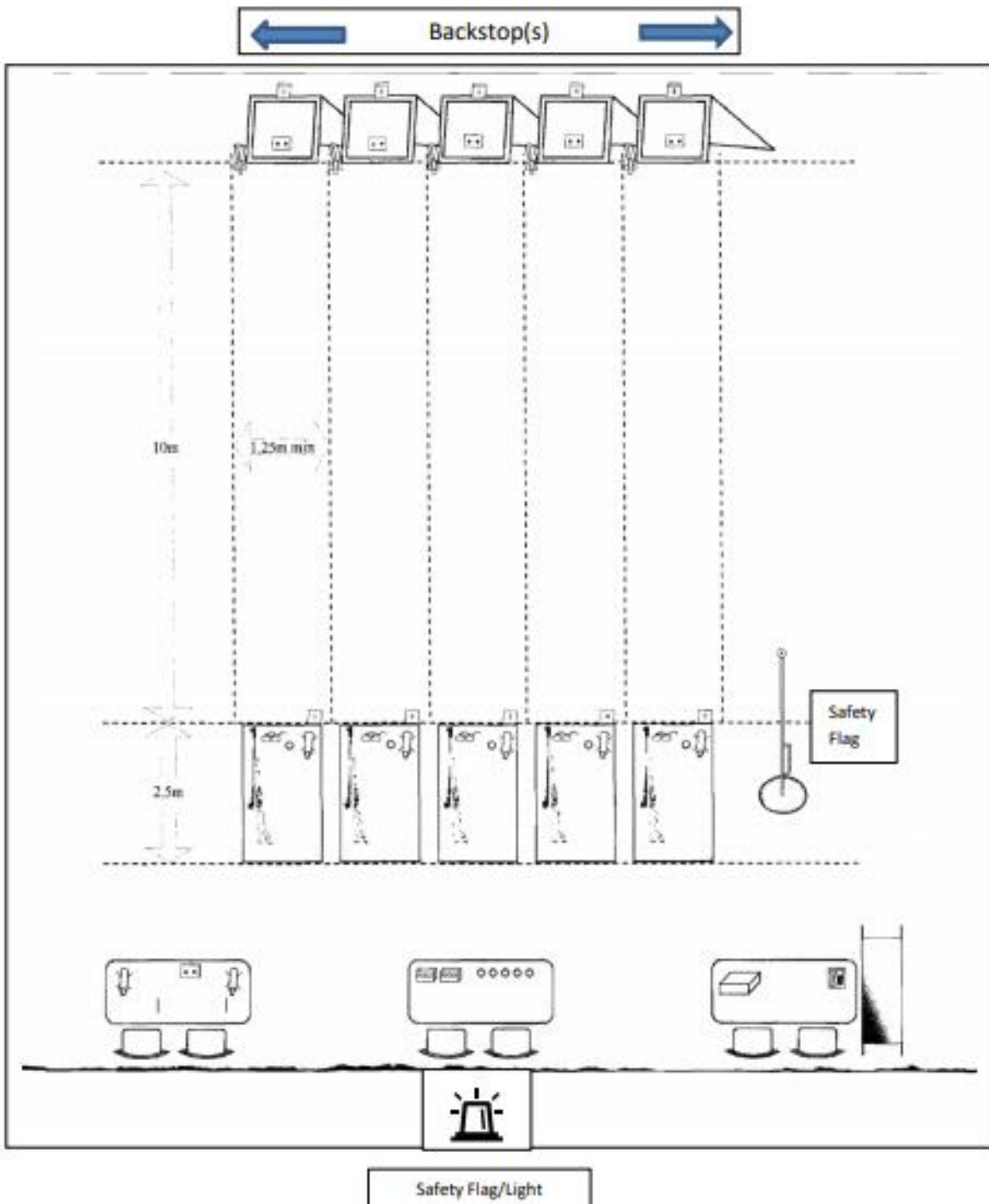
These orders may be reviewing and subject to change with the approval of the Commanding Officer of RCSCC Grenville, IAW references stated above. Suggestion for amendments shall be forwarded to the Commanding Officer who will update these orders as required.

#### **AUTHORITY**

The range Standing Orders for the "Portable Air Rifle Range" located at 720 Lawrence Ave are published under the authority of the Officer Commanding, 93 RCSCC Grenville.



### Standard Cadet Air Rifle Range Layout



## RCSCC Grenville

### Indoor Range Log Sheet

Date:		Start Time:	
RSO Name:		End Time:	

Name	Rank	Have read Range Standing orders (Yes / No)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

NOTE: Prior to Shooting, all Cadets and Staff should read the Range Standing Orders

**RSO Checklist**

1. Equipment put away
2. Floor swept
3. Used pellets have been collected and disposed
4. Cadets and Staff made their declaration
5. First Aid kit re-stocked
6. Any injuries or incidents (report to CO, complete DND2299 or CF98)

RSO Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**RCSCC Grenville - Range Safety Briefing**

**1. Welcome / Introductions:**

- a. Staff
- b. RSO
- c. Range Assistants
- d. First Aider

**2. Overview of Range:**

- a. Components of range
- b. Danger / Out of Bounds
- c. Location of range and other concurrent activities
- d. Routes of access

**3. General Safety Rules:**

- a. No running
- b. No horseplay
- c. No shouting
- d. No food on the range
- e. Muster location in case of evacuation

**4. Activity:**

- a. Type of Activity / Training being conducted
- b. Target being used
- c. Indication (number of pellets)
- d. Scoring

**5. Equipment:**

- a. Rifles, Ammo, Safety Equipment

**6. Cease Fire Command:**

- a. When to use
- b. Who can call
- c. Action upon hearing a cease fire

**7. Hygiene**

- a. Important to remember that lead and gun oil are toxic.
- b. Wash hands immediately after handling rifle or pellets, especially before eating or drinking.

**8. First Aid and Emergencies:**

- a. Action in the event of injury or emergency
- b. Identification of first aider and first aid supplies

**9. Questions:**

- a. Does anyone have any questions?

## **RCSCC Grenville - Standard Range Commands**

1. Coaches/Shooters cover off your firing point
2. Change Flags/lights red.
3. Adopt the prone position. Pick up your equipment and adjust position (2min)
4. Relay LOAD
5. Relay (Group), \_\_\_\_\_m (Range), \_\_\_\_\_ rounds (indication), \_\_\_\_\_(type), \_\_\_\_\_(time), fir. Give 10, 5, 2 min warning if needed.
6. Relay, UNLOAD and prepare for inspection
7. Relay, STAND UP
8. Change flags/lights Green
9. Move to your right, proceed downrange to collect and post new targets



**AIR RIFLE RANGE  
IN PROGRESS**