

ADTA Basic Range Safety Officer Training Course

Revised April 15, 2022

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Purpose

The ADTA holds safety as our utmost responsibility. Our shooting events are overseen by certified NRA Range Safety Officers (RSO), ADTA RSO, or RSOs from other qualified organizations. In order to assist those who would volunteer to be RSO, the ADTA offers an in house RSO course based on the NRA RSO training materials.

This ADTA Basic Range Safety Officer Training Course is offered to those interested in becoming a range safety officer for our shooting events and other special events requiring the presence of a RSO. RSO candidates are required to participate in a two-hour classroom training, a two-hour scenario based training, and participate in practical training sessions assisting an RSO at non-shooting and shooting events. If the RSO candidate is deemed ready, the candidate will then perform as the RSO in an event under the supervision of the lead RSO. There will be a de-brief and review of the practical sessions against the training requirements. The respective Chief RSO will recommend ADTA RSO status upon successful completion of the training and apprenticeship. The Board of Directors will review and approve as appropriate.

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After certification the RSO is expected to work at least two events per year to maintain RSO qualifications. If you are serving as an event staff, your event fees are waived at ADTA shoots.

Course Requirements

This course is to qualify RSOs for in house ADTA events only. Should you wish to become a certified NRA RSO at a later date, you will have a good background for that course.

The student must meet the following requirements:

1. Be 21 years old or older;
2. Attend the whole course;
3. Participate in discussions and practical exercises;
4. Demonstrate the knowledge, skills, and attitudes necessary to organize, conduct, and supervise safe shooting activities and range operations;

This RSO training class is open to both women and men. We expect potential candidates to have a reasonable degree of experience with firearms. We will use the pronouns “he and his” for simplicity.

Course Content

The RSO is in charge of the range in a shooting event. For non-shooting events, he oversees the safe condition of guns and enforces the safety rules during their handling.

His primary duties are:

1. To control all shooting activities on the range and
2. To ensure that the shooters are obeying all safety rules.

RSOs possess the knowledge, skills, and attitude essential to organizing, conducting, and supervising safe shooting activities and range operations. The course content includes:

1. Introductions;
2. The role of the Range Safety Officer and Range Standard Operating Procedures;
3. Range Inspection and Range Rules;
4. Range Safety Briefing;
5. Emergency Procedures;
6. Gun Stoppages and Malfunctions.

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This course is modeled after the NRA RSO training.

Application for Training

If you are interested in volunteering for this course, please watch for this course on the ADTA website and sign up when the course is offered. This is a free course.

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Pre-Class Check In/ Safety Inspection

Check and clear all guns and remove all ammunition from the classroom. CPL holders included.

All guns not used in class for demonstrations must be placed in bags or storage cases.

Guns to be used in class must be kept at a designated area with chamber open or flagged.

LESSON I: Introduction

Introduce class members.

The course goal is to develop ADTA Range Safety Officers who will possess the knowledge, skills, and attitude essential to organizing, conducting, and supervising safe shooting activities and range operations. This is an in house ADTA program and the resulting certification is limited to ADTA events unless recognized and approved by other ranges and organizations.

LESSON II: Role of the RSO and Range Standard Operating Procedures (SOP)

Role of the Range Safety Officer

- The Range Safety Officer (RSO) supervises shooting activities as prescribed by the range Standard Operation Procedures (SOPs).
- The Range Safety Officer (RSO) also inspects and ensures the safe condition of guns and supervises safe and proper handling of guns in non shooting events such as at monthly meetings or dry fire classroom activities.

Range Standard Operating Procedures

- Contents determined by range owner
 - Organizational Information
 - Range Capabilities

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- Range Operations
- Shooting Range Rules and Regulations
- Emergency Response Plans

LESSON III: Range Inspection and Range Rules

RSO Range Check-in Procedures

- Check in at the range office
- If required, sign attendance roster and waiver forms
- Pick up equipment & materials as necessary
- Target cardboard, waiver forms for attendees, etc.

Range Inspection

- Facility SOPs provide inspection procedures (layout, restrooms, shop)
- If you are given facility SOP, ensure that each item is checked
- Each range is unique
- Check the SOPs for the specific range (bay, lanes, outdoors)
- Use your own GOOD judgment.

Indoor Range Inspection

- Condition of range on arrival: clean or dirty?
- Lighting set correctly?
- Air-flow system working properly?
- Impact area functional and free of personnel?
- Target carriers working properly?
- Targets ready?
- Communication and backup system(s) working?
- Safety briefing prepared?
- Emergency procedures reviewed and checked?
- Is there a live round disposal can?

Outdoor Range Inspection

- Condition of range on arrival: clean or dirty?

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- Impact area functional?
- Downrange area free of personnel?
- Target holders working properly?
- Targets ready?
- Communication and backup system(s) working?
- Safety briefing prepared?
- Emergency procedures reviewed and checked?
- Baffles and berms checked?
- Is there a live round disposal can?

Class Room/Library/Senior Center/Church

- Condition of room on arrival: clean or dirty?
- Note furnishings and their location.
- If furnishings need to be moved, take a picture or draw a map if necessary for proper relocation at end of class.
- Determine safe backstop direction.
- Establish gun inspection area and have materials to mark guns once cleared.
- Establish “show and tell” table and muzzle direction.
- Identify egress route and procedure for emergencies.

Categories of Range Rules

- Four Basic Principles of Safe Gun Handling
- General Range Rules
- Site-Specific Range Rules
- Administrative Rules

The Four Basic Principles of Safe Gun Handling

1. Treat every firearm as if it's loaded.
2. Never point a firearm at anything you are not willing to destroy.
3. Keep your finger off the trigger until you are on target and ready to fire.

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4. Always be sure of your target and what is beyond it.

General Range Safety Rules

- Know and obey all range rules.
- Know where others are at all times.
- Shoot only at authorized targets.
- Know range layout, safe areas, the field of fire, cone of fire, and backstops.
- Designate an RSO when none is present or assigned.
- Do not handle a firearm or stand at the firing line where firearms are present while others are downrange.
- When “Range is Cold”, NO ONE touches any firearms. Must be holstered or bagged.
- Stop shooting immediately upon the command “CEASE FIRE” or “STOP”. Freeze in place, index the trigger finger, and wait for further instructions.
- **YOU** can yell “Cease Fire” or “Stop” any time **YOU** see a safety concern. Safety is everyone’s responsibility.
- Hygiene Guidelines (shooting & cleaning)
 - Do not eat, drink, smoke, apply makeup, or place your hands in proximity to your mouth, nose while on the range or cleaning a gun.
- Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.
- Special Concerns
 - Pregnant women, children under seven years of age, and others who have concerns should consult a physician before visiting shooting ranges.
 - For young children and pregnant women, lead exposure is the primary risk factor. Amniotic fluid protects the child in the womb, and manufacturers produce child-size hearing protectors and safety glasses.

Site-Specific Range Safety Rules

- Tailored for a specific shooting range
- Specifies authorized firearms, calibers and limitations
- Provides rules for special types of shooting events

Administrative Range Safety Rules

- Provide policy rules of the range
 - Govern how the range facility operates

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- Hours of operation
- Parking policies
- Schedule of activities
- Enforcement of Range Rules
- The range SOPs guide the RSO and users
- Educate to reduce incidents and recurrence
- Warning
- Removal from event and notice to ADTA board for review.

LESSON IV: Range Safety Briefing

Range Safety Briefing

- WHAT:
 - Prepares shooters to safely participate in shooting events
- WHEN:
 - Conducted immediately prior to event.
- WHERE:
 - Conducted within view of the range.

Range Safety Briefing Topics

- Purpose of the Shooting Event
- Range Layout and Limits
- Range Safety Rules
- Firing Line Commands
- Emergency Procedures

Purpose of the Shooting Event

- Introduce yourself and staff
- Inform all shooters the purpose and skills that will occur during live fire
- Examples
 - Open shooting
 - Zeroing firearms
 - Match or Competition
 - Training session

Range Layout

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- EXAMPLES such as Bulls Eye, West Coast Armory, WCAN, Paul Bunyan, FWIR

Range Safety Rules

- Range SOPs guide RSOs
 - Four Basic Principles of Safe Gun Handling
 - General Range Rules
 - Site-Specific Range Rules
 - Administrative Rules

Firing Line Commands

- What command can be issued by anyone?
- What are the advantages of using standard range commands?
- What are the characteristics of effective range commands?

Emergency Procedures

Each facility (FWIR, WCAN, WCA, etc.) will have their own procedures. Contact their RSOs first if there is an emergency so they can implement their SOP or protocol. ADTA will assist and cooperate with their staff. Lacking their presence, ADTA will implement the ADTA process as noted below.

- Establish procedures for everyone to follow
 - RSO takes charge of the situation
 - Render aid
 - Call for help (911)
 - Direct help to location.
 - Take notes (write report).

LESSON V: Emergency Procedures

Purpose of Emergency Procedures

- Minimize confusion during an emergency

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- Save time responding to an emergency.
- Standardize steps and the order they are performed
 - Take charge of the situation
 - Render aid
 - Call for help
 - Direct medical help to location
 - Take notes (report, photos).

Take Charge

- Cease Firing, unload and clear chamber and stay in place.
- Evaluate the situation (minor or major?)
- Designate helpers if necessary
 - Render first aid
 - Call for help.
 - Direct medical help to location
 - Account for attendees and staff
 - Take notes (reports, photos).

Render Aid

- Training and Equipment
 - First aid training, Stop the Bleed, and CPR recommended
 - Contact doctor's office for first-aid kit requirements
- Good Samaritan Law
- Aid
 - Determine level of care (treat? Call for help?)
- Gather information for emergency phone call
 - Medical information questions on event sign up form?

Call for Help

- Checklist on how to make the call
 - Have phone numbers or radio emergency channel on hand
 - Give the dispatcher necessary information:
 - Location (911 address)
 - Phone number
 - Your name
 - What happened
 - How many people injured and their condition

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- Location of person who will direct help to the scene
- Secure path to the scene (gates, doors, etc)

Direct Medical Help to Location

- Position one or more persons to direct the emergency vehicle
 - On main road to entrance of the facility
 - On road to range
 - Outside the building

Take Notes

- Take notes on the times actions were taken
- Get statements from witness(es)
- Take photos (disposable camera in first aid kit?)
- Complete required SOPs form
- Notify authorities if necessary

LESSON VI: Stoppages and Malfunctions

What is a Stoppage?

- A stoppage is an unintentional interruption in the operational cycle of a firearm.
- Examples
 - Double Feed
 - Stovepipe
 - Failure of the cylinder to rotate in a revolver

Cycle of Operation

- Cycle of Operation has 8 Steps
 - Feeding
 - Chambering
 - Locking
 - Firing
 - Unlocking
 - Extracting
 - Ejecting
 - Cocking

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What is a Malfunction?

- The failure of a firearm to function as designed or fire satisfactorily
- Two categories
 - Firearm malfunction (broken sear)
 - Ammo malfunction (misfire)

Ammunition Malfunctions

- Misfire
- Hangfire
- Squib load
- What should the shooter do?
 - Keep the gun pointed in a safe direction and wait 30+ seconds
 - Raise the non-shooting hand for assistance or clear it, if the shooter knows how

Clear a Stoppage

- What do we need to know?
 - Parts of the firearm
 - How to SAFELY operate the firearm
- Load
- Fire
- Unload

(In the tactical world, the terms malfunction and stoppages take on different meanings. Malfunctions are functional problems experienced during the course of shooting. See Appendix C for a discussion on tactical malfunctions. These malfunctions require fast recovery and re-engagement while shooting. A stoppage is a mechanical firearm failure requiring safe and methodical evaluation and recovery or even the services of a gunsmith.)

How to Take Control of a Loaded Firearm

For handguns:

- Approach from non-dominant side (left, for a right handed shooter).
- If the gun is hot, have the shooter place the gun in the palm of **your** left hand (right handed shooter, right palm if left handed shooter) with the muzzle pointed at a safe

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backstop. Control the muzzle. If the gun is cold, you may grasp the barrel of the gun to control the muzzle.

- Have the shooter step back.
- Use your strong hand to control the firearm.
- Determine the stoppage, clear it and unload the firearm.
- Tell the shooter what went wrong and how to prevent it from happening again.

For long guns:

- Approach from the shooter's dominant side.
- Grasp the fore stock to control the muzzle.
- Grasp the rear stock to maintain gun balance.
- Have the shooter release the gun and step back.
- Use your strong hand to control the firearm.
- Determine the stoppage, clear it and unload the firearm.
- Tell the shooter what went wrong and how to prevent it from happening again.

Action Types

Handguns

- Double action revolver
- Single action revolver
- Semi-automatic pistols (DAO, SA, DA/SA)

Shotguns

- Manual pump action
- Semi-automatic action

General Rules for Unloading Guns

- ALWAYS keep the gun pointed in a safe direction.
- ALWAYS keep your finger off the trigger.
- Remove the ammunition source.
- Open the action.
- Visually and physically inspect the chamber and magazine areas.
- Leave the action open and engage the mechanical safety if there is one.

Range Safety Evaluation (Assess and Feedback)

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- Post event: If necessary, send a short after action report to the instructor, event coordinator, and other RSOs for issues or concerns at the event.
- What is needed to make the range safer?
 - Equipment?
 - Personnel?
 - Procedures?
 - Processes?

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Appendix A: Range Operations

Range Orientation, Safety Briefing and Event Procedure Check List

Range Location: _____

Manager or staff on duty: _____ Date: _____

Emergency contact/ Phone number: _____

Site Specific Emergency procedures if any: _____

Attendee List: (RSO)

___ RSO provides attendance list to WCAN and ensure members are current on the range rules.

___ RSO makes sure attendees sign in at the FWIR attendance roster before entering the bays and, if new shooter at the range, ensure they read the range rules.

___ Attendees give their government issued ID to the FWIR RSOs.

Safety Check: (RSO)

___ Gun Safety Check - incoming shooters present, unload and show clear (opportunity for RSO to check safe condition of gun before the live fire)

General: (RSO)

___ Gives safety briefing

___ Introduces other RSOs

___ Introduces Instructors

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___ Overview of the events.

Four Basic Rules of Firearms: (RSO)

1. Treat every gun as if it is loaded
2. Never point the gun at anything you are not willing to destroy
3. Never put your finger on the trigger until the gun is pointed downrange and you are ready to fire
4. Know your target and what is beyond it

Loading and Unloading: (RSO)

- ___ Hot vs Cold Range (eyes and ears, guns holstered)
- ___ Revolver vs Semi auto (moon clips or strips, magazines)
- ___ Loading table (magazine only, no ammo in gun)
- ___ Loading on the line (make ready, tactical reload, emergency reload)
- ___ Unload (show clear and holster)

Firearm Handling: (RSO)

- ___ Range and Facility lay out and limits to cone of fire
- ___ Spectator area
- ___ Gear storage
- ___ Loading area (Loading is OK anytime you are not on the firing line.)
- ___ When you are off the firing line, if the range is cold: no magazine in the well, chamber empty, hammer down, shown clear before exiting the firing line)
- ___ When the range is operated in hot condition, ABSOLUTELY NO GUN HANDLING UNTIL YOU ARE ON THE LINE AND TOLD TO DO SO
- ___ Firing area (identify demarcation line for gun handling vs guns cased or holstered)
- ___ Backstop/baffles/targets

Follow range commands: (RSO)

___ ANYONE can say CEASE FIRE OR STOP!! FREEZE immediately and index your trigger finger on the side of the pistol and wait for further instructions.

___ If there is a malfunction, keep the gun pointed downrange, index your trigger finger and clear if you are able. If you need assistance raise your support hand. RSO will give you instructions to clear or hold position for assistance. (Especially if there is a potential for a hangfire.)

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Hygiene guidelines: (RSO)

Wash hands and face with cold and soapy water when using rest room, before going to lunch, and at the conclusion of the event.

Do not eat and drink, etc. or place hands in proximity to the mouth or nose while on the range or cleaning a gun. Follow facility rules. At minimum all food and drinks should be stored inside your bags or taken outside the range if possible.

Lead poisoning concerns through ingesting and absorption (especially pregnant women and young kids); remember you can bring lead home on shoes, clothing and equipment if you don't clean up at the range.

In case of emergency: (RSO)

Assess severity

Call for help

Assign duties

Event Procedure: (Instructor)

Briefing on events and scenarios

Walk through demonstration of drills and skills

Calls for start of exercises and leads class

Conclusion of Event: (RSO)

Gun Safety Check: For cold range: At conclusion of events and still at firing line, shooters show clear and holster guns

Gun Safety Check: For hot range: Shooters remain holstered. Shooter may elect to show clear and holster their gun at the conclusion of the last event.

At conclusion of all events, RSO will call range is cold to permit taking off eyes and ears, CPL holders may re-arm with defensive round at a designated safe area prior to leaving range.

After Action: (RSO and Instructor)

Secure site (shooters help clean range and clear ADTA equipment)

Evaluate and document if necessary (injuries, safety violations)

Note good practices and needs for improvement

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___ Email a short after action report to instructor and event coordinator and other RSOs noting number of staff and participants, brief summary of drills, any safety issues.

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Appendix B: ADTA Range Commands

1. **"CEASE FIRE!" or "STOP!"**
The most important command to understand, which anyone can yell at any time during an event: "CEASE FIRE!" or "STOP!" Shooters shall stop shooting immediately. Take your finger off the trigger immediately and index your trigger finger on the side of the pistol and FREEZE in place; stay facing downrange. Wait and listen for further instructions.
2. **"Eyes and ear protection on."**
Everyone at the event must wear appropriate eye and ear protection. A billed hat (baseball style) is also recommended to fend against errant shell casings.
3. **"Range is hot." (RSO Responsibility)**
The RSO has confirmed that everyone is in a safe position, the range is ready, and everyone has eye and ear protection on. The training event will determine what shooters may do at this point. Shooters must follow given instructions.
4. **"Shooters to the line." or "Group 1 to the line."**
When shooter hear this command and it's your group's turn to shoot, shooter will step forward to the designated firing line, then look left and right and ensure you're standing even with the other shooters.
5. **"Shooters, look left and right and align in a straight line"**
Shooter confirm that you are lined up in a straight line facing downrange.
6. **"Safeties, one arm length from shooter."**
Safeties line up behind the shooter and place one hand on the shooter's shoulder to determine your position. Stand on right side of shooter if shooter is right handed, left side if shooter is left handed so you can observe trigger finger position. This is usually for shooting exercises at a fixed firing line.
7. **"Next shooter." or "Group 2 to the line."**
When hearing this command, shooter steps forward and stand next to the instructor or RSO as directed. This command is used during an event that runs a one-shooter exercise.
8. **"Shooters, Load and make ready." (may be followed by "then go to low ready" or "then safety on, de-cock, and holster.")**
Shooter will un-holster your firearm, load it, chamber a round, then return it to the instructed position, prepared to start the exercise.

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9. **"Shooters, On the 'Go' command, you will [...provided instructions]."**

The instructor explains the steps in the exercise and the exact command phrase to start the drill. Alternate phrases such as "threat" or a called target can be substituted. Shooter should ask for clarification or for more information about the exercise if needed. Shooter should ask the instructor for adjustments or allowances due to their own skill and comfort levels at this time. An example would be shooter's inability to shoot off hand.
10. **"Shooter ready?"**

Shooter shall acknowledge with a "yes" or nod to confirm you are ready. The instructor is confirming you are ready to begin the exercise. If you have any questions about the exercise, ask it now before saying "yes".
11. **"Go!" (alternatively, a whistle for group exercises, or a buzzer for timed exercises)**

Shooter performs the drill as instructed for the immediate exercise.
12. **"Shooters, Unload and show clear."**

The instructor or RSO may command you to unload and show clear at any time, not just at the end of the exercise. Shooter must remove the weapon's magazine, operate the slide to eject any chambered round, hold the slide back to show the breech and chamber to the official to confirm your weapon is completely unloaded. Wait for further instructions. Always keep your firearm pointed safely downrange.
13. **"Shooters, Point downrange and trip your trigger."**

Shooter shall point the gun down range at the backstop and pull the trigger. Your gun should go 'click'. Some guns cannot be dry-fired such as most 22s. For those guns double check and clear again.
14. **"Shooters, Holster Your Gun, and Turn Around."**

Your gun is now unloaded and safe. Shooter re-holster the gun. After holstering, turn around and wait for further instructions. Instructions may include "Shooters, pick up what you may have dropped.", move back to the waiting or staging area. Keep your firearm in your holster at all times when you are not on the firing line.
15. **"Range is cold; [sweep, and tape targets.]" (RSO Responsibility)**

The RSO has confirmed that everyone is unloaded and all firearms are holstered, cased, or otherwise locked down and not in anyone's hands. You may remove your eye and ear protections.

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Rifles and Shotguns

Rifles and shotguns will follow the same commands with the exception of holstering. Instructor will give commands for gun position (high ready, port arms, let them hang, etc.). Muzzle control is the key factor for safety with the long guns.

If you are acting as the safety for a shooter, it is best to sling your gun onto your back to increase shooter's safety.

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Appendix C: Clearing Malfunctions

Clearing Malfunctions

Type I Malfunction (click; failure to fire)

Symptom: Trigger goes click; no bang.

1. Staying on target, with your support hand firmly slam your palm into the magazine base to ensure it's fully in.
2. Roll your pistol to the right to let gravity assist with your ejection port.
3. Firmly, fully and briskly rack the slide.
4. Stay on target, resume firing position, slack out of the trigger.

How to manually configure a Type I malfunction

With no magazine inserted, operate your slide to set your action. Insert a magazine with at least one Snap Cap.

Type II Malfunction (failure to eject / stovepipe)

Symptom: Dead trigger (no click).

1. Index your trigger finger alongside the frame of your weapon.
2. Move to the side; get out of the line of fire. You need a few precious seconds to ascertain what's wrong. Don't let the other guy shoot you while you do.
3. Tilt the gun upwards to get the ejection port into your field of vision. A glance is sufficient.

Observed: Brass high. You have a round sticking up out of your ejection port.

4. Staying on target, with your support hand firmly slam your palm into the magazine base to ensure it's fully in.
5. Roll your pistol to the right to let gravity assist with your ejection port.
6. Firmly, fully and briskly rack the slide.
7. Stay on target, resume firing position, slack out of the trigger.

How to manually configure a Type II malfunction

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With no magazine inserted and no Snap Cap in the chamber, pull your slide back enough to place a Snap Cap vertically in your ejection port. Gently let your slide close on the round to trap it, pointing out of your ejection port. Alternatively, lock your slide open and rotate your pistol to the left. Set a Snap Cap upright in the ejection port; it'll rest on the left interior of your slide. Gently close your slide to trap the round. Insert a magazine with at least one Snap Cap.

Type III Malfunction (failure to extract / feed jam)

Symptom: Dead trigger (no click).

1. Index your trigger finger alongside the frame of your weapon.
2. Move to the side; get out of the line of fire. You need a few precious seconds to ascertain what's wrong. Don't let the other guy shoot you while you do.
3. Tilt the gun upwards to get the ejection port into your field of vision. A glance is sufficient.

Observed: Brass low. You can see brass in the bottom of your ejection port; a round is trying to strip off the top of the magazine but isn't chambering because there's already brass stuck in the chamber.

4. Staying on target, lock your slide open. You must do this to relieve pressure on your magazine. If you need to pull your weapon back closer to your chest, that's okay.
5. With your support hand, check that you have a fresh magazine. Slap your magazine pouch.
6. Get the stuck magazine out of your weapon, hard and fast. Pull/strip it out by the baseplate with your support hand as you hit the magazine release on your weapon. You must be forceful -- a round is jammed at the top, and you're in a life-threatening situation. If you have a fresh magazine, let this magazine slam down onto the ground, discarded. If you don't have a fresh magazine, capture the magazine you just removed with the pinky of your primary hand against the grip.
7. Get that stuck round extracted out of the chamber, hard and fast. Vigorously operate your slide at least three times.
8. Get a magazine into your weapon. If you have a fresh magazine, index it and insert it. If you don't, take the magazine back from your firing pinky and reinsert it.
9. Operate the slide briskly to chamber a new round.
10. Stay on target, resume firing position, slack out of the trigger.

Note that some instructors prefer you check for a fresh magazine before locking the slide open. Personally, I prefer locking the slide open because (a) my support hand is already coming right from my firing grip, and is right there at the weapon to do so, and

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(b) locking the slide open is critical to getting that round unjammed, and many people forget to do it if they check for a fresh magazine, first.

How to manually configure a Type III malfunction

With no magazine inserted, lock your slide open. Point the muzzle down. Place a Snap Cap directly into the chamber of your weapon. Insert a magazine with at least one Snap Cap. Gently close your slide, such that the round trying to strip off the top of your magazine noses/wedges into the chambered Snap Cap. Ensure you have a fresh magazine with at least one Snap Cap in your forward belt pouch.

Failure to go into battery

Symptom: Dead trigger (no click)

1. Index your trigger finger against the frame.
2. Before tilting the gun upwards about 10 degrees, you should see that the slide is not fully forward
3. Take the palm of your support hand and slam it against the back of the slide.
When slide is fully forward, gun is in battery

There will be times when the slide does not seat properly, that is, the slide fails to return to the most forward position. This can occur during “make ready” or “emergency reload” when the shooter rides the slide forward with his hand instead of allowing the slide to slam forward on its own. Weak performing ammo which doesn’t provide the necessary recoil pressure can cause this, too. Also if your grip is not strong enough, the excessive play can absorb some of the recoil. The auto loader needs a solid and strong grip to recoil against.

To correct this, slam the support hand palm against the back of the slide to get it into battery. Keep your shooting hand on target so you can quickly get back to your sight picture.

Those guns with a hammer require a careful but forceful palm strike so as not to damage the hammer or yourself. You may be able to push the slide forward with thumb pressure.

How to manually configure:

With a magazine loaded with at least one snap cap in the pistol, pull the slide back and gently let the slide forward feeding a round into the chamber. The slide should not go into full battery – that is, the back of the slide will hang outside the pistol frame.

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Revolver Malfunctions

1. Should a round not go off, keep the muzzle pointed downrange and hold for at least 30 seconds in case of a hangfire. Then simply pull the trigger to rotate another round into alignment for the next shot. (In a gun fight, pull the trigger again immediately.) If SA pull hammer back to advance the next cartridge.

If it still does not go bang, check that there are live rounds in the cylinder and then check the firing pin for damage.

There may be mechanical issues with the ejector rod or the ejector star. The ejector rod may un-screw due to recoil and cause a hang up when opening or closing the cylinder.

2. With magnum or high pressure loads sometimes the brass gets expanded against the cylinder walls and won't eject normally. Careful and forceful actuation of the ejector rod is necessary. But excessive force with a tool on the ejector rod may cause the rod to bend. Should the ejector rod reach its maximum travel and the case is still stuck, the ejector star may ride over the case rim. Physical manipulation or a trip to a gunsmith most likely will be required.

The gun owner /shooter should be familiar with their guns and corrective actions needed to clear these problems.

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Appendix D: RSO Supplies

RSO Kit Bag

ADTA Badge/RSO Credential
Safety Glasses
Ear Protection
Yellow vest
Hat
First aid kit including burn cream
Whistle
Marker tape (red or orange preferred)
Flashlight
Knife/multi-tool
Paper pad and pen/pencil
Zip lock bags
Hand sanitizer/wipes

Optional:

Extra safety glasses (especially fit over glasses)
Extra ear protection (ear insert types or extra muffs)

Note:

For meetings and non-shooting events, bring a container or bag (or use your empty RSO kit bag) to hold loaded magazines and ammo. Loaded magazines and ammo will be placed in zip lock bags and identified with their owner's name and phone number. Remember, NO LIVE ROUNDS are allowed with show and tell pistols. This "hot box" will be under your supervision.

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Appendix E: RSO Protocols

RSO Protocols

To assist the RSOs in their performance of duties and for consistency at ADTA events, the following steps should be utilized to address members and guests. As RSO of the event you have full authority to exercise all ADTA safety rules.

Non Shooting Event:

- Greet member or guest. Be cheerful and pleasant but businesslike.
- Ask if they have show and tell guns. If yes, have them show you their gun and show clear. Clear means magazine is out of the well and unloaded with no cartridge inserted not even snap caps, chamber is cleared (use flashlight if necessary), point muzzle inside the bullet trap and trip trigger. This is performed by the owner unless he or she cannot (e.g. slide spring is too stiff). You may help or ask someone else to help.
- Tag the trigger guard with colored ribbon (orange or red) tape.
- Ask if they have multiple guns, clear each one individually and set it aside before clearing the next one.
- Ask if they are carrying and if they will display their gun. If they are carrying and they answer:
 - YES, have them clear their carry gun as above making sure their muzzle is pointed in a safe direction. Have them rack the slide at least 3 times to clear the chamber. Have them hold the slide back and you verify the chamber is empty. Use a flashlight if necessary to see the chamber. Have them put the muzzle into the mouth of the bullet trap and pull the trigger.
 - NO, instruct them to keep it holstered at all times and do not take it out of the holster. And if they decide later to show their gun they must come back to one of the RSOs to clear the gun.
- If the owner has any live ammo, have them put the cartridges in a zip lock bag, label with owners name and place in "hot box" under RSO control. (They may elect to take the ammo back to their car. That's their call. When they return, ask if they have any

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guns or ammo to declare. They might feel un-trusted, but it is necessary. If they do, go back through the show clear routine again.)

- Have the owner take the gun to the show and tell table.
- Even if the member or guest does not have a gun to show or being carried, ask if they have any live ammo. If so, bag and tag, and put into the "hot box". Some who are carrying hot may object to this so tell them to keep all ammo concealed and do not handle them.

At the end of the session, return the bagged ammo back to their owner. If they need to reload their carry gun, have them do so at the gun clearing area and make sure their muzzle is pointed in the safe direction. Once their gun is properly loaded, safety is engaged or hammer is de-cocked, they may holster their gun.

- Write up a safety report if needed to document incidents, safety issues or concerns, potential disciplinary actions, or areas of improvement and submit it to the event chair and copy to other RSOs.

(Remember that zip lock bags, pens, color ribbons, "hot box" should be part of your RSO kit bag.)

Shooting Event:

The lead or designated RSO will check in shooters and verify eligibility against the sign up roster. Identify any ineligible person (visitors or guests or walk ons) and tell the instructors and other RSOs. These folks may stay and watch if we are not fully subscribed at the event. If we are fully subscribed they must leave. New shooters must read and sign off on range rules and regulations. These signed forms must be returned to the business' RSOs at the gun ranges.

At the shooting events, members should bring their encased, holstered guns and equipment into the range area. Tell them not to bring out their guns until told to do so. Usually this is after all equipment and props are brought in and tables are set up. We do not want any guns out when there is so much movement going on.

- Designate a safety check lane and have shooters bring their cased or holstered gun to that lane. Facing downrange the shooter will show clear to the RSO and trip the trigger. (Always keeping training in mind, tell shooter to take this opportunity to acquire sight picture and work on trigger control.) Keep the magazine separated from the gun. No magazine is allowed to be inserted into the well at this point. Shooter is then permitted

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to holster their gun. (Only one RSO should be doing this check. The other RSO is responsible for the rest of the group.)

- Instruct shooters they may load their magazines and put them in their belt pouches but do not handle their gun.
- For late arrivals and shooting is in progress, take them to a safe lane to perform “show clear” as above. Or if there is no safe lane available, wait until there is a stoppage in action and let the instructor and everyone know you need to clear a shooter.

At West Coast Armory we go to the shooting bay next to the law enforcement bay to do this safety check. At Federal Way Indoor Range in the shooting lane bays, you may use an open lane in the other bay. At Bulls Eye, you might get permission to use the other bay or wait for a stoppage. Paul Bunyan has a designated safety area for this.

- During the shoot, the supporting RSO will maintain control of the back area while shooters are loading and waiting their turn. NO GUN HANDLING. Also be aware of wandering guests from adjoining bays. Meet and greet but make sure they stay safe. The supporting RSO assists the primary RSO as necessary.
- The primary RSO has responsibility for the shooters on the lanes and downrange activities.
- As RSOs your primary job is the safety of the event. DO NOT leave your primary duties to socialize or shoot. If you do need to do those activities, let the instructor and the other RSO know and they can designate another RSO while you are not performing RSO duties. Take off your RSO vest when you are not performing RSO duties.
- Instruct shooters that they should check out and back in with a RSO when leaving the shooting bay for rest room break, food or drink break, or purchasing ammo, etc.
- Instruct shooter to wash with cool water and soap before using the toilets, eating or drinking.
- If shooter leaves early, if they need to un-holster, re-case their gun, or re-arm them self, they must wait for a stoppage and perform such in a safe lane after letting the instructor know. Let instructors and the other RSOs know who left.
- When range is cold for target taping, shell case sweep, prop set up, RSO is still responsible to ensure safety. Assign duties if necessary. If there is a need for a RSO to assist in those functions, make sure one RSO is observing and maintaining control of the venue.

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- At the end of the event, any shooter who needs to re-arm may do so at a designate safe lane.
- Write a summary of the live fire including any safety issues to document incidents, safety concerns, potential disciplinary actions, or areas of improvement and submit it to the instructor, event coordinator, and copy to other RSOs. Also note number of attendees.

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Appendix F: Things to Watch For

RSO: Things to Watch For

1. Trigger finger position on SERPA style holsters upon depressing latch (not approved for use at WCAN)
2. Leg position when drawing from holster – isosceles most problematic and moving off the X (if potential to muzzle leg, have shooter shift hip and lean to gun side so muzzle does not muzzle leg when drawn)
3. Support hand position during the draw and re-holster
4. Garment interferences – conceal presentation, when holstering, potential for muzzle to lodge in folds of bulky clothing or a pocket during presentation
5. Arm and muzzle position of shoulder holster draw and re-holster
6. Arm and muzzle position of shoulder bag draw and re-holster
7. Muzzle and support hand positions during malfunction assessment and clearing
8. Fishing technique in gun presentation (muzzle high arc) – watch trigger finger. Correct this quickly.
9. Bowling technique in gun presentation (muzzle low arc) – watch trigger finger. Correct this quickly.
10. Safety and De-cocker engaged when holstering – ask owner if pistol is so equip and to use it when holstering
11. Insecured revolver handling during reloading (fingers should be through the frame and holding the cylinder)
12. Ensure backstop coverage from likely shooting positions to likely targets, with margins of safety (cone of fire)
13. Consistent side-by-side single line when multiple shooters on the line
14. During shooting on the move, keep shooters from hugging the barriers or barricades due to potential tripping hazards. At least one arm length from barriers.
15. Shooters on the line picking up materials from the floor without instructor command to do so
16. Firearm in hand when not on the line
17. Area security when we're conducting down range exercises; everyone should be able to challenge anyone coming into the range that we do not know
18. RSO must watch the PEOPLE during the events (especially the shooters), not the targets
19. Guns resting on the bench: preferred condition is slide locked open, magazine out. Muzzles downrange or facing hardened barrier; muzzles must never point towards people.