

HCSO RANGE OPENING AND CLOSING CHECKLIST

The following procedures will be followed by any agency, organization or individual utilizing the firing range operated by the Hardin County Sheriff's Office. A copy of this completed and signed checklist must be returned to the Hardin County Sheriff's Office upon completion of all range activities.

Initial each item on the checklist when completed. Sign the checklist when returning the key.

OPENING PROCEDURES

1. ____ Obtain range key from Hardin County Sheriff's Office.
2. ____ Raise the red range flag.
3. ____ Turn around "Road Caution" signs on both ends of range.
4. ____ If shooting across roadway block roadway by attaching cable across roadway.
5. If using the automated target system (may only be utilized by those who have had in service training on the system):
 - a. ____ Turn on breaker for air compressor
 - b. ____ Make sure the bleed valve is closed
 - c. ____ Turn air line on at the compressor
 - d. ____ Put out table and chairs if needed
6. ____ Place wooden target holders (range users must provide their own wooden holders) in stands behind railroad tie barrier
7. ____ Review all range rules and safety procedures with shooters, coaches, and safety officers
8. ____ Using agencies must have a Range Safety Officer appointed and present during firing sessions

CLOSING PROCEDURES

1. _____ Remove target holders from stands remove paper targets and return holders to range house
2. _____ Police up all paper from target area.
3. _____ Police all expended brass, paper, and trash from and around the firing lines
4. _____ Put up all tables and chairs
5. _____ Turn off air line at compressor
6. _____ Bleed off air tank at the valve at the bottom of the tank
7. _____ Turn off breaker for air compressor
8. _____ Return power cord and control box to cabinet in range house
9. _____ Sweep floor of range house and remove all trash
10. _____ Take trash with you or directly to the dump located near the Maintenance Building
11. _____ Take red flag down
12. _____ Turn road caution sign back around.
13. _____ Put blue barrels and steel knock-down targets back in the storage area, if used
14. _____ Turn off flood light if used
15. _____ Clean weapons in designated areas
16. _____ Clean up weapons cleaning area
17. _____ Make one final sweep of the area to ensure all personal items and organizational property is collected and or secured

18. _____ Turn off Range House lights

19. _____ Lock range house

20. _____ Return key and checklist to the Sheriff's Office

If any problems were encountered with equipment, cleanliness of the range or unsecured property list those deficiencies below:

By signing this form, it is understood that I am certifying that all checklist items were accomplished and any discrepancies have been annotated on this form. I further acknowledge that failure to follow any or all of the opening and closing procedures may result in the loss of range firing privileges for my organization.

Signature

Printed Name and Rank

Organization

Date