



RANGE OPERATIONS

And

TRAINING GROUP

STANDARD OPERATING PROCEDURE

(SOP)

Brownells Training Group BIG SPRINGS SOP

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MISSION:

It is the mission of the Brownells Training Group to provide the highest quality firearms training in the safest possible environment conducive to the achievement of the specific training goals. It is with this mission in mind that the following SOP has been developed.

The elements of this SOP have been developed to permit shooting activities from basic marksmanship to advanced tactical training to be conducted in a standardized manner that protects participants, instructors, the surrounding communities, bystanders/spectators, personal property, and range facilities.

POLICY:

It is the Brownells Training Group policy to conduct firearms and tactical training at the Big Springs Firearms Complex in accordance with this SOP. Any deviation from the provisions of this SOP or other written procedures must be approved by designated training group personnel, or the Brownells President or CEO, and will only be made in the case of clearly articulated need with appropriate risk mitigating controls in place. Safety will be incorporated into the planning and execution of all range events, and appropriate controls will be implemented for all hazards that cannot be totally removed.

RESPONSIBILITIES:

Every individual on the range is responsible for safety and adherence to this SOP. Anyone seeing an unsafe practice or SOP deviation can call "Cease Fire" in the case of an immediate threat, or bring a violation to the attention of an RSO, instructor, or Range Management. In addition to the general responsibility for safety and adherence, there are additional roles and responsibilities enumerated in Appendix E

PURPOSE:

The purpose of this Standard Operating Procedure (SOP) is to provide an environment to conduct training, testing, evaluation, and general engagement in shooting and related activities that is safe, standardized, and conducive to the intended uses. Adherence to this SOP should provide an appropriate environment for the Brownells Training Group to execute its mission of providing safe, high quality firearms and tactics training. However, this SOP in no way restricts an RSO from enacting closer control measures when he/she feels that they are appropriate for a given activity.

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This SOP:

- A. Establishes standard terminology for range and training operations.
- B. Prescribes procedures for an individual and/or organization to establish a training and/or live fire exercise.
- C. Prescribes procedures to schedule/cancel a range, training area, and/or training aids.
- D. Prescribes responsibilities and procedures related to the safe conduct of training on ranges, training sites, and in training areas.
- E. Prescribes procedures for acquiring supplies, target systems and maintenance support.
- F. Provides a list of ranges and training facilities at Big Springs, to include the type of activity for which a range or facility is designed and its location.
- G. Establishes procedures for injury or other significant incident on the range.

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DEFINITIONS: The following terms are used throughout this regulation and are applicable to range and training area operations:

- A. **AMMUNITION:** Includes all types of ordnance and munitions, explosives, pyrotechnics, and components.
- B. **AUTOMATIC FIREARM:** Any firearm classified as a “machine gun” under the NFA and designed to fire more than one round with a single trigger pull.
- C. **BACKSTOP:** A device constructed to stop or redirect projectiles fired on a range. This is usually an earthen structure, placed between 16 and 20 feet in vertical height, built in accordance with NRA recommended standards.
- D. **BERM:** An embankment used between shooting ranges to divide them, or positioned to restrict projectiles to a specific area. These are built to establish shooting lanes and are usually eight feet or more in vertical height.
- E. **CEASE FIRE:** Definitive command to stop shooting immediately.
- F. **CLEAR:** Command that indicates an area of responsibility or control is clear of danger.
- G. **DAMAGED AMMUNITION:** Ammunition that is too damaged to permit safe firing, such as deformed or torn shell casings resulting from firearm malfunction or rough handling.
- H. **DOWN RANGE:** This is a training area forward of any firing position or line within which the firing of live ammunition is being conducted. All personnel are forbidden from entering or passing through such areas when in use.
- I. **DUD:** Munitions and ammunition that have been fired, have failed to function as designed, and as a result are of a potentially hazardous or unpredictable condition.
- J. **DUD AREA:** Areas known to contain unexploded/misfired live ammunition.
- K. **FIRING LINE:** This is a dedicated distance where shooters and students stand to engage targets downrange, no one is permitted forward of the firing line while firearms are un-holstered or otherwise placed in a safe, administrative configuration.
- L. **HANDGUN:** A term used to describe Title 1 firearms with barrels generally less than 16 inches in length and not having a buttstock or foregrip, including pistols and revolving cylinder types, held in either one or two hands.
- M. **HANG FIRE:** A malfunction of ammunition characterized by the initial appearance of a misfire, followed by eventual ignition of the ammunition’s propellant some time later.
- N. **IMPACT AREA:** This is a training area within which the firing of live ordinance is being conducted. The area behind a target on a backstop or bullet trap where projectiles are expected to impact. This term may also refer to an area down range at an outdoor range where projectiles will impact if not captured by a backstop. All personnel are forbidden to enter or pass through this area when in use.
- O. **INSTRUCTOR:** An individual who is a certified or recognized instructor by an accepted certifying board, POST,TECLOSE, NRA LEAD, DOD, private company (recognized), etc. , and approved by Brownells Training Group. Responsible for providing instruction to students, conducting demonstrations, and operating firing ranges.
- P. **LONG GUN:** A modern firearm designed to be fired from the shoulder with a buttstock, generally having a barrel more than 16 inches long if rifled and 18 inches if smoothbore.

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- Q. MALFUNCTION: A failure of a firearm to function properly or operate in the manner designed.
- R. MISFIRE: A malfunction of ammunition where neither the primer nor powder charge ignites when struck by the firearm's firing pin. The indicator for a misfire is when the shooter presses the trigger on a loaded firearm and only a click is heard.
- S. NON-GROUP USERS: Federal, state, and local (law enforcement/military) agencies, and external training entities that have a current Range Use Agreement (RUA) with the Brownells Training Group to use the Big Springs facilities.
- T. RANGE FLAG: This is a clear marker that the range facility is open and "hot".
- U. RSO (RANGE SAFETY OFFICER): Certified and/or designated individual responsible for implementation and application of safety on the range.
- V. SHORT BARRELED RIFLE: A Title 2 firearm meeting all other requirements to be a rifle, but having a barrel of less than 16" in length.
- W. SHOTGUN: A firearm designed to be fired from the shoulder with a buttstock and a smoothbore barrel that fires shot shells possessing a varying number of round pellets. Some barrels are designed to be used with rifled slugs, and may be rifled. Some shotguns may have a pistol grip in lieu of a shoulder stock. Generally Identified as 10, 12, 16, 20, or 28 gauge, or .410 bore.
- X. SQUIB LOAD: Ammunition that is struck by the firearm's firing pin and only partially functions. When the shooter presses the trigger, the shooter hears a "pop" accompanied by reduced recoil. Bore obstruction may be present.
- Y. STOPPAGE: An unintended interruption in the cycle of operation of a firearm.
- Z. SUPPRESSOR: Any device intended to reduce the sound signature of a firearm and classified as a "silencer" under the NFA.
- AA. TARGET LINE: This is the designated area in which targets are set for engagement; It is backed by the down range berm or backstop.

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I. GENERAL PRACTICES

A. Orientation:

Any new Training Group or Non-Group Instructor or RSO must receive a Training Group orientation and safety brief prior to the use of the Big Springs facility. This orientation will include:

1. The contents of this SOP and risk analyses applicable to the training to be given.
2. Use requirements for:
 - a. Targets and target systems
 - b. Lighting and support equipment
 - c. Proper range limitations
 - d. Classrooms use
 - e. Audio visual equipment
 - f. Range use logs and sign-in/sign-out procedures
 - g. Emergency procedures
 - h. Access control & security
 - i. Safety procedures
3. Scheduling procedures for the Big Springs facility.

B. Scheduling and use of Big Springs lower ranges (handgun, rifle & multi use)

1. Non-Group User: Submit a completed RUA to, and get approval from, the Training Group Coordinator prior to performing any training activities at the lower ranges of the Big Springs Complex. The RUA will be signed by a senior officer of the requesting agency and will constitute an agreement to follow all requirements found in this SOP.

- a. The Big Springs RUA for non-group users (agencies) will contain a list of authorized firearms instructors and RSOs. Only listed instructors will be allowed to conduct training at the Big Springs ranges. Any additions or deletions to this list must be submitted in writing to the Training Group.
- b. All non-group users (agencies) that sign the RUA will be responsible for complying with the provisions of this SOP with the understanding that a failure to comply can result in expulsion and exclusion.

2. Scheduled Brownells Training Group training courses will have priority on the Big springs ranges and associated facilities. Non-group and other Brownells staff users may schedule use of the range facilities any time a Training Group activity is not already scheduled. If a scheduling conflict exists between

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Training Group and other activities, all efforts will be made to accommodate both users. Priority for scheduling shall be granted for non-group users as follows:

- a. Federal, state, & local law enforcement and military agencies who are approved users of the facility.
- b. Guest and/or hosted training organizations (to include manufactures) that are approved users of the facility.
- c. Internal divisions and staff members of Brownells needing to use the facility for company business.
- d. Internal division and staff members of Brownells wanting to use the facility for personal/recreational use.

3. Brownells internal divisions and employees may schedule range time by submitting an outlook calendar request to the Training Group Coordinator including RSO in charge, persons participating, range desired, date and time desired, and intended activity.

C. Mandatory Roles: All users must designate an **Instructor or RSO** who will be responsible for ensuring the practices below, and will be the party responsible for range administration and condition of the range upon completion of training.

1. NO LIVE AMMUNITION WILL BE DISPOSED OF IN A BIG SPRINGS COMPLEX TRASH CONTAINER OR MIXED WITH EXPENDED BRASS.

2. All firearms will be safe, cleared and inspected by an instructor/RSO upon completion of training/shooting before leaving the range.

3. Firearms will be inspected for live rounds when they are transferred.

4. Firearms will be inspected by an instructor for live rounds in a designated safe area before allowing on-range firearms-cleaning to occur. If LE shooters are returning to duty after completion of training, they may reload their duty firearms while pointing downrange or in a clearing barrel under the direction of an instructor/RSO prior to departing the Big Springs complex.

5. Ensure all hazardous training is covered by a risk analysis performed and approved by the using organization.

6. The Range Use Log will be completed prior to leaving the range each training day.

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- 7. Ensure Big Springs Complex security is maintained during non-normal hours by securing the gate upon exiting the complex.**
- 8. No training or shooting activity will commence prior to the inspection of the range facilities and equipment for proper and safe operation and the delivery of a range safety brief.**
- 9. All targets are safe and approved, and placed according to this SOP, unless specifically approved otherwise by designated Training Group personnel.**
- 10. All target frames, target stands, range props, and range equipment are returned to their appropriate location, and any damage or discrepancies are reported to the Training Group Coordinator. Used paper targets will be removed from target backers and disposed of in the trash barrels.**
- 11. The hot range flag is flying prior to occupying the range, and is lowered and stowed appropriately as the last party vacates the range.**
- 12. All brass, trash, and live rounds are policed up and correct disposition is made of same at the completion of any evolution.**
- 13. Any and all range signs are obeyed.**
- 14. Smoking must occur only in designated areas. DO NOT leave butts on the ground.**
- 15. Required communications equipment is checked out, op-checked prior to the start of firing/training, and returned at the completion of the event.**
- 16. First Aid kit is on-site and complete.**
- 17. The emergency plan is understood, and redundant communications channels exist to summon first responders, as per the incident response plan.**
- 18. Prior to occupying the range, RSO/Instructor will check fire warning conditions and implement appropriate fire prevention controls as directed by designated Training Group personnel.**
- 19. All other provisions of this SOP are strictly adhered to.**

D. Responsibilities of the individual participant.

All participants are responsible for adhering to this SOP and to the instructions of the RSOs and Instructors responsible for the activity. All participants will be responsible for a self-assessment prior to participating in any

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activity, and will report any health/medication/emotional issues that may impair performance. All participants will know and adhere to the following safety rules, as well as all applicable expectations of behavior in this SOP:

1. Assume all firearms are loaded.
2. Be aware of muzzle position at all times. Avoid covering anything with your muzzle that you are not willing to shoot.
3. Keep your finger straight and off the trigger until you have made a conscious decision to shoot.
4. Be sure of your target. Consider its foreground and background.

These rules should be explained in the safety brief to avoid any confusion or misunderstandings.

E. Range use log

Sign in and out using the Range Use Log. All requested information must be entered onto the appropriate page. There will be no exceptions to this requirement. Failure to complete the Range Use Log FULLY may be reason to revoke the RUA for future use of the Big Springs Complex, or revocation of RSO status for Brownells internal users. The intent of this requirement is to ensure accountability for the condition of the range and included equipment and facilities in order to provide the best possible environment for all users.

F. Lead Safety

Authorized users & instructor: Wash hands thoroughly with cold water and soap before eating, smoking, inserting or removing contact lenses, or leaving the Big Springs complex after live fire training.

G. Violations

It is Brownells Training Group policy that all safety violations will be documented and investigated. Failure to comply could result in the suspension or termination of an organization's RUA or an individual's range access privileges. Students, instructors, and observers will call "CEASE FIRE" at any time to prevent an unsafe act. Training will not resume until the situation has been safely resolved. Designated Training Group personnel will be notified of all safety violations.

The Training Group Coordinator, other Training Group Personnel, or their designees will Conduct periodic safety audits of facility activities by non-group users to ensure compliance with Training Group and Big Springs Firearms Complex safety rules, and the contents of this SOP.

H. Alcohol and Drug Policy

1. Alcoholic beverages and drugs are prohibited on Brownells Training Group facilities. If taking medication, report this fact to the Instructor/RSO before participating in training/shooting.

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2. Participants suspected of being under the influence of drugs, alcohol, or medication will be removed from training until resolved. Authorized instructors will determine if a student is fit for training based on the medication taken. A physician may be consulted if necessary.

3. Instructors shall assess each student prior to a day's activities to detect any obvious physical or emotional impairment. Students deemed unfit for participation will be referred to designated Training Group personnel.

I. Vehicles

1. Operators of vehicles on the Big Springs Firearms Complex must have a valid state motor vehicle license.

2. All drivers must operate vehicles in accordance with all posted traffic and speed limit signs.

3. Only specified vehicles that are in direct support of the training activities in progress or range maintenance are allowed on the individual ranges and forward of the firing line. Exceptions will be authorized by the designated Training Group personnel.

4. Ensure all persons in vehicles at the Big Springs Firearms Complex are seated in the vehicles using seat belts and shoulder restraints in vehicles so equipped.

5. Specialty vehicles used at Big Springs (i.e., ATV's) will be operated by personnel who have received appropriate training for such vehicles and are authorized to use them.

6. Vehicles used for training purposes will be inspected to ensure the vehicle is in proper condition for its intended use.

J. Personal Protective Equipment (PPE)

All persons on the training facility grounds shall:

1. Wear proper attire during all Training Group activities. Hats with brims or helmets will be required when shooting on steel targets closer than 50 yards. Body armor of a level suitable to protect against the highest caliber being trained with will be required for all instructors, students, and observers engaged in live fire training in the Live Fire Shoot House or any similar activity when more than one shooter is involved.

2. Wear eye protection that meets or exceeds the requirements of ANSI Z87.1-2003, Practice for Occupational and Educational Eye and Face Protection, if within 20 yards of a firing line, or further, if directed by an RSO or instructor. Eye protection also will be required anywhere firearms are assembled or disassembled for cleaning or maintenance, and in firearm-cleaning areas. Side shields, goggles, or

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wraparounds will be required for eye protection when shooters, instructors, or observers are within 25 yards of steel targets.

3. Wear approved hearing protection with a minimum noise reduction rating (NRR) of 26 decibels within 20 yards of a firing line, or further, if directed by an RSO or instructor.

4. Training Group Coordinator, instructors, and RSOs may prevent the participation of any individual whose attire or equipment is considered unsafe for the training.

K. Firearms

1. Brownells Training Group will be advised and approve of all firearms brought into and used in Training Group activities, e.g., Brownells Training Group providing a course of instruction.

2. If there is a question as to the safety of any firearm, a Brownells Gun Tech or qualified armorer for the type of firearm in question will be consulted prior to firing.

3. NFA firearms and items, including machine guns, short-barreled rifles, suppressors, destructive devices, and any other firearms are permitted on the facility when approved by the LE General Manager, Training Group Coordinator, or the Brownells President or CEO, provided that personnel qualified in the use of such devices are present and that the firearm is accompanied by all applicable paperwork (e.g. tax stamp or LE ownership credentials) and transportation, use, and all other aspects of its presence and utilization are within those proscribed in the NFA, and all applicable State, Federal, and Local Laws and regulations, and BATFE opinions.

4. All firearms and ammunition must be stored in approved locations and/or containers .

5. All firearms will arrive at the range either holstered or unloaded, and loading/unholstering will take place under supervision of an RSO/Instructor, according to section "L" of this SOP.

L. Exchanging Firearms

1. All authorized users will never give a firearm to, or take a firearm from, any person unless the firearm is in a safe condition: safety on, ammunition and/or magazine removed, action open, and chambers clear, verified by both parties, as applicable to the firearm in use.

2. Exchange of firearms during training courses will not occur unless directed by an instructor or RSO.

3. If a student experiences a stoppage on the firing line and an instructor has to intervene to clear the firearm, the instructor may do so as long as the firearm is pointed in a safe location at all times.

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4. Instructors will, prior to any exchange during training, check to verify that the safety is on, ammunition/magazine is removed, action is open, and chamber is clear, as applicable to the firearm in use.

M. Loading and Unloading

1. All authorized users will load and unload all firearms under the supervision of an instructor/RSO:
 - a. On a range, firearm pointed downrange, and within the range limitation indicators;
 - b. Into an appropriate bullet containment device; or
 - c. At a safe area designated by the RSO/Instructor in charge.
2. Instructors will ensure that all firearms used for dry fire demonstrations shall be unloaded and verified by a second party prior to use. Dry fire demonstrations shall only be conducted into a safe backstop or berm when conducted in the presence of any live ammunition.
3. Instructors will ensure that all classroom demonstrations will be performed with unloaded or simulated firearms. Before using a firearm for classroom demonstration, clear it into a bullet containment device or safe location and ask a student or other instructor to verify that the firearm and magazine to be used have been cleared. Verification of firearm condition will be repeated each time it is put down and picked up. Only clearly identifiable inert training rounds may be used for classroom demonstrations, and second-party verification of inert rounds will occur prior to any usage of same.
4. Black Powder firearms will be loaded in an RSO/instructor approved area no closer than 10 feet from any active firing point, and no closer than 50 feet from any designated smoking area, with the firearm pointed in a safe direction. Caps or priming will not be added until the shooter has taken his place on the firing line.
5. "Hot Range" operations must be approved for use by the Brownells Training Group. Contact the Training Group Coordinator for approval procedures.

NOTE: With the exception of armorers' courses, firearms used for classroom demonstrations at the Brownells Main Building classroom will be simulated firearms only (for example, red guns, blue guns, etc) unless an exception is approved by designated Training Group personnel.

N. Firearm & Ammunition Malfunctions and Stoppages

1. All authorized users and students will, when experiencing a stoppage, keep the muzzle pointed downrange and clear the stoppage according to a method approved for the stoppage that occurred, and will notify an instructor/RSO if they cannot clear the stoppage or if a firearm malfunction has occurred.

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2. Instructors will, in the event of misfires, hang fires, squib loads, and damaged ammunition, immediately stop training, testing, and evaluation exercises as required, until the problem is safely corrected. Properly dispose of damaged or dud ammunition according to guidance for same in this SOP.
3. In the event of a misfire in a slow fire string, keep the firearm pointed downrange for at least 30 seconds in case it is a hang fire. After 30 seconds, remove the round from the action. Dispose of the round according to bad ammunition procedures.
4. If hang fires occur more than once during a training event with a given lot of ammunition, the shooter(s) will cease use of that lot of ammunition for the remainder of the course.
5. It is fully realized that a misfire in a rapid fire string may be reacted to as a stoppage. In these instances, the bad ammunition will be retrieved from the ground at the completion of training and handled as per the bad ammunition section.
6. If a squib load is identified or suspected, anyone on the range may call cease fire immediately to prevent further attempts to fire the firearm until the squib is confirmed or ruled out, and the bore is checked for obstructions as follows:

WARNING: A squib load may have lodged a bullet in the barrel of the firearm. If another bullet is fired into the obstructed barrel, the barrel could fail, causing an injury to the shooter or observer.

- a. Shooter will stop firing immediately, keep muzzle pointed downrange, and notify an instructor or RSO.
- b. Instructor/RSO will direct the shooter to maintain position with muzzle downrange for 15 seconds.
- c. Instructor/RSO or his designee will conduct an appropriate safe exchange of the firearm and inspect the bore for obstructions if the firearm is completely cleared of all live ammunition.
- d. If the bore is clear, training may resume with the firearm.
- e. If the bore is obstructed, but the firearm is otherwise clear of all live ammunition, the shooter, an armorer, or designee may clear the bore of the stuck projectile.
- f. If the firearm cannot be cleared of all live ammunition, treat as per item "8." below.
- g. Squib or suspected squib ammunition or components will be handled as per the bad ammunition section.

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7. If a malfunction cannot be cleared, and the firearm can be made safe, i.e., all ammunition and sources of ammunition can be removed, no round remains in chamber(s), and is verified by an instructor or RSO, the firearm may be removed from the range facility as any other unloaded firearm for future repair.

8. If a malfunction cannot be cleared, and the firearm cannot be made safe, i.e., any source of live ammunition or source of ammunition remains with the firearm or chamber(s) cannot be cleared, the firearm will remain on the range facility, grounded in place pointed downrange, or as directed by the Lead Instructor or RSO, and a Gun Tech or qualified armorer will be contacted for further action. An Instructor/RSO will ensure that the firearm is not handled until disposition is made, and continuous custody will be maintained.

O. Pyrotechnics (applies to thrown/hand deployed and munitions devices)

1. Pyrotechnics use must be in accordance with appropriate fire condition controls.

2. All devices are to be used in an intended method consistent with each manufacturer's recommendations and/or use mandates.

3. In the event of a pyrotechnic device failing to function as intended or "go off", the following procedures are to be used:

1. Allow the device to sit at least 30 minutes.

2. Approach the device wearing all normal PPE, and any additional or alternate PPE appropriate to the ammunition type, as recommended by the manufacturer.

3. With a long-handled shovel, collect the device and place in the designated sand-filled container or designated outside safe location.

4. Notify the Training Group Coordinator and/or his designee that the device has been placed in the container for disposal.

5. After the device has been rendered safe, the Training Group Coordinator or his designee will take the device to a safe location or range and destroy it in accordance with the manufacturer's instructions.

P. Special Weapons (37mm, 40mm and other launched projectile devices)

1. No explosive projectile rounds are allowed for use on the facility, even if designated as training ammunition.

2. Only non-explosive training munitions will be authorized.

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3. Less-lethal, riot/crowd control and chemical agent rounds are allowed for use in training, so long as prior authorization has been obtained from designated Training Group personnel.

4. In the event of a special firearms misfire or ammunition malfunction:

a. The shooter will announce “misfire” while keeping the firearm pointed in a safe direction and stand by for a minimum of 30 seconds.

b. Remove the ammunition from the firearm and place it on the ground.

c. Following the string of fire, inform the instructor so that the ammunition can be retrieved.

d. Instructors/RSOs may attempt to fire the ammunition up to 3 additional times, if it fails to fire the ammunition will be handled the same as a pyrotechnic device that has failed to function.

Q. “Bad” or Damaged Ammunition

All damaged, misfired, squib, or otherwise unserviceable ammunition or components should be placed in the bad ammunition can located at each range, and disposed of properly.

R. Instructor Equipment

1. Lead Instructor will ensure instructors have firearms, holsters, radios, and other equipment that are safe, serviceable for use, and appropriate for the course of instruction.

2. Support instructors will ensure firearms, holsters, radios, and other equipment to be used are in a safe and serviceable condition. Only approved/authorized firearms may be used unless an exception is granted by designated Training Group personnel.

3. Training Group Instructor uniform

a. Uniform of the day will be determined by the Lead Instructor for each course and approved by the Training Group Coordinator or his designee.

b. All Training group instructor staff members will be required to wear the uniform of the day.

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c. Uniform may include the following

- 1). Specific brand/ color tactical cargo pants
- 2). Specific brand/color tactical cargo shorts
- 3). Specific brand/color long sleeve button down shirt
- 4). Specific brand/color short sleeve polo shirt
- 5). Training Group, Brownells, or Big Springs hat
- 6). Appropriate footwear
- 7). Other items appropriate to specific training

S. Inclement Weather

1. When weather conditions may negatively impact a range activity, the activity will be canceled or suspended until it is safe to resume. This is generally at the discretion of the course instructor.

2. Specific weather conditions that require cancelled and/or suspended training without instructor discretion include without exception:

- a. Lightning storms within 10 miles
- b. Tornado or a Tornado Warning
- c. Floods
- d. Hail of sufficient size to cause concern for injury or property damage
- e. Reduced visibility to the extent that the impact area/backstop/berm cannot be sufficiently observed from the firing line.

T. Training Group Instructor Authorization and Qualification

1. New Training Group Instructor: Must pass Basic Instructor Training and Firearms Instructor Certification (the minimal requirement), as well as any other applicable courses, in order to meet the technical qualifications required for the courses he/she will teach. Must receive a Big Springs Firearms Complex and Training Group orientation prior to conducting any training activities on behalf of the Training Group.

2. Existing & Veteran Training Group Instructor: Must possess and maintain all certifications, qualifications, and proficiencies as specified by designated Training Group personnel, as appropriate for the courses being taught.

3. All instructors will be vetted by HR, the LE General Manager, the Training Group Coordinator, and other senior Brownells staff when directed, and will be evaluated for proficiency by the Training Group Coordinator and Senior Instructor, subject to final approval by the LE General Manager. Disapproval in either the vetting or proficiency requirements will preclude employment as an adjunct.

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4. Instructor performance will be continually reviewed by more senior members of the training group, Lead Instructors and above. Any insubordination, deficiencies, unsafe acts, or comments/behaviors/personal appearances that are not in keeping with the professional image of the Brownells Training Group will be brought to the attention of the Senior Instructor(s) and Training Group Coordinator. The LE General Manager may direct a review board based on such findings which will be composed of the same elements required for the initial vetting instructors. This review board may direct suspension or termination actions, subject to the approval of the President or his designee.

U. RSO Program

All RSOs participating in Brownells Training Group activities or serving as RSO on Big Springs LE ranges must have completed an NRA approved RSO course, a DoD RSO course, or Brownells Training Group RSO training. Additional or refresher training may be mandated from time to time as is necessary to ensure RSO competence and to disseminate changes to the SOP, the facility, or other procedures. Additionally, prior to serving as RSO on any range, all RSOs must be current on the Brownells Training Group "Read and Initial Board", which serves to disseminate the most up to date changes as they occur. Failure to maintain currency requirements will result in termination of RSO qualifications on the LE ranges at the discretion of designated Training Group personnel.

V. Instructor/RSO to Student/Shooter ratios

1. One-to-ten for all square range training with no movement, or movement straight downrange
2. One-to-one for pyrotechnic/explosive projectile firearm training
3. One-to-one for firearm training requiring the shooter to move to multiple firing positions on the firing range
4. One-to-four for exercises/courses with a fan of fire greater than 10 degrees or movement of the shooter other than straight downrange
5. One-to-four for night fire training.
6. One-to-four ratio will be applied to all other firearms training involving tactical movement

Note: When the instructor to student ratio requires only one instructor on the line, that instructor may also serve as the RSO, if approved by the Training Group Coordinator. When the student to instructor ratio requires more than one instructor on the line, the lead instructor or his designee, who will not be included in the instructor to student ratio, will serve as the overall RSO and oversee all actions on the line. This RSO will not engage in instructional activities and will maintain overall awareness to, and safety of, the firing line operations.

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W. Medical

A medical response plan and notification roster must be present at the Big Springs Firearms Complex during all Training Group-sponsored live-fire training, and will be in accordance with the incident response plan in Appendix B of this SOP. Trauma/first aid kits for each range will be located in the target sheds, and should be placed on the active range during all Brownells Training Group events. Kits will be sealed to ensure that kits are complete without requiring an inventory at each event. If a kit is used and/or a seal is broken, the Training Group Coordinator MUST be notified, and use of kit must be documented on range use log. All RSOs must be familiar with kit location and contents.

For off-site training, the Lead Instructor for the course will be responsible for coordination with local entities to effect a site-specific medical response plan at the hosting facility NLT 60 days prior to scheduled training.

X. Pyrotechnics, Explosives and Smoke

1. Pyrotechnics use, including smoke, diversionary devices, simulators, irritant munitions, and other similar items is limited and any request for use must be included in the range request and authorized in advance by the Training Group Coordinator.
2. High explosives use is not currently permitted at the Big Springs facility. Allowable net explosive weight (NEW) of high explosives is ZERO (0).
3. Pyrotechnics will only be deployed by a certified and authorized user.
4. Smoke/irritant grenades will only be deployed outside.
5. Smoke/irritant/diversionary grenades will only be deployed by those who are trained in their use.
6. Respiratory protection for the use of smoke grenades will not be required as long as individuals (instructors, students, and visitors) are not immersed in high-density smoke plumes for periods of time beyond 5 minutes. Instructors should make every attempt to minimize exposure to themselves and their students.
7. Irritant grenades using live irritant require special permissions and impact studies, and will generally be disallowed. Irritant grenade simulators will be treated as smoke grenades and other pyrotechnics.
8. Instructors/students/visitors shall minimize their skin contact with smoke combustion products by wearing uniforms that cover their arms and legs, and by wearing gloves.
9. Expended grenades will be handled using gloves. Duds will only be handled by trained, qualified instructors.

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10. Instructors and visitors shall ensure that pyrotechnic grenades do not start fires. Combustibles shall be removed from the immediate area and fire extinguishers shall be available in areas where smoke grenades are being deployed. All fire hazard level restrictions must be complied with.

Y. Facilities, Targets, Equipment

1. Targets, Frames and Stands

Target frames and stands will be located in the target sheds on ranges 3 and 4. New targets for Training Group use will be located in the storage lockers within each shed, and target frames with backers will be built up and stored in a designated area within the shed. Used targets will be disposed of in the trash/recycling bins after each event, and serviceable target frames will be returned to the target shed where they were procured. An area will be designated for the storage of damaged target frames. Target stands may be found on the target lines, and additional stands, if required, are stored in the target sheds. Any stands that are removed from the sheds will be returned there.

2. All authorized users are responsible for the following general tasks:

- a. Properly dispose of damaged target frames and used targets.
- b. Inspect berms and backstop before and after each use for the presence of any potential ricochet producing surfaces or general degradation. Check steel targets for dents, bows or bending, cracks, and holes.
- c. Notify designated Training Group Personnel if any Big Springs training apparatus is damaged.

3. Range equipment

- a. All authorized users must obtain Training Group Coordinator approval to use Big Springs LE training support equipment such as turning targets or moving targets, lighting system, public address systems, etc.
- b. All authorized users must obtain Training Group Coordinator approval to use the following training facilities and must agree to pay consumable materials and setup costs:
 - 1). Shoot house façade/wall panels
 - 2). Step and wall barricades
 - 3). Breaching doors
 - 4). Live fire shoot house
 - 5). Any other facility that requires advanced notice due to set-up time requirements.

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c. External support equipment brought onto the range by authorized users must be approved by designated Training Group personnel.

d. All training using moving targets will be conducted in a location and in a manner that is compatible with all established fans of fire, using the applicable range limit for the specific caliber and target apparatus.

4. Steel targets

a. Big springs training with steel targets will be conducted following manufacturers' guidelines regarding use and maintenance of their products.

b. Portable steel targets may be used on all ranges if the direction of fire is within the limits for the firearms in use, the caliber rating of the firearms used is within the rating of the targets, and minimum shooter-to-target distances are maintained.

c. Portable steel targets will be re-painted after use and replaced into a protective indoor storage area.

d. Portable steel targets will be placed, under the direction of the RSO, on the target line for the range in use or, alternately, may be placed forward of the target line only as far as will still reasonably assure that any errant shots will impact the backstop for the given range. If there is any question about steel target placement, consult the Training Group.

e. All authorized users are responsible for the following tasks:

1). Observe the following minimum shooter-to-target distances for steel targets when firing non-frangible, ammunition:

a). 7 yards (21 feet) for pistols and submachine guns

b). 7 yards (21 feet) for shotguns with buckshot/shot

c). 25 yards (75 feet) for shotguns with slugs

d). 50 yards (150 feet) for rifles firing service ammunition, unless prior approval is obtained from designated Training Group personnel.

e). Shooter-to-steel target distances for frangible ammunition will be established in accordance with the manufacturer's recommendations.

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WARNING: All distances are MINIMUMS. All steel targets will be used in accordance with manufacturers' guidelines with regards to safe engagement distances for the caliber(s) in use if more restrictive. Failure to comply with manufacturers' recommendations may result in target damage and increased danger of ricochet and possible personal injury.

(2). Comply with all PPE requirements in section "I." of this SOP.

f. The Brownells Training Group must inspect and approve steel targets not owned or under the control of Big Springs or Brownells prior to their use.

g. Brownells Training Group must approve of ammunition to be fired on Training Group steel targets.

h. All authorized instructors will inspect Training Group steel targets prior to each exercise.

Criteria for rejection of a target include:

- (1). Bow or bend in excess of 10 degrees
- (2). Dimples in excess of 1/16th inch
- (3). Holes
- (4). Cracks

i. Handgun calibers exceeding the USPSA power factor of standard pressure .44 magnum ammunition and handguns firing rifle calibers will only be used on rifle rated steel targets. Target manufacturers' guidelines will be followed, if more restrictive. Contact designated Training Group personnel with any questions regarding target/ammunition suitability.

5. Target Placement

a. Target stands should be placed on the designated target line for each range.

b. On ranges 3 and 4, target stands may be placed forward of the target line under the supervision of an RSO, provided that they are placed so that rounds directed at the targets will impact the backstop/berm from the intended firing point(s), without striking the ground first.

c. Targets will be hung on target stands/backers so that rounds directed at the targets will impact the backstop/berm from the intended firing points, without striking the ground first.

d. Any deviation from this policy must be approved by the Brownells Training Group.

Z. Brass

1. Lead instructor/RSO will ensure that brass is picked up and does not accumulate to become a

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safety hazard. At the end of a course or shooting session/event, ensure that all ranges that were used are free of brass.

2. All authorized users will place brass in designated brass containers .
3. Do not mix brass and unexpended ammunition.
4. DO NOT PUT LIVE AMMUNITION IN ANY TRASH OR BRASS CONTAINERS.
5. Do not use hats or pockets to carry brass.
6. All personnel on the range handling brass and/or live ammunition will wash hands with cold water and soap after handling brass and/or ammunition and before eating, drinking, or smoking.
7. Steel cases will be placed in trash containers, not brass containers.
8. Brass containers for ranges 1 and 2 will remain under the covered firing areas.
9. Brass containers for ranges 3 and 4 will be stored in the target sheds on the respective ranges after brass collection is complete.

AA. Ammunition

1. Live ammunition will be kept in factory containers or purpose designed ammunition containers until loaded into appropriate ammunition carriers/magazines/firearms. When ammunition carriers/magazines/firearms are unloaded, the live ammunition will be returned to the appropriate factory container or purpose designed ammunition container.
2. Lead instructor/RSO will ensure that all ammunition is handled in a safe manner consistent with this SOP. At the end of each day of firing, collect and return all unused ammunition to the appropriate bunker or container or remove from the range complex.
3. Lead Instructor/RSO will inspect all live ammunition that has been dropped on the ground for damage prior to being used during training. Live ammunition found on the ground that is not inspected will be disposed of as unserviceable ammunition as under the bad ammunition section of this SOP. Live ammunition will not be disposed of in the trash containers.
4. Blank ammunition and dye-marking cartridges may only be used at the Big Springs Firearms Complex on a case-by-case basis with prior approval from the Training Group.

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5. Ammunition type and caliber will be in accordance with the individual range restrictions for each range in the range-specific section of this SOP.

6. Only approved ammunition will be used in approved firearms.

NOTE: Tracer ammunition may not be fired on any range without prior approval from the Training Group, and only under appropriate fire conditions, with control measures in place.

AB. Incidents, Emergencies, and Significant Events

Response to Fires, Unintentional Discharges, Injury, and other significant events will be in accordance with the response plan in appendix B.

II. SPECIAL PRACTICES

A. Force on Force Training

Force on Force Training is permitted on the Big Springs Range Complex for use by the Brownells Training Group, and by authorized users with written permission from the Training Group and proof of insurance for the proposed activity. All Force on Force activities will adhere to the following guidelines:

1. No firearms capable of chambering or firing live ammunition will be present on the Force on Force Range.
2. No live ammunition will be present on a Force on Force range.
3. Before each exercise or scenario, an Instructor/RSO will inspect all firearms and ammunition to ensure that only training arms and ammunition are present.
4. All training arms will be SIMS or equivalent, UTM or equivalent, Airsoft or equivalent, or other approved system.
5. All appropriate PPE will be worn by all participants and instructors.
6. A minimum safe distance will be set appropriate to the arms in use. Participants will not engage inside this distance, but will instead announce “press, press” to avoid injury from point blank use of training munitions.

B. Vehicles as Props

1. All use of vehicles as props, targets, or shooting from vehicles must have specific written permission from designated Training Group personnel.
2. Only vehicles that have had the battery, gas tank and all fluids removed may be used as targets or props that are within the line of fire on the Big Springs Complex.
3. Training using target vehicles will be conducted in a location and in a manner that is compatible with established range limits. When conducting live fire

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vehicle training, target placement within the vehicle will provide as close to a 90-degree firing angle as possible.

4. When conducting live-fire vehicle training, gloves, body armor, and approved eye and ear protection will be required for instructors, shooters, and observers.
5. When conducting bullet penetration demonstrations on vehicles, Instructors will ensure appropriate shooter-to-target distances are established .
6. Do not perform shooting through glass on ranges unless approved by designated Training Group Personnel. Ensure shattered glass is policed up upon completion of firing.
7. Perform ricochet demonstrations only with the approval designated Training Group personnel.
8. Ensure that target vehicle placement for bullet penetration demonstrations does not result in damage to existing target systems that may be behind target vehicles.

NOTE: Instructors are solely responsible for conducting bullet penetration demonstrations.

C. Night or Reduced Light Shooting

1. Night or Low Light Shooting is permitted with approval from designated Training Group personnel.
2. Prior to loading, a visual range sweep of the entire range to be used will be conducted from firing line to backstop, berm to berm, using white light or Night Vision Devices.

III. RANGE SPECIFIC PRACTICES

A. Multiple Range Practices

All four of the lower ranges (1-4) are approved for simultaneous firing under the following conditions and restrictions when multiple ranges are in use:

1. An RSO/ Instructor is on each range.
2. Coordination is maintained between the hot ranges.
3. Prior to loading any firearms, during multiple range operations, each range will inform all other active ranges that it is "going hot".
4. Radio communications should be used to coordinate between ranges, and shall be used during Training Group activities or as directed by the Training Group.
5. Ranges 3 and 4 may operate simultaneously and go downrange on their specific ranges while other ranges are hot.
6. During multiple range operations, Ranges 1 and 2 may go downrange on their specific ranges while other ranges are hot with approval of designated training group personnel, based on the activities

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on each range. Otherwise, ranges 1 and 2 must coordinate for all other ranges to go cold before allowing personnel downrange from the covered firing points.

7. Variation from this multiple range procedure must be approved by the Brownells Training Group.

B. Range One

1. Range one is a 500 yard natural terrain range capable of supporting up to 20+ firing/target positions.
2. Approved munitions and equipment:
 - a. Rifle ammunition up to and including .50 BMG
 - b. Shotgun Ammunition
 - c. Handgun Ammunition
 - d. Approved diversionary devices with Training Group approval
 - e. Rifle rated steel target systems
 - f. Conventional target stands
 - g. Special munitions (non-explosive 37mm, 40mm) with Training Group approval
3. Restrictions
 - a. No automatic firearms without Training Group approval.
 - b. Loading shall not occur until the firearm is pointed at the appropriate backstop.

C. Range Two

1. Range two is a 100 yard natural terrain range capable of supporting up to 20+ firing/target positions.
2. Approved munitions and equipment:
 - a. Rifle ammunition up to and including .50 BMG
 - b. Shotgun ammunition
 - c. Handgun Ammunition
 - d. Approved diversionary devices with Training Group approval
 - e. Rifle rated steel target systems
 - f. Conventional Target Stands
 - g. Special munitions (non-explosive 37mm, 40mm) with Training Group approval
3. Restrictions
 - a. No automatic firearms without Training Group approval.
 - b. Loading shall not occur until the firearm is pointed at the appropriate backstop.

D. Range Three

1. Range three is a 50 yard gravel bed range capable of supporting 15+ firing/target positions.

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2. Range three is co-located with an ammunition/firearms test shed. All contract magazine testing and other Brownells related firearm testing have priority over all other activities on this range.

3. Approved munitions and equipment:

- a. Handgun caliber ammunition
- b. Shotgun ammunition
- c. Rifle ammunition up to and including .45 caliber (.458), with the exception of any cartridge with a maximum range of over 4 miles, e.g., .338 Lapua, .408 Chey-Tac, .416 Barrett, etc.
- d. Approved diversionary devices with Training Group approval
- e. Handgun rated steel target systems with handgun caliber ammunition only.
- f. Rifle rated steel targets.
- g. Conventional target stands.

E. Range Four

1. Range four is a 50 yard gravel bed range capable of supporting 15+ firing/target positions.

2. Approved munitions and equipment:

- a. Handgun caliber ammunition
- b. Shotgun ammunition
- c. Rifle ammunition up to and including .45 caliber (.458), with the exception of any cartridge with a maximum range of over 4 miles, e.g., .338 Lapua, .408 Chey-Tac, .416 Barrett, etc.
- d. Approved diversionary devices with Training Group approval
- e. Handgun rated steel target systems with handgun caliber ammunition only.
- f. Rifle rated steel targets.
- g. Conventional target stands.

F. Shoot House

(Reserved)

G. Upper level Trap & Skeet ranges

1. Upper level Trap & Skeet ranges are not under the control of the Brownells Training Group. All activities on the upper ranges shall be conducted in accordance with the Big Springs Range management SOP for the upper ranges.

2. Use of these ranges and related facilities requires prior approval and coordination with Big Springs Range Management.

3. Training Group activities hosted by Big Springs Range Management on the upper ranges will be in accordance with Big Springs upper range SOPs, or this SOP, in cases where this SOP is more restrictive.

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APPENDICES

- a) Sample range use agreement
- b) Actions to take in response to a significant event
- c) Notification Flow Chart
- d) Sample range use log
- e) Roles and Responsibilities of Key Personnel
- f) Rules and Expectations Summary

Appendix A - Sample Range use Agreement

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Appendix B – Actions to Take in response to specific events/ Emergency Response Plan

DEFINITIONS:

A. MALFUNCTION / FAILURE. For reporting purposes, an event that results in personal injury or damage to property or firearms.

B. NEAR MISS. An incident that does not result in personal injury, property damage, or schedule delay, but has the potential to do so.

C. SIGNIFICANT EVENT. An unplanned or unintended event that occurs at the Big Springs Complex. Significant events include unauthorized discharges, firearms malfunctions or failures, accidents, injuries, unusual incidents, and near misses.

D. UNAUTHORIZED DISCHARGE (UD). The discharge of a firearm under circumstances other than (a) during firearms training with the firearm properly pointed downrange (or toward a target), with the intent and approval to fire, or (b) the intentional firing at hostile parties when deadly force is authorized.

POLICIES:

Individuals involved in a significant event should immediately take appropriate emergency actions to preserve the safety and well-being of the individuals and equipment involved in the event. Following these actions, Brownells employees are responsible for reporting all details associated with the significant event and complying with all investigative measures.

NO EFFORTS WILL BE EXPENDED ON INVESTIGATION OR EVIDENTIARY CONCERNS UNTIL ALL RISKS TO SAFETY, APPROPRIATE MEDICAL RESPONSE, AND GENERAL WELL-BEING OF ALL PARTICIPANTS IS ADDRESSED.

A. Medical Response Plan

The following plan is an attempt to codify a response to personal injury in a manner that will provide the most appropriate and expeditious care to any injured parties. At no time should adherence to this plan restrict the actions and judgment of qualified medical personnel on site. 911 calls for medical assistance will summon Searsboro First Responders, and alternately Montezuma Ambulance as a secondary. All RSOs will know the location of the upper maintenance barn keys and land line telephone in the event cellular communications fail. The nearest full service medical facility is Grinnell Regional Medical Center, located at 210 4th Avenue, Grinnell, Iowa, which is 13.8 miles from the range entrance. Via: Route 146 to Grinnell. Left turn on 4th Avenue. Straight to GRMC.

1. First Aid/Trauma Kits

- a. Will be on site for all activities on the Big Springs Range Complex. Trauma kits numbered for each range will be stored in the target sheds on ranges 3 and 4.

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- b. Kits will have a hand-breakable seal on the outer storage container to identify use/tampering, and an inventory sheet inside the container.
 - c. If a seal is found broken on a kit, notify the Training Group Coordinator.
 - d. If a kit is used, notify the Training Group Coordinator so the kit can be restocked and resealed.
2. Response to personal injury. In the event of personal injury, the following actions should be taken:
 - a. If any injury, potential injury, or near miss occurs, an immediate Cease Fire will be called until the appropriate medical response can be determined and executed.
 - b. If the injury is of a nature to threaten life, limb, or eyesight, or in the judgment of medical personnel on site, Lead Instructor/Instructor/RSO, or the injured party, that immediate evacuation is required, the RSO or his designee will call 911 and request an ambulance. First aid and initial care should be provided by the most qualified person present. If available, personnel not providing care should be tasked with:
 - i. Ensure that the range entrance gate is open.
 - ii. Meet the ambulance at the range entrance.
 - iii. Ensure that firing has ceased on all ranges.
 - iv. Notify appropriate Brownells personnel per the notification flow chart.
 - c. If the injury does not meet the criteria in item "a.", but is of a nature that will/should preclude further training in the opinion of medical personnel on site, Lead Instructor/Instructor/RSO, or the injured party, first aid will be administered as required. If further non-emergency medical care is required/desired, arrangements should be made to transport the injured party to the nearest appropriate medical facility. Notify appropriate Brownells personnel per the notification flow chart.
 - d. If the injury does not meet the criteria in items "a." and "b.", then first aid should be administered and the injured party may continue training if it is safe to do so in the opinion of medical personnel on site, Lead Instructor/Instructor/RSO, and the injured party. Notification of appropriate Brownells personnel may be delayed until the end of the training day.
3. Lone Shooter. It is highly encouraged that all range activities take place with at least two (2) people present at all times. It is understood, however, that some testing and training activities may take place with a lone, RSO or Instructor qualified shooter. In these cases, a cell phone with adequate service to ensure emergency communications MUST be on the shooter's person, and appropriate first aid materials should be on the range in use.

B. Fire

Fire extinguishers are located on the covered firing lines for ranges 1 and 2, and in the target sheds for ranges 3 and 4. If a fire occurs that may be safely extinguished by personnel on site without risk of injury, the appropriate fire extinguisher should be utilized. Notify range personnel and the Training Group Coordinator of the event and extinguisher use. If the fire is of a size that precludes safe extinguisher use,

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involves munitions, or otherwise poses a disproportionate risk to any attempts to extinguish, the following actions will be taken.

1. Evacuate all personnel on the range to the upper red storage barn. If that location is untenable or the road is impassable, muster in the center of the lower parking lot.
2. Call 911 and report the fire.
3. Obtain accountability for all personnel.
4. Ensure the range entrance gates are open, if able.
5. Meet fire responders at the entrance, if able.
6. Notify appropriate Brownells personnel per the notification tree.

C. Other Significant Incident Response

Other significant events include unintentional discharges, near misses, catastrophic firearms or ammunition failures, and any accident or incident which produces or could have produced personal injury or property damage. In the event of a significant event, Brownells employees are responsible for reporting the event and complying with reporting procedures. All other users of the Big Springs Complex are responsible for reporting the event to the Training Group staff and complying with their specific agency reporting policies. As with any incident, safety and medical care take precedence over reporting or investigative requirements.

1. Personnel involved in or witnessing a significant event will immediately report the event to an Instructor, RSO and/or The Training Group Coordinator.
2. Any injuries will be managed according to the medical response plan in this appendix.
3. The reporting process will include notification through the chain-of-command, as appropriate, starting with the individual reporting the event and continuing per the notification flow chart in appendix C.
4. After notification, further direction on required actions will be delivered from the appropriate level of command.

D. Unintentional Discharge Specific Procedures

NOTE: If an unintentional discharge occurs which results in injury, manage the injury first and foremost. It is the Brownells Training Group policy that all investigation of incidents involving injury be handled by law enforcement officials appropriate for the jurisdiction of the occurrence, and any UD involving injury will stop at step 3, pending law enforcement investigation.

If an unintentional discharge occurs, the following actions will be taken:

1. Nearest Instructor/RSO to the individual firing the UD, direct the individual to unload and show clear, then accept transfer of the involved firearm.
2. Remove the individual firing the UD from the firing line.

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3. The individual firing the UD will be prohibited from participating in training for the remainder of the training day.
4. If during a multi-day course, the individual firing the UD may return to training on the following day at the discretion of the Lead Instructor, unless an injury resulted from the UD.

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Appendix C—Notification Flow Chart

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Appendix D – Sample range use log

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Brownells Training Group Big Springs SOP -- Appendix E: Roles

a. LE General Manager

The Law Enforcement (LE) General Manager is responsible for the entire LE division, to include sub-divisions such as the training group. The LE General Manager is responsible for administrative and fiscal concerns for the division, and the overall performance of the division as a whole. While the LE General Manager has delegated certain responsibilities to the Training Group Coordinator and/or Senior Instructor(s), the LE General Manager has final authority for training operations, curriculum, and conduct.

b. Training Group Coordinator

The Training Group Coordinator is responsible for ensuring the training group activities conducted at the Big Springs Firearms Complex comply with this SOP, and that activities abroad comply with the requirements of all appropriate local regulations and this SOP, where applicable. This includes providing, or ensuring the quality of training given to RSOs for all training group functions. Further, the Training Group Coordinator is responsible to approve, or direct the revision of, written procedures governing training operations at the Big Springs Firearms Complex, and ensure updated procedures are approved by appropriate Brownells leadership prior to implementation. The Training Group Coordinator is also responsible to the LE General Manager for the overall content and quality of course curriculum, management of the adjunct program, and standardization throughout the Brownells Training Group branded courses, although curriculum development, adjunct management, and standardization implementation may be partially or wholly delegated to the Senior Instructor(s).

Additionally, the Training Group Coordinator is responsible for the day-to-day operation of the law enforcement ranges (lower 4 ranges), and maintenance of the law enforcement training material and equipment at the Big Springs Firearms Complex. Ensure all equipment is maintained in safe working order and all required materials are available. Ensure range-related supplies are budgeted, purchased, stored, and issued correctly and maintain or delegate the maintenance of the following records:

- . Range schedule
- . Range use logs
- . Range sign-in / sign-out log
- . Ammunition inventory
- . Training & range equipment inventory
- . Access, issue control and appropriate logs
- . Training provider contracts
- . Range use contracts

c. Senior Instructor

The Senior Instructor is tasked with the development and implementation of the core curriculum of Brownells Training Group courses in His/Her area of expertise. The Senior Instructor will exemplify the Brownells Training

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Group ethos, and be responsible to the Training Group Coordinator and ultimately, the LE General Manager for the overall curriculum and quality of instruction in Brownells Training Group Branded courses. The Senior Instructor will participate in adjunct selection and recruitment, standardization of training, selection of equipment and facilities for training, and will represent the “brand image” of the Brownells Training Group. The Head Instructor will represent the Brownells Training Group at selected trade shows and events and will ultimately be responsible for filling classes.

Additionally, the Senior Instructor(s) will be responsible for instructor development activities for Brownells Training Group Instructors, and will participate in the evaluation of outside instruction.

d. Lead Instructor

The Lead Instructor(LI) is responsible for the overall safe conduct of a specific course, and will ensure range and classroom requirements are scheduled at least 60 days in advance of scheduled training. The LI will ensure specific requirements for safe training are coordinated 60 days in advance. Provide ammunition and equipment requirements to the Training Group Coordinator, via e-mail, 30 days prior to the start of class. In addition, if unique training aids are required, notify the Training Group Coordinator at least 45 days prior to the start of class.

The Lead Instructor acts as Range Safety Officer (RSO) during training events, or designates another instructor to serve as the RSO (must be certified RSO or LE Firearms instructor). The LI ensures instructor-to-shooter ratios are in accordance with the requirement of each specific class. The LI ensures all students are qualified to participate in training activities to be performed. The LI will promptly notify the Training Group Coordinator of damaged or malfunctioning equipment, and work in liaison with range maintenance personnel to effect repair if the equipment is required for course completion.

e. Support Instructor

The Support Instructor(SI) is responsible for the supervision and safe conduct of all training activities conducted at the Big Springs Firearms Complex. Certified instructors, approved by the Training Group Coordinator and Head Instructor, are the only persons authorized to conduct training at the Big Springs Firearms Complex.

The SI will ensure all students and observers have received a safety briefing for the training to be performed that includes the basic range safety rules as well as course-specific safety issues.

The SI may be asked to conduct demonstrations for students. Ensure all students are wearing required personal protective equipment (PPE) for the training to be undertaken. Eye and ear protection will be the minimum required for live fire exercises. Ensure students do not remove training ammunition, supplies, or other equipment from the range complex and make sure students leave the range with the correct ammunition for their firearms. Promptly notify the Lead Instructor and Training Group Coordinator of damaged or malfunctioning equipment.

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f. Range Safety Officer

Designated individual that works in support of the Training Group, provides safety observation, and ensures SOP adherence during any live fire range training. Ensures range safety rules are followed and that any dangerous activities are reported to the Training Group Coordinator.

The RSO will deliver the range safety briefing, including general safety rules, SOPs, and specific safety measures for the course of instruction or shooting activity, prior to any range going “hot”, or commencement of any range training activity. The RSO may delegate the delivery of the brief to another qualified RSO, but the content and delivery is the ultimately the responsibility of the RSO in charge of the given range.

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Appendix F—Rules Summary