

<b>CHAPTER:</b>	2	Physical Plant	<b>2.5.9</b>
<b>SECTION:</b>	5	Safety and Sanitation	<b>EFFECTIVE DATE:</b> 1 / 17 / 13
<b>SUBJECT:</b>	9	<b>Emergency Plan for Firing Range</b>	
<b>APPROVED:</b>			<b>REVISION DATE:</b>
<hr/> <b>Dale Glass</b> <b>COMMISSIONER OF CORRECTIONS</b>			<b>DATE:</b> 1 / 14 / 13
Reviewed: N/a Rescind: N/a			

**I. POLICY**

It is the policy of the Division of Corrections to have in place a plan of action when there is a medical emergency on the firing range.

**II. PURPOSE**

To provide procedures to be used by staff if medical emergency occurs at the firing range.

**III. APPLICABILITY**

This policy is applicable to all employees assigned to the **City Justice Center** and the **Medium Security Institution** receiving live firearms training at any Divisional approved Firing Range, conducted by the Division’s Range master.

**IV. STANDARDS**

**ACA Adult Local Detention Facilities, 4th Edition**

**1C-01 (Mandatory)**

There is a plan that guides the facility response to emergencies. All facility personnel are trained annually in the implementation of the emergency plan.

**V. DEFINITIONS**

**Emergency:** An emergency is any event that results in the undue suspension or disruption of normal operations.

## **VI. CANCELLATION**

This procedure and work rule cancels all previous Division policies, statements, memorandums, directives, orders, notices, rules and regulations which are inconsistent with this policy.

## **VII. GENERAL INFORMATION**

None

## **VIII. PROCEDURES**

### **A. Firing Range Minimum Requirements**

1. The following requirements will apply when firearms live training is conducted:
  - a. At least two, trained fire arms instructors, will be present during live firearms training. At least one must be the Range Master who may call the Range facility management on the day of training to advise the authority of the Division's training schedule. A custody staff Supervisor will accompany custody staff during all firing range training.
  - b. The Range Master or the Supervisor will have a telephone or 2 way radio, a vehicle equipped with a blanket and First aid Kit, prior to conducting live firearms training. (See policy #4.2.20: First Aid Kits; 3.1.9: Vehicle Use).
  - c. A Division of Corrections staff member certified in First Aid/CPR must be present during range training.
  - d. The Division of Corrections Training Coordinator will ascertain and provide the name, address and contact telephone number of the nearest hospital from the range ground, to the Range Master or the Supervisor, for use to contact the hospital in case of emergency as described in this policy.
  - e. The Division of Corrections Training Coordinator will provide the Range Master or the Supervisor with the contact telephone number of the Firing Range management owners to make contact and notify them in case of emergency situation during training as described in this policy.
2. A copy of this policy and procedures including Incident Report Forms and Injury Report Forms must be kept handy by the Supervisor or the Range Master during training, and all instructors must have been trained on it and have read and understood it.

**B. Action to be Taken**

1. In the event anyone has been injured on the range, the following actions will be taken. The normal order of priority is the order listed; this order may be altered only if necessary in the judgment of the Range Master:
  - a. Make the range safe. Immediately call a cease-fire.
  - b. Instruct all trainees to safely holster their weapons, and move away from the firing scene.
  - c. Apply immediate first aid to the injured. When assistance is required, call 911 and give location and brief nature of the emergency. Or follow the emergency safety alert instruction posted on the range facility. The Custody staff Supervisor will notify the Range facility management of the emergency.
  - d. The Supervisor or the Rang Master will call immediately and report situation to the Chief of Security, or Shift Supervisor, or Officer of the Day; and the Division's Training Coordinator. The formal notification of the family relative of the injured will come from the appointing authority/designee. (See policy #1.3.20: Staff Work Injuries and Fit for Duty Assignments).
  - e. When, for whatever reason, Emergency Services cannot be contacted, the injured party will be transported to the nearest hospital. When transporting the injured, at least one individual who is certified in First Aid / CPR will ride with the injured person in addition to the individual driving the vehicle. Use the quickest route to the hospital.
  - f. Using either a telephone or radio, notify the hospital, that an injured party is en-route and describe the nature of the injuries. Upon arrival in the hospital, call the facility and provide the time of arrival to the Shift Supervisor who documents the information in the Daily Activity Log.
  - g. If the injured appears to have no sign of life. CPR will be administered until EMS arrives to take over.
2. The Range Master will take necessary measures to identify and secure any physical evidence such as a defective weapon. The accident scene must not be disturbed and it is ceded to Law enforcement authorities when they arrive.
3. Upon return to facility, the Range Master and the Trainees will submit Incident Report to the Shift Supervisor detailing the incident as it occurred. The completed

Report and Injury Report will be turned over to the Shift Supervisor. See policy # 3.1.10: Incident report form.

**IX. FORMS**

The following forms are referenced and/or attached with this procedure and work rule:

Incident Report  
Injury Report

**X. SEVERABILITY CLAUSE**

If any part of this procedure and work rule is, for any reason, held to be in excess of the authority of the appointing authority, such decisions will not affect any other part of this policy.

**XI. TRAINING**

This procedure and work rule will be included in the First-Year Training and subsequent In-Service Training for all applicable Correctional staff during basic training and yearly thereafter.