

CRITICAL INCIDENT RESPONSE PLAN

ANY INCIDENT WHERE INJURY HAS OCCURRED YOU MUST CALL 911 FIRST !!!

I. Purpose.

A. The purpose of this plan is to provide a structured response by the Board of Directors (BOD) of the Florida Keys Shooting Club to any accident or incident occurring at the range property. An accident or incident includes, but is not limited to a death, injury, accidental or intentional shooting, property damage or other occurrence that may bring liability or negative public perception to bear on the FKSC or BOD.

B. Club members are to respond to an accident or incident on the range in accordance with the checklist included in this plan. Checklists will be reproduced by the BOD, made available to members, and posted at the range. Members of the BOD will act in accordance with the checklists included in this plan for their position. The President of the FKSC may activate this plan, or portions of it, as necessary to deal with events at the range.

II. Scope.

This plan is in effect for all activities conducted on the FKSC range property. Whether an activity is FKSC sponsored or not, this plan, and the decisions of the BOD, shall apply.

III. Immediate Response.

A. Any club member, upon becoming aware of an accident or incident on the range, will immediately order a "cease fire" on the range. All shooting on the range is suspended in this instance by order of the BOD. Members and guests using the range will cease shooting, open and clear the actions of all firearms in use, and keeping the action open, either rack or case the firearms. Firearms will remain cased or racked until otherwise ordered by a member of the BOD (or holstered if Police or CCW holder).

B. If there is a BOD member on the range, he/she will be in command of the range until relieved by the President or his designee. If there are no BOD members on the range, the individual ordering the cease-fire shall be in charge, again until relieved by the President or a member of the BOD. The individual in charge will be known as the on-scene-commander (OSC.)

C. It is imperative that the range be closed down until the BOD can make a determination that it is safe to continue range operations. The next priority is to render first aid, and send for medical aid for any victims. The final priority is to preserve evidence for both BOD safety and law enforcement investigations. If there are members available, the on-scene-commander shall have at least two of them start taking detailed notes to include date, time, actions occurred, and actions taken. A detailed checklist for the OSC is located in appendix 1.

IV. Notifications.

A. The OSC will notify the Club President, in accordance with the OSC checklist. The checklist proscribes that the OSC will continue to attempt notification until a member of the BOD is reached in person.

B. The notified BOD member will attempt to notify the other members of the BOD until a second BOD member is reached in person. At that time the initially notified Board member will proceed to the range and take charge until relieved by the President or his designee.

C. The second BOD member notified will continue to attempt contact with the remaining BOD members until all have been contacted. After two attempts, a message may be left, however every effort should be made to contact the BOD members in person. BOD members should make every effort to go

to the range when notified.

V. BOD member actions.

A. Upon assuming command of the range, the BOD member will ensure first aid and medical needs are attended to. The BOD OSC should then ensure the range is safe, and all firearms on the range are secured. Responding emergency medical and law enforcement personnel will be given 100% cooperation and assistance as requested.

B. The President, or his designee shall assume command of the range when he arrives. At this time, after assuring himself the range is safe, he should determine if the range shall remain open. This may require consultation with law enforcement officials on scene. The President or designee may reopen the range, or suspend range use pending investigation by the BOD. If the BOD determines the range shall remain closed, the BOD will post signs indicating the range is closed, with an estimated reopening date and time.

C. The BOD will determine if an investigation is necessary, and either conduct such an investigation or appoint club members to conduct it. The investigating team will be given a deadline by the BOD for presenting their finding to the BOD, normally the next regularly scheduled BOD meeting. At the conclusion of the response, the OSC should obtain the notes of the members asked to take them for the investigation team.

VI. Media Response.

A. Given the often intrusive and negative response of the media to firearms related incidents, all club members are cautioned to refer all media inquiries to the President, or other BOD member on the scene if the President is unavailable. The President will respond to all media inquiries, or he may designate the corresponding secretary, or any other member of the BOD or FKSC member to act as media spokesman. All other BOD and FKSC members should refrain from making statements, verbal or written, to the media. Club and BOD members will however cooperate with law enforcement officials completely.

B. The FKSC media spokesman has the authority to speak for the FKSC only. The spokesman will not make any statements that may be attributed to the NRA, CSSA, IPSC, IDPA, or any other organization affiliated with the club, or using the range. The spokesman will deal in factual information only, no speculation or opinions should be presented to any media representatives. It is important that all questions be answered factually and honestly. The answer to "Do you think...," "In your opinion...," or similar questions is "The FKSC has no comment."

REMEMBER - ANY COMMENT MADE TO MEDIA COULD HAVE HARSH CONSEQUENCES FOR LAW ENFORCEMENT IF AN ONGOING INVESTIGATION IS BEING CONDUCTED.

VII. Duration.

This plan shall remain in effect for the time the FKSC exists as an incorporated entity. It may be amended by the BOD as required, Amendments should be announced to the general membership, and provided to members requesting it.

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Appendix 1 – Range Incident Response Checklist

1. Club member: **You are in charge!** Assume command of all range activity until the Florida Keys Shooting Club President or a member of the Board of Directors relieves you.
2. Call "**Cease fire, Cease fire**" in a loud clear voice. If necessary, use a car horn, whistle, or other loud device (not a firearm!) to get the attention of the members on the range. When you have

everyone's attention, announce there has been an accident, and ask the members to clear their firearms, keep the actions open, and either rack or case them (or holstered if Police or CCW holder). Ask the members to assemble in the center of the range.

3. Announce to the members there has been an incident, and the range is closed until a Board member arrives. Ask them to remain at the range until that time. Should any one need to leave for an emergency, take down the member's name and phone number. Ask for EMT trained or medical personnel to render aid to the victims. There is no first aid kit on the range. Ask at least two members, if available, to begin taking detailed notes of what happened, times, and actions taken. Tell the members to remain assembled unless you ask them to do something.

4. Designate a member to check that the range is safe. This member may move over the range to ensure there are no loaded firearms on the range; they may not however touch personal firearms. If there is a question, they should call out to the group e.g.; "Who owns the Weatherby on bay 6 with the bolt closed?" and have the owner make the gun safe.

5. Ask another member to get help. a cell phone may be used. Have another member wait at the gate to flag down the ambulance and any police that will come to the range, and to open the gate to let them in.

6. Tell another member to start calling the members of the board of directors. They should call and leave messages if they must,

but they must keep calling until they talk to a board member in person.

7. Preserve any physical evidence that may be important to an investigation. Make sure all firearms are safe, but leave targets; accessories and any other equipment where it is until a board member or police officer says it can be moved.

8. Cooperate with the police and ambulance personnel completely!

9. Should any news media people show up, make no statements to them, a simple "No comment, a club representative will arrive shortly" is all you should say to any news reporter.