

# Emergency Procedures

Scarborough Fish & Game Association

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## Emergency Procedures for Incidents Occurring at Scarborough Fish & Game Facility\*

### Step I. Take Charge:

If one or more Range Safety Officers (RSO's) are present, one of them will take charge of the situation and direct other RSO's and/or members present to handle particular tasks as necessary. If an RSO is not present, another member should take charge and assume these responsibilities.

### Step II. Evaluate the Situation – Medical

If possible, the RSO- or member in charge should be concerned only with the coordination and supervision, rather than the performance, of activities during the emergency.

#### A. If on the Range:

Declare "Cease Fire" "Make Firearms Safe" and "Remain in Place"

#### B. For minor injury:

Remove the injured person from the firing line, ensure that the firearm is safe and properly secured and then attend to the injury as appropriate.

#### C. Assign others present to help, and to perform specific tasks as necessary.

### Step III. If the injury is major: This applies to gun-related incidents AND non-gun related medical emergencies (e.g., heart attack, stroke, heat or cold-related injuries, etc.)

A. Designate one person to call 911 and give the dispatcher the necessary information. The dispatcher will ask for the following info & possibly more:

Location of incident

Your telephone number

Your name

Describe situation

Number of injured

Condition of injured

Tell dispatcher whether someone will be assigned to meet them at entrance gate to direct/lead to location of emergency.

Stay on the phone until Emergency Services arrive

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**B.** If practical assign one person to open the gate, and wait for Emergency Personnel/Equipment and a second to guide them to the location of emergency. If necessary, post others on the road(s) as additional guides.

## **Step IV. Render first aid, CPR or AED as required.**

**A.** For Injuries, if someone with medical training is present (e.g., physician, registered nurse, or Emergency Medical Technician), that individual(s) should be put in charge of performing the first aid procedures.

If not, assign someone else to perform first aid. That person should attempt to:

1. Control bleeding
2. Keep airways clear so injured can breathe easily
3. Take appropriate steps to prevent shock

## **Step V. Other Emergencies**

**A.** It is impractical to try to list all possible emergency situations or incident that may occur. Other kinds of emergencies might include fires (in buildings or woods), threatening or other inappropriate behavior by members or guests, the presence of unauthorized persons on the range who refuse to leave when requested; downed live electric lines, flooding, and others.

**B.** In such instances, the RSO or member assuming control of the incident will need to use judgment in deciding whether to call 911 for police, fire or other assistance that is needed immediately.

**C.** If Police or Fire is called the steps in IIIA are recommended.

## **Step VI. Take Notes (This applies to all incidents)**

**A.** Use SF&G Incident Reporting Form (see Appendix)

**B.** The RSO in charge keeps a record of what happened, what was done about it, notes the times of various actions taken.

**C.** Get statements from witnesses, including their names, contact information, and any information they may have about the cause of the accident and what they may have done to help.

**D.** Provide this information to the proper authorities, including the Chief Range Safety Officer, emergency responders, and to the Police if they are called.

**E.** The completed SF&G Incident Reporting Form is transmitted to the Chief Range Safety Officer.

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**\*The foregoing describes the steps to be taken in the event of an emergency requiring a 911 call for Police-, Fire-, and/or Emergency Medical help. The actual procedures used during such an emergency, including the order of steps taken, will necessarily be dictated by existing conditions and specific circumstances of the event.**

## **Range Safety Officer Training and Drills**

### **A. Training.**

1. All RSO's will be trained in the procedures above. The course of training is to be prescribed by the Chief RSO and the SF&G Safety Committee.
2. All club members will be informed of these procedures through the SF&G web site (or by mail, if necessary).
3. SF&G Emergency Procedures training will be part of New Member Orientation.

### **B. Emergency Drills**

1. A rehearsal of emergency procedures may be conducted annually.
2. All RSO's are required to participate.
3. These exercises will be conducted as prescribed by the Chief RSO and the SF&G Safety Committee

Appendix (see attached)

Scarborough Fish and Game Incident Reporting Form