



**Medical Support:** In the event of a medical emergency, call 911, follow the emergency procedures below and notify a board member immediately.

All personnel rendering first aid should be aware of the precautions surrounding bloodborne pathogens in the event of an accident. Universal precautions should be used; all blood and bodily fluids must be treated as potentially infectious. A bloodborne pathogen team should be called in to take charge of the cleanup.

**Paperwork:** The following emergency paperwork will be available to members.

- ☐ Emergency Report Form (sheet)
- ☐ Injury Report Form
- ☐ Threats Against Persons or Property Form
- ☐ Recognition/incident Report Form
- ☐ All completed forms shall be given to the appropriate committees to take any necessary action(s).

### **Safety Plan**

**Explosions:** In the event of an explosion in the range facility:

- ☐ Call 911 from a safe location.
- ☐ Evacuate the area, walking calmly but quickly and assist others in leaving the area.
- ☐ Await further instructions from proper authorities.

**First aid:** In the event of a serious illness, injury, heart attack or breathing difficulties:

- ☐ Call 911; report the victim's condition and the exact location.
- ☐ Do not move the victim unless absolutely necessary.
- ☐ If possible send a person to the parking lot entrance to guide emergency personnel to our facility.

**Fire:** In the event of fire:

- ☐ Call 911 from a safe location.
- ☐ Evacuate the area, walking calmly, but quickly, and assist others in leaving the area.  
Await further instructions from proper authorities.
- ☐ If fire is easily extinguishable, attempt to do so.

**Tornado:** In the event of a tornado:

- ☐ Do not open windows.
- ☐ When a "tornado warning" is issued, take shelter immediately. The warning means a tornado has actually been sighted and it (or other tornadoes) may strike in the area.
- ☐ Exit the classroom area and stay away from windows. Directly behind the firing line or down range are likely options.

**Poisoning:** In the event of poisoning:

- ☐ Call poison control center immediately: 1-800-222-1222
- ☐ Swallowed poison: give milk or water unless patient is unconscious, having convulsions or cannot swallow. Do not induce vomiting.
- ☐ Caution: antidote labels may be wrong!! Do not give salt, vinegar, or citrus juice.
- ☐ Inhaled poison: immediately get the person to fresh air. Open doors and windows.
- ☐ Poison on the skin: remove contaminated clothing and flood skin with water for ten (10) minutes. Wash gently with soap and water and then rinse.
- ☐ Poison in the eye: flood eye with lukewarm water, (not hot), poured from a large glass container held two (2) to three (3) inches from the eye. Repeat for a minimum of fifteen (15) minutes.

**Evacuation of the facility:**

- ☐ When evacuation is ordered, immediately leave the building by the nearest exit or as advised and wait for emergency personnel to arrive.
- ☐ Walk, remain quiet, follow all emergency instructions when evacuating.
- ☐ Evacuation of handicapped persons will be given the highest priority in all emergencies. They will be evacuated by the most expeditious and safe means available.

**In the event a suspicious item is found:**

- ☐ Do not touch, open or disturb.
- ☐ Report the exact location with a complete description of the object to the emergency personnel on the 911 calls.
- ☐ When authorized personnel arrive, give them as much information and cooperation as possible.
- ☐ Attempt to locate the owner of the object.
- ☐ Explosives can be packaged in a variety of containers. Most likely it will be camouflaged. The container is likely to be a common article such as shoe box, cigar box, a grocery bag, flight bag, athletic bag, suitcase, attaché case, brief case, lunch box, thermos, etc. Almost anything that is alien, unknown or does not belong or whose nature is unusual or presence cannot be explained is a suspicious object.
- ☐ The proper authorities will advise personnel either to return to the building or take other steps when the emergency is over.

**Threats** against persons or property: In the event of phoned in threats:

- ☐ Remain calm.
- ☐ Be courteous.
- ☐ Listen, do not interrupt the caller. Keep the caller on the phone as long as possible and obtain as much information as you can to complete the threats against persons or property report.
- ☐ Attract the attention of others in the facility by any means possible and tell them to dial 911 and report the call.