

**STANDING OPERATING PROCEDURE (SOP)
RANGE OPERATIONS
SHOOT HOUSE**

IMSM-PLR

1 OCT 2016

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1. References

- a. AR 385-63, 30 January 2012, Range Safety
- b. DA PAM 385-63, 16 April 2014, Range Safety
- c. TC 25-8, 22 July 2016, Training Ranges
- d. TC 90-1, 19 May 2008, Training for Urban Areas
- e. TC 3-22.9, 13 May 2006, Rifle and Carbine
- f. ASA Regulation 350-1, 1 October 2016

2. Purpose: This SOP establishes requirements and standards for safe and efficient operation of Shoot House. The procedures for operation will allow for maximum flexibility during conduct of the range while still providing a safe and well maintained facility, used safely IAW DA PAM 385-63. To minimize damage and maximize training military units will employ techniques and tactics outlined in TC 90-1. Agencies outside the military will submit their training plan as a Non Standard training request, as outlined in the scheduling section of this SOP. This SOP will be reviewed and updated as required.

3. General: Shoot House is an 8 room, single story, 360° Shoot House, with ballistic walls capable of stopping rounds up to 5.56mm. Its primary use is to train the unit during live fire exercise to move tactically, engage targets, conduct breaches, and practice target discrimination in an urban environment. Units will employ techniques outlined in TC 90-1.

4. Scheduling: All request will be submitted to the Scheduling Office 180 days prior to the requested training date. Shoot House training will be considered a non-standard training event. A packet containing a risk assessment, training scenario, and Unit Commander Certification (MFR) that all personnel have met the prerequisites for live fire training.

5. Live Fire Prerequisites: Units desiring to use Shoot House must complete the following training within 1 year prior of requested training date.

a. All personnel must be qualified with the assigned weapon they will use during the Shoot House live fire training event. Personnel will be qualified IAW TC 3-22.9 or applicable organization standards.

b. A WALK THRU AND DRY FIRE will be conducted before live fire training. Personnel will not advance to live fire training if the OIC or Commander of the Unit does not feel they are ready.

c. Day live fire will be conducted before night fire is allowed; if a soldier did not complete day fire they will not be allowed to fire at night. If Night Vision Goggles are used it must be requested in the training packet and be implemented into the Risk Assessment. Commanders will certify Night Vision Equipment training completion by all users.

d. Use of explosives for breaching requires Commander Certification that the individual is trained in the placement and detonation of explosives. Certification will be in MFR format and will indicate where the individual obtained the training.

e. An on-site brief is required with OIC and RSO prior to live fire.

6. Ammunition Capabilities: 38, 22, 9mm, 5.56 ball, Sims munitions, 12 gauge shotgun (AA54/M1030 breaching round only), Detonation Cord (M456 max 5ft single strand), Flash Bang and Hand Grenade Simulators. The M249 will not be fired in the Shoot House.

7. Restrictions:

a. No indiscriminate firing; No Automatic or Burst firing on M16/M4.

b. No Tracer ammunition, No Frangible bullets and No Paint Ball ammo.

c. No chemical agents, to include smoke.

d. Maximum personnel allowed in the Shoot House at one time are limited to a Platoon size unit.

e. The CAT WALK can be used during LIVE FIRE. Safety Officer must have on all required PPE. Personnel must have Personal Protective Equipment Helmet, eye protection, hearing and Body Armor with front and back ballistic plates. The Cat Walk may be used during Dry Fire and rehearsals.

f. All targets will be in front of bullet traps.

g. No fire above yellow 8 foot high safety line.

8. Special Authorization: The following events require approval from the Range Operations and a request must be submitted 30 days prior to Range Scheduling with risk assessment and all other documents required in the Non Standard training packet.

a. Movement of any target; targets will only be moved with range operations personnel approval.

b. Mechanical, ballistic, and explosive breaching; at authorized breach points only (breach panels and doors)

c. Modification to the Shoot House.

9. Safety:

- a. A written Risk Assessment will be completed prior to training.
- b. All participants will be given the safety briefing; included in Appendix D.
- c. All participants will wear appropriate protective gear; at a minimum they must wear a Kevlar helmet, hearing protection, eye protection, and flak vest or body armor.
- d. Weapons will be kept on safe and unloaded until given the order to load weapons by the OIC.
- e. Absolutely no training or utilization of this facility without the physical presence of the Range Technicians or other assigned personnel as outlined in ASA Regulation 350-1.
- f. Prior to any training live fire or dry fire a safety inspection will be conducted by the Range Operator and the OIC to ensure that the Shoot House is suitable for training, the inspection will include the following things:
 - (1) Structural integrity of the Shoot House walls.
 - (2) Examination of the interior walls for projectiles, which could cause ricochets.
 - (3) Placement of targets in designated areas and if the targets are operational.
 - (4) Ensure all rooms are clear of wild life, and any other tripping hazards such as expended brass.
- g. No targets will be placed closer than two feet from doorway entrance.
- h. Targets will not be bypassed unless they are down, to reduce the risk of accidental shooting of fellow soldiers.
- i. Ensure warning signs and safety chains are secured and in working order to prevent personnel from entering the range.

10. Communication: FM radio communications will be set up at the AAR facility or may be portable. Radio contact will be maintained in accordance with ASA Regulation 350-1.

11. Medical: The range ambulance will be stationed at the AAR facility; the ambulance will be equipped in accordance with ASA Regulation 350-1.

12. Clean Up and Maintenance:

- a. Units will allow time to clean up Shoot House. A police call will be conducted and all trash and ammunition residue will be disposed of.
- b. Range Section will provide equipment and personnel necessary for the overall maintenance of the facility and grounds.
- c. An after action PMCS (using the pre-inspection checklist as a guideline) will be conducted by the Range Technicians and the OIC.

13. Personnel Requirements

- a. Officer-in-Charge (OIC) must be an E-6 or above and certified in writing by the Battalion Commander in live fire training for weapon(s) used. The OIC must have attended the Range Safety briefing.
- b. The RSO must be E-5 or above and certified by the Battalion Commander to be proficient in live fire training for weapon(s) used and must be weapons qualified. The RSO will not have other duties assigned. The RSO must have attended the Range Safety briefing.
- c. Line Safeties as required by Range Operations (on average one Line Safety is required for every four firers).
- d. Ammunition Supply Point (ASP) personnel as appropriate.
- e. Required medical support must be a Combat Life Saver (CLS) or higher. An evacuation vehicle with an aid bag and litter is required.

14. Personnel Responsibilities: The responsibilities of the OIC and RSO can be found in Appendix A and B respectively.

APPENDIX A
DUTIES OF THE RANGE OFFICER IN CHARGE (OIC)

1. Prior to training/firing the OIC will ensure that:
 - a. He/she is appointed and certified in writing by the Battalion Commander to perform the duties as OIC in a live fire training.
 - b. The firing range is scheduled for unit use.
 - c. An authorized RSO has been designated.
 - d. Both OIC and RSO have received a Range Safety Briefing from Range Operations.
 - e. Both OIC and RSO have read and understand the range SOP.
 - f. A Deliberate Risk Assessment Worksheet has been completed and approved by the appropriate residual risk authority.
 - g. The correct training facility occupied.
 - h. A red range flag is flown from the flag pole. For night training/firing, a beam light will be used in place of a flag.
 - i. Communications have been established with Range Operations. Land line number to Range Operations is (210) 295-7510.
 - j. All personnel are given a Safety Briefing by the ROIC or RSO.
 - k. All equipment required by this SOP and/or other regulations are present on the site.
 - l. All personnel have received a safe handling of ammunition and weapons briefing.
 - m. Road guards, barriers, and/or signs have been posted, if required.
 - n. An approved surface danger zone (SDZ) overlay is on hand, if applicable.
 - o. All personnel are aware of the following:
 - (1) The identity and location of OIC, RSO, Radio/Telephone Operator (RTO), medic, evacuation vehicle, ammo guards, and others as required.
 - (2) The requirement to wear authorized hearing protection.
 - (3) The firing limits of the facility being used.

p. Clearance to conduct training/firing has been granted by Range Operations. When requesting clearance to train/fire, the OIC/RSO will provide the information as required by Range Operations. The OIC/RSO must ensure that the Range Operations initials are recorded for authorization to commence training/firing.

q. Range Operations is provided with unit's call sign and receive a "hot time".

r. The evacuation vehicle driver knows the route to Medical Care Facility.

2. During use of the firing range, the OIC/RSO will ensure that:

a. Weapons effects are observed to ensure projectiles land within the prescribed limits.

b. Weapons are cleared and checked during temporary suspensions of firing.

c. Records are maintained on the type (DODIC) of ammunition fired and number of rounds fired.

d. A cease fire/training is ordered when:

(1) Directed by Range Operations.

(2) A safety violation, accident or incident occurs. If necessary, MEDEVAC will be requested. Range Operations must be notified.

(3) A fire is started. Range Operations will be notified and the unit will fight the fire as long as troops are not endangered.

e. While the range is in a hot status, both the OIC and RSO must be present on the site.

3. After use of the firing range, the OIC will ensure that:

a. All weapons are cleared of ammunition and all ammunition and brass are removed from personnel before departing the range.

b. Ammunition and brass are not abandoned, buried, or otherwise disposed of in an unauthorized manner.

c. All expended brass and residue is collected for turn-in to the ASP.

d. Range is policed and returned to its original condition.

e. Coordination for inspection and final clearance from Range Operation is completed.

APPENDIX B
DUTIES OF THE RANGE SAFETY OFFICER (RSO)

1. The RSO is responsible to the OIC for the safe operation of the range. Prior to training/firing the RSO will ensure that:

- a. He/she is appointed and certified in writing by the Battalion Commander to perform the duties as the RSO in live fire training for weapons used.
- b. The RSO will have no other duties.
- c. He/she has received a Range Safety Briefing from Range Operations.
- d. He/she is thoroughly familiar with the applicable portions of DA PAM 385-63, ASA Regulation 350-1.
- e. Additional safeties/controllers have been briefed on the conduct of training and are familiar with the specific requirements of this SOP.
- f. A red range flag is flown from the flag pole.
- g. Authorization has been granted by Range Operations for night firing. A blinking red light will be used in place of a flag.
- h. Communications have been established with Range Operations (CBOP 2). Land line number to Range Operations is (210) 295-7510.
- i. All equipment required by this directive and/or other regulations are present on the range.
- j. All personnel receive a safety briefing to include a safe handling of ammunition and weapons.
- k. Road guards, barriers, and/or signs have been posted, if required.
- l. An approved surface danger zone (SDZ) overlay is on hand, if applicable.
- m. All personnel are aware of the following:
 - (1) The identity and location of the OIC, RSO, controllers, RTO, medic, evacuation vehicle driver, ammo guards, and others as required.
 - (2) The requirement to wear authorized hearing protection.
 - (3) The firing limits of the facility being used.
- n. Clearance to train/fire has been granted by Range Operations.

o. Range Operations initials and "hot time" is noted as record of clearance to commence training/firing.

p. The evacuation vehicle driver knows the route to Medical Care Facility.

2. During use of Ranges, the RSO will ensure that:

a. Weapon effects are observed to ensure projectiles land within the prescribed limits.

b. Weapons are cleared and checked during temporary suspensions of firing.

c. A cease fire/training is ordered when:

(1) Directed by Range Operations.

(2) A safety violation, accident or incident occurs. If necessary, MEDEVAC will be requested. Range Operations must be notified.

(3) A fire is started. Range Operations will be notified and the unit will fight the fire as long as troops are not endangered.

d. While the site is in a hot status, both the RSO and OIC must be present on the site.

3. After use of the firing range, the RSO will ensure that:

a. All weapons are cleared of ammunition and all ammunition and brass are removed from personnel before departing the site.

b. Ammunition and brass are not abandoned, buried, or otherwise disposed of in an unauthorized manner.

c. All expended brass and residue is collected for turn-in to the ASP.

**APPENDIX C
MEDICAL EVACUATION SUPPORT TO FIRING RANGES SOP**

1. REQUEST FOR MEDEVAC SUPPORT. In the event of serious injury or illness where time may be a factor in saving life, limb, sight, or to prevent undue suffering, aero medical evacuation will be used. The following procedures will be followed:

a. Upon determination of MEDEVAC requirements by the Medic on site, immediately contact Range Operations.

b. Provide the following information to Range Operations in this format:

LINE ONE	Location of Pickup Site
LINE TWO	Call Sign
LINE THREE	Number of patients by precedence: #1 – URGENT: Emergency cases which must be evacuated immediate to save life or limb. #2 – PRIORITY: Patients requiring prompt medical care not locally available. This precedence will be used when it is anticipated that the patient must be evacuated within four hours or his/her medical condition will deteriorate to the degree that he/she will become an URGENT case. #3 – ROUTINE: Patients requiring evacuation but whose condition is not expected to deteriorate significantly during the first several hours or longer.
LINE FOUR	Special Equipment required: None, hoist, semi-rigid litter, forest/jungle penetrator
LINE FIVE	Number of patients by type of wound, injury or illness: Litter, ambulatory (sitting)
LINE SIX	Security of Pickup Site (N/A while in training)
LINE SEVEN	Method of marking Pickup Site: Panels, pyrotechnic/smoke signal, signal person, strips of fabric, tree branches, pieces of wood or stones placed together, signal lamp/flashlight, vehicle lights, open flame
LINE EIGHT	Patient Nationality and Status: US Military, US Civilian, Non-US Military, Non-US Civilian
LINE NINE	NBC Contamination (N/A while in training)
LINE TEN	Terrain Description

NOTE
At no time will the name or social security number of injured personnel be transmitted over the radio.

c. After initial call to Range Operations, switch to frequency 34.20 ONLY WHEN INSTRUCTED TO DO SO BY RANGE OPERATIONS.

d. Stay on radio throughout medevac situation.

e. Be prepared to provide SMOKE for DAYLIGHT or LIGHTS for NIGHT at MEDEVAC's request. MEDEVAC will not land to white smoke.

2. After Range Operations has been notified of MEDEVAC departure, Range Operations will resume normal operations unless unusual circumstances exist.

APPENDIX D GENERAL SAFETY BRIEFING

M A N D A T O R Y

TROOP BRIEFING: The OIC or RSO will brief all soldiers on the following items prior to requesting occupation time from Range Operations. This is a general list and does not preclude the unit from emphasizing other areas of concern.

- NO SMOKING or CHEWING during live fire assaults.
- Remain in the safe areas (designate a safe area) when not participating in the live fire event.
- Perform a function check on your weapon and all other equipment before live fire begins, report problems to your supervisor or OIC.
- If you encounter a problem such as a weapon malfunction during the live fire assault, drop to a knee and fix it, if the problem cannot be immediately fixed ask a Safety or the RSO for help.
- If an emergency appears (such as an injury) and a cease fire needs to be called; sound off with, “CEASE FIRE!”
- Never fire your weapon above the FLUORESCENT ORANGE LINE. The FLUORESCENT RED LINE is the UPPER FIRING LIMIT. When in doubt do not fire your weapon above shoulder height.
- Never engage a target behind you or out of your sector of fire
- Never shoot something you have not positively identified.
- Be sure of your target and what is beyond your target.
- Always know where the Medics locations are or how to call for medical assistance.
- Identify the location of all firefighting equipment.
- If you have any doubt in your abilities to perform the live fire mission inform your supervisor or the OIC.