

Arizona 4-H Shooting Sports

Range Day Planning Checklist

- Land
 - Is your range reserved?
 - Have you called range control to confirm? (Including times)
 - Have you ensured that the ammo you want to fire can be fired on this range? (Confirm with range control or land authority.)
- Ammo
 - Have you confirmed the number of rounds you need per member to train/zero/qualify?
- Firearms
 - Do you have age and size appropriate firearms available for the group you are instructing?
 - Did you plan time either after the range (same day) or the following day to clean firearms?
 - Do you have the cleaning supplies needed?
 - Have you conducted primary instruction on the firearms being used before getting to the range?
- Briefing
 - Do parents understand the expectations you have while at the range?
 - Do you have a written risk management plan?
 - Are you prepared to brief all of your students on range safety requirements?
 - Did you inform your county representative about your activities?
 - Do you have a concurrent training plan? MREs
 - Have you requested enough for however many meals you will miss?
- Drinking Water
 - Have you ensured water and/or electrolyte drinks are available?
- Restrooms
 - Are bathrooms available?
- Vehicles
 - Is there parking available for parents and range personnel?
 - Is the parking area secure?
 - Does access to the parking area require high clearance?
(Borrowed or joining your convoy?)
- Commo
 - Do you have redundant means of communication?
 - Do you know who to call in case of an emergency?
 - When do you need to check in with range control?
- Administration
 - Do you have a sign-in sheet?

- Do you have paper target faces, backers, stands and a means to secure targets to backers?
- Do you have markers for use to write on targets?
- Do you have enough staplers?
- Do your students need to bring chairs?
- Do you have the required teaching curriculum?
- If firing pistols, do you have parent signed permission slips on-site for all members?

□ Recon

- Do you know how to get to your range?
- Do you have a strip map for every parent?
- Do you have a medical evacuation strip map?
- Do you know where the closest medical facility is? (Not just the map, but how to actually get there?)
- What is the weather expected to be while you are at the range?
- Is there an adequate backstop in place to stop/absorb rounds/arrows?
- What sort of lateral control is in place to keep outsiders away from your firing area?
- Are the left/right limits of the range clearly defined?
- Are there any overflight concerns that need to be accounted for?
- Are there any architectural or environmental factors that need to be taken into account?

□ Medical

- Do you have a trauma and regular first aid kit?
- Do your range personnel know where your first aid kits are located?
- Which of your vehicles is designated as a casualty evacuation vehicle?
- Is there shade available and/or a designated rest area?

□ Range Control

- Do you know how to get to range control?
- Do you know range control's call-in procedures?
- Do you have a copy of your risk management plan to leave with range control?
- Does each member need to sign a range waiver document?

□ Range Safety

- Do you have enough range safety personnel?
- Do you have extra ear pro for your students?
- Do you have extra eye protection for your students?
- Do you know how to run this type of range?
- Do you have a layout of where everything is going in relation to the tower/lanes at the range?
- Do you need caution tape to control access or cordon certain areas?
- Do you have extra CBI material?

