



KPAC

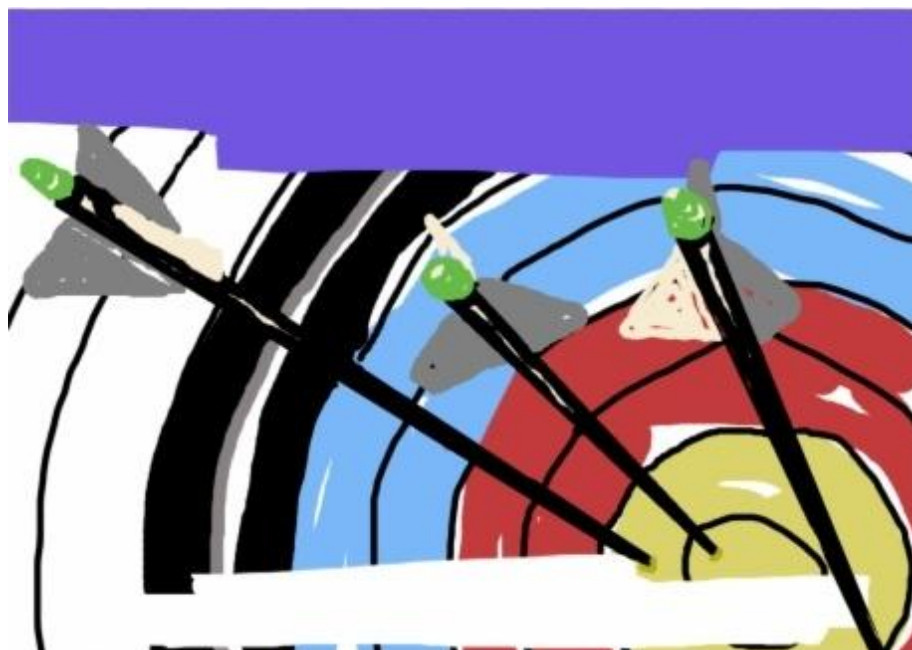
Winter Indoor Range Facility

at the

Kent Police Training School

Firearms Range

Standard Operating Procedures



This document has been produced to provide KPAC members with clarity for the use of the Kent Police Firearms Range, located within the Training School in Coverdale Avenue, Maidstone Kent ME15 9DR.

Access to the training school: KPAC members who are serving officers or serving members of staff should have access to the training school using their warrant or staff ID. If this is not the case, then please notify the KPAC club Secretary. Members who have retired and have been issued with a barrier pass, for ingress and egress at the barrier to the KP Training School at the main entrance in Coverdale Avenue, Maidstone. If these members ascertain that their barrier passes fail to operate, then please draw this to the attention of the KPAC club Secretary

Vehicle parking: Once on-site, vehicles need to be parked in the specific areas designated for parking only. Members should find that at weekends when the option to shoot indoors on the range has been granted, there should be less staff vehicles on the complex, and thus making parking somewhat easier. Vehicles will NOT be left without a Vehicle / Owner Identity Security Card being displayed in /on the windscreen / dashboard. If not in possession of a VOISC then please contact the Club Secretary for one to be issued. Members need to be aware that the Training School is patrolled by reception /security staff and vehicles on site without such identification will be removed.

Firearms Range location: The building is situated within the Training School complex and can be located to the North of the Skid Pan, and for obvious reasons it can be identified as a very long building. It is also adjacent to and to the South of the Staff Safety Training Unit (SSTU).

Security of Firearms Range: As can be clearly appreciated, security of the Firearms Range, is highly sensitive and of a very high priority, and nothing that KPAC members do must interfere with that. To that end, the ability to control and provide ingress and egress from the building has been required to be restricted to a number of club member individuals acting as “keyholders”.

Selected “Keyholders”: The following individuals are acceptable to the range management and have been nominated to act as the “keyholders” to provide member access. These currently are: ~ Steve Ridley, Heather Ridley, Gavin Humphrey, Sally Wright, Shaun Ravate, Finlay Hastings, and Sam Mallion. This number may increase in time and if so, members will be updated.

Keyholders will liaise between themselves to ensure that they provide regular Saturday access at 10:00 hrs on the nominated days commencing from the beginning of October and running right through to the end of March, and will also in their role capacity ensure that the building is secured and alarmed at the conclusion of shooting. This process is mandatory in order for the club to be granted access to the building. Sunday Access 10:00

hrs has now also been granted, but access and availability is subject to availability of “Keyholder” presence. Attendance /availability of keyholders can be establish by checking on the “Indoor and Outdoor Range Attendee Page on our website.

Please also note we are advised that access to the Range could be cancelled at very short notice, due to Police operational need requirements. The Committee will do its best to pre-warn attending members but this is subject to being warned by the Firearms Range Manager, or Tac Advisor.

Winter indoor venue, access dates: Members will be able to continue to access the available shooting dates for the Indoor venue via the “Book-a-Boss” page on the club’s website (www.kentpolicearcheryclub.co.uk)- Currently the available day has been agreed as a Saturday and a Sunday, but subject to information detailed above. However, the primary day will be the Saturday.

Winter indoor venue, access times: Current agreed available shooting times are from 10:00 hrs to 16:00 hrs. If over a period of time these timings are successful, then there is again an intent to request these to be extended. However initial timings will be as stated.

Range Equipment: Range equipment such as bosses and stands to be located in our shed 3 (John Marriott Shed) which is positioned adjacent to the vehicle access roller shutter, found on the South side of the range building. The store will have a combination padlock which will have the current code of the day, and which applies to all our equipment stores.

Range equipment stored in our Shed 3 (John Marriott Shed) will be transferred into the range, using the fire door situated adjacent to Range Vehicle Roller Shutter door access. **Please Note: The Roller Shutter door is NOT to be used.** Initially 3 x Damage bosses, and 3 x Egertec (straw) and 1 x 10 Zone Layered Foam bosses and their stands will be available for use. In time if additional bosses are required this can be considered and made available. Spare target faces are located in the (Black plastic box and also the Red & Blue equipment box) and face pins along with other needed equipment will be located in the Black equipment box as is currently used for this purpose, and which will also be stored in the John Marriott Shed. Located in a rack on the wall in the Marriott shed are 6 x bow stands these are for the exclusive use of members without their own equipment, and who are using club kit only. **These stands must be returned to the rack on completion of archery** Members not in possession of their own kit, may use club Bows /arrows etc (for up to 1 year of joining club) and will need to obtain this equipment from Shipping Container 2 (Steve Ridley Container) before attending the range. On completion of shooting for the day, **this equipment must be returned to Storage Container 2 (Steve Ridley Shed).** Nothing will be left in the range at the conclusion of the archery session. Should any straw pieces become detached from the “Egertec” straw bosses, this must be swept up and disposed of in a wastebin using the clubs dustpan and brush located in Shed 3 (John Marriott Shed). No straw litter must be left in the range on conclusion of archery.

Backstop netting: The Firearms Range already has backstop netting installed for the purpose of police officer training. However, we have been granted access to this to use for our archery purposes. Please ensure that this is handled and drawn with care, and located back against the sides of the range walls and into the black storage bags affixed to the walls when archery practice is concluded. This netting is located at the 25-meter distance down the range. When shooting our 30-meter competition distance the netting will not be used and will be drawn back. However, the netting will be partially drawn just allowing a central space beyond for 30-meter targets in order to protect the Firearms vehicle that is required to remain in the range when not in use.

Important Information: At the far end of the 50-meter range is the firearms Butts area – this has expensive automatic target operation equipment situated here behind a low level bund wall. **THIS AREA IS OUT OF BOUNDS TO CLUB MEMBERS – THESE TARGET SYSTEMS WILL NOT BE TOUCHED OR SHOT AT.**

Shooting Procedures: KPAC's Shooting Regulations apply for indoor shooting as it does for outdoor. A Field Captain must be appointed before any shooting commences, and audible commands given and followed by all archers shooting. No persons must be beyond the shooting line in order for the Field Captain to approve shooting. The Field Captain **MUST PERSONALLY** ensure that the Emergency Fire Door adjacent to the Roller Shutter Door is secured shut, and that no access can be gained from outside once archery has commenced. The automated Roller Door system **MUST** remain OFF and in the down shut position.

Other areas within the range building: Club members have been granted permission to access and use the kitchen area located behind the range to be able to make drinks and prepare food. However, members must bring their own mugs, and their own food etc. Members must also leave the kitchen area, when finished, in a condition that is clean and tidy and that does not bring disrepute to the club. We are very grateful to be given the opportunity to use this superb facility and we do not want to do anything that stops this. No other areas are available to club members within this complex. Members must operate within the range and kitchen areas only. **Food and drink will NOT be consumed in the range itself**

Lighting / Fans: Members will be given instruction on where the controls / switches are for these. These will all be turned off when the premises are vacated.

First Aid Equipment location: A KPAC First Aid kit is located within Shed 3 along with a First Aid Incident Recording Book, which must be completed in the event of any incident requiring First Aid Response by or to KPAC members.

The Standard Operating Procedure (SOP) process for any incident that occurs on Police Property can be found within the Clubs Emergency Plan Document. A copy of this document can be found on the notice board within Shed 3 (John Marriott Shed) along

with a list of current KPAC First Aiders, however this document can also be found within the “Club Documents” area of the website, and members should make themselves familiar with all of these documents.

The Firearms Range Reception area, also contains a First Aid Kit, which can be located on the Reception Counter.

Further First Aid Kit equipment can also be found in the Firearms Range itself, and is located within the 2 x white cabinets displayed with green crosses on the cabinet doors.

Fire Extinguisher locations:

1 x Fire Extinguisher (Type-WATER) is located adjacent to the Firearms Range main entrance - Reception Area

1 x Fire Extinguisher (Type- CARBON DIOXIDE) is located in the Firearms Range Reception Area adjacent to the Reception Counter

1 x Fire Extinguisher (Type – FOAM) is located in Range access corridor within complex

1 x Fire Extinguisher (Type – FOAM) is located at end of Range access corridor within complex

2 x Fire Extinguisher (Type – both POWDER) located by the emergency Fire Exit Door with the Range itself and adjacent to the Range Vehicle access Roller Shutter Door

Fire Alarm location:

1 x Fire Alarm striker box (to activate fire alarm) is located within the Range itself located by the emergency Fire Exit Door and adjacent to the Range Vehicle access Roller Shutter Door

Fire Assembly Point location:

Should any incident occur within the Firearms range complex that requires evacuation of all personnel from the building the Fire Assembly Point will be on the adjacent SKID PAN area

Defibrillator location:

1 x Defibrillator is located on the Reception Counter within the Firearms Range Reception area

Emergency Procedures: An Emergency Procedures Document (EPD) has been completed for both Outdoor and Indoor Shooting Operations. This MUST be read and fully understood and followed in the case of an emergency. The document can be found on the club website under the “Club Documents” tab, but is also contained on the Notice Board in Shed 3

Emergency Contacts:

Contact on call Tactical Firearms Officer : – (two available numbers) – 07968730682 or 07980683407

Contact: KP Firearms Range Manager – T/Inspector Bowker – 07971902339

Contact: Club Secretary /|Club Chairman – 07771817636

Risk Assessment: A Risk Assessment Document (RAD) has been completed for both Outdoor and Indoor Shooting Operations This MUST be read and fully understood. The document can be found on the club website under the “Club Documents” tab, but is also contained on the Notice Board in Shed 3

General Comment: Whilst we want all members to enjoy their shooting, we must never forget that archery is a dangerous sport, and the only reason it is safe is that it is so highly regulated. Please ensure that all rules and regulations are followed by ALL present in the building. Failure to do so may render individuals not being covered by KPAC insurance and individually open to liability claims.

Indoor Range Plan: See attached plans