FIRE DESK: 703-784-5321/5322, SCHEDULING: 703-784-5502/5507

**RANGE/TRAINING AREA SIGN OUT/IN CHECKLIST v5**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **UNIT:** |  | | | |
| **OIC/RSO:** |  | | | |
| **CELL PHONE NUMBER:** |  | | | |
|  | | | | |
| **RTA:** |  | | | |
| **EVENT:** |  | | | |
| **DATE/TIME OUT:** |  | | | |
| **OCCUPY DATE/TIME:** |  | | | |
| **END DATE/TIME:** |  | | | |
| **RMB SIGN OUT:** |  | | | |
|  | | | | |
| **DATE/TIME IN:** |  | | | |
| **RMB SIGN IN:** |  | | | |
| **<GEAR BELOW HAS BEEN ISSUED>** | | | | |
| **\*\*SERVICABLE:** | YES | | NO | |
| **SOP:** | N/A |  | |  |
| **RED RANGE FLAG:** | QTY: | | | |
| **MISC GEAR:** |  | | | |
| **KEYS:** |  | | | |
| **RADIO:** | QTY: | |  | |
| S/N: | | | |
| **EXTRA BATTERY OR CHARGER:** | BATTERY QTY: CHARGER: | | | |

**\* UNIT IS REQUIRED TO POSSESS A COPY OF THE MCBO 3570.1A (DIGITAL/PAPER) AT ALL TIMES WHEN OCCUPYING ANY MCBQ RANGES, TRAINING AREAS, FACILITIES, OR LZ’S.**

**\*\* All items above must be accounted for AND VERIFIED SERVICEABLE UPON ISSUE.**

**\*\*\* All items above must be accounted for AND VERIFIED SERVICEABLE before range or facility can be turned in.**

**OIC/RSO SIGNATURE CHECK OUT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OIC/RSO SIGNATURE CHECK IN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\*POST INSPECTION REQUIRED EXCEPT FOR ROADS/TA’S**

**RANGE/GEAR SIGN IN (PATROLMAN)**

**PATROLMAN WHO CONDUCTED POST (PRINT): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE/TIME IN \_\_\_\_\_\_**

**-PATROLMAN INITIAL ONE-**

** PATROLMAN VERIFIED SERVICEABILITY AND COLLECTED ALL GEAR ( )**

** UNIT KEPT ALL GEAR; WILL VERIFY SERVICEABILITY AT TURN IN ( )**

 **UNIT DID NOT RETURN ALL ISSUED GEAR; TIME:\_\_\_\_ DATE:\_\_\_\_( )**

**LIVE FIRE BRIEF**

OIC/RSO: Read Items 1-10 below. Have names, DODICS, secondary comm number, and number of personnel training ready when making request to “Occupy”. When requesting a “HOT” time, read the hot brief below to verbally verify you understand and will comply by stating:

**“Range Control this is Range\_\_\_, I (Rank/Name) am the (OIC or RSO). I certify that:**

**-All personnel have received a detailed Safety Brief.**

**-Adequate Medical Coverage is present.**

**-The Safety Vehicle is present.**

**-The Range Flag is posted.**

**-Left/Right Lateral Limit Markers are identified/visible per Range SOP.**

**-All Gates and Barriers are secured or manned and will not be bypassed.**

**-I have read and understand the Range Safety Order, Range Regulations, SOP for this range, items 1-10 of this brief, and will comply.”**

(1) The OIC/RSO will immediately contact Range Control and request a pre-inspection if the range or training area is found in a poor state of police or will accept the condition and responsibility to police.

(2) The OIC/RSO MUST maintain (in their possession) two forms of communication with Range Control **AT ALL TIMES**. Primary/Secondary: Issued Radio/Cell Phone or land line. The OIC/RSO will make radio checks every 30 min for live fire/3 hrs for non-live fire events on the hour/half-hour.

(3) The OIC/RSO will cease fire/training immediately if communication is lost. If OIC/RSO fails to make radio checks the unit will be placed into a check-fire until communication is restored.

(4) OIC/RSO must ensure all **Blank** and **Live** ammunition is: Stored and issued separately, **NEVER** used at the same time, blanks fired before live rounds never after, ensure every participant, weapon, magazines, etc are cleared/thoroughly checked before issuing live rounds or departing.

(5) OIC/RSO will **IMMEDIATELY** contact Range Control and await further instructions as soon as a fire starts. **NEVER** enter dud impact area.

(6) OIC/RSO will immediately cease fire and contact Range Control if any aircraft (to include UAV/UAS) enters the SDZ for that range.

(7) MEDEVAC: Regardless of severity, the OIC/RSO will immediately contact Range Control to initiate emergency procedures.

(8) Civilian participation requires prior approval from Commander, MCINCR, MCB Quantico. OIC/RSO will ensure the Hold Harmless/Waivers of Liability are signed, on-hand, and notify Range Control when complete.

(9) Completion of training: OIC/RSO will contact Range Control to request Post Inspection, “COLD” Time, and pass “End of Training” report (Ammo expended by DODIC, number personnel trained/vehicles in support.

(10) Marine Corps OIC/RSO: **Range Safety Related AIN’s** have been checked and read as part of detailed safety brief as required**.**

I (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, CERTIFY I UNDERSTAND ANY/ALL CONFLICTS, RESTRICTIONS, HAVE READ AND WILL COMPLY WITH: THE RANGE SAFETY ORDER, RANGE REGULATIONS, RANGE SOP, AND THE ITEMS ABOVE.

(SIGNATURE)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DATE)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_