

TITLE Buffalo Target Shooters Association (BTSA) Incident Action Plan Procedure	
DOCUMENT # BTSA-GV-02	INITIAL APPROVAL DATE April xx, 2021
APPROVAL LEVEL Buffalo Target Shooters Association Board of Directors	INITIAL EFFECTIVE DATE April xx, 2021
CATEGORY Governance	NEXT REVIEW April xx, 2022

A. Location of BTSA & Contact Numbers

1. STARS Emergency Link Centre:

- STARS phone number 1-888-888-4567 or 403-299-0932 (on big sign by Clubhouse)
 - Press #1 for EMERGENCY
- Give BTSA STARS location code of **5313**
 - Briefly describe incident → chest pain, short of breath, firearms training accident “shot in the leg during training exercise”
 - NEVER say a person was just ‘shot’ with no other information because RCMP Emergency Response Team will come in and secure the area first. Initial statement should be that it is a “**training accident.**”
 - This will delay delivery of any medical aid to injured person
 - However, do not withhold information
 - STARS will connect you to 911 and STARS will stay on the line to listen

2. For More Emergency Ground Resources - ambulance, fire and police:

- They will ask many questions about location for ground resources:
 - Buffalo Target Shooting Association in Sibbald Flats, Kananaskis, Alberta
 - Located approximately 60 kilometers west of Calgary
 - If on Highway 16 travelling west, take Route 68 (Sibbald Creek Trail Exit 143) south to get to Homestead Road
 - Keep following road until get to a double gate
 - Someone will be there to meet and guide
- GPS Coordinates to the BTSA Entrance/Gate:
 - N51° 00' 14.8" (North 51 degrees 00 minutes and 14.8 seconds)
 - W114° 46' 19.4" (West 11 degrees 46 minutes and 19.4 seconds)
- 911 will also ask many questions about the patient
- STARS will assist and share advice on the landing zone and communicate with their pilots.

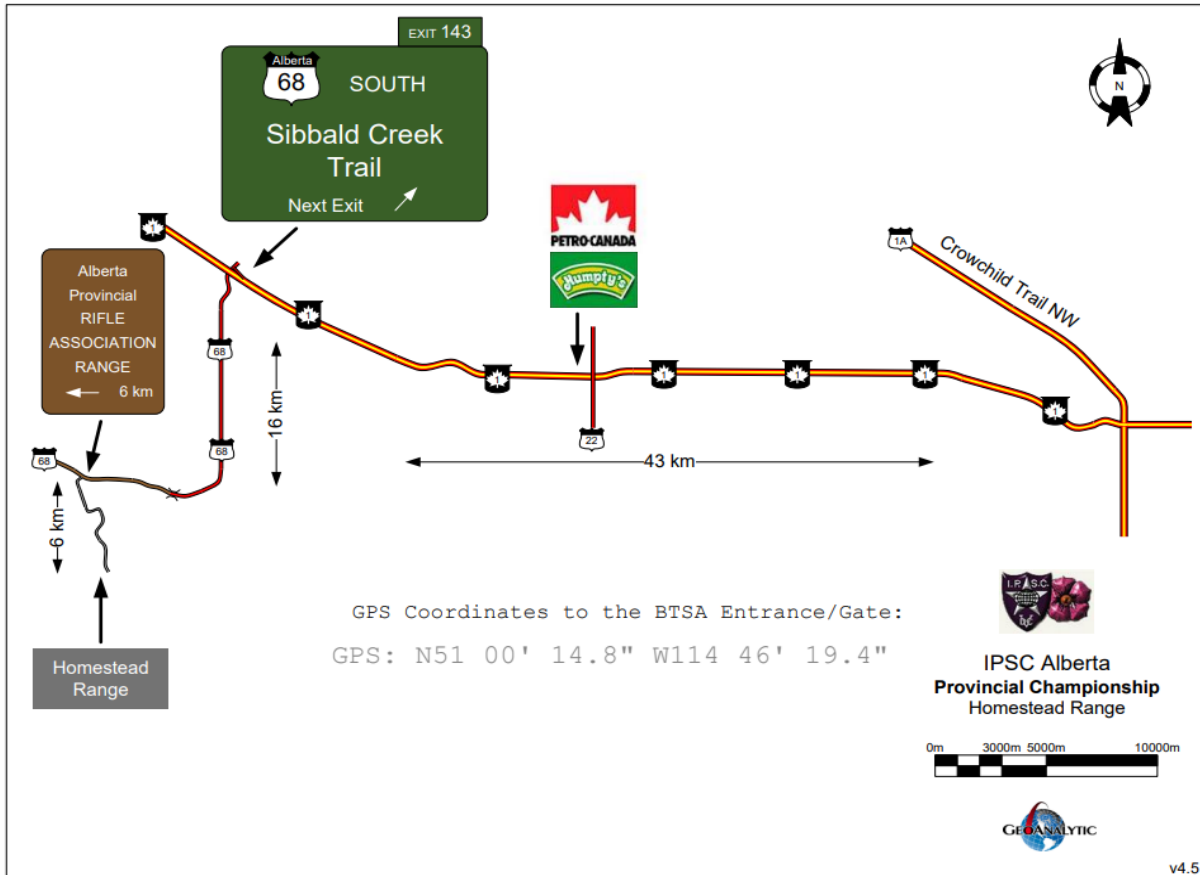


Figure 1. BTSA Map with Landmarks

B. Event Lead (EL) Responsibilities:

- Read out loud the Pre-event Safety Briefing before each BTSA event (i.e. Action Shooting League (ASL), Steel Challenge League, IPSC/USPS Club matches, etc.)
- Primary for calling STARS or 911 in the case of an emergency.
- Document emergency timeline and incident as accurate as possible with times, people, etc.
- Share information of emergency with Board of Director Liaison when possible.
- Ensures all match activities including cessation of competition is executed in a safe and timely manner when required.
- Primary for calling STARS or 911 in the case of an emergency.
- Contact Board of Director Liaison as soon as it is possible and safe to do so to explain the situation.

C. Range Officer (RO) Responsibilities:

- Call out emergency on radio or use air horn.
- Instruct shooters remove all shooting gear and take to vehicle.
- Secondary for calling STARS or 911 in the case of an emergency if the Event Lead is unable to do so.
- Take first aiders to injured person.

D. Pre-Event Safety Briefing

There are five pillars of Emergency Management; prevention, mitigation, preparedness, response and recovery. The pre-event safety briefing is an important component of the five pillars.

This safety briefing is read out loud prior at each BTSA event and can be found in Appendix A. The Event Lead will share this information in case of an emergency as it could save someone's life!

E. Minor Injuries and Nearest Medical Facility

- The Cochrane Community Health Centre operates between the hours of 8 a.m. and 10 p.m. and is located at 60 Grande Blvd in Cochrane, AB
- Arrangements for transportation to and from the Cochrane Community Health Centre will be provided by match organizers.
- Should participants wish to transport themselves, they are allowed to do so; however, follow up communication must be organized before they leave.
- If unsure of injury severity, contact 811 or 911 and consult with available triage resources.

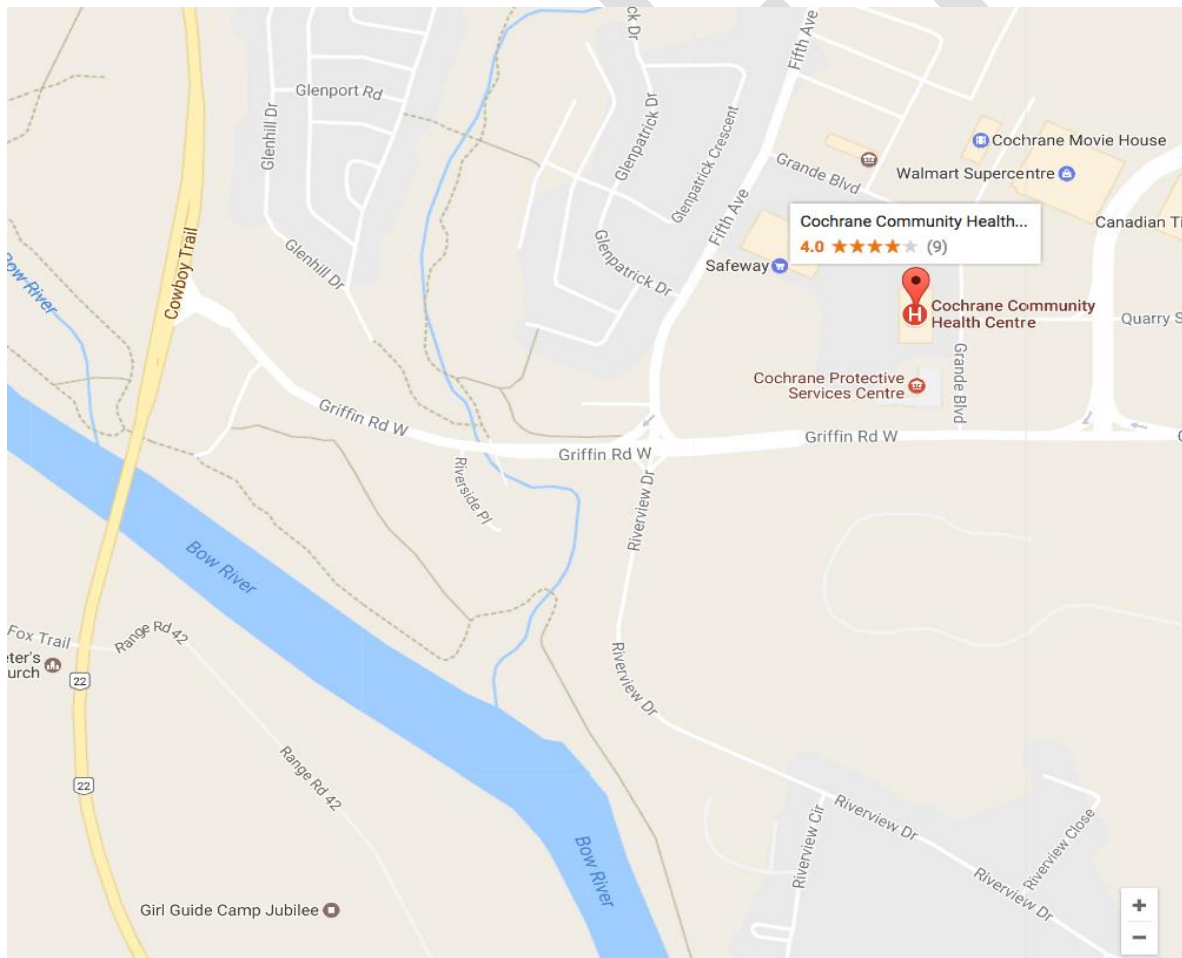


Figure 2. Cochrane Community Health Map

F. BTSA STARS Location #5313

LANDING ZONE INFORMATION CARD

*** STEP 1**

Advise your dispatch centre which channel you will be using to communicate with **STARS**.

*** STEP 2**

Select an area for the landing zone that is downwind from the incident site (unless hazardous materials or gases are present).

INCIDENT SITE

WIND DIRECTION

LANDING ZONE

*** STEP 3**

Select an area for the landing zone that is a minimum of 36 metres (or 120 feet, or 36 paces) from the incident site.

INCIDENT SITE

36 METRES
(120 FEET OR 36 PACES)

LANDING ZONE

*** STEP 4**

Select a flat, level surface for the landing zone; preferably pavement or concrete, if available.

*** STEP 5**

Ensure the landing zone area is clear of wires, poles, trees and debris.

*** STEP 6**

Mark out a 36 metre by 36 metre (120 feet x 120 feet, or 36 paces x 36 paces) square, and mark the corners with LED beacons, heavy pylons or any other bright conspicuous objects easily seen from the air.

LANDING ZONE

*** STEP 7**

Brief **STARS** crew via radio or cell phone and stand at the middle of the upwind side of the landing zone with the wind at your back.

Monitor radio frequency to communicate with the **STARS** team.

As the helicopter approaches, go down on one knee and **DO NOT MOVE** from your position.

Do not approach the helicopter at any time unless escorted by the **STARS** crew.

LANDING ZONE HAND SIGNALS

ALL CLEAR TO LAND

ALL CLEAR TO DEPART

ABORT LANDING

Figure 3. STARS Landing Zone Card

APPENDIX A- PRE-EVENT SAFETY BRIEFING CHECKLIST

This safety briefing is read out loud prior to each BTSA event. I will share this information in case of an emergency as it could save someone's life!

Examples of things that could end a life or cause a loss of limb are as follows; chest pain, shortness of breath, diabetic emergency, allergic reaction, heat stroke, penetrating trauma to anywhere on the body, head trauma, etc.

We need a system in place, so everyone knows what to expect and we can get medical help to the injured person as soon as possible. Please listen carefully!

- If there is an EMERGENCY, the Range Officer (RO) at the bay of the incident will do 3 long air horn blasts
 - a. Ensure air horn at each bay with the RO

- When RO(s) hear 3 AIR HORN blasts he/she will:
 - a. Shout 'STOP' and call for a CEASE FIRE on their bay
 - b. Make all firearms safe by instructing shooters to line up, facing downrange and case their firearms
 - c. Instruct shooters to place all cased firearms and all shooting gear in their vehicle and return back to their bay for further instructions. WALK don't run!

- Person calling STARS or 911:
 - a. Primary→Event Lead [insert name]_____
 - b. Secondary→ Range Officer [insert name]_____
 - c. STARS #1-888-888-4567 or 403-299-0932
 - i. BTSA STARS location #5313

- Identify all FIRST AIDERS:
 - a. Primary→[insert name]_____
 - b. Secondary→[insert name]_____
 - i. First aid kits, AED & stretcher in garage cabinet
 - ii. RO or designate will gather first aiders to take to injured person

- Identify STARS LZ Officer: [insert name]_____
 - a. STARS LZ Kit with card, cones & wands in garage cabinet (show where)
 - b. Location of STARS LZ Option 1: Old public parking lot if clear; Option 2: Toward APRA gates by large garbage bin

- Identify person(s) to drive out to open the gates and meet emergency services in case ground resources are dispatched:

- a. BTSA GATE →[insert name]_____
- b. APRA GATE→[insert name]_____
- i. APRA gate person meet Emergency Services and at Homestead Road entrance and guide into BTSA

- Identify a SAFETY OFFICER (can be Event Lead):
 - a. Designated Safety Officer →[insert name]_____
 - b. Safety is their role (examples of this)
 - i. Ensure all firearms away, no belts on and safe for agencies to enter
 - ii. Recheck STARS LZ
 - iii. Path clear to patient and crowd control
 - iv. Ensure gates are open

- Confirm evacuation route and muster point in case of severe weather, flooding, forest fire or other:
 - a. Fire extinguisher in and out of garage and clubhouse
 - b. Meet outside of APRA gates for roll call

- NO food or drinks in garbage container as it attracts animals:
 - a. Take your garbage with you

- Summary of BTSA COVID Protocol:
 - a. All participants hand in COVID waiver
 - b. Maintain 2 metre distance, if less than 2 m from someone, must wear a mask!
 - c. Follow protocol; if not then asked to leave

Notes, information, drawing, etc.:
