

# DIABLO ACTION PISTOL



(AP Range)

Standard Operating Procedures  
(SOP)

Revised: August 2019

Blade Benson  
Action Pistol, Chief Range Safety Officer

## 1. Hours of Operation:

Live fire hours are **8:00 am to 9:00 pm** only. The Action Pistol range may be opened by a designated Level 2 Range Officer (RO2) using all the provisions of Section 5 of this SOP.

## 2. Eligibility:

Only club members, associate members or qualified guests who have completed the Diablo Action Pistol Orientation, or acceptable equivalent, are eligible to use the Action Pistol Range for normal Action Pistol activities. What constitutes an “acceptable equivalent” will be determined by the Chief Range Safety Officer or their designated alternate for performing safety evaluations (e.g., AP Match Director).

Qualified guests are shooters who are not members of a USI club but have been determined to be qualified to engage in “move and shoot” sports such as USPSA or IDPA shooting. Such determination can be based on match results from other clubs or classifications shown by USPSA or IDPA.

Normal Action Pistol activities are those which involve drawing from holsters, on-the-clock reloads, and rapid movement between shooting positions such as are practiced in USPSA or IDPA shooting.

People who have not completed the Action Pistol orientation may be permitted to participate in special events, classes or other activities such as air gun shooters who use the range for practice with air guns only (no firearms) provided the range is opened and operated as directed in Section 5.

**2.1** Junior members between the ages of 12 and 18 will be required to have a signed parental consent form on file before shooting on the Action Pistol range.

**2.2** Participants under the age of 18 will be required to be accompanied by a parent, guardian or other responsible adult club member when participating in Action Pistol practice or matches.

**2.3** When participants under the age of 18 are participating in a match they will be squaded with their responsible adult.

**2.4** Individuals who have completed the Diablo Action Pistol Orientation or acceptable equivalent are documented to track and maintain their certification and issued a card.

**2.5** In order to maintain certification to use the Action Pistol Range shooters must demonstrate continued proficiency in handling firearms safely in action pistol activities. This may be done by any of the following:

**2.5.1** Participating in at least two Action Pistol matches in the last year, or

**2.5.2** Reasonable evidence that the individual has participated in at least two club or nationally sanctioned matches in that period. When eligibility has been established by means other than taking the Action Pistol Orientation Course the prospective shooter must receive a briefing on the rules and procedures unique to the USI Action Pistol range, or

**2.5.3** The individual has been observed by a designated AP Range Officer safely handling a firearm during Action Pistol practices during that period.

**2.6** The Action Pistol range can be used for other activities when a qualified Rifle/Pistol Range Officer or Action Pistol Range Officer is present and the use is subject to the same rules as normally apply at the Rifle/Pistol range; specifically that there be no drawing from holsters, no move-and-shoot and no rapid fire shooting. All Action Pistol Range SOPs must be followed.

**2.7** In the event of repeated rule infractions, indifference to safety rules or SOP provisions and only at the discretion of the Action Pistol Chief Range Safety Officer (AP CRSO), the following sanctions may be imposed or a previously imposed sanction lifted. The sanctions need not be imposed in the order listed.

**2.7.1 Probation** – An individual may be placed on probation for a specified period – 30, 60 or 90 days. During that period the individual MAY continue to use the Action Pistol range and participate in Action Pistol activities but is on notice that continued infractions will result in a more severe sanction

**2.7.2 Suspension** – The right to use the Action Pistol range or to participate in Action Pistol activities may be suspended for a specified period – 30, 60 or 90 days. During that period the individual MAY NOT continue to use the Action Pistol range or participate in Action Pistol activities.

**2.7.3 Decertification** – In the event that the AP CRSO determines that an individual: has not absorbed necessary safety information presented in the Action Pistol Orientation course; or is not complying with range rules as stated in the SOPs; or that too much time has passed without Action Pistol activity. The AP CRSO may revoke the certification to use the Action Pistol Range and require that the individual repeat the safety course before resuming use of the Action Pistol Range or participate in Action Pistol activities. This sanction may be lifted only by the AP CRSO..

**2.7.4 Banishment** – In the event of repeated or extreme safety violations, unsportsmanlike conduct or a display of a disregard of USI Action Pistol rules or policies the AP CRSO may banish an individual from the Action Pistol range or participation in Action Pistol activities. This sanction may be lifted only by the AP CRSO.

### **3. Range Fee:**

The fee for use of the Action Pistol Range will be set by the Action Pistol Chairman with the advice of the DRGC Board of Directors.

**3.2** DAP ROs who are scheduled duty ROs (or covering for a scheduled RO) may use the range without payment of the fee.

### **4. Action Pistol Range Officers:**

The Action Pistol Chief Range Safety Officer (AP CRSO) with advice from the DRGC Board of Directors, will determine which individuals may be designated as Action Pistol Level 1 or Level 2 Range Officers (RO1 or RO2).

**4.1** In order to be designated as an Action Pistol RO1 an individual must: have at least one year of Action Pistol experience, have participated in at least six DAP USPSA or IDPA matches in the past year, be recommended by a DAP RO2, successfully complete the DAP RO1 training course, act as a provisional RO1 (RO under training) under the supervision of an existing RO2 during at least one DAP match, and then be appointed as an Action Pistol RO1 by the AP CRSO. All of these requirements may be waived by the AP Chairman, CRSO or DRGC Board of Directors as needs of the program dictate.

**4.2** In order to be designated an Action Pistol RO2 an individual must be recommended by an RO2, complete an established DAP RO2 training course and one other nationally recognized Range Officer training program such as the NROI Range Officer class. Upon completion of both courses the individual may be appointed as a Level 2 Range Officer by the AP Chairman or DRGC Board of Directors as needs of the program dictate.

**4.3** Action Pistol Range Officers working in that capacity while on the Action Pistol Range should wear a the Diablo Action Pistol Range Officer cap. No other red caps should be worn to reduce the confusion of identifying Range Officer Personnel.

### **5. Range Opening, Operation and Closing:**

#### **5.1 Range Opening:**

**5.1.1** A designated DAP Range Officer (RO2) or other authorized Range Official must open the range for practice and oversee practice sessions or matches. RO1s MAY NOT open the range.

**5.1.2** There will be no shooting on the AP range unless there are at least two persons present on the range (i.e., any of the 5 bays or Classrooms) one of whom is an RO2 or other authorized Range Official and the other is capable of making an emergency telephone call should the need arise.

**5.1.3** Check all AP bays for safety.

**5.1.4** Put up the red flag.

**5.1.5** Have all members sign in and pay the appropriate fee before shooting. Action Pistol shooters must have completed the AP Orientation course or equivalent before using the range.

## **5.2 Range Operation:**

**5.2.1 Supervision:** All non-RO shooters must be under the supervision of an RO who is present on the same bay and actively supervising the non-RO shooter. RO's of either level may self-supervise when casing or uncasing firearms or when shooting.

**5.2.2 Bay walls** or props MAY NOT be used as target supports or backstops. Targets stands will be used with targets that are not self supported and ALL shots must be directed into berms except birdshot fired at aerial clay targets.

**5.2.3 Except as provided in section 6.4.2** there is to be NO HANDLING or HOLDING of guns during "Cease Fire" periods or when "Range Clear" command has been given. During those periods all guns are to be clear and open, with chamber flags inserted, or safely holstered. There is to be NO gun handling behind the firing line when anyone is downrange of the gun, however long guns may be carried muzzle up back to the racks and/or cased after they have been cleared and chamber flags inserted.

**5.2.4 Keep Range Clean:** All trash including paper, paper or plastic cups, cartridge boxes and plastic cartridge inserts must be placed in trash containers. Only soda cans and glass and plastic bottles should be placed in the recycling containers. Smokers are not to throw cigarette or cigar butts on the ground. Butts containers are provided and are to be used.

**5.2.5** The process for actions to be taken following an incident on USI property involving an employee, member, guest, or contractor is included in Section 8 and the Appendix.

## **5.3 Range Closing**

**5.3.1** Pick up all spent shot shell cases and brass.

**5.3.2** Move all steel targets and props on Bay 3 to the side walls except the rebar target stands.

**5.3.3** Place only usable targets and target sticks in the appropriate containers.

**5.3.4** Put badly shot up targets in the black "Cardboard Recycling" bin NOT in the "Practice targets" box. Put targets sticks too shot up to be usable in the "Scrap Target Sticks" bin.

**5.3.5** Place all trash in black bags to be taken to the ORANGE dumpsters at the multipurpose range. Replace the trash can liner.

**5.3.6** Check all bays for safety.

**5.3.7** Take down the red flag.

**5.3.8** Count the practice session cash and place it in an envelope marked with the following information: AP Practice, Date, Duty RO's name and the total revenue and take it to the USI clubhouse and drop it in our mailbox. If closed the Duty RO2 should keep it in his/her possession and turn it in at the first available opportunity.

**5.3.9** It MUST be understood that, since the Action Pistol Range is frequently open later than other ranges on the USI complex, Action Pistol shooters may be the last to leave the USI property at the end of the day. Whenever the Duty Range Officer closes the range and the Rifle/Pistol range is closed it is the responsibility of the Duty Range Officer to check the status of the Shotgun and Multi-purpose ranges to determine if those ranges are still occupied. **IF THEY ARE NOT THE FRONT GATE ON EVORA ROAD MUST BE CLOSED AND LOCKED BY THE DEPARTING DUTY RANGE OFFICER.**

## **6. Range Safety:**

**6.1** There is to be no consumption of alcohol or drugs in the USI Action Pistol range bays nor shall persons deemed by legitimate authority to be under the influence of alcohol or drugs be permitted to use the range.

**6.2** During live firing AND AT ALL TIMES IN THE CASE OF EYE PROTECTION:

**6.2.1** Eye and ear protection must be worn by all individuals including spectators and others not involved in the firing unless the individual is hearing impaired.

**6.2.2** Airgun shooters are excepted from 6.2.1 as regards ear protection provided that airgun shooters and firearm shooters are at opposite ends of the range. This is to be done only at the discretion of the Duty Range Officer or with the concurrence of the Range Officers if there are both an Action Pistol Range Officer and an Airgun Range Officer present.

**6.2.3** Open-toe shoes are not permitted to be worn by anyone firing on the range. This does not apply to spectators.

**6.3** Firearms are to be transported to and from the Action Pistol Range in a suitable box, case or bag specifically designed for transporting/storage of firearms. Specifically, firearms may NOT be carried in garment pockets or in unboxed or uncased holsters. In addition, firearms are not to be carried or handled in holsters which are not being worn.

**6.4** The Action Pistol range is a COLD range. This means that all firearms are to be unloaded at all times except on the firing line or at the beginning of a firing exercise, and then only at the direction of and under the direct control of a range officer, supervisor or trainer.

**6.4.1** In addition, there is to be no handling of handguns except on the firing line or immediately prior to beginning a firing exercise (under the conditions stated above), or in the Safe Area under the rules stated in 6.7 and 6.8 below.

**6.4.2** ~~Rifles and shotguns may be handled uncased on the range without being under the direct control of a Range Officer provided they are carried empty, detachable magazines removed, safety on, a chamber flag installed and muzzle up or down (near the vertical).~~

**6.4.3** The Hunter Safety/Action Pistol classrooms are considered to be a part of the Action Pistol range. Handling of uncased or unholstered firearms within the classrooms, as a part of Action Pistol activities, is specifically prohibited.

**6.5** At their discretion Range Officers may supervise shooters in casing or uncasing firearms on the bays when all normal safety precautions are taken.

## 6.6 The definition of an unloaded firearm is:

6.6.1 Revolver: cylinder empty, hammer down

6.6.2 Semiautomatic: magazines removed, chamber empty, hammer down, safety on if applicable.

6.6.3 Long guns; magazines removed (if possible), chamber empty, hammer down, safety on if applicable and chamber flag inserted.

## 6.7 Safe Areas

6.7.1 There are two Safe Areas on the USI Action Pistol range. The Primary Safe Area is the covered area located on the southwest end of the range on Bay 5. The Secondary Safe Area is the red table on the west side of the entry drive between Bays 1 and 2. The Secondary Safe Area is a dual use area.

6.7.2 The Primary Safe Area can be used for casing, uncasing, and holstering unloaded firearms, practicing the mounting, drawing, “dry-firing” and re-holstering of unloaded firearms, practicing the insertion and removal of empty magazines and/or to cycle the action of a firearm, conduct inspections, stripping, cleaning, repairs and maintenance of firearms, component parts and other accessories as outlined in the latest USPSA rule book. **THERE IS TO BE NO HANDLING OF AMMUNITION, SNAP CAPS, DUMMY AMMUNITION OR LOADED MAGAZINES IN THIS AREA.**

6.7.3 Holders of concealed carry permits may use the Secondary Safe Area to unload and/or unholster when arriving at the range or load and/or reholster when departing the range. A permit to carry a concealed weapon does not override the USI prohibition against carrying concealed or loaded weapons on USI property.

6.8 One or two Action Pistol shooters at a time may use the Secondary Safe Area to case, uncase, and/or holster unloaded firearms. Shooters using the Secondary Safe Area may have loaded magazines on their belts but **THERE IS TO BE NO HANDLING OF AMMUNITION, SNAP CAPS, DUMMY AMMUNITION OR LOADED MAGAZINES IN THIS AREA except as provided in 6.7.3 above.** The practice of the mounting, drawing, “dry-firing” and re-holstering of unloaded firearms is permitted but should be limited due to space limitations. Detailed inspections, stripping, cleaning, repairs and maintenance of firearms, component parts and other accessories are not permitted in this area again due to the limited space available. Shooters needing to use a Safe Area for any lengthy activity should use the Primary Safe Area.

6.9 No loaded firearms are to leave the firing line.

6.10 All shooters must be in the shooting bays inside of the walls.

6.11 All bullets, slugs and buckshot (but not birdshot) are to impact the berm above the bay floor, and below the height of the sidewalls. None, including birdshot, are to



impact the side walls. At no time will a muzzle direction more than 90° from a line directly downrange from a gun be permitted. This describes a plane generally referred to as “the 180 line”. No rule from any sport or activity conducted on the USI Action Pistol range shall override this restriction.

**6.12** During multi-gun matches, there shall be no starts from the Port Arms position. All starts with long guns will be from a table or approved retention device (drop box) or from a position with the muzzle pointed below the horizontal, generally referred to as Low Ready.

**6.13** Shooting at anything other than authorized targets is not permitted. The only approved targets are paper, cardboard, steel targets, bowling pins, clay targets or synthetic targets. Synthetic targets are those rubber-like, self-healing targets.

#### **6.14 Ammunition**

**6.14.1** Lead shot may be used on steel targets. Slugs may ONLY be used on paper.

**6.14.2** Due to the likelihood of extreme shot bounce-back STEEL AND/OR TUNGSTEN SHOT MAY NOT BE USED AT ANY TIME.

**6.14.3** Due to the likelihood of extreme shot bounce-back birdshot is NEVER to be used on bowling pins.

**6.14.4** Metal piercing, steel core or jacketed, incendiary and/or tracer ammunition is prohibited.

**6.14.5** Centerfire rifle bullets, shotgun slugs, and high power pistol ammunition are not to be used on steel targets. High power pistol ammunition is defined as any ammunition where the product of muzzle velocity (in fps) multiplied by bullet weight (in grains) exceeds 200,000 (200 Power Factor).

**6.15** During multi-gun events it is permissible for shooters to preload shotguns. This will be done under the supervision of a Range Officer at a location and with a muzzle direction approved by the match staff before the match (preload table). When preloaded the shotgun must have the chamber empty with a chamber flag inserted, the safety set and only the magazine loaded. Once preloaded the shotgun must NOT be handled without RO supervision or left unattended until the shooter is “on deck” and ready to bring it to the starting position.

**6.16** During multi-gun events stage procedures may call for abandoning a gun in an approved retention device (drop box). When that is the case the Range Officer must ensure that the shooter does that. In the event that the shooter appears to have forgotten and starts to proceed beyond the box the Range Officer is to call the shooter back to make sure the gun is placed in the designated box. This will NOT be considered interference and there will be no penalty assessed beyond the time it takes to return and comply.

**6.17** During multi-gun events uncleared guns may be abandoned in approved retention devices (drop boxes) and shooters, Range Officers and other squad members may proceed downrange of these guns according to the stage procedures. **WHEN THIS OCCURS THERE IS TO BE NO HANDLING OF UNCLEARED GUNS BY ANYONE, INCLUDING RANGE OFFICERS, WHILE ANYONE IS DOWNRANGE OF THESE GUNS.**

**6.18** When multiple shooters are shooting in the same bay in a firing line configuration a SINGLE firing line is to be established, all shooters must use the same firing line and no shooter is permitted to be uprange or downrange of any other shooter while the bay is "Hot". In this configuration no movement or cross firing is allowed. Firing line shooting is permitted ONLY during the live-fire portion of the AP orientation classes.

**6.19** The distance at which steel targets can be engaged is that distance indicated in the rule book for the sport being conducted.

**6.20** During any firing period any individual who observes an unsafe condition or situation is to call for an immediate cease fire. This applies whether the individual is associated with DAP, USI, law enforcement, other users or is simply a spectator.

**6.21** The DAP Range Officer's directions and decisions are not debatable.

## **7. Scheduling and Range Use:**

**7.1** The USI Action Pistol Range usage is coordinated in the USI facilities online calendar via emailing the USI Operations Manager and/or DRGC Officers. Requests for grounds are made via the normal USI process. If less than the entire range is in use by a scheduled group, vacant bays may be used by other authorized shooters. The USI Action Pistol Range is a shared facility and cooperation in the use of the range is expected. When there are only a few shooters at the range there is generally no problem if one or two shooters setup and shoot by themselves on an unused bay. When the range becomes more crowded it may be necessary for several shooters to share a bay or relinquish the bay after a reasonable time. Again, cooperation is the key to resolving conflicts.

## **8. Accidents & Incidents:**

### **8.1 In the event of an accident:**

**8.1.1** Cease fire, secure and clear any loaded guns.

**8.1.2** If the accident is serious and supervisory personnel will be occupied with handling the injury, CLOSE THE RANGE.

**8.1.3** If the injury is minor, the injured party should be directed to the First Aid kit in the Hunter Education – Action Pistol building, and allowed to treat the injury themselves.

**8.1.4** Administer First Aid if necessary -- stop bleeding, protect the wound and prevent shock.

**8.1.5** The Senior Range Officer, NOT THE INJURED PARTY, will make the decision to call or not to call 911 for assistance.

**8.1.6** If the accident requires that 911 be called, post someone at the Evora Road gate into the USI property, and at the top of the drive at the northwest corner of the Rifle/Pistol Range to direct EMS personal down the drive to the Action Pistol Range.

**8.1.7** If required and/or deemed necessary, secure the area of the accident.

**8.1.8** Obtain verified ID of the injured and any others involved.

**8.1.9** ASAP notify one of the following in order listed:

USI LET Chair person (for a LE incident)

USI Chief Range Safety Officer

USI AP Chairman

President, USI

**8.1.10** Any time 911 is called and in any other instance when the injury is deemed serious enough by the supervising RO to generate a report, the USI INCIDENT REPORT should be filled out.

## **8.2 In the event of an incident:**

**8.2.1** In the event of a non-injury safety violation (DQ) at either a match or at a practice the appropriate DAP DQ form must be filled out and signed by the RO imposing the DQ and by the shooter who was DQed. The completed form must be filed in the DQ file in the DAP office.

**8.2.2** In the event of a serious incident deemed by the supervising RO to be serious enough to generate an additional report (more than just a DQ), the USI INCIDENT REPORT should also be filled out. The USI "INCIDENT REPORTING FORM" is attached as an appendix to this SOP.

## **9. Attire:**

Attire worn by users of the Action Pistol range must be such as to not bring discredit to USI, Diablo Action Pistol or any other user group. Garments having offensive wording or images or which may be insulting to any group are not permitted. All "On Duty" Action Pistol Range Officers should wear the approved red Diablo Action Pistol Range Officer Ball Cap.

## **10. Job Descriptions & Duties:**

**10.1** The Chief Range Safety Officer or his designated representative is considered to be the Action Pistol Range Master.

### **10.2 USI Action Pistol Chairman**

**10.2.1** Maintain or oversee the maintenance of the AP range. Advise the USI Operations Manager of needed repairs or other work.

**10.2.2** Maintain or oversee the maintenance of the AP range equipment.

**10.2.3** Monitor the condition of the Hunter Education / Action Pistol building. Advise the USI Operations Manager of needed repairs, cleaning or other work.

**10.2.4** Report Action Pistol activity to the USI board at the monthly meeting.

**10.2.5** Oversee scheduling of events held on the Action Pistol range and use of the range by member clubs.

**10.2.6** Promote Action Pistol activity within the USI community.

**10.2.7** Duties may be delegated to other specified individuals at the discretion of the AP Chairman.

### **10.3 Action Pistol Chief Range Safety Officer (AP CRSO)**

**10.3.1** Establish and maintain a written SOP to describe overall range safety and general operation procedures. Revise SOP as required to reflect current procedures. Maintain a current copy of the SOP in the Hunter Education / Action Pistol building so that it is available to range users.

**10.3.2** Oversee range operation to insure compliance with SOP. This duty may be delegated to a Duty Range Officer who must be an appointed Level Two Range Officer.

**10.3.3** Determine eligibility of shooters to use the AP range and certify those who are determined to be qualified.

**10.3.4** Determine eligibility of Range Officers to serve on the AP range and certify those determined to be qualified.

### **10.4 Orientation Class & Range Training Officer**

**10.4.1** The Action Pistol Chief Range Safety Officer may designate an Orientation Class & Range Training Officer at his discretion. Other Level Two Range Officers may actually conduct the training at the direction of the Training Officer.

**10.4.2** Maintain a list and schedule of those wanting to take the Orientation Class.

**10.4.3** Distribute AP waivers and other information to Orientation Class participants prior to the scheduled class date.

**10.4.4** Schedule the Orientation Classes and the designated instructors.

INCIDENT RESPONSE,  
EVALUATION, and REPORTING



United Sportsmen,  
Incorporated  
4700 Evora Road  
Concord, CA 94522

**Purpose:** To describe response actions to be taken following an incident anywhere on USI property involving an employee, member, guest, or contractor. An incident is any 1) accident causing injury or harm of any kind to an individual or a threat to the environment of USI property, or 2) A deviation from USI rules that poses a threat to safety, human health or the environment.

**Reporting:** The following individuals are responsible for maintaining an awareness of activities such that all incidents are observed and for preparing reports following an incident.

Location	Responsible Person
Rifle and Pistol Range	Rangemaster or watch
Action Pistol Range	Senior A/P RSO present
Multi-Purpose Range	Senior M/P RSO present
LET Range	Assigned RSO Supervisor
Trap/Skeet/Five-Stand Fields	USI Clubhouse Office Manager

All maintenance and Senior Maintenance Manager contractor activities

## **Sequence Of Events:**

**INJURIES:** If an incident involves an injury to an individual, USI's policy is that we will first and immediately assess the need for emergency medical treatment. If such treatment is required, the responsible person is to immediately get to a phone, dial 911, and request emergency medical services. Concurrence of the injured individual should be sought but it is the responsible person's decision on whether or not emergency services are needed. Until emergency medical services arrive, first aid should be administered commensurate with the skill and training level of the responsible person or others nearby.

If emergency medical services are not needed, and the injured individual concurs, first aid services are to be offered. First aid supplies are available at the R/P Rangemasters Building, the USI Clubhouse, the Hunter Education Building, and the Corp. Yard building. Again, first aid should be administered commensurate with the skill and training level of the responsible person or others nearby.

**NON-INJURY INCIDENTS:** These will most often involve violations of USI rules, policies or procedures, that do not result in an injury to an individual but are sufficiently serious that the responsible person feels it must be documented and reported. Most often, this will involve serious violation of posted shooting rules.

**REPORTING:** A report is to be written by the responsible person using the attached form. For incidents that resulted in an injury, the responsible person is to report the incident immediately to the USI President or Vice President. For non-injury incidents, a copy of the written report is to be given to the President or Vice President within 48 hours of the occurrence. The responsible individual will present her/his report along with recommendations at the next USI Board of Directors meeting following the incident.

Attachment: 1) Incident Report Form



## USI Incident Reporting Form

Responsible Person: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Time and Date of: \_\_\_\_\_ AM/PM, \_\_\_\_\_, \_\_\_\_\_  
Incident Month Day Year

Names and Addresses  
of Individual(s): \_\_\_\_\_  
\_\_\_\_\_

Involved in the Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were Emergency Medical Services Ordered and Administered: Yes No.

By which agency? \_\_\_\_\_

Was First Aid Administered: Yes No.

If yes, by whom? \_\_\_\_\_



Was Local Law Enforcement Called? Yes No. If yes, who responded when, and what actions were taken? \_\_\_\_\_

Were photographs taken? Yes No.

If yes, how can they be obtained? \_\_\_\_\_

Names and Addresses \_\_\_\_\_

of Witnesses(s) not \_\_\_\_\_

Involved in the Incident: \_\_\_\_\_

Were any individuals ordered to leave the USI premises? Yes No.

If yes, who? \_\_\_\_\_

What was the root cause of this incident? \_\_\_\_\_

What were the contributing causes of this incident? \_\_\_\_\_

What could have been done to prevent this incident? \_\_\_\_\_

Date reported to USI's Liability Insurance Carrier

\_\_\_\_\_, \_\_\_\_\_  
Month Day Year

Date reported to the USI Board of Directors

\_\_\_\_\_, \_\_\_\_\_  
Month Day Year

Changes Implemented: \_\_\_\_\_