

Remington Arms Mail Room Attendant safe firearm opening & Handling Procedure

Objective: Prevention of an accidental discharge from a firearm that comes into the building through the "10" commandments of safe firearm handling.

1. **Receiving a firearm:** When a box or gun case comes into the room, open the box on the table with the sand box. Always treat a box that looks like a firearm like it where a firearm and treat every firearm as if it were loaded.
2. **Opening the box/case:** When the box/case is open point the muzzle of the firearm at the sand box if not already doing so.
3. **Check the action:** With the firearm pointed in the direction of the sand box and identify the type of action. Visually inspect for an open action and if the safety is in the safe position. If you are unsure of the firearms operation, lock the firearm in the vise provided and ask for assistance.
4. **Opening the action:** If the firearms action is closed move the safety to the on or "safe" position while pointing the muzzle at the sand box lock the action into the vise; then open the action so the chamber of the firearm is exposed and can be checked for live ammunition. If live ammunition is found in the firearm the room should be cleared of all personal immediately and one of the following people should be contacted listed in order of preference: Randy Manning, Art Johnson, Danny Evans, or Ron Bristol.
5. **Checking the magazine:** Once the chamber has been inspected for live ammunition the magazine must be inspected for live ammunition. Start by determining the magazine type; remove the magazine if possible or lift the carrier to expose the follower while the muzzle remains pointed at the sand box. If a live round is found in the magazine, secure the firearm in the jack with the muzzle pointed into the sand box, clear the room, and notify one of the following people immediately listed in order of preference: Randy Manning, Art Johnson, Danny Evans, or Ron Bristol.
6. **Handling:** When handling firearms, the muzzle should always point in a safe direction and keep your finger off the trigger. under no circumstances will the trigger be pulled on any gun unless the person pulling the trigger has first checked the firearm and no ammunition is present. No live ammunition should be loaded in the firearm anytime the firearm is in the building. Don't rely on the mechanical safety on the firearm.
7. **Moving the firearm to storage:** If the firearm is to be move anywhere, the action should be open and the safety must be in the "safe" or on position at all times and the 10 commandments of shooting safety must be followed.
8. **Repacking for shipment:** If the firearm is to be shipped to another location, the action must be in the open position and the safety in the "safe" or on position and, no ammunition is to be shipped in the same box with the firearm. The name of the person who shipped the firearm to us should be placed into the box with the firearm.