

Old Dominion Historical Fire Society Muster / Static Display Safety Advisory

Pre-Event Planning Check List

1. Safety Officer name: _____
2. Are Assistant Safety Officers needed? _____ Do they have assigned duties? _____
3. Can the site or facility handle the anticipated number of people or apparatus safely? _____
4. Does your State or locality require EMS or police on site? _____
5. Does the site layout permit easy access by Emergency Vehicles? _____
6. Local Police ___ - _____ and Emergency ___ - _____ telephone number besides 911
7. Upon approach of severe weather, how will instructions be given? _____
8. Is an evacuation plan written in order to seek shelter? _____ Who has it on site? _____
9. Does the registration procedure determine the owners have vehicle liability insurance? _____
10. Are there sufficient copies of the muster safety rules to give each apparatus operator and/or team? _____
11. Does the designated ODHFS Safety Officer have means of identification? (i.e. issued vest)? _____
12. Are Radios or cell phones needed for safety officers?
13. Do the Safety Rules handout identify the safety officials?
14. Do the written safety rules address: ("M" Mandatory items must be complied with.)
 - A. _____ All special events and demonstrations.
 - B. _____ **(M)** Separation distance for spectators.
 - C. _____ **(M)** Movement of apparatus.
 - D. _____ **(M)** Possession of an operable fire extinguisher.
 - E. _____ **(M)** Use of wheel chocks.
 - F. _____ **(M)** Operation of hand-lines.
 - G. _____ **(M)** Maximum pumping pressure.
 - H. _____ **(M)** Operation of aerial devices.
 - I. _____ Use of alcoholic beverages
 - J. _____ Speed of apparatus in a parade.
 - K. _____ Use of warnings light and sirens in a parade.
 - L. _____ Throwing of candy or trinkets from apparatus
 - M. _____ Mix of apparatus, marching and equestrian units in a parade
 - N. _____ Protective equipment to be worn in competitions.
 - O. _____ **(M)** Legal age of vehicle operator.

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Note: "M" Mandatory items on Participant's Handout must be complied with.

15. Certificate of Insurance if required by sponsoring agency shall be procured and channeled through the respective ODHFS Regional Director.

16. Event Sponsors or Co-Sponsors by ODHFS shall have a Registration Form where members are required to sign and list their specific insurance information and acknowledgment of the ODHFS Safety Rules and Regulations.

17. The completed Pre event ODHFS Safety Advisory needs to be signed by the respective ODHFS Regional Director.

Acknowledged

ODHFS Regional Director

Date