

Old Dominion Historical Fire Society Muster / Static Display Safety Advisory

Day of Event Check List

1. Host ODHFS Regional Director and or Event Coordinator makes the following appointments the morning of event:
2. Designate registration area: _____
3. Appoints "Display / Parking Coordinator" and / Designates Apparatus parking area / Trailer staging area / Static display area: _____
4. Is Staging area Clear, Marked, and Adequate: _____
5. Host Regional Director, and or Event Coordinator Appoints "Drafting Area" Coordinator: _____
6. Is Drafting area clear and have grounds been carefully checked before apparatus are moved to the Drafting area: _____
7. Appointed Parking Coordinators, Host Regional Director, and or Event Coordinator will assist in movement, and staging of apparatus at the designated Drafting site: _____
8. Make sure that windshield placards are clearly displayed with all required information completely filled out with Owner's / participant cell phone number listed on the back side of the placard in the appropriate space.
9. If available Host Regional Director, and or Event Coordinator will be responsible to obtain Event Sponsors event site maps and Distribute appropriate event site map and event information at registration table to registered participants: _____
10. ODHFS Regional Safety officer will retain officially issued ODHFS Safety Vests. One Safety Officer is required for every 20 pieces of apparatus. Each ODHFS Region shall be issued 2 each ODHFS Safety Official Vests.
11. Designated Event Parking Coordinators shall safely direct exiting apparatus in a safe and orderly manner: _____
12. The designated ODHFS Regional Safety Officer shall fully complete the approved ODHFS Post Event Form and have the appropriate ODHFS Region Director review and approve prior to submission to the ODHFS State Safety Director. _____
13. The designated ODHFS Regional Safety Officer needs to remain on the Event Site the entire day. If by chance The designated ODHFS Regional Safety Officer has to leave the Event the respective ODHFS Region Director will step in and assume the Safety Officers duties.

ODHFS Regional Director

Date