

**Safety and Risk Management Program**

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Tenth Mountain Division Living History Display Group, Inc.

**Safety and Risk Management Program**

## **Safety and Risk Management Program**

### **Policy and Purpose**

In the Tenth Mountain Division Living History Display Group, Inc., one of our most valued assets is our human resource: our members, our viewing public and the communities in which we serve. Therefore, the Tenth Mountain Division Living History Display Group, Inc. is dedicated to providing a safe environment for our members and the public, protecting the public while preserving the heritage and artifacts that we are entrusted with. To achieve this, the group will make every reasonable effort to comply with the letter and spirit of all safety and health laws and regulations. This manual does not supplant Federal, State or local law, nor does it replace common sense.

This program is written to assist the members in controlling hazards which will minimize member and visitor injuries, damage to property, and loss of unit inventory. The program will be followed by all members. It is based on knowledge of safe practices and intended to anticipate potential hazards. In addition, it is designed to promote safety for every member and for the viewing public.

#### **Purpose**

The purpose of this Risk Management Program is to minimize the risk of personal injury to members of the Tenth Mountain Division Living History Display Group and of the viewing public, and to establish patterns of behavior and expectations of awareness that will encourage safe practices in the display area.

#### **Scope**

This program is intended to cover behavior and actions taken at any all public access events or at display sites before, during and after set-up. All participants in the Tenth Mountain Division Living History Display Group shall be expected to follow this program in both spirit and in fact.

#### **Implementation**

All event coordinators within the Tenth Mountain Division Living History Display Group, Inc. will have this manual available to them, and will be expected to comply with the guidelines contained herein. Every member is responsible for safe and careful display practices and for creating an environment that is both informative and safe for all. Through continual education of the membership and ongoing discussions concerning safety and hazard control, all members shall be able to positively impact the environment in which we work together.

The plan as defined as follows is intended as a guide, and not as an exhaustive list of potential hazards. Individual initiative must be used to augment the guide that follows.

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### **Hazard Identification and Assessment**

All members involved in events and public displays shall undertake efforts outlined in this section identify and assess potential or actual hazards that could jeopardize the safety of display visitors and participants.

#### **Identification of Hazards:**

##### **Periodic Inspections**

Due to the irregular nature of the display, periodic inspections are impractical. In the event that semi-permanent displays are established (in museum, historical society, library, or other site), monthly inspections shall be performed. Any hazards identified through any such inspection shall be brought to the attention of the director or event coordinator of the Tenth Mountain Division Living History Display Group, Inc. and action taken to immediately resolve the concern or to close the display until such a concern may be safely resolved. A Display Pre-Opening Checklist (TMD-1) will be used for purposes of the inspection, however, inspections are not restricted to the contents of the checklist; members conducting inspections must recognize and report any items or issues that create an unsafe viewing environment.

##### **Display Pre-Opening Inspections**

In creating a living history display area, before the display may be opened to the public for viewing or presentation, a member of the Tenth Mountain Division Living History Display Group, Inc. shall inspect the area and display for any hazard. Any hazards identified through any such inspection shall be brought to the attention of the director or event coordinator of the Tenth Mountain Division Living History Display Group, Inc. and action taken by the event staff to immediately resolve the concern or to close the display until such a concern may be safely resolved. A Display Pre-Opening Checklist (TMD-1) will be used for purposes of the inspection, however, inspections are not restricted to the contents of the checklist; members conducting inspections must recognize and report any items or issues that create an unsafe viewing environment.

##### **Member Reporting of Hazards**

Members are required to immediately report any unsafe condition or unsafe practice to the event coordinator or director of the Tenth Mountain Division Living History Display Group, Inc. for immediate action. Members are also empowered to take any reasonable action to secure or correct any such situation in the interests of public and member safety. No member will be disciplined or expelled from the Tenth Mountain Division Living History Display Group for reporting an unsafe condition or practice. Failure to report unsafe conditions or practices may result in disciplinary action, up to and including expulsion from the Tenth Mountain Division Living History Display Group, Inc.

##### **Response to Reported Hazards**

When a member reports an unsafe condition or practice to an event organizer or to the director of the Tenth Mountain Division Living History Display Group, Inc., the first response shall be to determine if medical treatment is required, and to assist in obtaining such treatment. The second response shall be to immediately limit all future exposure of the public and/or members to the hazard until it is safely resolved. This may

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include closure of a display area, closure of the entire display site, or removal of the unsafe item or individual by whatever legal and safe means that are available.

#### **Assessment of Hazards**

The event sponsor or director of Tenth Mountain Division Living History Display Group, Inc. shall, upon notification, inspect a suspected hazard and take immediate action to remove the hazard from public and member contact. The action taken may be as simple as restoring the item to safe storage or display, removal of the item by the owner or by a member of the Tenth Mountain Division Living History Display Group, Inc. or by requesting intervention of local law enforcement or public safety personnel. As unsafe conditions or practices jeopardize the safety of the membership and the viewing public, every participating member has the right to request the expulsion of any individual who knowingly creates or participates in an unsafe condition or act, and has the right to withdraw and ask for immediate withdrawal by the Tenth Mountain Division Living History Display Group, Inc.. Event coordinators who fail to address, permit, allow or encourage unsafe conditions or actions will not be permitted access the Tenth Mountain Division Living History Display Group for future displays.

#### **Potential Hazards**

Potential hazards may include (but not limited to) the following:

- 1) Live Ammunition
- 2) Live Pyrotechnics or Explosive Devices
- 3) Loaded Weapons
- 4) Exposed Edged Weapons
- 5) Flammable Articles
- 6) Unsafe Structures or Displays
- 7) Poisonous Chemicals
- 8) Alcohol
- 9) Unsecured Weapons

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### **Hazard Prevention and Control**

All display units of the Tenth Mountain Division Living History Display Group, Inc. shall undertake efforts to correct and control hazards in a timely manner. The Tenth Mountain Division Living History Display Group will implement engineering construction techniques where feasible to redesign, substitute or eliminate the hazard.

#### **Identified Safety and Health Concerns**

All identified health and safety concerns that are not immediately resolved shall be immediately reported to the director or event coordinator of the Tenth Mountain Division Living History Display Group, who shall provide immediate direction to eliminate the source of the hazard or to take other appropriate action as needed.

#### **Newly Discovered Safety and Health Concerns**

As a routine part of the inspection process, any time a new procedure, display or action is introduced to the display site which creates an unsafe practice or condition, the director or event coordinator of the Tenth Mountain Division Living History Display Group shall be notified. Suggestions for safe resolution from members and the public are welcome at all times, as are observations about potential or undiscovered hazards.

#### **Hazards Which Create a Risk of Imminent Harm**

It is the intent of the Tenth Mountain Division Living History Display Group to immediately abate any hazard which creates a risk of imminent harm to the members or the viewing public. When a hazard exists where it cannot be immediately abated without endangering members, the viewing public and/or property, all exposed personnel shall be immediately removed from the immediate area of the potential exposure except those necessary to correct the hazardous condition. If protective equipment is called for and not available, all personnel will be evacuated and the area closed. Public safety and/or Law Enforcement personnel will be called to assist in the resolution of such situations.

#### **Hazards Which Do Not Create a Risk of Imminent Harm**

It is the intent of the Tenth Mountain Division Living History Display Group to abate hazards that do not create a risk of imminent harm as soon as possible or required. Unless there are factors beyond the control of the event coordinator or director or other good cause, such hazards are to be abated not later than the close of the display period, or 48 hours, whichever is sooner.

#### **Housekeeping**

Good housekeeping is a critical part of any safety and risk management program. Keeping the display area neat and clear of trash and obstructions reduces the chance of incidents and injuries. Well-organized display and storage areas increase the ability of all members to effectively communicate to the viewing public, and improve the enjoyment of the public while viewing the display. Each member is responsible for maintaining his or her area in a neat and orderly manner, free of hazardous conditions.

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### **Incident Investigation**

Any incident, situation, unsafe condition or action that is reported to the director or event coordinator of the Tenth Mountain Division Living History Display Group should be investigated on site if possible. The investigator shall:

- Initiate the investigation, taking photographs, making drawings or taking measurements as needed.
- Conduct interviews with affected parties and individuals who witnessed the incident at the scene. In the event of injury, the following information is required:
  - Who was injured? Was anyone else involved in the incident?
  - What act occurred? What equipment was present or involved in the creation of the unsafe situation? What was the person doing immediately before and after the incident?
  - How did the incident occur? Look for the fundamental cause for the incident and the contributing causes. With each incident, try to find the next layer of "how" and "why".
  - When did the incident occur? Exact time and date may be important.
  - Where did the incident occur?
- List the fundamental causes of the incident and all contributing causes.
- List all planned corrective action, as well as all personnel responsible for implementation of the correction.
- Review results for accuracy and implementation.
- Forwards information to appropriate insurance carriers and to event sponsor.
- Informs the members via newsletter, e-mail or phone call of the nature of the problem and the proposed corrective action, as a tool to promote greater awareness of safety and risk management.

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### **Firearms and Weapon Safety**

The very nature of a World War II display involves the presentation of firearms and other weapons of warfare. In keeping with the nature of the display and the intent to keep artifacts reasonably accessible, weapons will be displayed in an environment conducive to questions and visitor interaction. However, firearms and other weapons are dangerous in untrained hands, and shall be considered to be potentially hazardous at all times.

#### **Firearms Display**

Firearms are an important facet of the display, and must be treated with care at all times. Long arms (i.e. rifles, shotguns, bazookas and similar shoulder supported firearms) shall be displayed with the muzzle directed away from traffic patterns of incoming visitors, or in military stacks with the muzzle directed in an upwards direction. Hand arms (pistols, revolvers, flair pistols and similar hand-held firearms) shall be placed with the muzzles directed away from traffic patterns of incoming visitors, or safely stored in a holster while secured on a member's person. Heavy weapons (fixed machine guns, mortars, cannon and similar large bore firearms) shall be placed with the muzzles directed upwards and away from traffic patterns of incoming visitors. Weapons will not be allowed into the hands of the public during display times, and members under the age of 18 must have parental or guardian permission prior to handling any weapon, and then only under the supervision of a member 21 years old or older.

Prior to opening a display, all firearms must be inspected to ensure all chambers are unloaded and weapons made safe. No live ammunition shall be present in a public event. All non functional firearms and replica firearms shall be treated as functional weapons, consistent with the treatment that a fully functional weapon would deserve.

#### **Weapons Displays (non-firearms)**

All edged weapons and explosive devices shall be treated in a manner that will improve visitor enjoyment and maximize safety for all. Explosive devices must be rendered inert in a manner approved by the Bureau of Alcohol, Tobacco and Firearms (BATF), with all explosives removed and igniters or detonators made non-functional. Edged weapons (knives, bayonets, etc.) should have appropriate covers or scabbards placed over the pointed or sharpened edge to eliminate potential injury. Bayonets should never be affixed to their weapon with the blade uncovered under any circumstances, and should be secured against casual handling when displayed.

#### **Munitions**

All munitions or unexpended ammunition shall be represented by inert rounds. Live ammunition or explosive ordinance is considered unsafe and shall not be present in the display area. Display ammunition should have no primer, dimpled primers, or holes drilled into the powder case area to signify safety. Unexpended blank ammunition may be present in the display area, but shall be kept under the control of a display member at all times, and not displayed. It should only be issued as needed for weapons displays, honor guard duties, etc.



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### **Pyrotechnics**

On specific public events, pyrotechnics may be used in simulated battles to add realism or theatrical effects. All pyrotechnics must be safely stored away from public contact at all times, and must comply with local statute or ordinance concerning possession and use. All other pyrotechnics must be under the control of professional licensed, bonded and trained pyrotechnics staff at all times. Such pyrotechnical devices are not welcomed into the display area.

### **Nonfunctional Firearms**

Nonfunctional firearms or replicas shall be treated with the same respect and concern for safety that a fully functional weapon is accorded.

### **Safety Inspections**

Safety is every members concern and responsibility. However the senior member present at any public event shall conduct a safety inspection of the display prior to the opening of the display to the public, and as frequently as needed after that point. All safety hazards shall be corrected immediately upon identification, or as soon as practical without public endangerment. Any member or visitor can request a safety inspection at any time with no repercussions to that person. Questionable items or portions of the display may be removed from public view at the discretion of the safety officer or inspector, pending resolution of the concern to the satisfaction of all parties. The watchword here is "if in doubt, don't display it".

### **Control and Storage**

All firearms and related materials shall be under the control of a member of the Tenth Division Living History Display Group, Inc. aged 18 or older at all times, or safely and securely stored out of public view and contact. Weapons will not be left unattended and unsecured at any time. Members under the age of 18 must have parental or guardian permission prior to handling any weapon, and then only under the supervision of a member 21 years old or older.

### **Public Contact**

No member of the general public shall be permitted to freely handle any weapon on display. Qualified adults over the age of 21 who desire to examine a weapon may be allowed to do so within the legal limits as allowed to statute or ordinance, with prior permission and under close supervision of a qualified member of the Tenth Mountain Division Living History Display Group, Inc. This may only be done in a separate (non-public) area, and in a discrete and safe manner. Safety of visitors and members must be the first concern in all displays.

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### **Vehicle Safety**

A conspicuous part of any military camp or display involves vehicles. As such, motorized vehicles involve special considerations in their display and operation. In an effort to reduce hazards and improve visitor enjoyment, the following guidelines shall be followed.

#### **Licensing of Operators**

All motor vehicle operators shall be licensed to operate the vehicle under their control, as regulated by their state of residence. The license shall be provided upon demand, and shall be valid and current, with no restrictions or suspension that affect the vehicle in question. Upon request, any vehicle operator shall be willing and able to provide a copy of a valid driving license to the director of the Tenth Mountain Division Living History Display Group, Inc. or to any event coordinator or safety officer.

#### **Licensing and Registration of Vehicles**

All vehicles operated on public streets and roadways shall be properly licensed and titled in the state in which they are owned, and registration shall be available upon demand. Vehicles not intended to operate on public streets and roadways should follow registration procedures as specified in their state of ownership, and proof of ownership should be available on request. All vehicles regularly used in the display should be registered with the Tenth Mountain Division Living History Display Group, Inc. (TMD-2)

#### **Insurance Requirements**

Any vehicle operated on public streets and roads shall have a valid insurance certificate available upon demand, providing the operator with liability coverage in the event of accident or injury. All other vehicles should be covered under rider to the registered owner's personal insurance policy, homeowner's policy, or some other means of providing liability protection. Proof of insurance should be available upon request, and should be noted on registration form (TMD-2) on file with the Tenth Mountain Division Living History Display Group.

#### **Parade Use**

Vehicles used in parades may have licensing waived with permission of local law enforcement or public safety authorities, but the operator must accept full responsibility for the operation of that vehicle. All other vehicles used in parades must operate within the laws of the area sponsoring the parade, and in compliance with all local ordinances, and driven by a licensed motor vehicle operator.

#### **Rider Liability Waiver**

A rider liability waiver (TMD-3) shall be obtained from any non-members riding in a parade or public event. This waiver shall specifically hold free of liability the Tenth Mountain Division Living History Display Group, Inc. from any accident or injury that occurs while riding in or on the vehicle. Members shall provide a generic waiver (TMD-4) upon request to the director of the Tenth Mountain Division Living History Display Group, Inc or to any vehicle operator.

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### **Static (non-mobile) Displays**

Vehicles used in non-mobile displays shall be secured against movement and reasonable hazard. Care and attention shall be paid to obstructions, trip hazards and traffic patterns when parking vehicles. Keys shall be removed from unattended vehicles, or the vehicle secured with another appropriate device if not equipped with a key lock ignition switch. Indoor displays shall be constructed to meet local fire ordinances, and it is suggested that batteries be disconnected, fuel tanks be drained or minimal fuel present, and fuel cap secured if possible. It is highly discouraged that the public be allowed to sit in or on a static vehicle on display, and then only with supervision and permission of the vehicle owner or a designated representative.

### **Safety Equipment**

All safety equipment originally provided should be present and in good working condition. In addition, a fire extinguisher rated 2A10BC or greater should be located within the vehicle.

### **Safety Inspections**

Safety inspections are the responsibility of the owner or operator of the vehicle. Upon request, a senior member or the director of the Tenth Mountain Division Living History Display Group, Inc. may conduct an inspection, and may, if deemed appropriate, request that a vehicle be removed from service, from display, or from a parade until repairs are made to restore proper safety equipment. Such repairs must be made prior to returning the vehicle to service with Tenth Mountain Division Living History Display Group.

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**Drugs and Alcohol**

It is the practice of the Tenth Mountain Division Living History Display Group, Inc. that the consumption of alcohol or the use of drugs while in a public display area is strictly prohibited. At no point can it be considered safe for an individual to be involved in the setup or teardown of a display while impaired, nor shall the operation of a motor vehicle be permitted in the display area by an impaired individual. As firearm and weapon handling also requires detailed attention to detail, no individual shall handle, manipulate or have contact with a firearm or other weapon while impaired. As any consumption of alcohol or drugs may impair an individual's ability to operate safely, it is considered imperative that all such substances be avoided in a display site.

**Conduct**

In addition, the membership is expected to conduct themselves in a soldierly and professional fashion while in uniform, and this is difficult to do while impaired.

**Reporting**

Any member who is observed consuming alcohol or drugs while the active display area is open to the public should be reported to the event sponsor, or to the director or event coordinator, who will attempt to make a determination concerning the individual's consumption and impairment. Individuals who are found to be impaired should be invited to leave the area, and transportation arranged if needed. Individuals who attempt to operate a motor vehicle should be encouraged not to do so, or suitable law enforcement authorities notified if appropriate. Under no circumstances shall a member endanger himself, another member or a member of the viewing public through excessive physical intervention, but every reasonable effort must be made to limit unsafe actions.

**Motor Vehicles**

At no time shall a motor vehicle be operated by a driver who is impaired due to drug or alcohol use.

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### **Unacceptable Conditions and Practices**

The following is a list of unacceptable conditions and practices that are considered so potentially hazardous to the public and the membership that they shall not be tolerated in any public access display. This list is not all inclusive, but is intended to give a guide for all members to observe while in public displays.

- I. Live ammunition shall not be brought to any public event, nor shall it be stored with or displayed with live (functional) firearm in a museum setting. Deactivated (dummy) ammunition may be displayed with firearms for educational purposes, but shall not be allowed to be chambered into any firearm while at a public access event.
- II. Blank ammunition shall be kept secure from public exposure, and may not be displayed with functional firearms within reach of the viewing public. Blank ammunition may be discharged at a public event only with the authorization of local law enforcement or public safety authorities, and with permission of the event coordinator. A safety inspection of all blank ammunition must be conducted to ensure member and public safety, and all suspect rounds be immediately removed from the area by the safety officer or owner of the suspect round. No blank will be discharged while any individual is within 20 foot of the firearm's muzzle, and shall not be directed towards the face of the recipient.
- III. Unsheathed blades on bayonets or knives shall not be allowed within reach of the viewing public, nor shown in a threatening posture, nor attached to a rifle except in a static display. Blades shall remain covered unless exposed by a member for display to a visitor. The blade must not be allowed to be in the possession of a visitor, unless reasonable precautions are taken to ensure the safety of all individuals present.
- IV. Firearms shall remain under the control of a trained member at all times. No firearm shall be pointed in the direction of any individual, unless in controlled tactical simulations under the observation of a safety officer. No firearm shall be allowed to come into the possession or control of the viewing public, especially youth under the age of 21. Firearm simulators and non-functional replicas shall be treated at all times like the firearm that they represent.
- V. Vehicles shall be operated by trained and licensed operators of legal age, and insured by the owner for liability. All vehicles shall be operated as deemed legal and prudent in the state of operation, and in compliance with all legal stipulations. All legally required safety devices shall be intact and functional. A copy of the insurance certificate must be available upon demand at any event or display where the vehicle is driven under its own power.
- VI. Alcohol consumption (or the use of other controlled substances) and firearm handling are specifically hazardous in combination, and shall not be permitted under any circumstances. To this end, alcohol use while the display is open to the public is expressly forbidden, and should be limited after display closure until all firearms are secured for the day.

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**QUARTERMASTER EQUIPMENT and UNIFORM LOAN**

As part of the Tenth Mountain Division Living History Display Group, Inc.'s efforts to support member's participation, personal and unit equipment is occasionally loaned out without compensation. It is the practice of the group to secure both the loaner's and recipient's signatures on a receipt (TMD-7) that specifies the value of the item and the expectation of both care and return. In the event of a loss, the recipient is liable for the value of the item, or repairs or replacement acceptable to the loaner.

To reduce confusion and reduce disputes, a member of the Board of Directors serves as third party or Quartermaster, ensuring that items are loaned out and returned as agreed, and tracks such loans as they are made. This party also signs in and out these loans, providing witness that the loan was made and returned, thus insuring both parties from false claim.

In the event of a false claim by either party, proof that a deliberate attempt was made to defraud may be grounds for civil or legal action. At no point does the Tenth Mountain Division Living History Display Group, Inc. accept responsibility for an individual's actions, be the party accidentally or willfully negligent.

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**LAW ENFORCEMENT NOTIFICATION**

As part of the Tenth Mountain Division Living History Display Group, Inc.'s efforts to maintain a good relationship with local law enforcement, and to ensure compliance with Federal, State and Local law, it is the practice to notify appropriate law enforcement officials whenever an appearance is scheduled, to ensure compliance with relevant law.

**Inspection**

When present, local law enforcement officials are invited to inspect the exhibit, and offer suggestions made to improve the safety and security of the display. Such suggestions should be implemented immediately if feasible, or serious consideration given to future implementation as rapidly as possible.

**Educational Settings**

In Colorado, Local and State law allows weapons to be brought into a school or classroom setting for educational purposes only. In an effort to ensure compliance, it is the practice of the Tenth Mountain Division Living History Display Group, Inc. to secure a letter from the school's administration authorizing such an appearance, which is then forwarded on to appropriate law enforcement agencies. A sample of the request (TMD-8) is available as a sample. Upon arriving at the school, it is advisable to notify the in-school security staff, to offer them an opportunity to inspect the weapons and the display in general for safety and security. Blanks, live ammunition and pyrotechnics are not permitted in school presentations.

**AT NO POINT IS IT PERMISSABLE FOR STUDENTS TO HANDLE WEAPONS, AMMUNITION, OR PYROTECHNICS!**

**Objections**

If for any reason either local Law Enforcement or the school administration object to the presence of weapons, they must be deleted from the presentation, and not brought on school property.

**Other Locations**

In locations other than Colorado (USA), it is advisable to contact both school administration and local law enforcement to ensure compliance with law and policy. It is the responsibility of the organizer or presentor to ensure compliance, and the Tenth Mountain Division Living History Display Group, Inc. does not assume responsibility for any violations.

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### **RE-ENACTMENT GUIDELINES**

An aspect of public displays occasionally involves re-enacting battles for public education. As these re-enactments involve the use of weapons, explosives and pyrotechnics, some significant safety considerations are required to preserve public and participant safety.

#### **Ammunition and Pyrotechnics**

All blank ammunition must be inspected by the event safety officer prior to any battle, to ensure that no live ammunition has been mixed in, and that all blank ammunition is of an approved design and is free of projectiles and potential fragments. Hand grenade and artillery simulators must not provide fragments or projectiles when detonated, including fillers like kitty litter, sand or other hazardous substances. Pyrotechnic locations must be marked to eliminate participant and spectator contact, and all fire hazard issues must be addressed with local Public Safety or Fire Department authorities.

#### **Firearms**

Firearms will not be permitted for use by participants under the age of 18. Firearms must not be discharged in the direction of another participant if the distance is closer than 20 yards. Weapons must never be pointed towards the ground when discharged, to avoid back-blast and fragmentation blast. Firearms must be inspected prior to the start of any re-enactment for functionality and safety.

#### **Bayonets**

Un-sheathed blades in any form are not permitted in any re-enactment, and should never be affixed to a rifle during a combat scenerio.

#### **Vehicles**

Vehicles traveling in an area where members on foot are present must be proceeded by a ground guide, to eliminate any accidental contact with pedestrians. It is preferred that vehicles enter the scene first, stop all motion, then pedestrians enter the scene.

#### **Alcohol**

As safety requires full and complete awareness of the area around participants, at no point is any person impaired by alcohol or drugs to be allowed into any re-enactment. The combination of alcohol, drugs and weapons, vehicles or pyrotechnics is so significant that it mandates the immediate withdrawl of all Tenth Mountain Division Living History Display Group, Inc. members until the matter is safely respolved.

#### **Violations**

The Tenth Mountain Division Living History Display Group, Inc. feels that any unsafe condition in a re-enactment is grounds for immediate ceasation of the event until the matter is resolved. If the matter is not promptly resolved, the event organizer or director should remove all Tenth Mountain Division Living History Display Group, Inc. members immediately.



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**Exhibits and Forms:**

The following samples of forms are for educational purposes only, and do not guarantee compliance with safety and risk management practices. Their use is encouraged as a tool to assist in achieving a safe and risk-free event for all participants.

- |  |         |
|--|---------|
| I. Display Pre-Opening Inspection                  | (TMD-1) |
| II. Vehicle Registration                           | (TMD-2) |
| III. Liability Waiver (vehicle passenger / parade) | (TMD-3) |
| IV. Liability Waiver (membership)                  | (TMD-4) |
| V. Membership Registration                         | (TMD-5) |
| VI. Liability Waiver (event sponsor)               | (TMD-6) |
| VII. Quartermaster Equipment and Uniform Loan      | (TMD-7) |
| VIII. LAW ENFORCEMENT NOTIFICATION                 | (TMD-8) |

These documents are in a constant process of revision, and the most current versions may not be reflected in the attached examples. Please verify content before use.

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**Display Pre-Opening Inspection**

**(TMD-1)**

This inspection should be completed before all public display areas are opened for visitors each day. All discrepancies should be corrected before opening the area, and any subsequent problems should be corrected immediately, or the display area should be closed to visitors pending resolution.

**Appearance:**

- Is the display area free of trash and waste products? Y/N
- Are all non-original items Out of site? Y/N

**Traffic Flow:**

- Are all trip hazards marked or removed? Look at tent poles and ropes, signs, packing materials. Y/N
- Is there a clear path for visitors to follow through the display area? Y/N

**Weapons Safety:**

- Are all weapons stacked within visual control of a member of the display team? Y/N
- Are all weapons secured from casual handling? Y/N
- Do all weapons have verified clear chambers? Y/N
- Are all muzzles pointed away from traffic flow? Y/N
- Are all munitions or ordinance deactivated, or fully secured from visitor interaction? Y/N
- Are all edged weapons secured from possible cutting injuries (scabbards applied)? Y/N
- Are all pyrotechnics secured from all public contact? Y/N

**Vehicle Safety:**

- Are all vehicles secured from accidental movement (chocked wheels or emergency brake applied)? Y/N
- Are all ignitions secured against accidental starting (keys removed or battery disconnected)? Y/N
- Are all issued or required safety devices in place? Y/N
- Are all operating vehicles controlled by licensed drivers? Y/N
- Are all riders provided with a liability waiver? Y/N
- Are all vehicles currently operating on public streets properly licensed? Y/N

**Membership:**

- Are drugs or alcohol present? Y/N
- Is there any indication of unsafe actions or practices present? Y/N
- Do all members know and follow safe display practices? Y/N

All conditions or situations that result in an indication of a hazardous response must be closely examined, and a determination must be made on the spot to correct the potential hazard, remove the item or items from the display area, or to refrain from opening the display. In no case shall a potential hazard be ignored and the public allowed into a hazardous area.

Options available to the inspector to gain compliance may also include:

- Contact with public health, public safety or law enforcement authorities as needed.
- Physical removal of a hazardous item or condition from the display area. Ejection or expulsion of an individual who knowingly creates or encourages an unsafe condition.
- Closure of the display area pending safe resolution of the hazardous condition.
- Removal of the Tenth Mountain Division Living History Display Group from the display area.

Inspected By: X \_\_\_\_\_ (signature of inspecting party) \_\_\_\_\_ (date)

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**Vehicle Registration**

**(TMD-2)**

The Tenth Mountain Division Living History Display Group, Inc. requires that all vehicles operated in a display or parade sponsored by the Tenth Mountain Division Living History Display Group, Inc. be registered with the group. Please provide the information requested below.

Registered Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Member of the Tenth Mountain Division Living History Display Group? (Y/N) \_\_\_\_\_

Make of Vehicle: \_\_\_\_\_

Model of Vehicle: \_\_\_\_\_

Year of Manufacture: \_\_\_\_\_

Current Mileage: \_\_\_\_\_

Current Hood Number: \_\_\_\_\_

Manufacturer's Serial Number: (as appears on title) \_\_\_\_\_

State Titled In: \_\_\_\_\_

Current License Plate Number: \_\_\_\_\_

Current Insurance Carrier: \_\_\_\_\_

Current Policy Number: \_\_\_\_\_

Please note special modifications, alterations or significant features:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Waiver of Liability**

As the owner of the above registered vehicle, I do freely waive and hold free of any liability the Tenth Mountain Division Living History Display Group, Inc., it's members, sponsors, affiliates and associates, and any or all passengers both past, present and future. Liability shall include any civil or criminal action arising from any planned or unplanned act arising from, involved with or relating to any action taken as part of any Tenth Mountain Division Living History Display Group activity, event or meeting. I accept all responsibility for the safe operation of this vehicle.

x \_\_\_\_\_

(Signature of Registered Owner)

(Date)

**Safety and Risk Management Program**

**Liability Waiver (vehicle passenger / parade)**

**(TMD-3)**

As part of our continued efforts to minimize hazards involved in maintaining this display, the Tenth Mountain Division Living History Display Group, Inc. requests that all passengers in unit vehicles provide the following information, and offer this release of liability to the operator, prior to participation in any vehicular activity.

NAME OF RIDER: \_\_\_\_\_

AGE OF RIDER: \_\_\_\_\_ (passengers under the age of 21 must obtain guardian's signature)

VEHICLE: \_\_\_\_\_

As a passenger in the above registered vehicle, I do freely waive and hold free of any liability the Tenth Mountain Division Living History Display Group, its members, sponsors, affiliates and associates, and any or all passengers and vehicle operators and owners, both past, present and future. Liability shall include any civil or criminal action arising from any planned or unplanned act arising from, involved with or relating to any action taken as part of a Tenth Mountain Division Living History Display Group, Inc. activity, parade or public display I accept all responsibility for my status as a passenger in this vehicle.

Signature: X \_\_\_\_\_

Guardian: X \_\_\_\_\_

VEHICLE OPERATOR: \_\_\_\_\_

X \_\_\_\_\_

(Signature of Registered Owner)

(Date)

**Safety and Risk Management Program**

**Liability Waiver (membership)**

**(TMD-4)**

**This is a Legal Document -  
Please Read Carefully Before Signing**

I, \_\_\_\_\_ (applicant's name), in full knowledge that the activity of historical reenacting and living history portrayal involves actions and involvement with potentially dangerous items, I do freely join into this activity with full and informed knowledge of said potential hazard. In addition, I hereby freely and of my own volition waive and hold free of any past present and future liability the *Tenth Mountain Division Living History Display Group, Inc.*, it's officers, directors, representatives, members, sponsors, affiliates and associates (herein referred to as the *Tenth Mountain Division Living History Display Group, Inc.*). I do hereby for myself, my heirs, executors, administrators and successors do release the *Tenth Mountain Division Living History Display Group, Inc.* from any and all claims, causes of action, demands, liabilities, damages, costs, expenses and compensation whatsoever, which I do have, might have or might claim to have at any future time against the *Tenth Mountain Division Living History Display Group, Inc.*, whether known or unknown, developed or undeveloped, anticipated or unanticipated, arising out of or relating to any action while involved with or participating as a member of any activity sponsored or coordinated by the *Tenth Mountain Division Living History Display Group, Inc.*

This constitutes the entire agreement between myself and the *Tenth Mountain Division Living History Display Group, Inc.*, and no representation between the parties, either oral or written not contained herein, shall be of any force or effect.

I have read this release and waiver, and do understand it's terms. I am signing this release and waiver voluntarily and with full knowledge of what it contains.

Applicant's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Please attach this release and waiver to your membership application, and mail as directed.

Membership applications without a signed liability waiver will be returned.

Tenth Mountain Division Living History Display Group, Inc.

**Safety and Risk Management Program**

**Membership Application**

**2005 Calendar Year**

**(TMD-5)**

**Membership Application or Renewal**  
*Tenth Mountain Division Living History Display Group, Inc.*

1. This application is for all new members and renewals. Please complete all requested information.
2. Legibly print or type. Use one application per person.
3. If applicant is a new member, please note in the space provided.
4. If applicant is renewing, please note in the space provided.
5. Make checks payable to the *Tenth Mountain Division Living History Display Group, Inc.*, and mail to the address noted below.

**Personal Information**

Applicant Name: \_\_\_\_\_  
 LAST FIRST MIDDLE INITIAL

Address: \_\_\_\_\_  
 NUMBER STREET APARTMENT NUMBER  
 \_\_\_\_\_  
 CITY STATE ZIP CODE (+ 4)

**Is This a New Address?**       Yes       No

Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_      Date of Birth: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-Mail Address: \_\_\_\_\_

**Affiliation Information**

Other Historical or Reenactment Affiliations:

1st Affiliation \_\_\_\_\_ Nationality or Unit Portrayed

2nd Affiliation \_\_\_\_\_ Nationality or Unit Portrayed

3rd Affiliation \_\_\_\_\_ Nationality or Unit Portrayed

**New Member?**       **Renewal ?**

I agree to follow the bylaws, guidelines, safety and authenticity policies and any other standards of the *Tenth Mountain Division Living History Display Group, Inc.* I will abide by all decisions involving safety, and accept full responsibility for my own actions as involved with this activity. I agree to provide a signed copy of the liability waiver as it appears on the reverse of this application.

X: \_\_\_\_\_

**Dues:**       **Single Membership**      **\$20.00 annually \***  
 **Family Membership**      **\$30.00 annually \***

\* All membership dues will be reduced by 1/2 if the member participates in 3 events, talks or other approved activities as a representative of the Tenth Mountain Division Living History Display Group, Inc. in the previous calendar year.

**Amount Enclosed:**      \$ \_\_\_\_\_

Mail To:      **Scott Koskie**  
**14570 N Co. Rd 7**  
**Wellington, CO. U.S.A. 80549**

**Safety and Risk Management Program**

**Liability Waiver (event sponsor)**

**(TMD-6)**

**PLEASE READ CAREFULLY BEFORE SIGNING.**

I, \_\_\_\_\_, in full knowledge that the hobby of reenacting involves actions and involvement with potentially dangerous articles, I do freely invite and request that the Tenth Mountain Division Living History Display Group, Inc. to join into a specific activity with full and informed knowledge of said hobby. In addition, I do hereby freely and of my own volition waive and hold free of all past, present and future liability the Tenth Mountain Division Living History Display Group, Inc., it's officers, directors, representatives, members, sponsors, affiliates and associates (herein referred to as the Tenth Mountain Division Living History Display Group). I do hereby for myself, my heirs, executors, administrators, successors and property owners I represent do release the Tenth Mountain Division Living History Display Group from any and all claims, causes of action, demands, liabilities, damages, costs, expenses and compensation whatsoever, which I now have, might have or might claim to have against the Tenth Mountain Division Living History Display Group, whether known or unknown, developed or undeveloped, anticipated or unanticipated, arising out of or related to any action taken while involved with the event described below, or of any activity sponsored or coordinated by the Tenth Mountain Division Living History Display Group.

This release constitutes the entire agreement between myself and the Tenth Mountain Division Living History Display Group, and no representation between the parties, either oral or written not contained herein, shall be of any force or effect.

I have read this release and waiver, and do understand it's terms and conditions. I am signing this release and waiver voluntarily and with full knowledge of what it contains.

Sponsor's Signature X \_\_\_\_\_

As agent for: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Release and waiver must be on file prior to the start of any event sponsored by the Tenth Mountain Division Living History Display Group, Inc.

**Safety and Risk Management Program**

**Quartermaster Equipment and Uniform Loan**

**(TMD-7)**

**10<sup>th</sup> Mountain Division Living History Display Group, Inc.**

**ITEM:** \_\_\_\_\_ **SIZE:** \_\_\_\_\_

**DESCRIPTION OF ITEM:** \_\_\_\_\_

\_\_\_\_\_

**VALUED AT:** \_\_\_\_\_ **OWNER:** \_\_\_\_\_

---

Issued to (Print Name): \_\_\_\_\_

Date Issued: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Quartermaster: \_\_\_\_\_ Quartermaster: \_\_\_\_\_

---

Issued to (Print Name): \_\_\_\_\_

Date Issued: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Quartermaster: \_\_\_\_\_ Quartermaster: \_\_\_\_\_

---

Issued to (Print Name): \_\_\_\_\_

Date Issued: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Quartermaster: \_\_\_\_\_ Quartermaster: \_\_\_\_\_

**→ IMPORTANT ←**

If the item is damaged, lost or stolen while in the possession of the person to which it was issued, repair or replacement costs will be assessed.



**Safety and Risk Management Program**

**Quartermaster Equipment and Uniform Loan**

**(TMD-8)**

**EDUCATION and LAW ENFORCEMENT CONTACT**

Date: xx-xx-xx

To: (school name)

Dear (teacher),

In the afternoon of 13 December 2004, the Tenth Mountain Division Living History Display Group, Inc. will present a World War II Living History program for xxx class. As part of the presentation, one or more presentors will appear as combat soldiers in the Spring of 1945; will be wearing the full combat dress and equipment appropriate to the role and the time period. "Full combat dress" normally includes weapons.

The weapons in question are functional U.S. Army World War II rifles, pistols and bayonets. Under Colorado law, weapons may be permitted in the classroom as part of an educational display. We will provide these artifacts *only with written permission* of the administration of the school, on school letterhead. If this is not acceptable, please let me know so the presentation may be adjusted accordingly.

This program has been presented in area schools many times in the past, with positive results. No live ammunition will be part of the presentation. The weapons will be under the presenter's supervision at all times. If permission is granted, we will contact local law enforcement to notify them of our presence and of your permission. We ask that any security personnel in the school, as well as the school staff, be made aware of our visit. They are welcome to inspect any weapons present.

Thank you for this opportunity to teach a part of Colorado's history at xxx. We appreciate your support and assistance in this matter.

Sincerely,

cc: (local law enforcement)

**Safety and Risk Management Program**

**APPENDIX**

No appendix documents are provided at the time of issue  
of this revision.

This section will be updated at a later time.

**Safety and Risk Management Program**

Attach supplemental documents or corrections here.