

26 April 2017

CHECK LIST FOR USE OF USAHEC RESOURCES DURING EVENTS AND SCHOOLS OF SOLDIERS ON THE ARMY HERITAGE TRAIL:

The following checklist must be completed for each event. Failure to follow procedures could result in a loss of use of the facilities.

1. All guns will be inspected by a USAHEC or Contract safety officer upon arrival to USAHEC grounds. All Weapons will be checked at Re-enactor Sign-in for Army Heritage Days. No gun may be taken from its case unless it is being/been inspected first.
2. No firing of weapons unless approved and observed by a USAHEC Safety Officer in a designated demonstration area.
3. All fires must be under visual observation at all times. If no fire watch is posted then the fire must be extinguished. All fires inside fire places are required to have an extinguisher within 10 feet and all fires outside are required to have a bucket of water within 10 feet.
4. All buildings will be secured when not occupied.
5. All buildings will be locked at the end of the event and all keys issued will be returned to the Security Guard desk at USAHEC prior to departure from the site.
6. No vehicles are allowed to remain on the Army Heritage Trail overnight. All vehicles must be parked in the lot designated prior to the event.
7. If you use the water alongside the buildings, please be sure to turn it off upon completion of filling your container.
8. There is no smoking inside the exhibits on the trail or the buildings.
9. Please remove all trash to the dumpster directly behind the Visitor and Education Center before you leave the site.
10. There will be an on-site coordinator designated for each event.
11. In the event of an emergency, please dial 911 and tell the respondent the location, 950 Soldiers Drive, Carlisle, PA, on the Army Heritage Trail. Once 911 has been called, please call the following numbers:
 - i. 717-574-6936 John Giblin, Director VES
 - ii. 717-448-0410 Victor Elliott, Facility Manager
12. Army Heritage Days is a two-day event and payment of units and demonstrators is contingent on participation both days. Payment will be prorated accordingly. All participants must sign in AND sign out at the registration tent (see enclosed map) in order to be paid for the event. Units require that the unit leader sign in/out and give a head count for the unit.

13. Set-up times are Friday noon to Saturday morning at 0800 hrs, and Saturday 1730 to 0800 hrs on Saturday. There is no set-up or tear-down during the public hours on Saturday or Sunday.
14. Once set-up you will then proceed to the designated reenactor parking area (see maps on website). Any vehicles parked in the Handicapped/VIP lot will be removed after one warning.
15. There will be food vendors on site Saturday and Sunday. Ice will be available for purchase at the Reenactor Registration tent. Water supply points will be located throughout the trail and alongside the Visitors and Education Center. Firewood and Straw will be available at no charge.

You must also read the Historic Weapons Safety Manual, this sheet DOES NOT supersede it.

I have read and agreed to these regulations: _____

DATE _____