



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
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September 18, 2006

MEMORANDUM FOR SUPERINTENDENTS, DODDS-EUROPE
HIGH SCHOOL PRINCIPALS, DODDS-EUROPE

SUBJECT: High School Homecoming Parades – Safety and Security Guidelines and Procedures

- Reference: (a) Memorandum, Installation Management Agency, Europe Region, April 20, 2006,
Subject: Community Events Policy
(b) DoDEA Manual 1005.1, "Department of Defense Education Activity Administrators'
Manual," October 2003
(c) DoDEA Regulation 4800.1, "Department of Defense Education Activity Safety
Program," March 6, 2001
(d) DoDEA Regulation 4700.1, "Department of Defense Education Activity
Antiterrorism (AT) Program," September 6, 2002

1. PURPOSE

This standing operating procedure establishes guidance, responsibilities, procedures, and recommends best safety practices for the conduct of a high school homecoming parade or similar event, considering all safety and security concerns, whether held on or off school grounds.

2. POLICY

It is DoDEA policy that all reasonable measures shall be implemented to ensure a safe and healthy environment at DoDEA facilities and activities. District and high school administrators shall take all reasonable measures and precautions to ensure the safety and security of participants and spectators at a HS homecoming parade or similar event.

3. APPLICABILITY AND SCOPE

3.1. The provisions of this SOP apply to DoDDS-Europe personnel, students, and adult volunteers who are responsible for, or concerned with, the safety of staff and students, or with conditions which could result in injury or death, property damage or loss, or disruption of DoDDS-Europe activities.

3.2. Safety is a responsibility of leadership at all levels to conduct a continuous, vigorous effort to prevent accidents. Adequate provisions for safe practices and standards shall be incorporated into the planning and execution of every homecoming parade or similar event.

3.3. Accidents most often occur due to individuals not complying with established rules or procedures. Many others occur because responsible personnel did not identify and mitigate accident risks and unsafe practices.

3.4. Where the term “installation” is used in this memorandum, it normally refers (unless otherwise specified) to the community-level Army garrison, Air Force or Navy base, or NATO or other installation command/support activity. When identified specifically (e.g., U.S. Army Garrison, etc.), the procedures apply to those schools that receive installation base support from that Service Component community.

4. RESPONSIBILITIES

4.1. The Director, DoDDS-Europe shall establish guidance and procedures on the safe conduct of HS homecoming parades and similar events.

4.2. The District Superintendents shall provide oversight, guidance, and direction of any planned HS homecoming parade or similar event to mitigate vulnerabilities or risks.

4.3. The Principals shall:

4.3.1. Assign a school administrator as an event coordinator to oversee the planning, coordination, and conduct of the homecoming parade or similar event.

4.3.2. Designate the Staging Area, Parade Route, and Release Area or approve the event coordinator’s recommendation (see Attachment 1).

4.3.3. Provide oversight and guidance to the event coordinator as needed to ensure the safe operation of the event, to include reviewing and approving:

4.3.3.1. The parade planning, numbers and types of parade vehicles, number of participants per marching group, parade times and special events, march order, coordination, safety procedures, and execution.

4.3.3.2. The safety/security risk assessment evaluation conducted by the event coordinator to identify and address any potential safety hazards and the safety controls or countermeasures to be applied (see Attachment 2). Only the Principal can make risk decisions.

4.3.3.3. Proposal(s) for parade vehicle and float designs, compliance with construction/inspection guidance, the allowable number of participants on floats, and any supplements to the prohibited items list for parade vehicles and floats (see Enclosure 4 to Attachment 1, and Attachment 3).

4.3.4. Ensure speed limits, distance between vehicles/floats and marchers, and other prescribed safety measures are enforced (see Attachment 1).

4.3.5. Make a weather decision, when appropriate, to conduct or cancel the parade during adverse weather conditions or impending inclement weather. Per coordination with the responsible installation command or safety office, make the decision to conduct, change, or cancel parade activities when a life-threatening condition, safety hazard or violation, or security concern is identified and the risk potential cannot be mitigated.

4.3.6. Determine if the school Crisis Team should be activated in the event of a medical emergency or major accident occurring during the parade.

4.3.7. Ensure the timely reporting of any accident, incident, or injury during the homecoming parade in accordance with DoDEA Manual 1005.1, DoDEA Regulation 4800.1, DoDEA Regulation 4700.1, and applicable DoDDS-Europe and installation reporting procedures.

4.4. The designated Event Coordinator (School Administrator) shall:

4.4.1. Plan, coordinate, and conduct the homecoming parade or similar event per guidance from the principal. Ensure all parade requirements, support requests, and applicable installation and host nation waiver requirements are coordinated with the pertinent installation agencies (see paragraph 5 below).

4.4.2. Provide direction, guidance, and oversight of the homecoming parade committee in organizing the parade. The committee shall perform functions as directed by the event coordinator, that could include the parade promotion, float registration, assisting in the arrangement of parade marching groups, sending special invitations for the parade, etc.

4.4.3. Identify the parade marching group sequence order; for example, (from front to rear), vehicle with flasher lights, JROTC Color Guard, school administrators, band, cheerleaders (or place several or all cheerleaders in the rearmost parade marching group to encourage spectator participation), vehicles and floats, walking participants, and vehicle with flasher lights.

4.4.4. Consider including appropriate add-ons to the parade program to encourage esprit such as a short dance routine, band performance or similar event (perhaps for 15 seconds), or select march groups could slow down to some degree at a designated location along the Parade Route. As another option to increase participation, cheerleaders could encourage pedestrian spectators to join the rearmost parade marching group along the route and accompany them to a designated safe location separate from the Release Area such a rally, bonfire site, etc. Note: both add-ons require close coordination and safety controls.

4.4.5. Conduct a survey of the Staging Area, Parade Route, and Release Area by driving and/or walking through the Staging/Release Area(s) and along the route. Perform safety/security risk assessment evaluation of all aspects of the parade event to identify hazards/risks and effective safety controls or countermeasures to be applied (see Attachment 2). Submit the written risk assessment with countermeasures to be applied for each identified safety or security risk through the principal to the Installation Safety Office no later than three weeks prior to the scheduled event date. Even if the parade event is held only on school grounds, the Installation Safety Office still must review the written risk assessment evaluation.

4.4.6. Validate that parade vehicle/float operators driving other than government vehicles possess a valid driver's license to operate the driven vehicle and maintain vehicle insurance in accordance with Major Command regulations and host nation traffic laws. The owner of a vehicle being driven by another individual will maintain the appropriate vehicle insurance.

4.4.7. Furnish vehicle/float safety inspection requirements and float construction guidelines (see Attachment 3) to groups desiring to construct a float or decorate a parade vehicle. Ensure safety

inspections are performed on all floats and parade vehicles, except community government escort vehicles (unless the vehicle is used as a float or transports students or decorations) and those other vehicles exempted by the principal, per Attachment 3 and complete the Parade Vehicle/Float Inspection Checklist at Enclosure 1 to Attachment 3. Consult with the Installation Safety Office and/or Installation Fire Department when there is a concern on any vehicle display, float decoration, or structure placed in a hazardous location to life, safety, or property.

4.4.8. Assign at least two side guards per parade vehicle (except the lead and trail escort vehicles, and parade march groups identified by the principal), float, and major marching groups to walk along both sides from the Staging Area, on the Parade Route, to the Release Area. The side guards shall monitor the designated vehicles, floats, and major marching groups for safety and to provide spectator control along the Parade Route to redirect and/or impede unauthorized personnel from merging into the parade, etc.

4.4.9. Review contingency or emergency response actions in the event of an accident and/or injury, sudden lightning or thunderstorms, a bomb threat, etc., that may impact on the conduct of the parade.

4.4.10. Ensure each vehicle and float operator, and key participants from every marching group receive a copy of the rules and requirements at Enclosure 4 to Attachment 1. Additionally, brief parade participants, supporting school staff, and adult volunteers, etc., on the conduct of the parade, safety and security procedures, speed limits, etc., (see Enclosure 5 to Attachment 1). As appropriate, provide a parade map that depicts the Staging Area, Parade Route, Checkpoints (if applicable), unavoidable hazards, and Release Area.

4.4.11. Maintain operational control of all parade vehicles, floats, marchers, other walking participants, and animals (such as a mascot) throughout the entire event. If available, provide two-way communication (handheld radios and/or cellular phones) to key individuals for parade and movement control measures; priority should be to the first and last vehicles.

4.4.12. Provide procedures for vehicle/float breakdowns, passing and recovery of disabled vehicles/floats during the parade (see paragraph 3.13. of Enclosure 4 to Attachment 1).

4.4.13. Ensure removal of any debris, refuse, animal droppings if animals are included, and parade memorabilia strewn in the Staging Area, along the Parade Route, and in the Release Area. Installation and/or school traffic cones, barricades, temporary 'No Parking Signs', etc., will also be recovered. All parade areas will be restored to their former condition as coordinated with installation officials.

4.5. Supporting School Staff and/or Adult Volunteers shall:

4.5.1. Familiarize themselves with the contents of this memorandum and assist the event coordinator in appropriate parade functions (e.g., parade marshal, etc.) to maximize the safety of parade participants and spectators.

4.5.2. When requested, perform functions such as a side guard for a parade vehicle, float or marching group, etc. When authorized, oversee the distribution of parade memorabilia such as handing out wrapped candy or mementos to spectators.

4.6. Parade Participants (Marching Groups, Drivers, etc.) shall:

4.6.1. Comply with the safety/security and procedural instructions disseminated by the event coordinator and parade marshals/officials.

4.6.2. When operating a parade vehicle or float, ensure that they are driven in accordance with the guidelines prescribed by the event coordinator, host nation traffic laws/regulations, and traffic regulations governing the operation of motor vehicles on U.S. military installations and other U.S. Forces-controlled property. Complete the Parade Vehicle/Float Inspection Checklist at Enclosure 1 to Attachment 3 and present it to a parade marshal/school official in the Staging Area or designated location prior to the start of the parade.

5. PROCEDURES

The following procedural guidance is provided as a template or sample format to assist those responsible in planning and conducting a HS homecoming parade or similar event. As a minimum, the event coordinator must complete these requirements, which the DSO or Principal may supplement with locally determined additional requirements.

5.1. Establish a parade Staging Area, Parade Route, Checkpoints (if applicable), and Release Area (see Attachment 1).

5.1.1. Implement operating procedures for parade vehicles, floats, marchers, and other walking participants while in the Staging Area, on the Parade Route, and at the Release Area to ensure parade control measures and safety precautions are in place. Parade rules and requirements are at Enclosure 4 to Attachment 1. All parade vehicles, floats, and marchers must be registered with the parade committee before they may participate.

5.1.2. Schedule the parade during the hours of daylight unless extraordinary safety control measures are implemented. Any parade held during twilight or dusk in conjunction with follow-on activities such as a bonfire requires additional safety reviews to determine the impact of limited visibility, required safety equipment (e.g., reflective vests, flashlights, etc.) and support, and adequate lighting of the Staging Area, Parade Route, and Release Area. To ensure a safe environment for the bonfire, the local fire department supervisor shall be contacted and designated school officials surround the fire, keeping students a safe distance back. After the bonfire is extinguished, school officials shall walk the grounds to ensure students are dispersed and the area is safe.

5.1.3. Ensure two-wheel or three-wheel vehicles are prohibited from the parade unless approved by the DSO after special review of safety considerations to ensure movement can be controlled safely (see paragraph 2.0. of Attachment 1 and paragraphs 5.0. and 6.0. of Enclosure 4 to Attachment 1). When approved, motorcycle, motorbike, and bicycle operators and passengers must wear an approved helmet properly fastened under the chin. Parade participants riding bicycles, sleds, or toy vehicles shall form in a separate group, away from full-sized motor vehicles, and shall not attach themselves to other moving vehicles. Skateboards/scooters, in-line skates, or similar toy-like items shall not be authorized as a part of the parade.

5.2. Integrate safety/security risk management into the planning process (identify/assess hazards, make risk decisions, implement controls, and supervise). Perform a written review and risk assessment evaluation of the Staging Area, Parade Route and Release Area (see Attachment 2).

5.2.1. The risk assessment will include all potential hazards to personnel, property, or equipment within the immediate boundaries or in close proximity of the installation. Potential hazards include, but are not limited to: vehicle movement, electricity, steam, equipment moving parts, fuels, compressed gasses, flammable liquids, chemicals, poisons or pesticides, water sanitation, slips, trips, falls, entanglements, and fire.

5.2.2. Submit the written risk assessment with safety controls or countermeasures to be enforced for each identified risk through the principal to the supporting Installation Safety Office no later than three weeks prior to the scheduled event date. Even if the parade event is held only on school grounds, the supporting Installation Safety Office still must review the written risk assessment.

5.2.2.1. Schools located within a U.S. Army Garrison community. The Garrison Commander or designated safety representative must concur with all community event risk assessments before the event may be conducted. In the case of nonconcurrence, the event coordinator must resolve the nonconcurrence by modifying the plan or safety measures, adding countermeasures, or rescheduling the event. Homecoming parades that receive an unresolved non-concurrence from the Garrison Commander or that are not coordinated with the Garrison Commander may be subject to postponement or cancellation as deemed appropriate by the Garrison Commander.

5.2.2.2. Schools located within an Air Force or Navy base community, or NATO or other installation command/support activity community. The base or Installation Safety Office, as a minimum, must review the risk assessments and approve the safety controls or countermeasures to be applied. In the case of the base's or installation's nonconcurrence with the submitted risk assessments, the event coordinator must resolve the nonconcurrence by modifying the plan or safety measures, adding countermeasures, or rescheduling the event.

5.3. The parade event coordinator or designated school administrator shall submit all applicable coordination and support requests in writing to the following installation/community official(s):

5.3.1. Schools Liaison Officer (SLO). Identify the planned school event for overall installation support coordination of requirements. The SLO performs that contact and assists with intercommunication between DoDDS-Europe agencies and the military community to ensure mutual understanding and unity of purpose and action. The SLO should receive an information courtesy copy of every written or emailed coordination or support request to other community officials/activities.

5.3.2. Installation/Base/Garrison S3/Community Operations. Coordinate with the installation S3/community operations on the proposed parade date; route itinerary; road conditions; as applicable, privately owned vehicle (POV) parking areas for participants and spectators; temporary no parking zones/restrictions along the Parade Route; etc.

5.3.2.1. If the parade will be held only on school grounds, such as the football field or track circle, it is still necessary to provide the installation S3/community operations officials with pertinent information and applicable requests to conduct a homecoming parade.

5.3.2.2. If the parade will travel off school grounds onto an installation, request approval and parade movement clearance for use of installation roads. If the Parade Route will also extend off the installation, request host nation approval and/or applicable permits and police escort, if required, to conduct the parade. Advance planning is important to receive timely approval and support, and to ensure there are no planned road construction or obstacles, or incidental road hazards.

5.3.3. Provost Marshal Office (PMO)/Base Security Forces/Law Enforcement/Security Support. Request the following military law enforcement support:

5.3.3.1. On-installation parade, either starting on school grounds and extending onto installation roads, or held only on installation roads:

5.3.3.1.1. Provide traffic and crowd/pedestrian control at designated street intersections on the Parade Route and block off appropriate road sections prior to, during, and immediately after the parade to prevent non-parade motor traffic from entering into the Parade Route while vehicles, floats, marchers, or other walking participants remain on the Parade Route.

5.3.3.1.2. Provide a visible presence along the Parade Route for security and crowd control, as appropriate.

5.3.3.1.3. If host nation medical or fire department services are located off the installation, ensure that entrance gate guards expedite access of medical/fire department services to the installation in event of an accident or incident.

5.3.3.1.4. If available, provide traffic cones, barriers, and temporary 'No Parking Signs' for traffic and spectator control, or identify any known alternate source.

5.3.3.1.5. Germany Only. German traffic law prohibits passengers riding in the truck cargo area unless a waiver is requested and approved for the specific event. The request for waiver of the German traffic law should be processed through the Installation Safety Office to the Installation Provost Marshal.

5.3.3.2. Off-installation parade that is off school grounds.

5.3.3.2.1. Request approval and/or applicable permits, waivers, and police escort if required, through the host nation Police Liaison Officer assigned with the Military Police/Security Forces. As coordinated with the host nation Police Liaison Officer, request Military Police/Security Forces support that could also be provided for an on-installation parade.

5.3.3.2.2. As necessary per host nation traffic laws/regulations, request a waiver when planning to permit passengers to be seated in a truck cargo area on seating platforms, individual seats, or vehicle bed without seat belts. The waiver shall specify actions to mitigate the dangers to passengers riding without seat belts in a truck cargo area; e.g., adherence to authorized speed limits, secured tailgate, passengers will be seated and restricted from leaning over the side, etc.

5.3.3.2.2.1. Germany Only. German traffic law prohibits passengers riding in the truck cargo area unless a waiver is requested and approved for the specific event. The German traffic law waiver request should be processed through the German Police Liaison Officer assigned with the Military Police/Security Forces to the German Police agency.

5.3.3.2.2.2. Host nation traffic laws/regulations shall govern any waiver requirements for a parade held in other countries.

5.3.4. Military Medical Treatment Facility. Request onsite medical ambulance services through the military medical treatment facility or ensure the capability to respond expeditiously to a medical emergency in the event of an accident or incident.

5.3.5. Installation Public Affairs Office (PAO). Request publicizing of the event to solicit spectators and to inform the community of the parade activities, recommended POV parking areas for participants and spectators (if required), and road closures with scheduled closure times.

5.3.6. Installation Safety Office.

5.3.6.1. Request review and approval of the safety/security risk assessment evaluation of all aspects of the parade event. Request safety guidance and assistance, as required.

5.3.6.2. If required by host nation traffic laws/regulations, request a waiver when planning to permit passenger(s) to be seated in a truck cargo area on seating platforms, individual seats, or vehicle bed without seat belts during an on-installation parade, whether held only on school grounds or traveling off school grounds onto an installation. The waiver shall specify actions to mitigate the dangers to passengers riding without seat belts in a truck cargo area; e.g., adherence to authorized speed limits, secured tailgate, passengers will be seated and restricted from leaning over the side, etc. See also paragraph 5.3.3.1.5. for discussion of on-installation parade German traffic law waivers.

5.3.6.3. If desiring to use a lowboy trailer as a float, coordinate through the Installation Safety Office for authorization.

5.3.7. Fire Department.

5.3.7.1. Coordinate for emergency response in the event of an accident or incident, especially if a bonfire is planned.

5.3.7.2. Request an ABC fire extinguisher (minimum six kilograms) on temporary loan from the local community fire station for each float, or motor vehicle transporting three or more students or decorations/display. Request safety guidance concerning fire extinguishers, fire prevention measures, etc.

5.3.8. Other coordination, as applicable.

5.4. The parade event coordinator or designated school administrator also shall coordinate as appropriate with the following DoDDS-Europe agencies when preparing for the homecoming parade:

5.4.1. School Crisis Team. Advise the school Crisis Team leader of the scheduled homecoming parade event to be prepared to implement the emergency response plan in the event of a medical emergency or major accident, when directed by the principal.

5.4.2. District Public Affairs Officer (PAO). Publicize the event at District and school levels to solicit spectators, and to inform DoDDS and the local community of parade activities.

5.4.3. District Transportation Supervisor (DTS)/School Bus Office (SBO). As required, request technical advice on transportation-related issues and parade hazards.

5.4.4. District Safety and Security Officer (DSSO). As required, request technical advice on security-related issues and parade hazards.

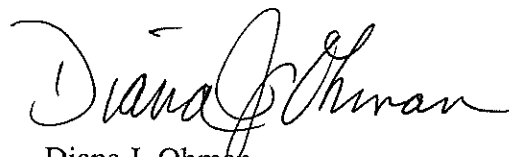
5.4.5. Athletic Coach(es). As required and if available, request use of traffic cones or other similar items as barricades along the Parade Route to supplement traffic cones obtained from other sources.

5.5. Each vehicle and float operator, and key participants from every marching group shall be provided a copy of the Rules and Requirements for Parade Participants at Enclosure 4 to Attachment 1. Additionally, all parade participants, including marchers, other walking participants, vehicle and float operators, supporting school staff, adult volunteers, etc., shall be briefed on the conduct of the parade, safety and security procedures, control measures, vehicle/float speed limits, etc. The minimum safety items are covered in Enclosure 5 to Attachment 1. Failure to attend the briefing could preclude prospective participants from taking part/marching in the parade.

5.6. School teams desiring to decorate a parade vehicle or construct a float will be furnished the acceptable construction/inspection guidelines, as applicable (see Attachment 3).

6. EFFECTIVE DATE

This SOP is effective September 18, 2006



Diana J. Ohman
Director, DoDDS-Europe

Attachments:
As stated

ATTACHMENT 1

ESTABLISHING A HOMECOMING PARADE

1.0. A homecoming parade that will include any combination of parade vehicles, floats, marching groups, and other walking participants shall normally be organized into a Staging Area, Parade Route, and Release Area as described below. The length and routing of a parade should consider the installation, school, and host nation support capabilities, and the extent to which any disruption of installation or host nation activities or traffic circulation may occur (e.g., traffic/pedestrian control and safety/security implications, etc.). When establishing the Staging Area, Parade Route, and Release Area, avoid areas or conditions that could lead to a vehicle rollover (steep slope, ditch, loose sand, etc.). Other route considerations include assessing potential hazards such as any overhead walkway, low bridge or overpass, tunnel, trees, obstacles, telephone or electrical wires, overhead traffic signals, narrowness and sharp curves on the Parade Route, etc., and the safe operation of the vehicles/floats.

1.1. Staging Area. A location near the beginning of the Parade Route where parade vehicles, floats, marchers, and other walking participants assemble in a prescribed march order on the Staging Area Start Line, vehicles and floats are prepared and inspected, participants receive a safety briefing if not previously conducted, and final preparations or coordination are conducted prior to the start of the parade (see schematic at Enclosure 1 to Attachment 1).

1.1.1. An individual and/or traffic barricade should be positioned near the vehicle/float entrance and exit to ensure only vehicles and floats participating in the parade, and persons positioning a float, performing maintenance on an inoperative parade vehicle, or as designated by the event coordinator are permitted in the Staging Area. An exception may be made if access to the Staging Area is controlled by individual(s) and/or barricade(s) located on the Parade Route. Other entrances should be barricaded. For vehicles and floats, there should be a one-way entrance into the Staging Area and a one-way exit out of the Staging Area.

1.1.2. All parade vehicles, floats, marchers, and other walking participants must be accounted for, positioned, and inspected in the designated starting position in accordance with the homecoming parade instructions prior to the official start of the parade. Drivers shall receive assistance when backing vehicles or executing other difficult/hazardous maneuvers. If assigned a number to denote the order within the parade, all parade vehicles and floats must clearly display their number and stay in their assigned order, unless specifically directed otherwise by a parade marshal/official.

1.1.3. The front and rear of a parade line/column must have a lead and trail escort vehicle, respectively, preferably a community military police vehicle, fire truck, or emergency-response motor vehicle (with overhead emergency flashers), or if not available, a motor vehicle with four-way emergency flashers. If available through the installation or commercial sources and permitted by host nation traffic laws/regulations, a magnetic-mounted, portable rotating amber warning light (RAWL) may be used to supplement a vehicle using only four-way emergency flashers. (Use of RAWLs on vehicles is not permitted in the Netherlands).

1.1.4. If the Staging Area is small or congested, the second group of walking participants (e.g., administrators/band/etc.) as shown in Enclosure 1 to Attachment 1 could stage behind the

JROTC Color Guard, if part of parade, to allow room for additional float(s) or separate parade vehicle(s) to park on the Start Line. As the last resort, floats or separate parade vehicles may park in tandem only if there is close coordination to ensure the floats/vehicles can be staged safely, separate from the marchers and other walking participants.

1.1.5. All floats and parade vehicles, except community government vehicles (unless the vehicle is used as a float or transports students or decorations) and those other vehicles exempted by the principal, will receive a final safety check (see Attachment 3).

1.1.6. The principal shall designate if parade vehicles/floats will operate with their headlights at low beam based on operator visibility, darkness, weather conditions, etc. (When authorized, motorcycles always must operate with the vehicle's lights on.)

1.1.7. For vehicles equipped with radio communication, a communication check shall be performed.

1.1.8. Parade participants shall be provided a safety and weather briefing that emphasizes hazards, local driving conditions, and compliance with host nation and applicable garrison, base, or installation traffic laws/regulations, etc. (see Enclosure 5 to Attachment 1).

1.1.9. The event coordinator or designated parade marshal/school official shall signal the start of the parade and allow the lead vehicle (pace setter) to proceed at 5 miles per hour (8 kilometers per hour). If military police vehicles, fire trucks, and/or emergency response vehicles (with overhead emergency flashers) are available for use as lead and trail vehicles for the parade, the overhead emergency flashers should be activated and should not be turned off until reaching the Release Area Finish Line/Release Point or other designated location/check point. If motor vehicles with overhead emergency flashers are not available, the lead and trail vehicles should activate the emergency four-way flashers during movement. If permitted by host nation traffic laws/regulations, use of a RAWL may supplement a vehicle using four-way emergency flashers. During the initial parade movements, a special focus on safety, operational control, speed limits, and intervals between marching groups and vehicles and/or floats must be maintained.

1.1.10. Under exceptional cases for a small homecoming parade where there are only a few parade vehicles, no or very limited backing requirements or no parade vehicles or floats, and the Parade Route is controlled by individual(s) and/or traffic barricade(s), the Staging Area for the parade vehicle(s) and walking participants may be set up on the Parade Route. The Staging Area safety standards described above similarly apply if the small homecoming parade will be set up on the Parade Route.

1.2. Parade Route. A specific, supervised roadway/route allocated exclusively to be traveled during the parade period only by parade vehicles, floats, and walking participants between the Staging Area and the Release Area. (see schematic at Enclosure 2 to Attachment 1)

1.2.1. When practical, the Parade Route should have barrier tape, traffic barricades, and/or temporary 'No Parking Signs' placed along the route to prevent adult and children spectators from coming too close to moving parade vehicles/floats and avoid potential parking hazards along the route.

1.2.2. When coordinated, Military Police/Security Forces Police should provide traffic and crowd/pedestrian control at the designated street intersections, block off appropriate road sections, and provide a visible presence along the Parade Route for security and crowd control, as appropriate.

1.2.3. Vehicle/Float breakdown, passing, and recovery procedures are found in paragraph 3.13. of Enclosure 4 to Attachment 1.

1.3. Release Area. A location off the end of the Parade Route where parade vehicles, floats, and walking participants halt at the Parade Finish Line/Release Point (see schematic at Enclosure 3 to Attachment 1). The Release Area can also be the Staging Area if the Parade Route loops around and finishes in the Staging Area.

1.3.1. Normally, parade vehicles, floats, and walking participants at the end of the Parade Route shall enter the Release Area in the prescribed march order to a designated parking location similar to the Staging Area's Start Line arrangement. Alternatively, all marchers and other pedestrians (except vehicle/float side guards) march to a separate pedestrian-only lane and halt in tandem. After all personnel are accounted for and vehicles'/floats' loads checked, the vehicles/floats and walking participants can be safely released.

1.3.2. If a follow-on event, such as a pep rally, dance, etc., is planned or as directed by the event coordinator, all marchers and other pedestrians (except vehicle/float side guards), and those spectators allowed to join or merge into the parade's last walking group, may be diverted at a designated traffic control point along the Parade Route to a designated secure location separate from the Release Area. After all personnel are accounted for, the walking participants can be released.

1.3.3. For vehicles and floats, there should be a one-way entrance into the Release Area and a one-way exit out of the Release Area.

1.3.4. The safety standards for the Staging Area also apply to the Release Area.

2.0. Safety Considerations for Two- or Three-Wheel Vehicles. When including two- or three-wheel vehicles in the parade, consider the following:

2.1. Difficulty of maintaining vehicular balance, especially with a passenger sitting in the rear seat, to avoid overturning at walking speed in a parade.

2.2. Overlapping vehicle danger zones increasing with a number of two- or three-wheel vehicles. Operators must be especially safety conscious when operating near children.

2.3. Increased difficulty of spectator control for the side guards, especially of smaller children who may be excited by the noise of motorcycles.

2.4. Individuals authorized to drive motorcycles shall be properly licensed in accordance with Major Command regulations and host nation traffic laws.

3.0. Privately Owned Vehicle (POV) Parking Areas for Participants and Spectators (if required). Based on the size of the parade and anticipated spectator crowds, it may be necessary to designate participant and spectator POV parking areas. Publicize through the PAO that participants and

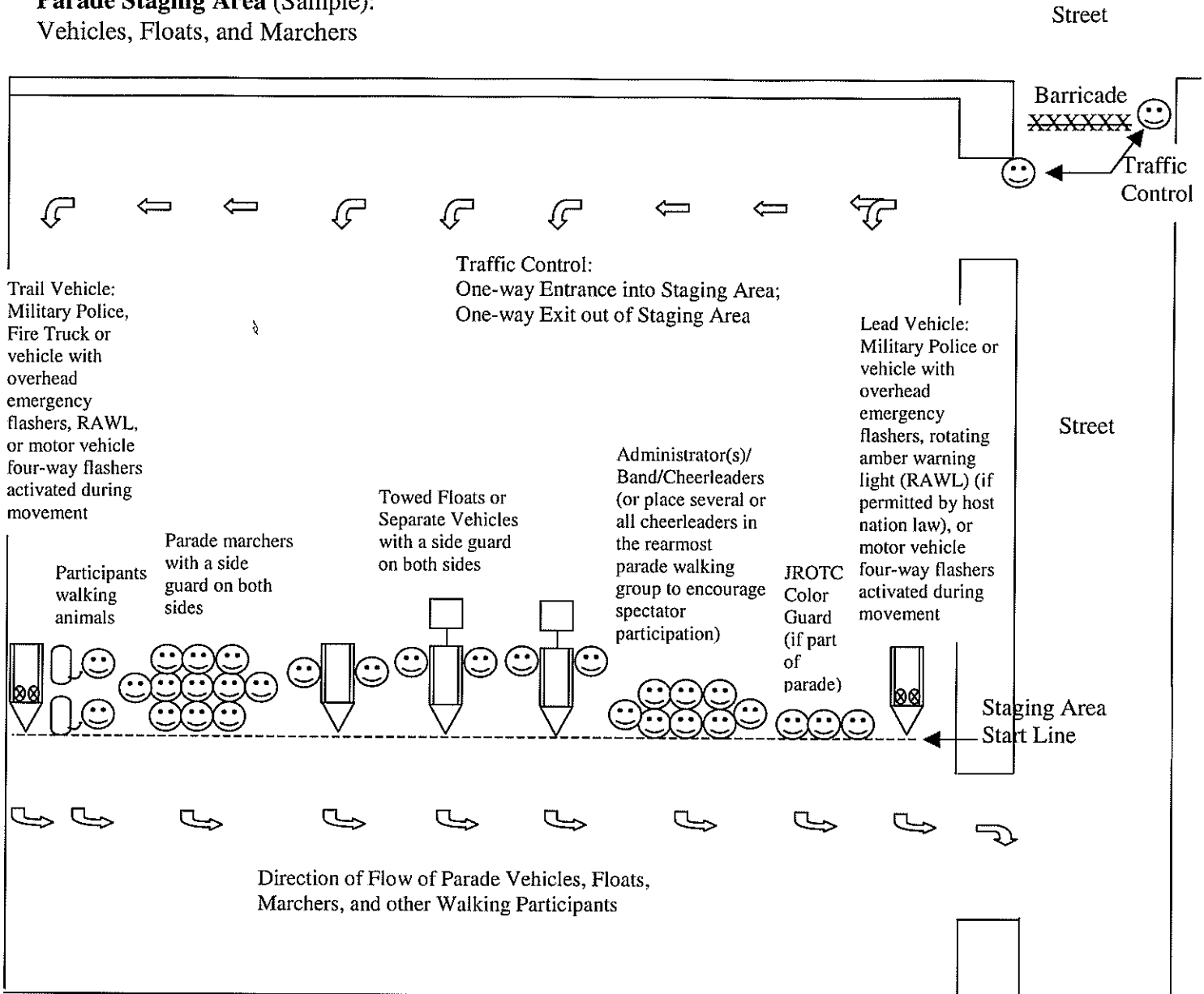
spectators should park in the designated areas or away from the Parade Route. Parked POVs or other obstacles located along the sides of the street will narrow the parade roadway and reduce the parade vehicle operators' visibility.

4.0. Parade rules and requirements for the conduct of the parade, safety and security procedures, control measures, vehicle/float speed limits, etc., are provided in Enclosures 4 and 5 of Attachment 1. Proposal(s) for parade vehicle and float designs, compliance with construction/ inspection guidance, prohibited items for parade vehicles and floats, etc., are provided in Attachment 3.

ATTACHMENT 1 - ENCLOSURE 1

**PARADE STAGING AREA SETUP (SAMPLE):
VEHICLES, FLOATS, AND WALKING PARTICIPANTS**

**Parade Staging Area (Sample):
Vehicles, Floats, and Marchers**

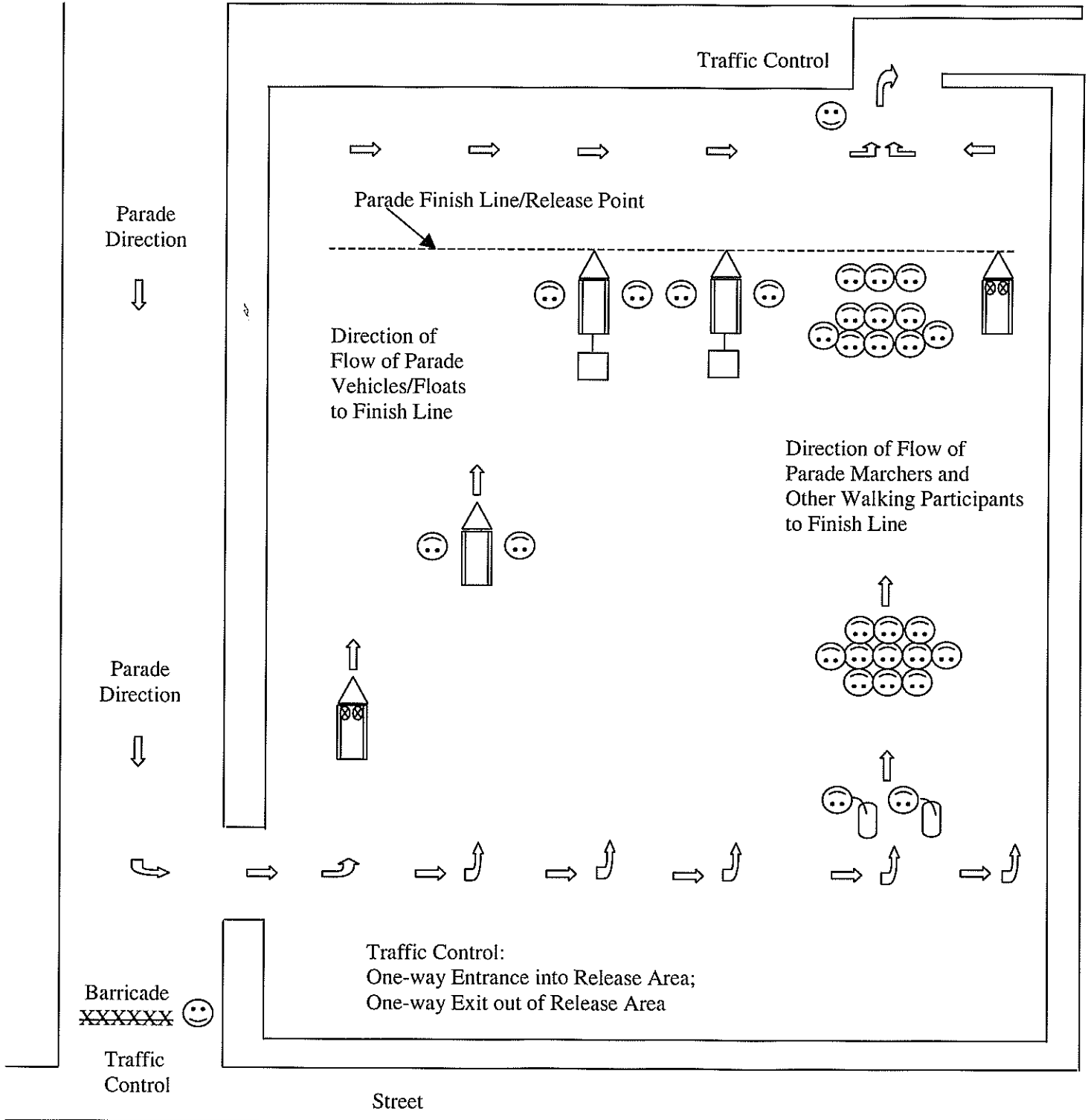


Note: If the staging area is small or congested, the second group of walking participants as shown above (e.g., administrators/band/etc.) could stage behind the JROTC Color Guard, if part of parade, to allow room for additional float(s) or separate parade vehicle(s) to park on the Start Line. As the last resort, floats or separate parade vehicles may park in tandem only if there is fastidious coordination to ensure the floats/vehicles can be staged safely and separate from the marchers and other walking participants.

ATTACHMENT 1 - ENCLOSURE 3

PARADE RELEASE AREA (SAMPLE):
VEHICLES, FLOATS, AND WALKING PARTICIPANTS

Parade Release Area (Sample): Vehicles, Floats, Marchers, and Other Walking Participants



ATTACHMENT 1 - ENCLOSURE 4

RULES AND REQUIREMENTS FOR PARADE PARTICIPANTS

1.0. Each vehicle and float operator, and key participants from every marching group shall be provided a copy of these rules and requirements.

2.0. General.

2.1. The vehicle and float speed limits within the Staging Area, along the Parade Route, and within the Release Area shall not exceed 5 miles per hour/8 kilometers per hour or at a walking speed. During the parade, a minimum distance of two vehicle lengths and a maximum of three-vehicle lengths shall be maintained between vehicles, floats, and walking participants. If the interval between vehicles and floats exceeds more than three vehicle lengths, a catch-up speed of no more than 10 miles per hour/16 kilometers per hour could be authorized to gradually attain the proper vehicle/float interval considering the safety of the parade vehicles, floats, marchers, and other walking participants. Any disruption to the parade rate of march, such as during a short dance group routine, may necessitate the follow-on vehicles, floats, or marchers to gradually readjust their speeds to resume the former following distance.

2.2. Establish, whenever feasible, a two-person rule (driver and assistant driver) for designated parade vehicles and floats in addition to the assignment of two side guards. The second person can assist the driver to watch for safety hazards, take prompt corrective action when required, and can ensure that the identified hazards do not affect the safety of the vehicle or float occupants and also that pedestrians and spectators remain outside the vehicle's/float's Danger Zone. The Danger Zone includes the area around a parade vehicle/float, ten feet on both sides and ten feet in front of the vehicle/float, where most pedestrian injuries can occur.

2.3. The number of people riding in vehicles shall not exceed the number of people the vehicle is designed to carry. Vehicle occupants shall remain inside vehicles while vehicles are moving and wear safety belts in vehicles equipped with seat belts. No one will ride in a seat from which occupant restraints have been removed or made inoperative.

2.4. Safety concerns prohibit throwing any item such as candy or mementos to spectators from parade vehicles or floats during the parade. This is very important because spectators will want to run into the streets to retrieve these items. When authorized and controlled, only designated marchers (other than a side guard) or individuals amongst the spectators along the Parade Route can hand out wrapped candy or mementos. Marchers distributing such materials must walk alongside their parade vehicle near the street curb and spectators, remaining aware of the parade vehicles' course and not intruding upon other parade vehicle's presentation space. To preclude littering, groups distributing any items (materials, literature, wrapped candy, etc.) must ensure that the Parade Route is cleaned up and properly dispose of littered items.

2.5. The possession or consumption of alcoholic beverages, or smoking, or the use of illegal or non-prescribed drugs is not permitted for parade participants, supporting school staff, and volunteers.

2.6. Derogatory language or visuals will not be tolerated. Any parade marching group whose participants argue with, use foul language or refuse to do what a parade marshal/official has asked shall be removed from the lineup immediately.

2.7. During inclement weather, sudden lightning or thunderstorms, the principal and event coordinator shall decide what actions parade participants shall undertake, such as seeking shelter in buildings and/or vehicles, avoiding trees, towers, and other tall objects.

3.0. Vehicle/Float Operators shall:

3.1. Possess a valid driver's license to operate the driven vehicle and maintain vehicle insurance in accordance with the Major Command regulations and host nation traffic laws. The owner of a vehicle being driven by another individual shall have the appropriate vehicle insurance.

3.2. Ensure parade vehicles' and floats' loads are properly tied down and weight correctly distributed to prevent shifting during movement and injury from falling equipment. Decorative attachments to the vehicle/float shall not drag on the pavement and/or ground.

3.3. Perform a preventive maintenance check to ensure the vehicles and floats are operable, to include examining and looking for leaks in the brakes, brake lines, cooling system, gas tank/line, towing vehicle and trailer tires, etc., and checking the couplings, steering, lights, emergency flasher signals, windshield wipers, and other safety devices. If safety chains are a part of the vehicle, there shall be at least one safety chain with appropriate tensile strength on all trailer hitches to prevent loss of control of the float in the event the hitch becomes disconnected from the towing vehicle.

3.4. Wear safety belts in vehicles equipped with seat belts. Operators shall ensure passengers wear their seat belt.

3.5. Walk to the rear of the vehicle to ensure the safety or restraining strap is across the vehicle tailgate when equipped; warn passengers not to jump from the cargo bed; and refuse to move a vehicle when any person outside the vehicle is in an unsafe position. An unsafe position includes attempting to ride between the cab and body; extending arms or legs outside the vehicle body; hanging on the sides, running boards, or fenders; or sitting on tailgates or side of the vehicle.

3.6. Place vehicles or floats in motion only with passengers seated, unless the school principal or the event coordinator allows passengers to stand. If approved, participants may stand only if a secure railing prevents them from slipping or falling. Riders on floats may use only float floor space; sitting on props or railings is prohibited. (see paragraph 3.4. of Attachment 3)

3.7. Have unobstructed visibility. The vehicle or float driver's field of vision shall not be obstructed by banners, dirt, frost, or other items, or by students authorized to stand. The driver shall have at least 180 degrees clear vision to the front and sides of the float to ensure walking participants and spectators remain outside of the vehicle's/float's Danger Zone. The assistant driver, if assigned, and the two side guards shall remain alert for spectators, especially children approaching the vehicle/float.

3.8. Drive a vehicle or float only if they do not appear to be fatigued or physically/mentally impaired.

3.9. Not use hand-held cell phones, or wear headphones or earphones (except for a single earphone if part of a "hands-free" system for a cell phone) when driving a vehicle or float during the parade. Hands-free systems may be used only for operational or safety reasons if they do not force

drivers to take their eyes off the road or their hands off the steering wheel. Hand-held cell phones may be used only when the vehicle or float is stationary and the vehicle's motor is turned off.

3.10. Not sound the vehicle's siren or horn, use a loud motor vehicle, nor rev the engine. When approved, any parade vehicle or float that has music (live or recorded) must set the volume at a reasonable level to not intrude on other parade vehicles space. Any parade marshal/ official may request the volume to be lowered if they deem it too loud.

3.11. Ensure use of at least one adult ground guide when backing a vehicle or float in the Staging Area and Release Area or any congested area, during restricted vision, or executing other difficult/hazardous driving maneuvers. The driver and ground guide will coordinate signals before ground guide operations: the ground guide must be positioned in view of the driver and with a clear view of the area to be traveled. If the driver loses sight of a ground guide, the driver will stop the vehicle/float. The ground guide will not stand between the vehicle/float being guided and another object where an inadvertent engine surge or momentary loss of vehicle/float brakes could cause an injury.

3.12. Drive all vehicles and floats primarily in a forward motion for safety reasons and to keep the parade intact. Unless turning, parade vehicles/floats must follow a straight course in a cautious and safe manner, and adhere to the safe following distance to avoid a rear-end collision. There shall be no quick starts, stops or peeling of rubber, and no swerving back and forth or reckless driving. Parade marshals/officials shall direct and control movement.

3.13. Understand procedures for vehicle/float breakdowns, passing, and recovery of disabled vehicles/floats during the parade.

3.13.1. Disabled vehicles/floats should be moved off the roadway, if possible, or as far to the side as possible until they can be repaired or towed away. The assigned vehicle/float side guards should also warn any following vehicles/floats.

3.13.2. Vehicle/float operators should pass a disabled parade vehicle only when the maneuver can be safely completed or as directed by a parade marshal/school official.

3.13.3. The towing vehicle must be suitable for that purpose and may tow only a vehicle of smaller or equal size and weight without posing hazards or physical risk. Parade participants will not ride in the towed vehicle/float.

4.0. Vehicle/Float Riders shall:

4.1. Remain seated when riding on seating platforms, individual seats, or the bed of trucks, pickup trucks, and floats to avoid falling off the vehicle or being struck by overhead wires, structures, etc., while the vehicle is in motion. When approved by the school principal or the event coordinator, participants may stand only if a secure railing prevents them from slipping or falling; sitting on props or railings is prohibited.

4.2. Never ride on the outside of a vehicle (e.g., sitting or standing on side rails, hood, roof, trunk, doorframes, running boards, or fender of a POV or truck) or hang out of vehicles or floats; all hands and legs shall be inside the vehicle or float. There shall be no jumping on or off of parade vehicles or floats (see Enclosures 5 to Attachment 1, and Attachment 3).

4.3. Not ride on a parade float or lowboy trailer during travel to the Staging Area and after completion of the parade from the Release Area. Passengers shall remain on the vehicle or float during parade movement from the Staging Area to the Release Area; no one may get on or off the float or vehicle unless directed by a parade marshal/official. Riders are restricted to only the use of float floor space.

5.0. Motorcycle Safety.

5.1. Motorcycle operators will ride only on the permanently attached seat. Operators will not carry another person on a motorcycle unless the motorcycle is designed to carry more than one person.

5.2. All persons riding a motorcycle must sit facing forward with one leg on each side of the motorcycle.

5.3. Motorcycle operators will not carry bundles, packages, or other articles that prevent them from keeping both hands on the handlebars.

5.4. Drivers must ensure that passengers do not interfere with the operation or control of the motorcycle or the view of the operator.

5.5. Motorcyclists will not attach themselves or the motorcycle to any other vehicle on the road.

5.6. Headlights and taillights will be turned on when the vehicle is in operation; each side of the handlebars will have a rearview mirror.

5.7. Motorcycle operators and passengers will furnish and use required personal protective equipment in accordance with Major Command regulations and host nation traffic laws, to include Department of Transportation/European Union approved helmet, goggles or face shield, long sleeved shirt or jacket, long trousers, full fingered gloves, over-the-ankle sturdy foot wear, and high-visibility garments. Eyeglasses or windshield alone do not constitute adequate eye/face protection.

6.0. Bicycle Safety. Bicyclists will:

6.1. Ride only on a seat permanently mounted to the bike.

6.2. Carry only the number of people the bicycle is designed and equipped to carry; i.e., passengers must sit in an authorized, attached seat.

6.3. Not carry bundles, packages, or other articles that prevent the bicyclist from keeping at least one hand on the handlebars.

6.4. Not ride a bicycle while using a cell phone.

7.0. Side Guards (designated school staff and adult volunteers) shall:

7.1. Walk along both sides of selected parade vehicles, floats, and major marching groups during the parade for safety reasons.

7.2. Provide spectator control along the Parade Route to direct and/or impede unauthorized personnel from merging into the driving path of a parade vehicle/float, parade marching group, etc.

7.3. If the assigned vehicle/float becomes disabled, escort it off the roadway, or as far to the side as possible, and warn any following vehicles/floats.

8.0. Marchers and Other Walking Participants shall:

8.1. Never walk near moving vehicles or floats.

8.2. Remain in the assigned marching group.

8.3. Remain alert, apply safety practices, and follow the instructions provided by the side guards and parade marshals/school officials during the course of the parade.

9.0. Violation of any of the parade rules and requirements may result in possible exclusion from the parade and/or disqualification from judging. Any observed safety concern, whether, specifically covered in this memorandum or not, must be corrected. The principal or event coordinator reserves the right to declare a float or vehicle unsafe or inappropriate.

ATTACHMENT 1 - ENCLOSURE 5

SUGGESTED ITEMS FOR OPERATIONAL AND SAFETY/SECURITY BRIEFING

1.0. The event coordinator or designated parade marshal/school official shall provide an operational and safety/security briefing to all parade participants, including marchers, other walking participants, vehicle and float operators, supporting school staff, and adult volunteers, etc., that includes at least the subjects listed below, parade Rules and Requirements specified in Enclosure 4 to Attachment 1, and any other significant items.

2.0. General.

2.1. Identify the location and procedures for Staging Area, Parade Route, Checkpoints (if applicable), and Release Area, to include the following:

2.1.1. As appropriate, provide a parade map to key parade participants, supporting school staff, and adult volunteers that depicts each area, to include identifying police-controlled or barricaded traffic intersections, road restrictions, unavoidable road and driving hazards, any separate walker dismissal area if different from the Release Area, etc.

2.1.2. Provide Staging Area essential elements of information (e.g., vehicle/float staging locations and times, parade start time, etc.) and vehicle/float inspection requirements.

2.1.3. Provide key phone numbers (i.e., key parade marshals/school officials, medical ambulance, military police and/or host nation police, fire department, etc.).

2.1.4. Emphasize safety awareness and emergency response procedures. Parade participants shall immediately respond as needed to emergency situations such as an accident by providing first aid/attending to an accident victim and notifying the closest parade marshal/school official who shall notify the event coordinator or the school principal when an emergency occurs. An accident site will be secured and preserved until police arrive.

2.2. Prohibit drivers and occupants from eating, drinking, smoking, routine use of hand-held cell phones, or wearing headphones or earphones (except for single earphones that are a part of a "hands-free" system for a cell phone) when driving a vehicle or float during the parade. Hands-free systems may be used only for operational or safety reasons if they do not force drivers to take their eyes off the road or their hands off the steering wheel. Hand-held cell phones may be used only when the vehicle or float is stationary and the vehicle's motor is turned off. Comply with the prohibited items on parade vehicles or floats (see paragraph 3.7. of Attachment 3).

2.3. Provide road conditions, inclement weather procedures, and applicable host nation and/or installation traffic laws/regulations that may impact on the parade. Provide procedures for breakdowns, passing, and recovery of disabled vehicles/floats.

2.4. Identify a special POV parking area, if applicable.

3.0. Parade vehicle/float operators shall:

3.1. Observe the installation procedures and regulations, and host nation traffic laws/ regulations when operating the parade vehicle and/or float. Maintain control of the vehicle and visibility of the vehicle's Danger Zone at all times (see paragraph 4.6.2. of basic memorandum and Enclosure 4 to Attachment 1).

3.2. Inspect each parade vehicle and float, except community government escort vehicles (unless the vehicle is used as a float or transports students or decorations) and those other vehicles exempted by the principal, using the Checklist at Enclosure 1 to Attachment 3 prior to the start of the parade.

3.3. Ensure use of at least one ground guide when backing vehicles and floats, during restricted vision, or executing other difficult/hazardous driving maneuvers. The assistant driver, if assigned, or a side guard can provide ground-guiding assistance. (see paragraph 3.11. of Enclosure 4 to Attachment 1)

3.4. Observe the vehicle/float speed limit, spacing, and catch-up speed, if authorized, by:

3.4.1. Operating parade vehicles at no more than 5 miles per hour/8 kilometers per hour.

3.4.2. Maintaining a minimum distance of two vehicle lengths and a maximum distance of three vehicle lengths between vehicles, floats, and walking participants during the parade. The safe following distance between parade vehicles must be maintained at all times to avoid a rear-end collision.

3.4.3. Driving (if authorized) a catch-up speed of no more than 10 miles per hour/16 kilometers per hour if the maximum distance between vehicles becomes excessively large to gradually attain the proper vehicle/float interval while preserving the safety of the parade vehicles, floats, marchers, and other walking participants.

3.5. Clear all sides before turning the vehicle.

3.6. Wear safety belts in vehicles equipped with seat belts (Operators shall ensure passengers wear their seat belt).

3.7. Never ride or allow passengers on the outside of a vehicle (e.g., sitting or standing on side rails, hood, roof, trunk, doorframes, running boards, or fender of a POV or truck) or hang out of vehicles or floats; all hands and legs shall be inside the vehicle or float. There shall be no jumping on or off of parade vehicles or floats.

3.8. Secure the tailgate unless needed for the float and/or trailer. Students shall not be allowed to ride on a lowered tailgate. Ensure the safety or restraining strap is across the vehicle tailgate when equipped; warn passengers not to jump from the cargo bed; and refuse to move a vehicle when any person outside the vehicle is in an unsafe position. An unsafe position includes attempting to ride between the cab and body; extending arms or legs outside the vehicle body; hanging on the sides, running boards, or fenders; or sitting on tailgates or side of the vehicle.

3.9. Keep heads, hands, and other body parts inside the vehicle.

3.10. Secure any baggage, displays, and any protruding vehicle accessory that can strike a passenger or side guard. Inspect the vehicle and/or float for any other hazards.

3.11. Comply with directions given by the side guards and/or parade marshal/school official during the course of the parade. Recommend driving with the window open to facilitate awareness of the surroundings and to hear any emergency instructions.

3.12. Move disabled vehicles/floats off the roadway, if possible, or as far to the side as possible until they can be repaired or towed away.

3.13. Pass a disabled parade vehicle only when the maneuver can be safely completed or as directed by a parade marshal/school official.

4.0. Side Guards (designated supporting school staff and adult volunteers) shall:

4.1. Walk along both sides of selected parade vehicles, floats, and major marching groups during the parade for safety reasons.

4.2. Provide spectator control along the Parade Route to direct and/or impede unauthorized personnel from merging into the driving path of a parade vehicle/float, parade marching group, etc.

4.3. If the assigned vehicle/float becomes disabled, escort it off the roadway, or as far to the side as possible, and warn any following vehicles/floats.

5.0. Walking participants must remain alert, apply safe practices, never walk near moving vehicles or floats, remain in the assigned marching group, and follow the directions given by the side guards and parade marshals/school officials during the course of the parade.

ATTACHMENT 2

RISK MANAGEMENT PROCESS – PARADE SAFETY/SECURITY ASSESSMENT

1.0. The integration of risk management in parade planning and assessment ensures event organizers conduct a HS homecoming parade with minimum safety and security risk to participants, spectators, and parade floats and/or vehicles. The risk assessment evaluation will identify and address any potential safety hazards and effective safety controls or countermeasures to be applied.

2.0. Risk Management Process:

2.1. Identify the hazards – potential sources of danger that could be encountered before, during, or after the parade.

2.2. Assess the hazards:

2.2.1. Analyze to determine the probability of each potential problem and the severity of the consequences should such a problem occur.

2.2.2. Determine how to eliminate or reduce hazards to lessen the overall risk.

2.2.3. Conclude with a risk assessment that describes the impact of the combined hazards.

2.3. Make a risk decision:

2.3.1. Unnecessary risks can lead to injury.

2.3.2. Ensure that all risk decisions are made by the responsible school principal.

2.4. Implement controls:

2.4.1. Event coordinator actions to reduce or eliminate hazards.

2.4.2. Safety briefing and inspection.

2.5. Supervise:

2.5.1. Follow up before, during, and after the parade/event to ensure that all went according to plan.

2.5.2. Reevaluate the plan or make adjustments required to accommodate unforeseen issues.

2.5.3. Incorporate lessons learned for future use.

3.0. Safety/Security Risk Assessment Checklist.

3.1. The event coordinator shall complete the Safety/Security Risk Assessment Checklist at Enclosure 1 of Attachment 2 by checking the applicable 'Yes', 'No', or 'N/A' (not applicable) box for each checklist question to assess the Staging Area, Parade Route, and Release Area hazards and risks. A box can be checked 'Yes' if the action item has been coordinated with the supporting agency and is pending an answer or otherwise will be completed after submission of the checklist to the Installation Safety Office. If a 'No' block is checked, the event coordinator shall specify in the comments section of that question those actions to be implemented to mitigate the hazard and risk potential, any risk decisions required, and any additional controls that may need to be implemented. If additional space is needed for mitigating comments, the last page of the risk assessment checklist can be used.

3.2. The event coordinator shall authenticate completion of the checklist by signing on the last page, then provide the checklist to the principal for approval prior to submitting the checklist to the supporting Installation Safety Office for coordination of parade events. The approved checklist must be submitted to the Installation Safety Office no later than three weeks prior to the scheduled event date. Even if the parade event will be held only on school grounds, the Installation Safety Office still must review the written risk assessment evaluation.

ATTACHMENT 2 - ENCLOSURE 1

DoDDS-Europe Homecoming Parade – Safety/Security Risk Assessment Checklist

Hosting School: _____ Assessment Date(s): _____ _____ Parade Date: _____	Staging Area Location: _____ Parade Route (Road Names or Route Numbers): _____ _____ Release Area Location: _____
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Instructions:

a. The event coordinator shall check the applicable ‘Yes’, ‘No’, or ‘N/A’ (not applicable) box for each checklist question to assess the Staging Area, Parade Route, and Release Area hazards and risks. A box can be checked ‘Yes’ if the action item has been coordinated with the supporting agency and is pending an answer or otherwise will be completed after submission of the checklist to the Installation Safety Office. If a ‘No’ block is checked, the event coordinator shall specify in the comments section of that question those actions to be implemented to mitigate the hazard and risk potential, any risk decisions required, and any additional controls that may need to be implemented. If additional space is needed for mitigating comments, the last page of the risk assessment checklist can be used.

b. The event coordinator shall authenticate completion of the checklist by signing on the last page, then provide the checklist to the principal for approval prior to submitting the checklist to the supporting Installation Safety Office for coordination of parade events. The approved checklist must be submitted to the Installation Safety Office no later than three weeks prior to the scheduled event date. Even if the parade event will be held only on school grounds, the Installation Safety Office still must review the written risk assessment evaluation.

1. Have all parade requirements, support requests, and applicable waiver requirements been coordinated with the following installation/community official(s) with support requests submitted in writing? (paragraph 5.3. of basic memorandum)	Yes	No	N/A
a. Schools Liaison Officer (SLO)? b. Installation/Base/Garrison S3 Community Operations? c. Provost Marshal Office/Base Security Forces? d. Military Medical Treatment Facility for Emergency Medical Services? e. Installation Public Affairs Office (PAO)? f. Installation Safety Office? g. Fire Department? h. Other applicable agency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

2. Have the following DoDDS-Europe agencies been coordinated with or are pending coordination (paragraph 5.4. of basic memorandum):	Yes	No	N/A
a. School Crisis Team? b. District PAO? c. District Transportation Supervisor (DTS)/School Bus Office (SBO) (as required)? d. District Safety and Security Officer (DSSO) (as required)? e. School Athletic Coach(es) (as required)? f. Other applicable agency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

<p>3. Has a Staging Area, Parade Route, and Release Area been established:</p> <p>a. Are the length and routing of a parade reviewed to consider the installation, school, and host nation support capabilities, and what disruption of installation or host nation activities or traffic circulation may occur (e.g., traffic/pedestrian control, safety/security concerns, etc.)? (Attachment 1)</p> <p>b. Has a thorough route survey been conducted by driving and/or walking through the Staging Area and Release Area and along the Parade Route, identifying hazards and safety/security risks and effective safety controls or countermeasures to be applied? (paragraph 4.4.5. of basic memorandum)</p> <p>Comments:</p>	<table border="1"> <tr> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Yes	No	N/A			
Yes	No	N/A					
<p>4. What parade control measures are in place:</p> <p>a. Are procedures established to implement operating measures for parade vehicles, floats, marchers, other walking participants, and animals (such as a mascot) while in the Staging Area, on the Parade Route, and at the Release Area to ensure parade controls and safety precautions are in place? (paragraphs 4.4.11. and 5.1. of basic memorandum)</p> <p>b. Has the marching group sequence order, speed limits, marching group spacing, and any add-ons to the parade program been reviewed for safety to include other coordination and safety controls? (paragraphs 4.4.3./4.4.4. of basic memorandum and paragraph 1.1.9. of Attachment 1)</p> <p>c. Are procedures established to ensure vehicle/float operators, and key participants from every marching group are provided a copy of the Rules and Requirements for Parade Participants and that all parade participants, supporting school staff, and adult volunteers, etc., receive a safety briefing prior to the parade starting? (paragraph 5.5. of basic memorandum, and Enclosures 4 and 5 to Attachment 1)</p> <p>Comments:</p>	<table border="1"> <tr> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Yes	No	N/A			
Yes	No	N/A					
<p>5. What traffic and pedestrian control measures are in place:</p> <p>a. Will an individual and/or traffic barricade be positioned near the entrance and exit of the Staging and Release Areas to ensure only vehicles and floats participating in the parade, and persons positioning a float, performing maintenance on an inoperative vehicle, or as designated by the event coordinator are permitted in the Staging and Release Area(s)?</p> <p>b. When practical, will the Parade Route have barrier tape, traffic barricades, and/or temporary 'No Parking Signs' placed along the Parade Route to prevent spectators from coming too close to moving parade vehicles/floats and avoid potential parking hazards along the route?</p> <p>c. Has coordination been effected for military law enforcement to provide traffic and crowd/pedestrian control? (paragraph 5.3.3. of basic memorandum, and paragraphs 1.2.1. and 1.2.2 of Attachment 1)</p> <p>Comments:</p>	<table border="1"> <tr> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Yes	No	N/A			
Yes	No	N/A					
<p>6. Are applicable IMA-Europe Safety Office identified hazards (e.g., electricity, steam, traffic equipment moving parts, fuels, compressed gasses and flammable liquids, chemicals, poisons or pesticides, water sanitation, slips, trips, falls, entanglements, and fire) being considered for risk to all personnel, property, and equipment within or in close proximity to installation boundaries? (IMA-Europe Memorandum, April 20, 2006, Subject: Community Events Policy)</p> <p>Comments:</p>	<table border="1"> <tr> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Yes	No	N/A			
Yes	No	N/A					
<p>7. Is the parade scheduled during daylight hours? If not, are extraordinary safety control measures implemented for a parade held during twilight or dusk in conjunction with follow-on activities such as a bonfire? (paragraph 5.1.2. of basic memorandum)</p> <p>Comments:</p>	<table border="1"> <tr> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Yes	No	N/A			
Yes	No	N/A					
<p>8. Have any applicable Installation or Host Nation traffic waiver(s) been obtained or pending review? (paragraphs 5.3.3.2., 5.3.6.2. and 5.3.6.3. of basic memorandum and Attachment 3)</p> <p>Comments:</p>	<table border="1"> <tr> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Yes	No	N/A			
Yes	No	N/A					

<p>9. Are two-wheel or three-wheel vehicles prohibited from participation in the parade unless the DSO has performed a special review and approved additional safety measures? Are skateboards/scooters, in-line skates, or similar toy-like items prohibited from the parade? (paragraph 5.1.3. of basic memorandum)</p>	Yes	No	N/A
<p>Comments:</p>			
<p>10. Are procedures in place to validate that parade vehicle/float operators driving other than government vehicles possess a valid driver's license and maintain vehicle insurance in accordance with Major Command regulations and host nation traffic laws? (paragraph 4.4.6. of basic memorandum, Enclosure 4 to Attachment 1, and Attachment 3)</p>	Yes	No	N/A
<p>Comments:</p>			
<p>11. Is there a plan to make a weather decision, as appropriate, to conduct or cancel the parade during adverse weather conditions or impending inclement weather and decide what actions parade participants shall take during sudden inclement weather? (paragraph 4.3.5. of basic memorandum)</p>	Yes	No	N/A
<p>Comments:</p>			
<p>12. Are procedures developed to ensure drivers properly use at least one adult ground guide when backing a vehicle or float in the Staging Area and Release Area or any congested area, during restricted vision, or executing other difficult/hazardous driving maneuvers? (paragraph 3.11. of Enclosure 4 to Attachment 1, and paragraph 3.3. of Enclosure 5 to Attachment 1)</p>	Yes	No	N/A
<p>Comments:</p>			
<p>13. Have school teams desiring to decorate a parade vehicle or construct a float been furnished vehicle/float safety inspection requirements and float construction guidelines, and procedures in place to inspect all vehicles using the Parade Vehicle/Float Inspection Checklist at Enclosure 1 to Attachment 3?</p>	Yes	No	N/A
<p>Comments:</p>			
<p>14. Are at least two side guards assigned per parade vehicle (except the lead and trail escort vehicles, and parade marching groups identified by the principal), float, and major marching group to ensure spectators keep a safe distance? (paragraph 4.4.8. of basic memorandum, Enclosures 4 and 5 to Attachment 1, and Attachment 3)</p>	Yes	No	N/A
<p>Comments:</p>			
<p>15. Are procedures in place for vehicle breakdowns, passing, and recovery of disabled vehicles/floats? (Enclosures 4 to Attachment 1)</p>	Yes	No	N/A
<p>Comments:</p>			
<p>16. Are contingency or emergency response actions in place in the event of an accident and/or injury, sudden lightning or thunderstorms, a bomb threat, etc.? (paragraph 4.4.9. of basic memorandum)</p>	Yes	No	N/A
<p>Comments:</p>			
<p>17. Is there a timely emergency notification reporting process for any accident, incident, or injury during the homecoming parade in accordance with DoDEA Manual 1005.1, DoDEA Regulation 4800.1, DoDEA Regulation 4700.1, and applicable DoDDS-Europe and installation reporting procedures? (paragraph 4.3.7. of basic memorandum)</p>	Yes	No	N/A
<p>Comments:</p>			
<p>18. Are procedures developed to ensure removal of any debris and/or traffic barriers so all parade areas are restored to their former condition? (paragraph 4.4.13. of basic memorandum)</p>	Yes	No	N/A
<p>Comments:</p>			

ATTACHMENT 3

PARADE VEHICLE/FLOAT SAFETY INSPECTION REQUIREMENTS AND FLOAT CONSTRUCTION GUIDELINES

1.0. This attachment provides parade vehicle/float safety inspection requirements and float construction guidelines for parade vehicles and floats to facilitate a safe environment for all participants and spectators. These safety/inspection requirements and construction guidelines do not apply for a community government escort vehicle, such as a fire truck or military police vehicle (unless the vehicle is used as a float or transports students or decorations) and those other vehicles exempted by the principal.

2.0. General.

2.1. All parade vehicles and floats must be roadworthy, observe host nation and installation fire codes, traffic laws/regulations, and not present unmanageable safety hazards while operating on host nation or installation roads. Non-complying vehicles/floats shall be removed from the parade lineup.

2.2. Constructing floats requires a lot of planning. Generally, students begin planning for their floats well in advance of the event. The students should provide a sketched float layout, recognize the budget allotted for the floats, where they will build the floats, and what adult will supervise the construction process. If used, many stadium tracks do not allow heavy vehicles to drive on the synthetic tracks that may necessitate a lightweight base for the floats.

2.3. If established by the homecoming parade committee, vehicles and floats will be decorated with the homecoming theme. The parade entries must maintain acceptable and tasteful decorum and be consistent with DoDDS principles/values. The committee may provide additional guidance, such as to ensure the floats are designed so that they are viewable by all sides and not one directional.

2.4. Entries shall avoid anything which would be offensive or discriminatory to any race, color, sex, national origin, age, ethnic or minority group; the parade shall not be used as a forum for personal, moral, political, or religious issues. Signs, slogans, gestures, or specific language containing suggestive references considered inappropriate for family entertainment or offensive to spectators are not permitted.

2.5. The principal or event coordinator reserves the right of final decision on entries accepted for the parade or to bar from the parade any entry not conforming to the rules, or refusing to follow the instructions of parade officials.

3.0. Vehicle and Float Safety/Inspection Requirements.

3.1. Each operator shall complete the Parade Vehicle/Float Inspection Checklist at Enclosure 1 to Attachment 3 and submit it at the identified time for validation by a parade marshal/school official in the Staging Area or designated location prior to the start of the parade. Parade marshals/school officials reserve the right to remove any parade participant who exhibits dangerous behavior, or vehicle or float that is deemed to be in an unsafe condition.

3.2. A final safety check will include:

3.2.1. Preventive maintenance check to ensure the vehicles and floats are operable, to include examining and looking for leaks in the brakes, brake lines, cooling system, gas tank/line, towing vehicle and trailer tires, muffler, etc., and checking the couplings, steering, lights, warning signal, windshield wipers, and other safety devices. If safety chains are a part of the vehicle, there shall be at least one safety chain with tensile strength on all trailer hitches to prevent loss of control of the float in the event the hitch becomes disconnected from the towing vehicle.

3.2.2. Possession of safety equipment.

3.2.2.1. First-aid kit, warning triangle (parade vehicle and tow vehicle of a float).

3.2.2.2. Portable Fire Extinguisher. For each float, or each motor vehicle transporting three or more students or decorations/display, an ABC extinguisher (minimum 6-kilograms) in proper working order must be available, as applicable, during construction, display period, and carried in an prescribed, observable location accessible to the driver and occupants of the motor vehicle, float or tow vehicle. An individual should be knowledgeable on the use of the fire extinguisher. Unless prescribed by host nation traffic laws, other parade vehicles do not require a fire extinguisher.

3.2.2.3. When required by host nation traffic law, a reflective vest must be accessible to the vehicle driver and used when a vehicle or float becomes disabled.

3.2.2.4. Ladder. A high-constructed float or vehicle platform shall have a ladder to permit riders and emergency workers quick access and exit. A stepladder rested against the side is not acceptable and should be secured for loading and off-loading passengers.

3.2.2.5. Chock Blocks. Floats and lowboy trailers shall be equipped with chock blocks for use when parked on inclines.

3.2.3. Driver's Vision. The driver's vision, complemented by the assistant driver if assigned shall be at least 180 degrees to the front and sides of the float to ensure walking participants and spectators remain outside of the vehicle's/float's Danger Zone.

3.3. The allowable parade vehicle and float dimensions (height (measured from ground to top of float) and width) shall be based on host nation and installation traffic laws/regulations, to include route considerations for any overhead walkway, low bridge or overpass, tunnel, trees, obstacles, telephone or electrical wires, overhead traffic signals, narrowness of the Parade Route, etc., and the safe operation of the vehicles/floats. A recommended maximum planning range for each vehicle display or float: a height of 12-13 feet that includes moving parts or humans at any point measured from the ground to the top of the vehicle display or float, and a useable width of 8-10 feet that includes moving parts or humans. Unless waived, all floats should not exceed 35 feet (not including the tow vehicle).

3.4. Float/Vehicle Cargo Area.

3.4.1. Seated Riders.

3.4.1.1. Float. Chairs or benches will be securely fastened to the deck of the float to ensure that they do not tip over or cause a passenger to be thrown should the float abruptly stop. Each person not provided with a permanent seat attached to the vehicle shall be provided instead with a security device (e.g., waist stand or solid handhold that is securely affixed to the vehicle or decoration framework). All riders shall know the fire escape routes.

3.4.1.2. Vehicle. Seating platforms or individual seats in the vehicle cargo area shall be safe for students to sit in them and to prevent students from falling off the seat into the cargo floor or off the vehicle. Paragraphs 5.3.3.2. and 5.3.6.2. of the basic memorandum provides guidance for securing a waiver for parades conducted within Germany when planning to permit passengers(s) to be seated in a truck cargo area without seat belts. Where installed, safety belts shall be used to prevent students from falling or standing.

3.4.2. Standing Riders. When approved by the principal, participants may stand only if a secure railing prevents them from slipping or falling; they should also be restrained by a suitably secured safety line to prevent them from falling from the float. All locations on vehicles and floats that provide a standing site for revelers shall have a rail with a minimum 1 ¼ inch diameter with the top bar not less than 32 inches above the standing platform. The rail shall be secured to support a weight of 250 pounds. Two exceptions – A float providing a minimum 32 inches riding pit does not need a rail, or a float not having proper rails or pits shall have securely attached safety belts at each standing location. No person shall be wired or tied to the float.

3.5. Decorations. All decorative materials used on parade floats shall be flame resistant or treated with fire retardant. No decorations, floats, or displays shall be constructed of combustible material such as paper napkins, crepe papers, facial tissues, toilet tissue, newspaper, or any other combustible. Decorative material that is not manufactured as flame retardant may require treatment with a commercial fire retardant solution as necessary.

3.6. Costumes made of flimsy or gauze-type materials must also be flame retardant.

3.7. Prohibited items on parade vehicles or floats include, but are not limited to:

3.7.1. Heat producing devices (i.e., smoke machines, flares, explosives, spark-producing device, etc.), dry ice, fireworks, firearms, live ammunition or blanks, or open flames in, around, or on any decorative parade vehicle display or float.

3.7.2. Open or unguarded light bulbs, spotlights, floodlights, etc., in contact with any combustible surface. Such devices shall be securely anchored in place to prevent accidental upsetting if struck. Heat from the device shall not create a fire or burn hazard to the occupants, parade marchers, or spectators.

3.7.3. Plain glass, glass crystals, or any sharp or unfinished edges that are exposed.

3.7.4. A radio antenna or facsimile wire extended upward which could either touch or produce an electric arc with an overhead powerline.

3.8. A float shall not be erected over any mechanical vehicle, which will hinder the driver from being able to remove himself safely and quickly.

3.9. The vehicle used for floats, unless the float is of a separate towed-type, shall be provided with an exhaust pipe that extends beyond the apron or outside of the float to prevent the accumulation of carbon monoxide gas beneath the float. Exhaust pipes shall have suitable fine-mesh screens on the ends to prevent the accumulation of carbon monoxide gas beneath the float. Exhaust pipes shall have suitable fine-mesh screens on the ends to prevent sparks, resulting from possible backfires from igniting the float. All exhaust equipment including extensions shall be clear of combustible materials and shall be tight with no leaks.

3.10. All electrical wiring, controls, lights, appliances, and other electrical equipment used as a part of or in conjunction with floats shall be of a type approved for outdoor or automotive use, installed in an approved manner and of sufficient capacity to accommodate the electrical load imposed. There shall be no open splices, frayed wiring, cracked insulation, defective equipment, or other indications of weakness permitted in the wiring. All exposed light bulbs, spotlights, floodlights, etc. shall be guarded. No light source shall be permitted to be in contact with any surface, and such devices shall be securely anchored in place to prevent accidental upsetting if struck and so positioned that heat from the device will not create a hazard.

3.11. Many special effects require electrical power. Determining the best power source is contingent on what type and the quantity of power is needed. Many small items may run on a battery, normally a car or golf cart battery. A separate battery or generator should power electrical appliances.

3.12. If a gas-powered electric generator is used to power a sound system, the generator should not be installed underneath the float. It must be uncovered and securely mounted not closer than three feet from flammable materials and in a well-ventilated location (e.g., uncovered truck bed pulling the float or placed in a small garden trailer that is pulled from the back of the float).

4.0. Float Selection/Construction Guidelines.

4.1. Floats can be built on a variety of beds: hay wagons, lowboy trailers, etc. The least expensive and simplest of floats, the walking float, can also be the most popular and entertaining in the parade.

4.2. Hay Wagons. (see Enclosure 2 to Attachment 3 for a sample extract on float building ideas)

4.2.1. Hay wagons make great float beds; they are sturdy, in most cases the right size, and adapt easily to most float building designs.

4.2.2. There are some built-in limitations for using hay wagons. The grander the float ideas, the more limiting is the hay wagon. They have the appearance of being "hay wagon high". Secondly, if a long float is desired, the hay wagon is difficult to adapt. An option is to obtain a second type of farm wagon that has a telescoping center pipe.

4.3. Lowboy Trailer. If use of a lowboy trailer is authorized by the Installation Safety Office, passenger loading should be no more than one person per seven square feet of surface area.

4.4. Walking Float. The walking parade group presents an excellent opportunity for groups with a small amount of time or money to be involved in the parade. With a bit of creativity and some time to rehearse, any group is quite capable of putting forth a super parade entry. Examples include the dragon often seen in Asian festivals and performing groups. Choral groups or Junior ROTC military groups that develop some sort of synchronized movements often create very impressive and popular walking entries.

4.5. Tow Vehicle. The tow vehicle (e.g., cars, trucks and vans, garden tractors, truck-tractors, etc.) shall be in good repair, have the pulling capability to safely pull the float, and is fueled at the appropriate level. The tires and cooling system should also be checked. Although the parade will move at a slow speed, overheating could be a problem. During transport to and from the parade event, there shall be no riders on the float. Host nation traffic laws/regulations govern the movement of trailers on the roads. Trailers are required to be licensed per Major Command and host nation traffic/regulations laws.

5.0. Wagon - Basic Framework Construction Guidelines.

5.1. The first step is to build the basic framework. A decision on how elaborate the float frame must be based on the intended use. The basic foundation should be a flat sturdy trailer bed with pneumatic wheels; the frame should be built from wood or steel and no cardboard. More floor strength is needed if there will be riders on the float and floats with large structures on the wagon will also need extra strength.

5.2. Float construction should be of paramount concern. If it looks nice but has engineering flaws, everyone will be disappointed, and it could be hazardous. Quality materials should be used to construct the float to endure wind, rain, and the journey. If participants will ride a float, sharp corners, dangerous objects, and protruding nails must be avoided.

5.3. Many floats require that the frame is built over the existing wagon. Other designs simply use the wagon bed as-is and add the superstructure needed for the design. If you are going to build a new floor over the wagon, use 2x6s or 2x8s on edge for the outer framework and then run 2x4s between then side to side. In general, place these stringers no more than 16" apart for strength if you are going to actually stand on the floor. The edges of the wagons are protected with steel bands, so you'll have to plan the frame to fasten solidly to the wagon bed. You can toenail the frame to the wagon bed. Take note of any areas that seem to need extra support and add any braces you think are necessary. You can probably use 1x2s or something lighter for this purpose. This part of the float should be very solid. If you will have persons riding on the float, you'll now want to lay a floor of inexpensive sheathing plywood over the frame; 1/2" should be thick enough. The plywood will also add strength and stability to the frame.

5.4. The follow-on step is more for show. At this point, the requirement will be for lighter lumber in areas that won't be supporting much weight. This superstructure will generally be used to support chicken wire, cardboard or other light decorating items. There is no set limit on length. Depending on the type of design you have planned, you may now add a framework around the side of the wagon to flare out and down. This can help to hide the fact that one is building on a hay wagon. This can be built from 2x2s and 1x2s. The wagon tongue and wheels must have free movement, particularly the front wheels when the wagon turns.

5.5. At this stage, add lattice strips to the floor. These are easily "ripped" from cheap 2x4s. They can be made more flexible for bending around curves by soaking them in water prior to installation.

5.6. Once emplaced, a short test run of the float will identify any wobbling that may require additional bracing. If the float must travel over a curb to enter into a street, ensure that several boards are set aside to use for ramps during the morning of the parade.

5.7. After the main float structure is complete, start the decorating process of the float.

6.0. Animation.

6.1. Animation is one of the best special effects used on floats. In general, there are three common methods used to put the motion in float animation.

6.1.1. A turntable driven by a motor at the center that turns the table and creates animation.

6.1.2. An "extra" wheel that trails under or behind the float. A belt and pulley system transfers that rotation into the movement to make the creation run. Bicycle wheels are great for this purpose and the parts are usually already available in a neighborhood garage.

6.1.3. A motor mounted on the object that is to move. That will allow having an object rotate around a turntable.

6.2. Other animation can also supplement the aforementioned animation methods. Animation is a tremendous asset to a float and a great crowd pleaser.

7.0. Other recommendations include:

7.1. Plastic covering for the float in the event of inclement weather.

7.2. Repair kit. As applicable, include extra material to replace any that blow away, spray adhesive, staple gun, duct tape, a roll of patching wire, a mechanic's tool set and anything to make a last minute repair. Also, recommend a "flat repair in a can" if a flat tire occurs on either the towing vehicle or float.

ATTACHMENT 3 - ENCLOSURE 1

PARADE VEHICLE/FLOAT INSPECTION CHECKLIST

Vehicle License Plate No. (or Entry No.) _____ Name of Driver _____

Each driver shall check the following items for compliance (by entering 'Yes', 'No', or 'Not Applicable'), sign the checklist, and present it to a parade marshal/school official inspecting vehicle/floats in the Staging Area or designated location prior to the start of the parade. If a 'No' is entered, the parade vehicle/float must be approved by a parade official prior to participation in the parade. This checklist is not applicable for community government escort vehicles (unless the vehicle is used as a float or transports students or decorations) and those other vehicles exempted by the principal.

	<u>Float Driver</u>	<u>Parade Official</u>
1. Parade Vehicle/Float Operator has received a safety briefing and fully understands the homecoming parade rules.	_____	_____
2. Operator possesses a valid driver's license and acknowledges possession of vehicle insurance in accordance with Major Command regulations and host nation traffic laws.	_____	_____
3. Allowable parade vehicle/float dimensions - Unless waived, vehicle/float does not exceed recommended maximum planning range for each vehicle display/float: height of 12-13 feet that includes moving parts or humans at any point measured from the ground to top of vehicle display/float, and a useable width of 8-10 feet that includes moving parts or humans. Floats should not exceed 35 feet (not including the tow vehicle).	_____	_____
4. Operator has minimum forward 180 degrees visibility of vehicle/float danger zones.	_____	_____
5. Each designated vehicle/float has a minimum of two side guards per parade entry.	_____	_____
6. Operator and riders have proper air ventilation.	_____	_____
7. There is no smoking, eating, or drinking on the vehicle/float.	_____	_____
8. There are no prohibited items on vehicles or floats including, but not limited to: heat producing devices (i.e., flames, smoke machines, flares, explosives, etc.), dry ice, fireworks, firearms, live ammunition or blanks, or open flames in, around, or on any decorative parade vehicle display or float. There shall be no discharging of a fire extinguisher during the parade.	_____	_____
9. Possession of safety equipment:		
a. First-aid kit, warning triangle (parade vehicle, float and tow vehicle of float).	_____	_____
b. A minimum 6-kilogram ABC fire extinguisher in proper working order is available for each float, or motor vehicle transporting three or more students or decorations/display. The extinguisher must be carried in an observable prescribed location accessible to the driver and occupants for each motor vehicle, float, or tow vehicle.	_____	_____
c. Reflective vest (when required by host nation traffic law).	_____	_____
d. Ladder. A high-constructed float or vehicle platform shall have a ladder to permit riders and emergency workers quick access and exit.	_____	_____
e. Chock Blocks. Floats and lowboy trailers are equipped with chock blocks for use when parked on inclines.	_____	_____
10. All decorative materials used are flame resistant or treated with fire retardant.	_____	_____
11. Brakes are operable. Tires have been checked for legal tread depth. Parade vehicle or float is properly serviced with gasoline, oil and water. No extra gasoline may be carried on the float. Operable horn for emergencies is available.	_____	_____
12. Towed trailers or towed floats must have safety cables or chains in place and	_____	_____

attached to the towing unit: towing hooks, front and rear, are accessible and have sufficient strength for towing.

13. Exhaust pipe is free of leaks and extends beyond the apron or outside of the float. _____

14. Portable Generators, if used, are securely mounted; decorative materials shall be located separately from the generator. Generators must be equipped with a metal exhaust that could terminate, either in a common exhaust (vehicle and generator), or extend to the exterior of the float as the vehicle exhaust. _____

15. Seated Riders.

a. Float. Chairs/benches - securely fastened to float deck to ensure that they do not tip over or cause a passenger to be thrown should the float abruptly stop. Each person not provided with a permanent seat attached to the vehicle shall be provided instead with a security device (e.g., waist stand or solid handhold that is securely affixed to the vehicle or decoration framework). All riders shall know the fire escape routes. _____

b. Vehicle. Seating platforms/individual seats in vehicle cargo area shall be safe for students to sit in them and to prevent students from falling off seat into cargo floor or off vehicle. Where installed, safety belts shall be used to prevent students from falling or standing. (Paragraphs 5.3.3.2. and 5.3.6.2. of the basic memorandum provide guidance for securing a waiver for parades conducted within Germany when planning to permit passengers(s) to be seated in a truck cargo area without seat belts.) _____

16. Standing Riders. When approved by the principal, participants may stand only if a secure railing prevents them from slipping or falling; they should also be restrained by a suitably secured safety line to prevent them from falling from the float. All locations on vehicles and floats that provide a standing site for revelers shall have a rail with a minimum 1 1/4 inch diameter with the top bar not less than 32 inches above the standing platform. The rail shall be secured to support a weight of 250 pounds. Two exceptions – A float providing a minimum 32 inches riding pit does not need a rail, or a float not having proper rails or pits shall have securely attached safety belts at each standing location. No person shall be wired or tied to the float. _____

Comments: _____

The above inspection has been made and to the best of our knowledge this vehicle/float complies with the aforementioned safety and security guidelines for participation in the homecoming parade.

Homecoming Parade Waiver

I understand my participation in the homecoming parade or similar school activity is strictly voluntary. The undersigned agrees to abide by all homecoming parade rules and is responsible for the safety of the parade vehicle/float. Moreover, I understand DoDDS-Europe does not assume responsibility for any losses, damages to property, or injuries to participants arising out of participation in the homecoming parade.

Signature:

Date:

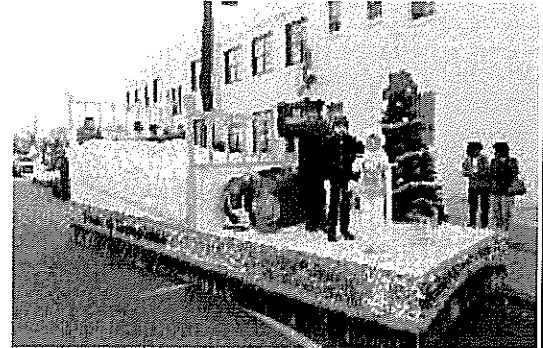
Vehicle/Float Operator _____

Parade Official _____

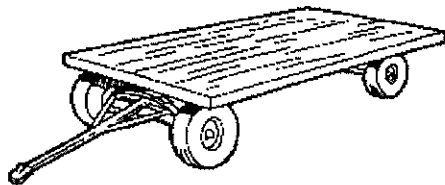
ATTACHMENT 3 - ENCLOSURE 2

FLOAT BUILDING IDEAS (SAMPLE)

The first step in planning any float is to thoroughly read all of the information concerning entry requirements, deadlines, transporting the float, parade rules and regulations and most importantly, safety requirements. If the float is for a specific event, check with the event coordinator or homecoming parade committee for the theme so that you can decide on an appropriate design for the float.



Try to find a trailer with a wood bed. A hay trailer or Utility trailer/Low-Boy is ideal for float building.



HAY TRAILER

After choosing the float size, determine the message, staying within the parameters of the parade theme. If the theme is humorous, make sure that no one will be offended by it. Always use good taste and remember that no one likes a blatant advertisement so try to keep the message subtle and positive.

*Some parades do not allow gas-powered engines or generators on the float itself. Always consult the event coordinator or homecoming parade committee.

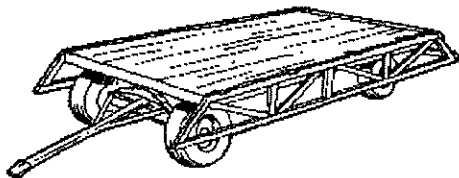
Designing the Float

The next step is to build or borrow a float trailer, (see sketch below), which will determine the size of the float. Floats have been built on trailers, jeeps, cars, even boats and barges. However, most floats are built on trailers that are 8-10 feet or less in width to allow for travel to and from the Parade Route.

Another important design consideration is the capabilities of the float builders. If elaborate props or woodwork are planned, ensure access to someone who is a capable technician, with proper tools and equipment. If there are electrical requirements, consult a qualified electrician*. Animations and prop movements can also be human-powered. Simple pulleys and rope can be used to make props rotate and move.

There are a few items you will want to have on hand before building the float. A staple gun, nails, wire, chicken wire, 1" X 1" and 2" X 2" construction grade wood and plywood could be purchased at the local hardware store.

*The school principal, event coordinator, or homecoming parade committee must approve the floats before being permitted in the parade.



Build a skirt frame and attach with hinges to the deck of the float.

Beginning Construction

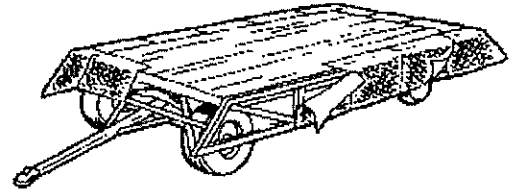
Once you have an approved* float design and all of the necessary materials you are ready to begin construction.

First, build a skirt frame from 2" X 2" pieces of wood and fasten the frame to the trailer bed with hinges, (so that the sides can be folded onto the bed of the trailer for ease of transportation to and from the parade). The skirt frame is used to hide the wheels and undercarriage. Be sure to terminate the skirt frame approximately 16" from the ground and allow for tongue movement at the front of the float.

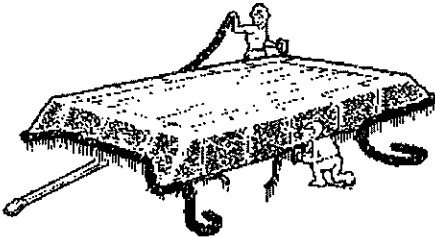
Decorating the float

Deck and side skirts: Calculate the floral sheeting requirements in square yards by multiplying the length times the width of each differently colored area, (floral sheeting comes 36" wide by 10 yard lengths).

Cut the floral sheeting into strips and attach to the bottom of the skirt and staple to the deck of the trailer.



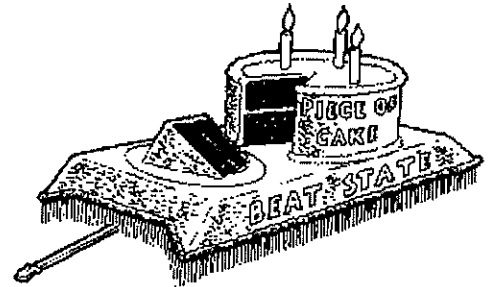
Attaching floral sheeting strips to the skirts and deck



Attachment of fringe and festooning.

After attachment of the floral sheeting strips, use a staple-gun to attach our decorative fringe to the bottom of the 2" X 2" frame. Then use our petal festooning to hide the seam line between the floral sheeting and fringe. You can calculate the amount of fringe and petal festooning you will need by adding the total running length of the perimeter of the float.

Topside: The amount of floral sheeting needed for covering curved areas and props is determined by visualizing these areas as if they were boxes. Make sure you order enough material to cover the box. Floral sheeting can be attached to the props by using nails, staples, hog-rings, twist-ties etc.



The finished product!

