



Standard Operating Procedures and Safety Manual
Living History Program
National Museum of the Pacific War
2023

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Preface

The Texas Historical Commission (THC) Historic Sites Division permits Living History Programs to be developed and managed at several of its Historic Sites. These programs are made possible through the efforts of many dedicated individuals that help the THC fulfill its commitment to tell the *Real Stories of Real Places*. At sites related to military history, the demonstration of weapons of war are an essential educational tool. While most of these programs are offered at 19th Century frontier forts, the programs offered at the National Museum of the Pacific War (NMPW) use weapons and technologies from the middle 20th Century. This Standard Operating Procedures Manual addresses programming specific to the NMPW. THC's Site Manager/Museum Director, the Museum's Education Director and the Museum Experience Coordinator (MEC) provide program oversight and management. Together with the Additional Duty Safety Officer (ADSO) who provides safety oversight. A representative from the State Office of Risk Management (SORM) reviewed this safety plan and toured the Pacific Combat Zone (PCZ) with staff from the Historic Sites Division and the National Museum of the Pacific War (NMPW). All SORM suggestions have been incorporated in this plan.

Purpose and Scope

The goal of the Living History Program (LHP) is to educate the public about the service of the men and women at home and in the Pacific during WWII. Some programs include battle sequences, while others focus on discussion of the equipment, tactics, and people who served in the Pacific War.

This Standard Operating Procedure (SOP) provides requirements for Living History volunteers and support personnel pertaining to the administration, organization, training, safety, structure and live performances of the LHP in support of the educational programs of the NMPW.

This SOP is a dynamic document. Submit any recommended modifications to the Museum Director for review, coordination, approval and implementation. The entire manual will be reviewed annually and updated as required.

Applicability and Distribution

This SOP applies to anyone involved with the LHP. This SOP will be digitally or physically distributed to every participant in the LHP. Each volunteer will sign that they have received a copy of the SOP. A copy of this signed verification will be kept on record by the MEC. These records will be held until superseded by the publishing of a more recent version of this document.

Cancellation

This SOP cancels all previous versions.

Karen Stevenson, Site/Museum Director

Introduction:

Interpretive programs have become more common because of an increased demand for “experiences” at places in which historical events are considered. Such programs provide excellent opportunities to attract and educate visitors in an entertaining environment. The LHP at the NMPW is meant to accomplish that goal by bringing history to life. While these programs are historically accurate in many ways, they do not constitute “historical reenactments.” Rather, the programming has been modified to meet the size of reenactment area, the availability of equipment and trained personnel, and the ability to ensure a maximum standard of safety for participants and spectators alike.

The LHP is dependent upon its base of highly motivated and self-starting volunteers. Most participants are volunteers with significant differences in age and experience. These dedicated volunteers make it possible for the museum to enhance its educational mission through the LHP. This SOP is designed to ensure a safe and injury-free environment during all LHP performances at the PCZ. It lays out comprehensive standards for all aspects of the program.

Although this SOP establishes safety policies and procedures, every participant and management observer need to make safety his or her top priority. **The standards contained in this document are the bare minimum and may not factor in environmental or situational hazards unique to a given performance. It is the responsibility of any participant, volunteer or staff member observing an unsafe situation or action shall take immediate and appropriate action, to include stopping the program and/or training. There is no excuse for allowing an unsafe action to continue.** Normal procedures will not be resumed until a raised safety concern has been properly addressed.

The NMPW is one of twenty-one State Historic Sites administered by the THC, a state agency. NMPW is managed for THC by the Admiral Nimitz Foundation (ANF), a (501) (c) (3) not-for-profit organization. The THC produces this Living History Program utilizing historic WWII vehicles, weapons and equipment owned by the State of Texas, and called the museum’s Educational Outreach Collection (EOC)—items designated to help educate the public. We expect everyone to treat these artifacts with the care and respect that they deserve.

Failure to abide by the standards laid out in this SOP will be considered grounds for immediate expulsion from the LHP.

1. Living History Program Overview:

The living history program (LHP) of the National Museum of the Pacific War presents a variety of programs on and off site. In this chapter, the three principal types of onsite programming will be described.

Outposts:

Theme: focus on a specific aspect of the Pacific War.

Outposts are interpretive programs that focus on a specific aspect of the Pacific War. In these programs, participants engage in a short (10-15 minute) presentation that describes the topic of the outpost program before an informal Q/A session that includes an opportunity for visitors to interact with participants and handle a curated set of artifacts from the Education Outreach Collection (EOC). These programs usually have 3-5 participants.

Campaign Briefings:

Theme: focus on a specific battle of the Pacific War.

Campaign Briefings programs begin with a short (5-10 minute) introduction to a specific battle in the Pacific before a brief (less than 10 minute) battle program. Upon the conclusion of the combat demonstration, the safety cable separating the amphitheater from the battlefield is dropped and visitors engage in an informal Q/A session that includes an opportunity for them to interact with participants. These programs usually have 8-15 participants.

Pacific Valor:

Theme: focus on squad level battle tactics and demonstrations of valor

Pacific Valor programs begin with a pre-recorded voice message that sets the scene before reading the medal citation for the individual(s) being honored in the program. Then, after the announcement, a 15–20-minute combat demonstration begins. Upon the conclusion of the combat demonstration, the safety cable separating the amphitheater from the battlefield is dropped and visitors engage in an informal Q/A session that includes an opportunity for them to interact with participants. To augment visitor experience, visitors are issued a booklet that includes facts on weapons, uniforms, and vehicles displayed in the program. These programs usually have 30-40 participants.

2. Company K:

The participants in the LHP of the National Museum of the Pacific War are collectively referred to as “Company K”. This Chapter contains information regarding Company K and participation in the LHP.

Joining Company K:

Individuals interested in joining Company K must complete the following steps:

1. Apply to be a volunteer on the National Museum of the Pacific War’s Website
2. Pass a background check and the application process vetted by the Volunteer Coordinator
3. Attend Basic Training (described below)

Qualifying Factors:

Individuals joining Company K must meet certain qualifications in order to participate in different types of programs.

To Handle Loaded Firearms

- Be Over 18 years of Age
- Have completed requisite training on that firearm
- Must not have untreated mental health issues

To Participate in Pacific Valor or Campaign Briefing Programs

- Possess adequate mobility and physical dexterity to move about the battlefield in a safe manner to include the ability to quickly remove themselves from potentially hazardous areas.
- Be over 18 years of age.

NOTE: Child volunteers will not be allowed within ten feet of firearms being demonstrated for an Outpost or 100 feet of a charged flamethrower.

Communications:

The Museum Experience Coordinator (MEC) shall send a weekly email to Company K to keep them informed of upcoming events and post a similar message to the Company K Facebook group. This is the primary means of communications about events and happenings for the LHP.

Training Requirements:

All participants are required to complete training before participating in a program. Training can be divided into two categories—Basic and Specific. Basic training will be described in this section while specific training will be described in later sections. All training shall be documented and recorded by the MEC.

Basic training is the bare minimum for participation in a program. It will consist of the following:

- A review of this SOP

- A review of Standard Operating Procedures and Safety Manual M2-2 Flamethrower chapters one and four with special attention to emergency procedures.
- An orientation around the Pacific Combat Zone, EOC Building, Camp Tarawa, and Vehicle Building.
- Completion of:
 - Living History SOP Acknowledgement Form
 - M2-2 Flamethrower SOP Acknowledgement Form
 - Adult/Minor Release for Photography or Videography
 - Financial and Confidentiality Waiver
 - Volunteer Non-Disclosure Agreement
 - Participant Agreement, Waiver, and Release of Liability and Indemnity

Reporting Volunteer Hours:

Participants who are volunteers are required to submit hours sheets (Appendix I) to record their participation in the LHP. This is an important metric for the MEC and the National Museum of the Pacific War.

Positions and Responsibilities:

- **Museum Experience Coordinator**
 - Ensures that LHP policies and procedures are followed.
 - Ensures that appropriate training has been accomplished before an individual takes part in the LHP.
 - Coordinates the flow of information regarding LHP programs with all associated parties.
 - Oversees the development and implementation of a training program that appropriately addresses the activities of the LHP.
 - Oversees record keeping and finances for the LHP.
 - Maintains the grounds of the PCZ Performance Area.
 - Serves as the Officer in Charge (OIC) when on-site. Has ultimate go-no-go authority for all aspects of the LHP. Appoints OIC when not present.
 - Assigns personnel to support positions within Company K.
 - Maintains records of volunteer training.
 - Completes incident reports when needed. Will notify ADSO in event of incident.
 - Informs emergency dispatch of programs or training involving the discharge of firearms, flamethrower, or SFX.
 - Informs residents of homes adjoining the PCZ of programs or training involving the discharge of firearms, flamethrower, or SFX.
 - Holds overall responsibility for all matters pertaining to the LHP, including, safety, volunteers, museum property, personnel, and spectators.
- **Museum Director**
 - Oversees the Living History Program for the Texas Historical Commission.
 - Is responsible for approving and lending their authority to this SOP, Control Rosters, Vehicle Procedures, and leadership appointments in the LHP.

- **Volunteer Manager**
 - Oversees the volunteer application process and coordinates with the MEC to ensure that all Company K volunteers have met requirements before they are admitted to the LHP.
 - Provides and supervises volunteers for all duties from the cable barrier to the Museum Store.
 - Offer support to the MEC and coordinates between volunteers and staff on specific task assignments.
- **Additional Duty Safety Officer (ADSO).**
 - Will be assigned by the Museum Director.
 - Review and approve of all safety regulations within this SOP.
 - Conduct a semi-annual safety walk of the PCZ to ensure that all state mandated safety regulations are being observed.
 - Serves as lead contact for any accidents, incidents, or injuries.
- **Officer-in-Charge (OIC)**
 - The OIC shall be a staff member and in lieu of the MEC, has ultimate go-no-go authority for all aspects of the LHP.
 - The OIC must be familiar with this SOP and the LHP.
 - Performs all functions of the MEC, as defined in above during the absence of the MEC.
- **Training Officers**
 - Responsible for assisting the MEC with the delivery and planning of training.
 - Are empowered to conduct training and sign off training tasks for tasks that they are qualified on.
 - Are empowered, with the consent of the MEC, to de-certify individuals on training tasks.
 - Are empowered to provide on the spot training guidance and corrections as needed.
 - Are appointed by the MEC with the concurrence of the Museum Director.
 - Can be removed from their post by the MEC for any reason at any time.
 - Must notify the MEC of all completed training.
 - Must notify the MEC of any volunteers that need to be assigned to remedial training.
- **Safety Officer**
 - Will be appointed by the MEC.
 - Will be empowered to enforce safety regulations throughout the PCZ area.
 - Will be empowered to intervene in safety related situations with the authority of the MEC.
 - Can be removed from their post by the MEC for any reason at any time.
- **Quartermaster**
 - Will be responsible for the issuance of gear and uniforms.
 - Will ensure that items are issued in a timely manner.
 - Will ensure that items issued to individuals are tracked.
 - Will ensure that returned items are properly stowed.

- Will notify the MEC of all missing items.
- Will ensure security in the Quartermaster area in accordance with the control roster.
- Is responsible for the training of the Quartermaster's Assistant.
- Is empowered to enforce all rules pertaining to the Quartermaster area.
- Is empowered to direct individuals on proper wear of uniforms and gear.
- Can be removed from their post by the MEC for any reason at any time.
- **Quartermaster's Assistant**
 - Will be appointed by the Quartermaster with the concurrence of the MEC.
 - Assist the Quartermaster in performance of required tasks.
 - Act as the Quartermaster in their absence.
 - Can be removed from their post by the MEC for any reason at any time.
- **Armorer**
 - Will be responsible for the organization and maintenance of weapons.
 - Will ensure that weapons are adequate for upcoming programs and will notify the MEC of shortfalls.
 - Will ensure that weapons are issued in a timely manner.
 - Will ensure that weapons issued to individuals are tracked.
 - Will ensure that returned weapons are properly stowed.
 - Will notify the MEC of all missing or damaged items.
 - Will ensure security in the armory area in accordance with the control roster.
 - Is responsible for the training of the Armorer's Assistant.
 - Is empowered to enforce all rules pertaining to the Armory area.
 - Is responsible for assessing all weapon jams and malfunctions.
- **Armorer Assistant**
 - Will be appointed by the Armorer with the concurrence of the MEC.
 - Assist the Armorer in performance of required tasks.
 - Act as the Armorer in their absence.
 - Can be removed from their post by the MEC for any reason at any time.
- **Ammunitions caretaker**
 - Will inspect all blank ammunition.
 - Will ensure the security of ammunition stores.
 - Issue the correct type and amount of ammunition to each individual participant in accordance with the program plan.
 - Can be removed from their post by the MEC for any reason at any time.
- **Unit Leader(s)**
 - Will be appointed by the MEC or OIC for a single performance.
 - Will lead groups of participants during battle sequences.
 - Will ensure compliance with rules and regulations for participants in their unit.
 - Will disseminate the performance plan to their unit.
 - Will ensure that members of their unit are properly hydrated.
 - Will ensure that members of their unit are present or accounted for.

- Will ensure that members of their unit are prepared and in place when the battle sequence begins.
- Will immediately report concerns or SOP violations to the MEC or OIC.

Grooming Standards:

Participants will generally endeavor to present an appearance of an individual living during the Pacific War (1941-1945). The following rules apply:

1. Participants hairstyles shall be appropriate to their assigned roles
2. In order to prevent injury, participants operating weapons or machinery or riding on a vehicle must ensure that their hair is one of the following:
 - a. Shorter than 3 inches in length
 - b. Concealed completely beneath a hat or helmet
 - c. Tied in a manner that could prevent it snagging on moving parts
3. Participants should limit facial hair to militarily accepted styles or one to two days of stubble for effect.
4. Spectacles should be wire-rimmed, and period correct if possible.
5. Pierced ears are permitted but only earrings appropriate to the era and uniform may be worn.
6. Civilian jewelry will not be worn except for wedding bands.
7. Watches, if worn, will be of period-correct style.
8. Participants will have era-appropriate cosmetics and nail colors that correspond to their assigned role.

NOTE: Due to the wide variety of clothing, grooming, and styles present from 1941-1945, an individual may present in a different style if they can exhibit three archival or period photographs of individuals from the Pacific War dressed in such a manner.

Rules of Conduct:

1. Participants will check in at the time denoted by the MEC. The MEC will hold a safety briefing and outline the plan of the day at this time.
2. Participants are responsible for properly caring for and maintaining their equipment and weapons. Participants will be required to reimburse the cost of any lost items.
3. Participants will treat museum property and other participants' personal property with respect.
4. Participants will adhere to the grooming and uniform standards outlined in this SOP.
5. Participants will be aware of potential safety hazards and watch out for the safety of other volunteers, staff, and spectators.
6. Participants will follow safety regulations at all times.
7. Participants understand that their assistance will be needed with operations before, during, and after the show. **If required by circumstances to leave, the participant will notify their chain of command of their required absence.**
8. All participants are required to turn-in all checked out weapons IN PERSON before departing the PCZ for any reason.
9. Participants are encouraged to ask questions, especially pertaining to safety standards.

10. Participants will engage with staff, volunteers, and spectators in a way that promotes a professional environment and an atmosphere of mutual respect.
11. Participants will adhere to all regulations laid out in this SOP.
12. Participants will bring all concerns about the LHP to the MEC or another member of museum staff. Participants will ensure that personal conflicts and disagreements are handled in a professional manner, becoming of Company K and the National Museum of the Pacific War.

3. Programs

Spectator Safety

1. Spectators will be issued ear plugs upon arrival for Campaign Briefings and Pacific Valor.
2. Spectators are restricted to the amphitheater area and beachhead area. Under no circumstances are spectators to be brought into the performance or support areas.
3. At the beginning of the Campaign Briefings and Pacific Valor spectators will receive a safety briefing to include proper usage of earplugs, what to expect during the program, evacuation routes, medical alerts, and emergency procedures.

Safety Briefing:

The first event at any program shall be a safety brief delivered by the MEC or OIC. This briefing shall occur before the issuance of any weapons or ammunition. The briefing shall address the following:

- Medically trained individuals will be identified.
- Smoking areas will be identified.
- “no-go” areas will be identified to include:
 - Higgins boat area of travel
 - Five feet around special effects
 - The command bunker
 - The flamethrower safety area
- Weather conditions of the day will be identified.
- Reminder will be made on the prohibition of adlibbing.
- A reminder will be made on the proper procedures for a jammed or non-functioning firearm.
- A reminder will be made in regard to the proper procedures for clearing firearms
- Injuries – call 911 for EMS immediately for any participant experiencing an injury that requires medical attention, other than a minor scratch or bruise. Determination to decline medical care must be verbally approved by the injured party.
- Reporting - every participant in the program has the duty to immediately report any safety incident they may witness and to follow up with written reports as required. The MEC and ADSO shall follow-up with an incident report that describes the issue, action that was taken, final results and any follow-up recommendations to the museum director before the end of day.
- Fires and other emergencies – the designated and trained firefighting team will handle the extinguishing of any fires. Remaining participants will assist in any required evacuation.
- Flamethrower operations shall be described, and safety procedures reviewed (if applicable).
- Choreography shall be described.

Overnight Accommodations:

The NMPW offers limited sleeping facilities on site for LHP participants who are participating in a program the next day. Failure to abide by the following conditions will result in a removal of overnight privileges.

- Sleeping Quarters: Male and female participants, if staying overnight, will sleep in separate, specifically designated areas. All other buildings or museum vehicles are off limits for any activity.
- Overnight guests will pack and vacate barracks before first formation.
- Eating: All meals will be consumed in the Camp Tarawa area patio. No food or beverage will be consumed or taken into the sleeping area with the exception of water.
- Noise: Since the PCZ is located next to a residential area, loud noises and/or music are prohibited. Quiet hours begin at 2200.
- Trash: Participants are responsible for keeping their area clean. Trash will be put in the proper trash cans or recycle bins.
- Cooking fires: No open fires allowed on site.
- Alcohol: Alcoholic beverages are prohibited at the PCZ.
- Inappropriate material. Adult magazines, videos, or items inappropriate for minors are not allowed on any media at the PCZ.
- Smoking: No smoking in the PCZ, a designated smoking area has been established across Lee Street.
- Curfew: All participants staying overnight will be back to Camp Tarawa by 2200.
- Management: An ANF/NMPW staff member will remain on-call when the overnight facilities are occupied. A contact number will be furnished to overnight guests.
- Supplies: The National Museum of the Pacific War will only furnish a cot to overnight guests. Bedding, food, and water are the responsibility of the guest.

Inclement Weather Rules:

Storms:

As a general rule, NWS-issued WATCHES (issued when conditions indicate that weather *may* change quickly) and rain will not be a cause for cancellation.

Programs will be cancelled by the Museum Experience Coordinator, CEO, or Museum Director if the NWS issues WARNINGS (dangerous conditions are imminent) for the Fredericksburg area or if lightning is reported within 30 miles of the PCZ within 30 minutes of the program's scheduled beginning. The MD and MEC will communicate any cancellation to appropriate staff and volunteers.

Should severe thunderstorms or tornados become imminent while visitors, staff, and volunteers are in the PCZ, staff will evacuate volunteers and visitors to the PT Boat Bay or to an interior space in the TBM Avenger exhibit to shelter-in-place until an all-clear is issued by the ranking staff member.

All care should be made to assure personal and visitor safety, however, if there is time, LHP volunteers and front-of-house staff and volunteers should act within reason to protect exposed props, vehicles, special effects, and other property.

Heat or Cold:

Excessive heat or cold can seriously harm participants and visitors alike for programing. Programs may be canceled in whole or in part for excessive heat or cold at the following levels:

Outposts: May be canceled by the MEC or OIC.

Campaign Briefing s: May be canceled by the Director of Education.

Pacific Valor: May be canceled by the Museum Director.

Program Timeline:

Announcement of Event (Open Registration)

Program will be announced in the weekly email communication and the post to the Company K Facebook page. Participants may RSVP by contacting the MEC. Participants should identify their desired role and if they will require overnight accommodations.

NOTE: Participants shall RSVP with the MEC for all events that they choose to attend. Those who do not RSVP will be sent home in most cases. RSVP's help the MEC order enough food for meals and plan for programming. Failing to RSVP means that there isn't enough food or that choreography must be changed at the last minute. Please RSVP to make program planning smooth and effective.

Registration Closes

When the number of participants required for the program is reached, or when required by planning to close registration, the MEC shall close registration. No further registration will be allowed.

Schedule Email Sent

Roughly 5 business days before the program, an email will be sent to all participants who have RSVP'd with a schedule and relevant information.

Day Of:

First Formation

During first formation, role will be taken, the safety brief will be made, and the program of the day described. Anyone who misses first formation will not be considered for participation in the program of the day. Participants should arrive to first formation in their uniforms unless otherwise noted.

Choreography

After first formation, choreography will be described and given several "dry runs".

Program

The program(s) of the day will be held.

Post Program Clean Up

After the program, participants will assist the MEC in cleaning the area from the amphitheater safety cable to Lee Street to include:

- Stowing props
- Stowing special effects
- Cleaning restrooms
- Picking up brass
- Taking out trash
- Securing buildings
- Other duties as required

Final Formation

After post program cleanup, the MEC or OIC will hold a final formation before dismissing the participants.

After Action Report

During the next weekly email, the MEC will call for after action reports in which participants can identify anything they would like to highlight for the MEC (good or bad).

4. Equipment Standards

In this section of this document, standards regarding participant interaction with equipment will be described.

Weapons

This section of the SOP describes handling procedures for all weapons.

Responsibilities

Training:

All weapons training shall be the responsibility of the MEC and appointed training officers.

Ammunition and Fuel:

Blank ammunition and fuel for weapons shall be purchased by the MEC.

Maintenance:

All maintenance, cleaning, repair, or troubleshooting of firearms, edged weapons, and the M2-2 Flamethrower shall be the responsibility of the armorer. This shall include firearm support equipment to include magazines, clips, tripods, chassis, or other equipment necessary for the operation of the firearm.

Stewardship and Record Keeping:

Stewardship of the actual collection of firearms and maintenance of required records for those firearms or support equipment shall be the responsibility of the curatorial department.

Armory and Armory Access

The armory will remain locked unless an authorized individual is present. Authorized individuals will be listed on the controlled entry roster. The updated and signed roster will be posted outside the armory. Only these individuals may go behind the counter. The entry control roster shall be maintained by the MEC.

Only staff members on the roster may be issued a key for the armory. Removal from the roster will necessitate a turn in of applicable keys.

Keys to the armory will be numbered and signed for by those individuals on the Key Control Log. Keys cannot be copied or loaned to anyone for any reason. The key roster shall be maintained by the Maintenance Department.

Ammunition

- The Armory will issue all blank ammunition used on site. This will be provided at no cost.
- No volunteer shall bring any ammunition of their own, live, or blank onsite.
- Issued blank ammunition will always be kept under the participant's control or stored in the armory. Blank ammunition will never be left unattended.
- Dummy or display cartridges will contain no powder or firing caps.
- Live blanks or spent brass will not be given out to visitors at any time.

- All spent brass will be retrieved for disposal after programming.
- All ammunition not utilized in the performance will be returned to the armory.
- All clips and magazines will be returned to the armory.

Firearms

Handling

- All participants carrying or operating a weapon in the LHP shall have completed all requisite training.
- Participants will handle weapons as if they were always loaded with live ammunition.
- Weapons checked out from the Armory will not leave the fenced area of the Combat Zone unless part of an organized action of the LHP i.e. parade, or detail at George W. Bush Gallery approved by the MEC.
- All weapons shall be unloaded, and the exterior cleaned before returning them to the Armory.

Training

Weapons training shall consist of two parts: familiarization and practical evaluations.

During familiarization, trainees will learn about the basic operation of the weapons and how to work through simple jams or misfeed issues. Training officers will make clear the areas of the weapon that can lead to injury i.e. pinch points or hot metal areas.

During the practical evaluation, the trainee shall load, fire, and clear the weapon without a trainer assist.

All training shall be documented on a *Training Record Sheet (Appendix II)*.

Safety Rules

- Only the designated Armorer, MEC, ranking staff member, or Safety Officer shall deal with any weapon problems or malfunctions. Any participant encountering such a problem during the presentation will not attempt to fire their weapon during the remainder of the presentation, will not bring the weapon forward into the “beach” area after the show, and will immediately deliver the firearm to the Armorer, notifying them of the problem and if the weapon is currently loaded. Do not bring the weapon into the armory if it is loaded.
- Do not fire any weapon directly at another person at any distance.
- Spectators are not permitted, **under any circumstances**, to handle firearms or weapons.
- No firing of weapons inside of buildings or closed vehicles.
- Weapons shall be cleared by unit leaders before being brought into the proximity of spectators.
- Weapons shall be cleared at least 10M away from spectators.
- Weapons shall not be loaded until an order is given by the supervising unit leader.
- Magazines, clips, en-blocs, or other means of ammunition conveyance shall not be installed on a weapon until an order is given by the supervising unit leader.

Storage

Firearms shall only be stored in the armory.

Inspection

Firearms shall be inspected for obvious defects before issuance to participants.

Check Out Procedure

- Identification Procedures
 - All participants must have a valid government issued photo ID to sign out a weapon— This photo ID will be maintained in the corresponding card slot on the weapons rack while the weapon is signed out.
 - When the weapon is returned, the photo ID and weapon will be checked to verify the correct individual returned the weapon. The ID will then be returned to the participant.
- Issue and Return of Weapons
 - Weapons will only be signed out or signed in by the participant utilizing that weapon. No one else may stand in to sign a weapon in or out.
 - The official sign-out sheet will identify the weapon by type and serial number.
 - Once checked out, an individual will maintain their weapon with them, within arm's reach of their person. Failure to maintain proper custody of the weapon could result in removal from the program.
 - Exceptions:
 - A weapon may be left in the custody of another individual over the age of 18 if they verbally acknowledge that responsibility.
 - A weapon may be left on an approved weapons rack provided that at least one individual over the age of 18 is in custody of that rack.
 - Regardless of the above, the person issued the weapon is always responsible for the security and safety of their weapon.

Edged Weapons

Edged weapons shall include bayonets, knives, swords, and other cutting or hacking weapons or tools.

Handling

Edged weapons must be held and maintained in a manner that prevents their accidental contact with others.

Safety Rules

- Edged weapons, if a sheath is available, must remain sheathed unless being exhibited during a presentation.
- Metal edged weapons may not be used or carried at any point of the battle sequence.
- Plastic or wooden edged weapons may be drawn during a battle sequence if all of the following conditions are met:
 - The performer drawing the weapon is 6 feet or more away from all other performers
 - The performer does not run with the weapon drawn
 - The weapon is dropped to the side before a performer “dies” in combat

- Plastic or wooden edged weapons may only be used in combat scenes that deviate from the above if carefully choreographed and approved in writing by the Museum Director, Education Director, and MEC.
- Affixed bayonets are prohibited during the battle sequence no matter their material of construction.

Storage

Edged weapons will be stored in the EOC building in a manner which prevents their accidental contact with individuals in the building. If a sheath is available, the weapon shall be sheathed.

Check Out Procedure

Edged weapons shall be checked out in the same manner as other uniforms and gear. See section “Uniforms, Gear, Other Garments, and the Education Outreach Collection”.

M2-2 Flamethrower

The M2-2 Flamethrower shall be governed by the separate M2-2 Flamethrower SOP.

Vehicles

Responsibilities

Training, Maintenance, and inspection of all vehicles is the dual responsibility of the Education and curatorial departments.

Driving Vehicles

Training

- Vehicles may only be driven by staff of the Admiral Nimitz Foundation or the Texas Historical Commission due to insurance rules.
- Vehicle drivers must have completed a defensive driving course prior to vehicle operation. The certificate of completion must be filed with the ADSO.
- Vehicle drivers must have completed all LHP training requirements for the applicable vehicle
- Vehicle drivers must meet all other museum and foundation policies regarding the operation of vehicles.

Safety Rules

- All vehicles other than a jeep require the employment of a spotter or second individual during operations, especially while backing.
- No vehicle shall be backed during a LHP
- Vehicles may only be driven for the specific purposes of the days programming.
- Specific protocols for each vehicle will be detailed in vehicle training sessions and materials
- No vehicle shall be operated unless an inspection of the vehicle has been accomplished in accordance with the operations card.
- No vehicle will be operated unless vehicle forms have been inspected and no red “X” condition is listed.

Vehicle Safety Cards

The Education department shall maintain vehicle safety cards that detail:

- Specific safety rules for that vehicle
- Specific startup or shutdown procedures for that vehicle
- Specific pre and post use inspection procedures for that vehicle
- Specific Emergency Procedures for that vehicle

Passengers

Safety Rules

1. Vehicle passengers must receive a safety briefing from the vehicle driver before embarkation
2. Vehicle passengers must remain seated and utilize available safety equipment
3. Vehicle passengers may not ride on the exterior of the vehicle

Special Effects

Responsibilities

Special effects shall be the responsibility of the MEC.

General

The Living History Program uses special-effect devices to simulate battlefield sounds and sights to include machine guns, explosions, smoke, and water charges. The simulation devices used on the PCZ are the same as those that all branches of the US Armed Forces use to simulate explosive effects reliably and safely for battlefield training. The special effect devices use a blend of oxygen and propane ignited within an open-ended cylinder to produce a safe, but realistic simulated explosive blast.

Safety and Operation

The MEC is responsible for developing and developing a written plan for the locations of special effects at each performance. Prior to each LHP, participants will be briefed on the plan, the sequence of device firing, specific safety procedures for each device employed, and the location of the devices. A five-foot perimeter will be established around each device. No participant may enter this area after the devices are armed. These areas remain “no-go” and prohibited until the MEC, ranking staff member, or designated staff member disarms and inspects the device and determines that there is no risk of subsequent firings. All special effects are to be considered live and ready to fire at all times.

All arming, installation, and operation of special effects will be conducted by staff members with the following exceptions:

1. Volunteers are permitted to help carry inactive special effect devices into and out of the PCZ.
2. Volunteers may arm and fire individual devices if they have received the requisite training and are designated to fire the device in the approved written plan.

Special effect devices shall only be operated or armed by qualified personnel. Special effects shall be armed at the device no earlier than 40 minutes before the show. The safety switch may be thrown only when the device's "no-go" area is clear firing. If someone enters the "no-go" area when the device is armed, the operator will immediately disarm it.

Volunteers shall never be designated to fire special effects from the control bunker.

Configuration

Special effect "bomb" devices shall be utilized in a hardwired configuration, utilizing the system of conduit-based wire runs under the PCZ or spooled wire runs on the surface.

Wireless operation will be permitted for gas guns, water charges, and air charges.

Storage

Special effects will be stored in carts behind the locked gates of the QM shop when not in use.

Pre-Use Inspection and testing

All devices shall be inspected and tested in accordance with the operating instructions before usage.

All air lines shall be cleared with compressed air before usage in order to reduce the chance of damage.

Uniforms, Gear, Other Garments, and the Education Outreach Collection

General

All items in the EOC building with the exception of firearms or firearm parts make up the Education Outreach Collection. To ensure proper control and accountability, items shall be checked out by the Quartermaster, Quartermaster's Assistant, or staff. Like the armory, the EOC is a controlled area that may not be entered unless escorted.

Because of the collection's presence in the building, no food or beverages shall be consumed in the Living History Building.

The NMPW will not loan any equipment or uniforms for events not sponsored by the NMPW.

Failure to properly turn in issued items will require payment for lost items.

Volunteer Confirmation of Receipt and Understanding

Living History Program – National Museum of the Pacific War

I _____ (Print name legibly), a volunteer for the Living History Program at the Pacific Combat Zone for the National Museum of the Pacific War have received, read, and understand the *Standard Operating Procedures and Safety Manual for the Living History Program*. By familiarizing myself with this SOP, I will, to the best of my ability, comply with all policies and procedures set forth in this document. I am aware that if I do not follow any procedure or policy outlined in this document, I may be terminated as a volunteer participant.

Signature: _____

Date: _____