

SUBJECT: Armed Forces Celebration Pre-Opening Meeting On-Site

1. Meeting took place on Friday 7 June 2002 at 1330 hours.
2. Following Directorates were represented:

Provost Marshall
Plans Training and Mobilization
Morale, Welfare and Recreation
Safety
First Aid Squad
MEDDAC – Patterson Army Hospital
Eatontown Police
Fire Department
Environmental

3. There was a walk through inspection of the following areas by the team:

Entertainment Tent
Electrical Panel Box Source
Plumbing Hook-up
Sanitation Facilities – Port-a-johns, hand washing facilities
First Aid Station
Drop Zone
Command and Control Tent
Vendor Cooking areas

4. Safety Findings and Corrective actions

Footing to tent needed yellow safety tape – completed on the spot by Base operations contractor representative
Three pot holes found – filled in by Directorate of Public Safety
Electrical wiring to panel box not visibly marked for tripping hazard - corrected by electricians.
Bleachers had sharp edges – filled down and taped by maintenance personnel
Stage – lacks handles on stairs – carpenters were in the process of putting those together.

5. MWR reported that the safe for holding valuables in the Command Center lacked combination lock and safe was replaced.

Vendor cooking area – Fire Department and MWR representative has checklist and regulations for all vendors. Fire Inspector will go around to all vendors day of event prior to opening. See Attached list.

6. First Aid Squad – requested Paterson Army Hospital be on-site during fest with emergency vehicles.
7. PMO will have emergency vehicles located at prominent locations throughout the fest area.
8. Meeting adjourned at 1530.

Salvatore Impollonia
Special Events Coordinator