



Fire Prevention and Education Programs SOG

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

PURPOSE

To outline the use of materials, materials available, general activities, group visits to stations, scheduling of programs, and reporting of program results.

DEFINITIONS

Fire prevention- is to educate the public to take precautions to prevent fires, and be educated about surviving them.

USE OF MATERIALS

All personnel should realize that the prevention budget is limited and most prevention materials are costly. Materials should be used as effectively as possible.

1. Use and Distribution

The Fire Prevention Officer will provide each fire station a number of current education materials. Each station should distribute these items to anyone making a request for information, participants of station tours, or as needed. Requests for additional supplies or items for a special event should be made to the prevention officer as soon as the need is recognized.

Due to the number of citizens in the community and the limited funds available to purchase prevention materials, discretion should be used when distributing materials. Materials should be targeted at the particular audience and not just handed out so we can say that materials were distributed (example: handing out Carbon Monoxide Brochures to preschool children would not be proper use of the material).

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Plastic fire hats are a big hit with young children. This item is considered an “ice breaker” and possesses little or no educational value. A limited supply of plastic fire helmets will be obtained when funds are available. These fire hats shall only be distributed during fire station tours to young children or upon direction of the Fire Prevention Officer or Daytime Shift Supervisor.

2. Locality

Fire Prevention materials should be provided to the citizens of the Stoney Point Fire District. Any agency, group, or organization requesting materials that is located outside of our fire district should be referred to the fire agency in their area or the County Fire Marshal’s Office.

3. Validity of Materials

Any station or personnel that may have outdated materials should notify the Fire Prevention Officer. Materials will be evaluated and a decision made as to the current usefulness of the material. The Fire Prevention Officer will make every attempt to maintain current and accurate materials for distribution to members of this community.

MATERIALS AVAILABLE

The following materials may be available by making a request through the Daytime Shift Supervisor. Advance notice should be given to ensure the availability of items. All items will be reserved on first come, first serve bases.

Freddie the Fire truck

Freddie the Fire truck robot will be maintained at the Stoney Point Fire Station #13. This electronic robot will be utilized at large fire prevention activities (when personnel are available) and will not be available for loan to outside agencies. This unit is an expensive piece of equipment and must be maintained. Any and all problems with the robot must be reported to the Fire Prevention Officer/Daytime Shift Supervisor immediately. The Fire Prevention Officer/Daytime Shift Supervisor will coordinate repairs or adjustments as needed and will inform shift personnel when the robot will be out of service for an excessive length of time.

Sparky the Firedog Suite

Sparky the Firedog suite will be maintained at the Stoney Point Fire Station #13. This suite will be utilized at large fire prevention activities (when personnel are Available) or upon special request. Sparky the Firedog suite must be dry-cleaned after each use. The cost and coordination of cleaning is the responsibility of the group or agency utilizing the suite.

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Fire Prevention Materials

The Fire Prevention Officer will attempt to maintain a diverse selection of education materials for all ages on a variety of topics. These materials should be handed out on an as needed basis. Personnel that notice the supply of a particular item becoming low should notify the Prevention Officer. Personnel that have noticed a need for information on a specific topic or problem area should make the suggestion to the Prevention Officer; all suggestions are welcome and encouraged.

GENERAL ACTIVITIES

The Fire Prevention Officer/Daytime Shift Supervisor will make every attempt to accommodate all requests received by the community. It is possible that scheduled events or lack of personnel may restrict the fire prevention activities. Fire Department personnel will participate in local community activities upon invitation, visit schools or daycares upon request. Shift personnel will be utilized to cover general activities including, but not limited to, meeting with classes or groups of children or organizations, and delivery of in-service training to commercial business employees. Regardless of the activity, the number one goal of all Fire Department personnel is building partnerships with the members of the community while providing informative and accurate fire safety information.

GROUP VISITS TO STATIONS

The following procedures shall be followed on all visits of groups of children to the fire stations:

- Explain to group leaders in advance the need for the groups to be under control and quiet at all times while in the station.
- Station visitors should be scheduled well in advance according to the Scheduling of Programs section.
- Groups of children will proceed through the station only after forming into pairs in a line outside the station and remaining in the formation throughout the visit.
- While in line outside the station, explain to the leaders and children that in case of an alarm during their visit, the entire group is to step up against the nearest wall, away from doors, until fire personnel leave the station. In the event that the tour is in the bay during an alarm, the group should proceed out the rear of the apparatus room /bay, to the grassy areas to the right or left of the bay, and stand quietly until apparatus leave the building.

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- If a group becomes noisy or unruly, the officer in charge will call the visit to a halt until order is restored. If the group will not cooperate, the visit will be concluded.
- When groups enter and proceed through the station, shift personnel will be actively working. No games of any kind are to be in progress, or television watched during the visit.
- A firefighter will accompany the tour and give an oral presentation, the contents of which should meet the educational level of the group.
- Firefighters on duty will be in uniform while visitors are in the fire station.
- Information related to the tour shall be submitted to Fire Prevention Officer/Daytime Shift Supervisor in accordance with the section on Reporting Program Results.

SCHEDULING OF PROGRAMS

This section is intended to outline the procedures for scheduling of programs in a manner that will give all personnel as much notice as possible. Requests for fire prevention programs may be received by phone, e-mail, or walk-ins, but no appointment is set until approved by the Fire Prevention Officer or Daytime Shift Supervisor. All program requests will observe the following steps.

- Requests must be made at least one week prior to the event. The scheduling for the upcoming week is considered "closed" at noon of the Friday prior to that week. Any calls received after this time must be passed on to the Shift Officer of that shift who will assess staffing for that day and confirm or delay the appointment.
- When a request is received a week prior to the event, first check with the Daytime Shift Supervisor to confirm that the requested time slot is available.
- If available, the time block of the activity will be listed, and all appropriate information will be recorded: Name of group or facility, address, contact person and phone number, equipment requested presentation type, age group, shift/person delivering program and number of person participating. Appointments will be limited to 2 hours unless approved by the Daytime Shift Supervisor.

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Once an appointment has been scheduled, it should be added to the calendar module of the Company web. The calendar is used to remind personnel of upcoming appointments.



REPORTING PROGRAM RESULTS

The Fire Prevention Officer/Daytime Shift Supervisor will make every attempt to accurately record all fire prevention activities conducted by Fire Personnel. To assist with data collection, information from each activity conducted should be forwarded to the Fire Prevention Officer or Daytime Shift Supervisor. Fire prevention activity reports shall be given to the Fire Prevention Officer or Daytime Shift Supervisor upon completion of demonstrations, classes, programs or education sessions which may be delivered to groups, clubs, industries, organizations, or schools. The Fire Prevention Officer/Daytime Shift Supervisor will maintain all information related to the education sessions conducted by Fire Personnel in a database. The fire prevention activity reports will be maintained for 1 year. The Fire Prevention Officer will attempt to audit the data every 6 months. The audit will consist of a comparison between scheduled calendar appointments, the Company web calendar, and received fire prevention activity reports. Missing data will be brought to the attention of the Fire Prevention Officer.

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