

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

2100.005

Public Education Requests

Implemented:02/15/11

Revised:

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_____**Paul Williams**_____, **Fire Chief**

PURPOSE

To establish basic guidelines pertaining to the scheduling and management of public fire and life safety education programs delivered by Escambia County Fire Rescue.

OBJECTIVE

To ensure that all public education and fire prevention programs are performed in a timely, effective and efficient manner.

SCOPE

All Personnel

PROCEDURE

In an effort to eliminate and minimize injury and loss due to fire and other preventable hazards, Escambia County Fire Rescue provides public education programs that place an emphasis on teaching fire and life safety skills and techniques to the citizens and businesses within Escambia County.

Administration:

The Training Chief shall oversee all public education programs delivered by the department. The Training Chief will monitor the effectiveness of public education programs to determine if the goals of the Department are being met. The Training Chief will use current fire and life safety data and studies to determine if new programs or modifications to existing programs are needed, and direct the Public Education Coordinator to take appropriate actions. The Training Chief will report to the Deputy Fire Chief on successes and failures of the Department's public education programs and make recommendations on changes to departmental guidelines and policies.

The Public Education Coordinator will manage the day-to-day operation of the Department's public education activities. The Public Education Coordinator will work with career and volunteer personnel to insure that public education activities are carried out in an effective manner.

Fire Safety Public Education Programs:

The Public Education Coordinator shall establish fire and life safety public educational programs that meet the goals and objectives of the Department.

These programs will be designed to address pertinent issues that could affect the living and working environment within Escambia County.

Current programs are, but are not limited to:

- Fire Station Tours

- Home Smoke Alarm Program
- Fire Extinguisher Education Classes
- National Fire Prevention Week Activities
- Change Your Clock, Change your Battery Program
- Keep The Wreath Green Program

Public Educational Program Scheduling:

Scheduling public education activities shall be accomplished through the Public Education Coordinator. If station personnel receive a request for public education activities, they may schedule it themselves or refer the caller to the Public Education Coordinator via telephone at (850) 471-6525 or (850) 475-5530. If station personnel choose to schedule the event themselves, the **Public Education Event Information Form** shall be completed and forwarded to the Public Education Coordinator. Events should be scheduled at least two weeks in advance to allow adequate scheduling, preparation, and ordering of public education materials.

Classes involving operations resources shall be scheduled through the Public Education Coordinator via telephone at (850) 471-6525 or (850) 475-5530 or the **Public Education Event Information Form**. The Company Officer, District Chief, and or Battalion Chief will be notified of the need for operational support via e-mail notification.

Classes primarily involving the Public Education Coordinator shall be scheduled by him via telephone at (850) 471-6525. If operations assistance is needed by the Public Education Coordinator for a given class, the Public Education Coordinator shall make notification as instructed above.

In the absence of the Public Education Coordinator, scheduling for those classes normally handled through by him will be handled by the Training Chief.

Ordering Public Education Materials:

Public education or fire prevention materials shall be ordered at least two weeks in advance unless there are extenuating circumstances. These materials will be ordered through the Public Education Coordinator utilizing the **Fire Prevention Supply Request Form** faxed or forwarded to fire administration. Stations may requests any materials that are routinely stocked, however, the Public Education Coordinator and/or the Training Chief will determine the specific items and quantities issued.

After every public education activity, excess supplies must be turned back in so that they can be reissued as needed. Supplies are not allowed to be stockpiled at each individual station. Each station may request a limited quantity of supplies to be housed on apparatus for special circumstances.

Public Education Evaluation:

The officer in charge of the public education activity will be responsible for completing the **Public Education Event Evaluation Form**. These forms shall be completed at the conclusion of every public education activity. The information supplied on these forms will

allow for department programs to be tracked and evaluated, supplies to be ordered in a timely manner, and to give guidance for futures changes to programs.