


East Lake Tarpon Special Fire Control District		
	<i>SOP 409 Public Education Programs</i>	
	Implementation Date: 11/2000	Revision Date(s): 03/16/2015
	Reviewed Date(s):	
	Forms or Attachments: None	

Approval: Tom Jamison, Fire Chief
 Responsible Individual: Deputy Chief/Division Chief

Purpose: To provide an outline for personnel to follow when conducting Public Education Programs.

I. OVERVIEW

- a. Station tours, apparatus visits, and classroom programs shall be scheduled by the on duty Division Chief. Organizations or groups that contact Fire Stations directly shall be given the phone number of the main office 727-784-8668 for scheduling.
- b. The Division Chief on duty shall be sent an email notification of the date, time, type of group, ages, etc. It is the responsibility of the Division Chief on duty to assign the appropriate crew/apparatus and place the event on the daily schedule.
- c. To ensure consistency and continuity in the presentation of Public Education activities, each station shall have a copy of the Public Education Program Guide to be used as an outline when conducting programs.
- d. It is the responsibility of all personnel to be courteous, well-groomed, and knowledgeable of their job and responsibilities.

II. STATION TOURS

- a. All station tours will be conducted at Station 57 unless otherwise specified. Tours shall be conducted by on-duty personnel under the direction of the Company Officer.
- b. Public Education Specialists shall be available for tours scheduled during normal business hours in the event of an emergency that requires all personnel to respond. Tours scheduled outside normal business hours shall have a minimum of one on-duty person assigned for the duration of the tour to maintain security of station in the event of an alarm that may empty the station.
- c. Station tours shall include living quarter’s tour, apparatus tour, and bunker gear demonstration. Refer to the Public Education Program Guide located at each station for specific details

III. APPARATUS VISITS

- a. All apparatus visits will be scheduled by the on duty Division Chief. The Division Chief is responsible for assigning the crew and apparatus.
- b. In the event of an emergency that would delay or cancel the apparatus visit, the Deputy Chief or Assistant Chief shall be notified as soon as possible at the close of the incident.
- c. Apparatus visits will include tour of apparatus, bunker gear demonstration, and safety lesson. Refer to the Public Education Program Guide located at each station for specific details.

IV. CLASSROOM PROGRAMS

- a. Classroom programs shall be conducted by an approved Fire Department representative.
- b. The following procedures shall be followed:
 - i. Classroom shall be provided by the teacher or school representative.
 - ii. Introduction of speaker shall be by the teacher or school representative.
 - iii. Topics may include some of the following:
 1. Smoke alarms
 2. Escape plans/fire drills/safe meeting place
 3. Stop, drop and roll
 4. How to call 911
 5. Match/lighter safety
- c. A smoke alarm should be shown and operated for the children to observe.
- d. Firefighter will dress out in bunker gear and demonstrate the purpose of the protective equipment.
- e. Stress home evaluations (two means of egress from their home). Stress a designated area that the children and parents will meet in case a fire occurs.
- f. Handouts, when provided, shall be given to the teacher for distribution to students.
- g. At the conclusion of the public education program, the person responsible for delivering the program will complete a Public Education Presentation form and forward it to the Division Chief of fire prevention.

V. Touch-A-Truck program

- a. Touch-A-Truck programs will be conducted by on duty company officers and crew, accompanied by a Chief Officer.
- b. Each Touch-A-Truck event will take place at a predestinated location in the community.
- c. Touch-A-Truck events will distribute information on a targeted subject, such as:
 - i. Hurricane preparedness
 - ii. Smoke Detector awareness
 - iii. Home Safety
 - iv. Distracted Driving
 - v. CPR training