

2.1.4 Public Education



YOUR ORGANIZATION
STANDARD OPERATING PROCEDURES/GUIDELINES

TITLE: Public Education

SECTION/TOPIC: Public Information and Education

NUMBER: 2.1.4

ISSUE DATE:

REVISED DATE:

PREPARED BY:

APPROVED BY:

X

Preparer

X

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

1.0 POLICY REFERENCE

CFR

NFPA

NIMS

2.0 PURPOSE

This standard operating procedure/guideline addresses program goals and objectives, use of department and community resources, conducting programs and activities, evaluating program accomplishments.

The purpose of this procedure is to outline the City Fire Department's approach to establishing working conditions and standards for Fire Stations and Staff interaction with the public at these facilities.

3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

4.0 DEFINITIONS

These definitions are pertinent to this SOP/SOG.

Fire Stations: Fire Stations are designed and intended for the sole purpose of housing Fire Department Field Personnel (Fire Fighters) and their applicable equipment to allow the fastest response possible to customers within their specific response area. Although Fire Stations are funded with Public Tax money, they are not intended for public use unless specific spaces are indicated as such.

Station Visits: While conducting station tours to any visitor or group, precautions for safety must be taken. Tours shall be limited to public areas, i.e., Apparatus Bay, Day Room, Dining Room and associated corridors. Restricted areas are Kitchen, Laundry, Weight Room, Employee Restrooms/Shower, and Dorm Rooms.

5.0 PROCEDURES/GUIDELINES & INFORMATION

5.1 Program Goals and Objectives:

5.2 Use of Department and Community Resources:

PROCEDURE

Standards provide for a “public use” area. Due to security, safety and liability issues, Station Staff should limit their interaction with the public to these areas. In the event that a civilian or public group requests a tour of the facility, all visitors must have a staff member present and the tour should be limited to a basic overview of station activities.

Formal tours should be scheduled in advance and coordinated through the battalion office. Groups should be limited to a manageable size in the event that a tour must be terminated due to an emergency response.

During times of elevated security threat levels, or during Tier 2 and 3 response criteria, no station tours should be permitted, and the facility must be in a “lock-down” mode. Refer to xxx “Civil Disturbances” for additional requirements.

5.3 Conducting Programs and Activities:

PURPOSE

The goal of Fire Prevention Week is to join the National Fire Protection Association in its yearly Fire Prevention Week Campaign in early October.

Primary responsibility for Fire Prevention Week activities rests with the Public Education Specialists. Other members of the team include the Fire Prevention/Public Safety Education Division.

Team membership may also include any Fire Department member in the event of large scale events.

PROCEDURE

All City preschools are offered the opportunity to schedule a Public Education Specialist to come and introduce children to the following fire safety topics:

- Matches and Lighters are Tools
- Stop, Drop and Roll
- Smoke Detectors
- Calling 9-1-1 for Help
- Firefighters - A Friendly Stranger

Fire Prevention Week is kicked off with a city-wide open house to promote the current Fire Prevention Week theme. The Fire Prevention Week open house is held on the Saturday prior to the start of Fire Prevention Week and includes, but is not limited to, individual fire station open houses, fire hydrant painting contest, fire apparatus displays and rescue demonstrations.

Public awareness of Fire Prevention Week is promoted through the local newspaper, City waterbill newsletter, school fliers, mayoral proclamation and the distribution of promotional items such as pencils, magnets, stickers and safety brochures.

5.4 Evaluating Program Accomplishments: