


East Lake Tarpon Special Fire Control District		
	<i>SOP 408 Public Education Programs</i>	
	Implementation Date: 11/2000	Revision Date(s): 3/22/2018
		Reviewed Date(s): 3/22/2018
	Forms or Attachments: None	

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

408.1 OVERVIEW

- a. Station tours, apparatus visits, and classroom programs shall be scheduled by the Public Education Officer. Organizations or groups that contact Fire Stations directly shall be given the Public Education Officer’s phone number: 727-784-8668 ex. 204 or email cfaiola@elfr.org for scheduling.
- b. Public Education Officer shall request that the event coordinator complete an ELFR Presentation Request Form to obtain information on the event ELFR is being requested to attend.
- c. Public Education Officer shall share the ELFR Presentation Request Form with the Assistant Chief to obtain approval to schedule the event.
- d. Once the event is approved, the Public Education Officer shall complete the Request for Unit Representation, prepare all handouts/giveaways and provide all materials to the District Chief who is scheduled to be on duty the day of the event.
- e. Once the District Chief receives the Request for Unit Representation form, they shall add the event to staffing and assign a unit to attend the event.
- f. The District Chief shall provide the assigned unit’s Company Officer with the Request for Unit Representation form promptly in order for the Company Officer to have adequate time to prepare for the presentation.
- g. The Company Officer shall prepare for the event and they shall assign specific duties to each crew member to ensure all educational messages are shared thoroughly.

- h. The Company Officer may contact the event coordinator for further clarifications on the event and/or with any questions. If issues arise, the Company Officer may contact the Public Education Officer.
- i. 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.
- j. It is the responsibility of all personnel to be enthusiastic, engaged, courteous, well-groomed, and knowledgeable of their job and responsibilities.
- k. If crew is unable to attend the assigned event, the Company Officer shall contact the on-duty District Chief as soon as possible. Upon notification, the District Chief shall attempt to assign another unit to attend the event. If the District Chief is unable to assign another unit and they cannot attend the event, they shall contact the Public Education Officer during business hours.
- l. Upon completion of event, the Company Officer shall complete an Public Education Assessment Form (found on the back of the Request for Unit Representation Form) and submit it to the Public Education Officer via interoffice mail.

408.2 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 Officer may be available for tours scheduled during normal business hours in the event of an emergency that requires all personnel to respond.
- 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.

408.3 APPARATUS VISITS

- a. All apparatus visits will be scheduled by the Public Education Officer. 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 District Chief shall be notified as soon as possible at the close of the incident. If the

District Chief is not available, the Public Education Officer shall be notified.

- 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.

408.4 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 Assessment form and forward it to the Division Chief of fire prevention.

408.5 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