


SOG# 505-17	Standard Operating Guideline	Administrative								
	<p style="text-align: center;">Cumberland Road Fire Department Inc.</p> <p style="text-align: center;">Community Education Programs</p>	<table border="1" style="width: 100%;"> <tr> <td colspan="2" data-bbox="1026 136 1417 151">Approved By</td> </tr> <tr> <td colspan="2" data-bbox="1026 151 1417 186">Steven W. Parrish Fire Chief</td> </tr> <tr> <td data-bbox="1026 212 1224 233">Effective Date</td> <td data-bbox="1224 212 1417 233">Revised Date</td> </tr> <tr> <td data-bbox="1026 233 1224 268">March 1, 2018</td> <td data-bbox="1224 233 1417 268"></td> </tr> </table>	Approved By		Steven W. Parrish Fire Chief		Effective Date	Revised Date	March 1, 2018	
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Purpose:

The purpose of this standard is ensure consistent and proficient delivery of Fire and Life Safety Education Programs throughout the community and beyond.

Scope:


This standard shall apply to all Cumberland Road Fire Department personnel, paid and volunteers.

Procedure:

All requests for educational programs from the public shall be routed through the Fire and Life Safety Educator. A Fire Prevention Activity Request form shall be completed. This form is located on Aladtec and is routed to the Fire and Life Safety Educator and Chief Officers.

- A community education program is defined as: Any educational program conducted live and before a public audience by anyone representing the Cumberland Road Fire Department.
- When fire suppression personnel are requested to conduct public education activities, the Shift Captain shall deliver or delegate the delivery of the requested educational message. The Fire and Life Safety Educator shall determine the appropriate public education message based on seasonal changes and national fire safety trends.
- Once the appropriate public education message has been selected, the instructor shall become familiar with the information to ensure a clear and concise delivery. The Shift Captain shall also gather questions, feedback, and an accurate count of attendees. (Adults/Children)
- A Fire and Life Safety Education Activity shall be entered in the FireHouse Records Management System for data analysis.

All units and personnel are to stay in service for each educational event unless otherwise noted

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Responsibilities:

It shall be the responsibility of the Assistant Fire Chief to ensure these procedures are carried out in accordance with this Standard Operating Guideline.

It shall be the responsibility of each member of the department and supervisors to ensure that the provisions of this standard are followed.