



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this procedure is to outline the Russellville Fire Department's Public Education (Pub-Ed) and Community Outreach (CO) programs, establish procedures for scheduling Pub-Ed and CO events, and provide guidelines for the participation of members in said events.

POLICY

This policy confirms the Department's commitment to engage the community by purposefully building positive relationships and actively promoting fire- and life-safety education for the general public.

The Department recognizes that effective Pub-Ed and CO programs are important components of routine operations and actively promotes education of the general public in matters regarding life safety, fire prevention and suppression, as well as fire-safety issues. This is accomplished by involving fire companies and the CO program with the community through interactions at scheduled or unscheduled Pub-Ed events. These events may take place at off-site locations, as well as at fire stations. These interactions include, but are not limited to:

1. Fire Prevention Week – An active NFPA fire-safety message in the schools each October.
2. Daycares – Basics of fire-safety and the firefighter.
3. Company Inspections (402.03) – Courtesy inspections of local businesses.
4. Smoke Alarms (402.05) – Citizens in need of replacing or installing new smoke alarms.
5. Fire Station "Open House" – Scheduled initiation to the public of their neighborhood fire station.
6. Block Parties, School Carnivals, and/or Special Events (402.07) - Apparatus showcase, meet and greet, standby, etc.
7. Station Tours (207.10) – Scheduled tours of facilities.
8. Social Media – Public education reminders and current outreach events.
9. Radio Shows – Outreach to the public through radio.
10. Newspaper – Fire safety and educational information submitted for news stories.
11. Trade Shows – Community outreach and recruit booths.
12. Fire Extinguisher Training – Community and local business training program for the proper use of fire extinguishers.
13. Junior Firefighter Challenge – A junior firefighting competition conducted between 3rd and 4th grade boys and girls at local elementary schools with the final competition held during Fallfest.

Approved

Fire Chief

1 of 2



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

The general public may schedule a Pub-Ed and/or CO event by contacting the Department. Personnel should direct all requests to the Fire, Building & Safety Division. The appropriate Station Captain may be notified to coordinate scheduling with the requestor. This policy also provides company officers the latitude to schedule Pub-Ed events without prior authorization from Administration. In all cases, documentation of the Pub-Ed and/or CO is completed by appropriate members through submittal of an email outlining the details of the event. These details should include the following:

1. Name of Event
2. Date and Time of Event
3. Location of Event
4. Age Group
5. Subject Matter
6. Resources Needed

Prior to scheduling a Pub-Ed and/or CO event, the member must ensure the requested event is appropriate for Department participation. The following guidelines should be considered and referenced when scheduling Pub-Ed and CO events:

1. Time
2. Day of Week
3. Company availability
4. FMA
5. Resources

When possible, events should not be scheduled in conflict with training classes. Companies are not to respond outside of their FMA to participate in an event. Upon prior approval from their respective Battalion Chief, there may be exceptions i.e., station coverage, special requests, Junior Firefighter Challenge, FallFest, etc. Companies may be placed out-of-service for a short period of time with approval of their respective Battalion Chief.

Safety is paramount during interaction with the public. In addition, members are responsible for upholding the Department's mission, Exceptional Service and Customer Service approach. Members should also use these opportunities with the public to familiarize them with the duties of, and emergency services provided by the Department.

Approved

Fire Chief

2 of 2