



Effective Date: 10/01/2014

Revised Date:

Public Outreach and Education

Purpose

The purpose of this policy is to establish diverse Community Outreach programs, by providing fire and life safety educational programs for individuals, business, and schools. The Community Outreach and Education program will provide awareness and educational opportunities for community audiences alike.

Policy

I. Staffing

- a. The department will utilize operations and Community Outreach Education Team members to accomplish the Fire and Life Safety Program goals and objectives.
- b. The Community Outreach Education Team shall consist of a minimum of 2 fire personnel and shall receive support from the volunteer support staff, field staff, officers, as well as VCES field staff and chief officers.

II. Areas of Education

- a. VCES can and will provide the following ongoing programs; however, this list is not all inclusive, as the Community Outreach Education Team shall respond to meet the requests and the needs of the community:
 - i. Fire Prevention Week (October) to all area schools
 - ii. Fire station tours,
 - iii. Injury Prevention Safety,
 - iv. Bicycle and Helmet Safety,
 - v. Fire Safety Equipment Introduction,
 - vi. Fire Extinguisher Training,
 - vii. Home and Kitchen Safety,
 - viii. Occupational Safety Training,
 - ix. Holiday Fire Safety (fireworks, Christmas tree/lighting, etc.),
 - x. Outdoor Fire Safety,
 - xi. Heating Equipment Safety (heaters, chimneys, etc.),
 - xii. Escape Plans, Exit Drills/Evacuation Plans (EDITH),
 - xiii. Cell Phone Use Safety,



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- xiv. Bilingual Fire and Life Safety Education.
- xv. CPR
- xvi. Vial of Life Program
- xvii. Car Seat Program

III. Audiences Targeted include but are not limited to:

- i. Seniors
- ii. Scout Groups (all levels of Boy and Girls Scouts)
- iii. Pre K through high school
- iv. Juvenile fire setters
- v. Community Businesses
- vi. Homeowners

IV. Equipment, Supplies and Materials

- a. Annually, the Division Chief/Fire Marshal who oversees the Fire and Life Safety Division will prepare a budget that affords supplies and materials necessary to perform community outreach education programs. The Community Outreach Coordinator shall review the material and supply needs on a quarterly basis.

V. Program Documentation

- a. The Fire and Life Safety Community Outreach Coordinator will document the delivery of and participation in outreach events in an approved training log. All participation program documents shall be given to the Division Chief in a monthly report for approval. This report will document the programs delivered, number of participants, instructors and time dedicated to the program.

VI. Public Education Team Membership and Training

- a. Vacant Community Outreach Education Team positions are filled through an open enrollment process. Volunteer Staff that are in good standing and have successfully completed probation within their respective district are eligible to apply for membership to the Team.
- b. Recruitment of new members shall start with an invitation to apply to all VCES paid and volunteer staff. Prospective candidates shall submit a letter of interest to the VCES Fire Marshal, along with a letter of support/recommendation from their first line supervisor.



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The Command staff of VCES will then validate and select personnel to be interviewed and complete a formal assignment and give a selected presentation during the interview process. A list will be generated by the Oversight Committee and presented to the Fire Chief for final selection.

- c. It is recommended that all Community Outreach Education Team members obtain IFSAC Fire Instructor I prior to application to the Team.
- d. The Community Outreach Education Program will consist of the Fire and EMS personnel with an interest in life safety, public education, and hazard mitigation.
- e. Members of the Community Outreach Education Team receive ongoing fire and life safety educator training to keep them up to date on the latest programs available. All members of the Community Outreach Education Team are provided with opportunities for training either on duty and/or through outside classes and seminars as available.
- f. All members are expected to attend 75% of all Community Outreach Education Team training activities and meetings. Members are also required to participate in 50% Community Outreach education events within Valencia County to remain in good standing on the Team.

VII. Needs Assessment and Planning

- a. This Oversight Committee will meet bi-annually to review recent community outreach education events for lessons learned, response activity trends, upcoming training, and review the need to request new members. One of these meetings will be used to develop the calendar of activities and events for the coming year and to plan “fire prevention week” activities and assign a lead. Meetings will be held in January and July.
- b. Needs assessments shall be conducted bi-annually through the use of response data, national trend information, and field comments received by the Fire and Life Safety Division. This will be presented to the Community Outreach Education Team to help formulate plans for future activities of the team. Recommendations will be presented to the Community Outreach Education Team members and the Division Chief/Fire Marshal for comment.



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- c. Requests for the Community Outreach Education Team’s participation in an event or to deliver a program will be routed through designated Fire and Life Safety Community Outreach Coordinator, and evaluated to determine if we can support the request. The appropriate arrangements will be made for materials and supplies and the team will be assigned accordingly.
- d. Station visits and some local events shall be routed to the respective fire district or Fire Marshal to be completed with shift personnel.
- e. Large and unique events shall be offered to the entire team and assigned to meet department needs and give a fair opportunity to the Community Outreach Education Team members. If no one volunteers within a reasonable timeframe individuals may be contacted and assigned as they agree to assist. Also the on duty Lieutenant and the Captain will be notified of possible shift personnel to be utilized if available to help meet the needs.
- f. Post-event reports are required to be sent to Fire and Life Safety Community Outreach Coordinator to include: comments on successes or challenges of the event, numbers of adults and children that participated (at larger events this shall be a good faith estimate), and a list of supplies that were used. Any feedback from organizations regarding Community Outreach Education activities will be shared with the team.
- g. New program offerings or equipment purchases will be evaluated by the VCES command staff and a volunteer Community Outreach Team member will be authorized to develop and present this to the team members at a future training.

Special Considerations:

Specific Risks and Risk Audiences

The Fire Marshall, with assistance from the Community Outreach Education Team, has a variety of information and educational programs that are targeted toward specific risks and audiences utilizing information from the National Fire Incident Reporting System (NFIRS)



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and NFPA trend analysis. Target risks and risk audiences are identified through historical incident data and through requests from local schools for specific types of prevention education. Each Community Outreach Education Program is tailored to fit the needs of the community or particular group based on items such as age, season, individual teacher/group needs and environment.

_____/____/____
Signature of approval

Printed name