



## **PUBLIC EDUCATION / PUBLIC RELATIONS**

### **PURPOSE**

Guidelines for the scheduling and documenting of all public relation and education events within the Red Oak Fire Rescue department.

### **SCOPE**

All Red Oak Fire Rescue Personnel and Staff.

### **SCHEDULING**

- All personnel of the Red Oak Fire Rescue shall be capable of scheduling any type fire prevention, public education, and public relations event within the Red Oak Fire Rescue.

All scheduled events must meet the following criteria:

- One calendar week notice required – (7 days)
- Types of events – Public education, and Public relations

Public Education – defined as an event where information pertaining to fire safety or any other public education event is communicated and/or distributed to the public schools, day cares, homeowners associations, and mother days out, corporate safety events.

Public Relations – defined as an event that would promote good relations between the Red Oak Fire Rescue and the community. Festivals and fairs, parades, national night out, and station tours.

**Prohibited Events** – those events that do not fall within those described as either public education or public relations, ie, grand openings, birthday parties, unless deemed by the Fire Chief or Fire Marshal in his absence.



**Information Required**

- Name
- Address or location of event
- Phone number – (cell and home)
- Date and time
- Number of handouts or number of attendees
- All guidelines may be superseded at the discretion of the Fire Chief

**Documentation**

Any and all personnel will document the scheduled event accordingly and place on the outlook calendar. Check the calendar to be sure the schedule is available for the event and no conflicts may arise.

Notify the appropriate on duty officer of the event by email as soon as the event has been scheduled.

All on duty officers will:

- confirm the scheduling information by contacting by phone or cell phone the person requesting the event, ie name, address, date and time, number of persons attending needing handouts prior to the program.

**Final Disposition**

All completed public education and/or relation events will be documented into FireHouse software program by the officer attending the event prior to the ending of his/her shift 0700 hours.

The Public Education/Relations events Form will contain the following information:

- date and time
- location type of event – PE or PR

Red Oak Fire Rescue

SECTION: 4002



Procedures

*Date:* 01/29/2013

- number of persons attending
- Subject matter- ie, fire extinguishers, smoke detectors, change batteries

**Uniform**

The class B uniform shall be worn on all public education and public relations events.