



# ABINGTON TOWNSHIP FIRE DEPARTMENT

OG - 600-301

## PUBLIC EDUCATION PROGRAM

### 1.0 PURPOSE

It is within the mission of the Department to ensure a high quality of life for our residents and guests through the protection of life, property and the environment. Through the use of established public education programs on life and fire safety, the Department works towards this mission. The Fire Marshal works to evaluate fire and life safety issues affecting the quality of life of the Township's citizens and develops or acquires and delivers these programs.

### 2.0 RESPONSIBILITY

The responsibility to ensure that the above actions are taken in an appropriate manner are defined as indicated below:

- 2.1 Fire Marshal
- 2.2 Assistant Fire Marshal
- 2.3 Fire Prevention Specialist
- 2.4 Secretary

### 3.0 PROCEDURE

3.1 The Fire Marshal evaluates and determines the need for fire and life safety programs in the community based on data provided through emergency response. After evaluation, the Fire Marshal and/or his/her designee shall develop programs appropriate for the needs and audience.

3.2 All programs, events and appearances shall be scheduled through the Secretary. Coordination with the appropriate Fire Chief shall be completed prior to scheduling to prevent conflicting events.

3.3 All materials and equipment required for Public Education will be ordered, maintained and supplied by the Fire Marshal's Office. Request for materials will be submitted to the Secretary. Supplies, equipment and materials will be made available for use within 72 hours of an event.

3.3 The Fire Prevention Specialist will be responsible for the professional presentation of programs at all times.

3.4 Upon completion of an event, program or presentation a report shall be filed with the Fire Marshal to include date, times, subject, number of attendees.

3.5 While conducting Public Education events all personnel will dress appropriately in the uniform of the day and shall conduct themselves in a professional manner at all times.

3.6 No personnel shall receive gifts or monetary compensation for any event, program or presentation while representing the Fire Department.

**4.0 REQUIRED NOTIFICATIONS**

**5.1** The Fire Marshal will be notified of all Public Education Activities.

**5.2** The Chief of the appropriate District shall be notified of activities within that District.

**6.0 RECORDS**

**6.1** A record of all Public Education Activities shall be generated and maintained.

**6.1** All records, documents and evidence will be maintained by the Abington Township Fire Marshal's Office.