**PROGRAM & EQUIPMENT REQUEST FORM**

**MAIL OR FAX TO**
DFS Public Education & Information Office
Mail: 1311 US Route 302 Suite 600 Barre VT 05641-2351
Phone: 800 640-2106 - 802.479.7587  FAX: 802.479.7562
E mail: micheal.greenia@vermont.gov

**Instructions**

1. Review any equipment policies or other information.
2. Complete all applicable boxes on this form. Please only request equipment you are going to use.
3. If you are requesting permission to move the trailer, please complete information on page 2.
4. Print and fax or email the completed form to the DFS Public Education office. A confirmation will be E-mailed to you.

**REQUESTOR’S INFORMATION**

<table>
<thead>
<tr>
<th>Department/Company Name</th>
<th>Today’s Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person Name</td>
<td>Title</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Phone number</td>
</tr>
<tr>
<td>Cell phone number</td>
<td>Fax #</td>
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<tr>
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<td>E- Mail</td>
</tr>
</tbody>
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**PROGRAM OR EQUIPMENT REQUESTED**

- VT Fire Safety House Trailer - T1 or T2
- Fire Dog Costume
- Video / CD / Tape / Book / Manual
- FIRESAFE 802 Program supplies

**Details of your Program**

- T-3 “Hot Box” Demo Trailer
- Tent Booth / Display items
- Projector & Screen / TV / other AV Equipment
- Other Items Requested
- Hazard House · Tabletop (Doll House) Unit
- Handout Information
- Safety Talk or Special Event please detail below

**EVENT INFORMATION**

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Ages of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
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- Fire/Rescue Event (Station open house)
- School Program
- County / Regional Fair
- Town Event
- Special Workplace Program
- Special Public Education Event / General Safety Talk
- Fire Department Assistance
- Other Event ____________________________

**DATE TIMES & LOCATION**

<table>
<thead>
<tr>
<th>Dates</th>
<th>1st choice</th>
<th>2nd choice</th>
<th>Set up</th>
<th>Event Times</th>
<th>Event Start</th>
<th>Event End</th>
</tr>
</thead>
</table>

- Dates for a Multiple Day Event; ___________ to ___________

- Directions to event and set up location.

- Will the local fire department have firefighters to run this program  Yes  No
- Do you require assistance from DFS to present this fire safety program?  Yes  No -- if yes What type of assistance do you need:____________________________
- Do you have any other partners helping you in this program. If Yes Please list__________
- Do you plan to move the equipment  Yes  No -- If yes fill out page 2

**Signature** (by signing or typing in your name you agree to the use policies and the safe keeping of this equipment)

**Date**

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Approved</th>
<th>Fire Ed Tec assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Entered in schedule</td>
<td>Ect. Notes</td>
</tr>
<tr>
<td>Conf. Sent</td>
<td>Disapproved Due To</td>
<td></td>
</tr>
</tbody>
</table>
GETTING READY FOR YOUR EVENT

To have an effective presentation there must be adequate preparation. The following information is provided to guide you on what you can do to help ensure a successful presentation in the weeks before you do the actual program.

Site Requirements
- We suggest 4 firefighters (minimum of 3) to run the trailer program.
- Use the FSH program Set-Up Checklist to prep the trailer for the event.
- Plan to locate the trailer to take best advantage of the site and control of the students. Leave enough room so that you do not interfere with traffic. A total working area of at least 30’ x 60’ is suggested.
- The minimum electrical supply requirements are a standard receptacle on a 15 amp circuit. If a sprinkler or fire extinguisher demos (live burn) are planned, a water supply using a standard garden hose will also be needed.
- Fire safety skills educational stations are set up threw out the trailer. Each station includes Lesson Plans, Props and other teaching tools. Each station should be staffed by a firefighter. It has been found that rotating students through stations is the most efficient way to cover the numerous fire safety subjects within a limited time frame.

Event Planning
A.) Prior to Requesting DFS public education equipment or The Fire Safety House: Contact the School or Other Organization, get them involved in the program and agree on at least (2) possible dates for the presentation. Tell them, about the program and the importance of Public Fire Safety Education for all ages.

B.) Complete the Fire Safety House, request form and send it to the Division of Fire Safety Public Education and Information office. Remember have at least 2 possible dates and make the request as early as possible, but not less than 30 days prior to your first requested date. As the event gets closer, one of our fire safety education specialists will contact you to work out any details. Division staff will provide the delivery of the units as well as training of firefighters who are going to run the program. In some cases DFS staff may be able to provide additional assistance during the event. However this is your program and you should plan on adequate help to run the program.

C.) About 1-2 weeks prior to the event, send out the press release to local media. Send a flyer home with students with a brief description of the program.

D.) About 1 week prior to the event, meet with your team to go over the program plan. Decide who will be doing what, when and where. Rehearse if necessary.

E.) When the Fire Safety House arrives, follow the detailed instructions for set up and take a few minutes and practice your program with everyone who will be running the program.

Please be aware that the Fire Safety House and other DFS displays are not designed to be transported or demonstrated during inclement weather conditions. If extreme weather is forecasted or taking place the division may need to use this equipment for special operations or disaster response. In this case we will need to cancel attending the event. However, we will contact you to give as much advanced notice as possible.

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If you are requesting permission to transport the Fire Safety House or Hot Box Trailers to a different location please complete this section.

The Department of Public Safety Division of Fire Safety maintains insurance for damage to state vehicles; however, the State of Vermont cannot indemnify a municipality or a fire department in the event a fire department member is negligent in the use or operation. The state can also not be held responsible for any damage to non-state vehicles.

As part of this fire safety program members of the _______________________________ Fire Department are requesting permission to transport the Fire Safety House

- These authorized drivers are apparatus driver/engineers with the fire department or have other equivalent training and experience.
- These authorized drivers hold a valid motor vehicle operator's license from the Department of Motor Vehicles.
- A tow vehicle will be supplied by the Fire Department or a department member. This vehicle must be equipped with a class 4, trailer hitch. (2 5/16 Ball)

Name ___________________________________________ Driver's license ID ____________________________
Name ___________________________________________ Driver's license ID ____________________________
Name ___________________________________________ Driver's license ID ____________________________

The Fire Chief is encouraged to consult with the Town/City Manager, Attorney, or other appropriate body before signing this agreement.

FIRE CHIEF ___________________________ FIRE DEPT. ___________________________ DATE ___________