



VERMONT DEPARTMENT OF PUBLIC SAFETY  
**DIVISION OF FIRE SAFETY**  
 Public Education & Information Section  
 1311 US Route 302 Suite 600, Berlin VT 05641 800-640-2106  
[firesafety.vermont.gov](http://firesafety.vermont.gov)



**PROGRAM & EQUIPMENT REQUEST FORM**

**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. If you are requesting permission to move the trailer, please complete information on page 2.
3. Print and fax or email the completed form to the DFS Public Education & Information office. A confirmation will be E-mailed to you.

<h1>2016</h1> <p>PAPER COPY</p>	<p><b>Print This Form and Fax or E-mail</b></p> <p>You may also submit an request on-line by going to <a href="http://firesafety.vermont.gov/public_education">firesafety.vermont.gov/public_education</a></p>	<p><b>DFS Public Education &amp; Information Office</b></p> <p>Mail: 1311 US Route 302 Suite 600 Barre VT 05641-2351        Phone: 800 640-2106 - 802.479.7587 FAX: 802.479.7562        E mail: <a href="mailto:micheal.greenia@vermont.gov">micheal.greenia@vermont.gov</a></p>
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**REQUESTOR'S INFORMATION**

Department/Company Name		Today's Date	
Contact Person Name		Title	
Mailing Address		Phone number Home or Work?	
Cell phone number	Fax #	E-Mail	

**PROGRAM OR EQUIPMENT REQUESTED**

<input type="checkbox"/> VT Fire Safety House Trailer - T1 or T2	<input type="checkbox"/> T-3 "Hot Box" Demo Trailer	<input type="checkbox"/> Hazard House - Tabletop (Doll House) Unit
<input type="checkbox"/> Fire Dog Costume	<input type="checkbox"/> Tent Booth / Display items	<input type="checkbox"/> Handout Information
<input type="checkbox"/> Video / CD / Tape / Book / Manual please detail below	<input type="checkbox"/> Projector & Screen / TV / other AV Equipment	<input type="checkbox"/> Safety Talk or Special Training please detail below
<input type="checkbox"/> Other Items Requested		
Requested items Details		

**EVENT INFORMATION**

Name of Event		Ages of Attendees	
Event Type		<input type="checkbox"/> 1-5 <input type="checkbox"/> 6-9 CHILDREN <input type="checkbox"/> 9-13 YOUNG TEENS <input type="checkbox"/> 14 -18 TEENS <input type="checkbox"/> Adults <input type="checkbox"/> Older Adults / Seniors <input type="checkbox"/> Families and Mixed Age Groups <input type="checkbox"/> Special Groups IE: Community Group, Scouts, Business	
<input type="checkbox"/> Fire/Rescue Event (Station open house) <input type="checkbox"/> School Program <input type="checkbox"/> County / Regional Fair <input type="checkbox"/> Town Event	<input type="checkbox"/> Special Workplace Program <input type="checkbox"/> Special Public Education Event / General Safety Talk <input type="checkbox"/> Fire Department Assistance <input type="checkbox"/> Other Event _____		

**DATE TIMES & LOCATION**

<b>Dates</b>	1 <sup>st</sup> choice _____	2 <sup>nd</sup> choice _____	<b>Event Times</b>	Set up
Dates for a Multiple Day Event; _____ to _____				Event Start
Will the local fire department have firefighters to run this program <input type="checkbox"/> Yes <input type="checkbox"/> No Do you require training or other assistance to present this fire safety program? <input type="checkbox"/> Yes <input type="checkbox"/> No What type of assistance do you need: _____				Event End
Directions to event and set up location.				

<b>Signature</b> (by signing or typing in your name you agree to the use policies and the safe keeping of this equipment)	<b>Date</b>
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<b>FOR OFFICE USE ONLY</b>	Date Received	Approved Entered in schedule	Fire Ed Tec assigned
	Conf. Sent	Disapproved Due To	

# 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 that 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.**

**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 \_\_\_\_\_  
(Signature)