



**KING OF PRUSSIA VOLUNTEER FIRE COMPANY**  
**170 ALLENDALE ROAD**  
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## Standard Operating Guidelines

**SOG NO.:** KP-1-0022  
**SOG TITLE:** PARADE PROCEDURES  
**ADOPTION DATE:** 07/94  
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**NO. OF PAGES:** 2

**Purpose:** To establish procedures and guidelines for participation in parades and other public events.

### **Procedure:**

1. Parade sign-up sheets must be posted in both fire stations at least 14 days prior to the parade. A minimum of 3 firefighters must attend the parade for participation to be considered. Once the minimum number has been reached a minimum of 2 additional personnel per apparatus will be necessary for additional units to participate in the parade/event, All parade/ event requests must go through the parade committee.
2. Participation in any parade and/or public event must have the expressed permission of the Fire Chief and the Chief Engineer.
3. With the exception of the Montrose Parade, and the PA State Convention no parade outside of a 25 mile radius will be considered without the expressed approval of the Fire Chief and the Chief Engineer.
4. To be eligible to attend a parade, a firefighter/officer must
  - a. assist in preparing the apparatus
  - b. be in uniform, as decided by the parade committee

c. Non-members may ride the apparatus in parades/event only with the expressed permission of the Fire Chief. Requests for nonmember participation must be made at least 72 hours before the day of the Parade/event.

5. The highest ranking officer shall be in complete charge of the apparatus and personnel. In the absence of an officer, the driver shall be in charge of personnel and apparatus. Any decision made by the person in charge is **FINAL!**
6. **UNDER NO CIRCUMSTANCES SHALL THE DRIVER OF ANY APPARATUS CONSUME ALCOHOLIC BEVERAGES UNTIL THE APPARATUS IS RETURNED TO QUARTERS.**
7. Unless special permission is received from the Fire Chief, all apparatus must be returned to quarters no more than **2 hours** after parade and/or judging is completed.
8. Firefighters participating in a parade or public event are responsible for returning the apparatus to service after the event. Participants are also responsible for cleaning up the fire station(s) after the parade/event.
9. If Squad 47 is the engine going to the parade, Engine 47-2 will be stationed in the Beidler Rd Station for the duration of the parade/event.
10. An engine may be taken out of service no earlier than 12 hours before the parade at the discretion of the Fire Chief.
11. Any firefighter/officer who attends any parade/event representing the King of Prussia Fire Company whose behavior is in any way detrimental to the reputation and/or image of the King of Prussia Fire Company is subject to suspension or dismissal from the Company.