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Standard Operating Guidelines

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Purpose: To establish guidelines for conducting tours of the King of Prussia Fire Company.

One of the primary responsibilities of the King of Prussia Fire Company is to acquaint the public with the fire problem in our community, and then to educate them as to how to avoid the potential devastation of a fire. One of the most effective ways of accomplishing this goal is to educate the children of the community about fire safety and prevention. The firehouse tour, accompanied by a lesson on elementary fire safety and/or prevention is an excellent way to reach large numbers of children in an educational setting.

Procedures and Guidelines:

1. Fire station tours will be coordinated by the fire prevention committee.
2. The Fire Prevention Coordinator, upon the approval of the fire chief, shall select up to 12 members who are interested in conducting fire station tours and or school visitations.
3. Prior to any tour and/or visitation, all apparatus and facilities will be cleaned and made presentable. The goal is to make as professional a showing as possible.

4. Fire station tours will be arranged and a sign-up sheet posted at least two weeks in advance of the tour/visitation. Two firefighters are desirable, with the size and age of the group determining the maximum. The following guidelines are recommended.

Age: K to 3rd grade	1 FF per 5 children
Age: 4th grade - 6th grade	1 FF per 10 children
Age: 7th grade and up	1 FF per 12 children

5. In addition to showing the apparatus and equipment, the following curriculum shall be incorporated during fire station tours:

GRADE	TOPIC
Pre-K, K, 1	Darth Vader Syndrome Stop, Drop and Roll
2, 3, 4	Stop, Drop and Roll How to Call the Fire Company
5, 6, 7	How to call the Fire Company, Basic home safety inspections Exit drills in the home
7 and up	Advanced home safety inspections Exit drills in the home First Aid for burns Using a fire extinguisher

6. Tour guide/instructors should arrive at the fire station at least 30 minutes prior to the tour group to make sure all is in

readiness. DO NOT MAKE PREPARATIONS WHILE THE GROUP IS IN THE STATION.

7. When the group arrives, greet the supervisor(s) responsible for the group, introduce yourself, and explain exactly what it is you are going to do and what you hope to accomplish.
8. Before beginning the tour, assemble the group in one spot and explain the ground rules of the tour.
 - * Do not touch any equipment unless directed to do so
 - * No running or fooling around the fire station
 - * One person talks at a time
 - * Raise your hand if you have a question

Then explain to the group what they are going to see, and what you are going to teach them.

BE SURE TO INFORM THE CHILDREN AND SUPERVISOR OF WHAT HAPPENS WHEN WE RECEIVE AN ALARM. ADVISE THE SUPERVISORS OF WHAT TO DO WITH THE CHILDREN IF AN ALARM IS RECEIVED. IT WILL BE EXCITING FOR THE CLASS TO SEE THE APPARATUS LEAVE THE STATION RESPONDING TO AN ALARM, BUT ONLY FROM A SAFE VANTAGE POINT.

9. Begin the presentation by showing the class some type of equipment used by firefighters. A piece of equipment related to the lesson topic would be appropriate. Something that the children can touch or pass around will be most Effective. DO NOT BEGIN BY SHOWING THE APPARATUS. SAVE THE BIG EXCITING STUFF FOR THE FINALE.
10. After the initial demonstration TEACH THE LESSON. If your initial presentation was good, you should have them ready to learn something. Do not try to teach more than one or two concepts. Remember, you still do not know everything there is to know about the fire service -- do not expect to teach

it all to a group of children in a half hour. Try to limit the instruction time to no more than 15 minutes. Children have a very short attention span The rule of thumb is one minute of attention span for every year (i.e. a 6 year old has an attention span of about 6 minutes).

If you teach something, then have the children try it. If you teach stop drop and roll, have the class stop, drop, and roll. If you teach how to use 9-1-1 maybe you can have a student call a dispatcher on the county line (NOT 911) or simulate an emergency phone call.

11. Once the lesson is completed show the children the apparatus. Do not attempt to show all apparatus or equipment. Show one or two trucks and one or two pieces of equipment. If the class is large, split it up. If you let the children mount the apparatus always have enough adult help to assist each student getting onto and off of the apparatus.
12. Permitting the children to use a piece of equipment is usually very popular. Younger children will get excited about squirting some water out of a nozzle, while older children enjoy seeing the Jaws of Life (remember, most children have seen much of our equipment on shows like Rescue911. Here they can have the chance to touch some of this equipment).
13. At the end of the tour gather all the children together and summarize/review what they have seen. Ask if they have any questions. Hand out any information packets at this time. Thank them for coming and invite them to have their parents bring them back to the station at any time.