

## **Operating Guideline # 1604**

### **Community Events**

**December 1, 2023**



#### **PURPOSE:**

The purpose of this Operating Guideline (OG) is to outline practices for responding to requests from members of the general public for participation by members of the Muskoka Lakes Fire Department in community events and public education activities.

#### **GUIDELINE:**

1. All requests for the participation or representation of Muskoka Lakes Fire Department personnel or assets trucks at community events shall be directed to the Administrative Assistant for processing approval from the Chief using this guideline.
2. The Administrative Assistant, when receiving any request for a community event, shall record the details of the event and contact information for the requesting person/organization. The request shall then be forwarded to the Fire Chief or his designate for approval.
3. Where the event is primarily focused on a community relations activity, the Fire Chief shall forward the approved request to the Fire Prevention Officer who shall identify the number of fire department representatives required to properly staff the event. All persons participating must be properly attired (uniform) based on the circumstances of the particular event and the expected target audience.
4. Participation in the event shall be limited to those persons who possess the proper knowledge, skills and abilities to properly represent the department in terms of providing fire prevention information. Persons assigned to public education activities will be properly attired in the fire department uniform of the day unless otherwise authorized by the Fire Chief.
5. The Fire Chief may authorize participation in an event not described above and shall designate the event as being subject to remuneration, or not, prior to the event being conducted.
6. Incident reports shall be completed at the conclusion of any public education or authorized event and shall be submitted to the Administrative Assistant for processing.
7. Members utilizing public educational materials shall report the use of any materials to the Fire Prevention Officer so that adequate stock of such materials can be maintained.
8. MLFD identifies three general targets for the focus of our public education and community programs; elementary school aged children; adults; and business.

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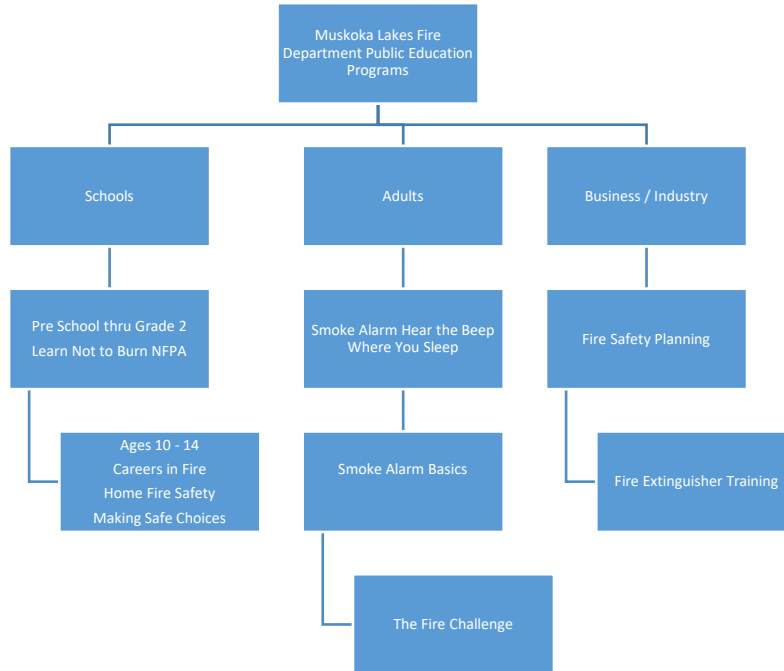
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9. Events that include paid personnel and assets will be placed on the internal calendar for senior staff to share and communicated via email with all District Chief Officers.

The chart below outlines programs specific to these targets:



### Lesson Plans

[Learn Not to Burn Program](#)

[Early Adolescent Lesson Plans](#)

[Smoke Alarms - Hear the Beep Lesson Plan](#)

[Smoke Alarm Basics](#)

[The Fire Challenge](#)

MLFD members are responsible for the dissemination of public education information and are reminded that any interaction with the public constitutes an opportunity to educate.

10 Minute Lesson Plans are below for your review.

[Calling 911 from a mobile phone](#)

[CO Alarms](#)

[Cooking Fires](#)

[Get to know smoke alarms](#)

[Home Fire Sprinklers](#)

[Plan your escape](#)

[Prevent CO Poisoning](#)

[Replace 10 years](#)

[smoke alarms](#)

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#### **RESPONSIBILITY:**

It is the responsibility of all Muskoka Lakes Fire Department personnel to comply with the provisions of this Operating Guideline, including the District Chief Officers.

#### **DEFINITIONS:**

**"Assets"** are any materials owned by the Corporation of the Township of Muskoka Lakes Fire Department and include facilities (fire stations) and all apparatus and equipment.

**"Community events"** are defined as a) community relations activities which contribute to the community good (e.g. - charity events) or that promote general positive public relations of the department.

**"Fire Prevention Officer"** is a person employed by the fire department to a) conduct fire code inspection and enforcement activities; b) conduct fire and life safety educational activities (e.g. - promote the smoke alarm program, alarmed for life program, fire escape planning etc.); conduct initial post-fire origin and cause investigations and other activities as assigned by the Fire Chief.

**"Public Education Events"** means those which promote fire and/or life safety issues to members of the general public.

#### **REFERENCES:**

Not Applicable.