

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: E-1
SECTION: Prevention Division
DATE: 1/6/98
SUPERSEDES:
TITLE: **Distribution of Fire Prevention Material**

Purpose

The purpose of this policy is to ensure the proper distribution of fire prevention material and reordering of material.

Scope

This policy applies to all members of the Board, all Divisions, all employees and volunteers of the district.

Distribution of Materials

Fire prevention materials can be distributed to any of the following:

- a. Any school age children that visit any of our fire stations.
- b. Any parent or requesting adult that visits any of our fire stations.
- c. Any group from our fire district that may visit our fire stations.
- d. Any time you are requested to attend a public function in our district, speaking appearance, school presentations etc., feel free to take the appropriate amount of material required for that special function.
- e. Please use discretion when handing out these items. These items may be distributed individually or as a special package of assorted items.

Reordering of Material

- a. As a courtesy to the others, advise them whenever any material is used.
- b. Whenever the amount of material goes down to less than 25% of the listed material on your reorder form please send in your request through your Duty Officer.
- c. Please do not wait until the last minute to try to fill your order when you anticipate using a great amount for a special function.

Written By: Fred Manding

Date: January 6, 1998