

Scheduling and Conducting Life Safety Sessions

The following standardized step-by-step scheduling process has been developed to streamline the scheduling of Life Safety Sessions. If you have any questions about this process, please feel free to contact your Regional Advocate or your Project Coordinator.

- Step 1. Identify the fulltime/career, combination, and volunteer departments within your state you will be targeting for Outreach Sessions.
- Step 2. For each department identified in Step 1, identify the **name** and **direct phone number** of a contact person (preferably the Chief or his/her designee).
- Step 3. Contact the person identified in Step 2. Identify yourself as an Advocate for the Everyone Goes Home® Firefighter Life Safety Program, and explain the purpose of your call. You can state that you, “would like them to participate in an Outreach Program for the Everyone Goes Home® Program, focused on firefighter life safety and reducing line-of-duty deaths that occur each year across the country,” and explain that you, “would like to schedule a date and time to come out to their firehouse to offer a Firefighter Life Safety Session at no charge”.
- Step 4. If the contact person indicates that they would be interested in hosting a Life Safety session, inform them that they will be receiving a call from **Shari Baldwin (if Regions I-V) or Laurie Hazime (if Regions VI-X)**, the Everyone Goes Home® Project Coordinator, to schedule the date and time for the session and to obtain additional information about department demographics and safety concerns that are used to provide a customized session.
- Step 5. Inform the Project Coordinator (Shari Baldwin in Regions I-V and Laurie Hazime in Regions VI-X) that you have identified and contacted the department, and that she may proceed with scheduling the session.
- Step 6. Once a session has been scheduled, the Project Coordinator will contact you with the date and time and to provide department-specific demographic and life safety information.
- Step 7. Using the Life Safety Discussion guidelines (found on the Advocate Program Portal), you will facilitate a life safety session at the firehouse during the scheduled date/time.

- Step 8. At the end of each session, request that each firefighter fill out the voluntary, anonymous Firefighter Survey Form (ensure that you have enough copies of the attached form to provide one to each participant).
- Step 9. Within 1-2 days following completion of the session, while it is still fresh in your mind, complete the online Advocate Tracking Worksheet found on the Advocate Program Portal or directly at:
http://www.surveymonkey.com/s.aspx?sm=7sbfQqNvrKxkinSscwq0oQ_3d_3d
- Step 10. Enter the results of each Firefighter Survey Form (1 per FF), which can be found on the Advocate Program Portal or directly at:
http://www.surveymonkey.com/s.aspx?sm=i6MkqZZijhN4HSJn1kKW7g_3d_3d
- Step 11. Once you have submitted the Tracking Worksheet and FF Surveys, and this information has been verified, you will receive \$150 per department for your work in the Outreach Program.
- Step 12. If you have any issues with scheduling, session content, or other topics, please contact the Project Coordinator for your Region.

Provide the following information to the assigned Project Coordinator and copy me, your Regional Advocate, by October 15, 2009:

Regions I-V: Shari Baldwin at sharilbaldwin@msn.com, cell 520-730-4519.

Regions VI-X: Laurie Hazime at lhazime@esdedona.net, cell 313-657-0901.

- 1. The name and phone number of contact person at the department(s) you will visit.** If the appropriate contact is not the Fire Chief, also contact the Fire Chief to inform him/her of the program.
- 2. The days and times you are available between October 15th – December 31st.** Sessions are approximately 1 hour in length, but you will need to factor in the time it takes to travel to and from the department. There will only be one session per department.

Our goal is to complete the initial Outreach Project by December 31, 2009.

Thank you for your participation in this important program.