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STANDARD INSTRUCTION 13 COMMUNITY EDUCATION
SECTION 02 SCHOOL VISITATION PROGRAM

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I. PURPOSE

This policy provides information and procedures for San Diego Fire-Rescue Department (SDFD) personnel with regards to fire safety, prevention and medical emergency information for the most impressionable and highly vulnerable segment of the population. This policy will enable personnel to provide a consistent fire prevention message to students in kindergarten through eighth grade.

II. SCOPE

This policy shall apply to all sworn San Diego Fire-Rescue Department (SDFD) personnel, except Lifeguards.

III. AUTHORITY

The fire chief authorizes the information within this policy.

IV. POLICY

A. Scheduling Procedure

1. Station tours and requests for crews to attend community events or visit schools are to be submitted through the home page at sandiego.gov/fire and are handled by the Community Education Office.
2. After consulting the division and station calendar, the request is sent to the station captain(s) and the tour is scheduled on the appropriate **division** calendar.
3. It is the responsibility of the captain to confirm the visit with the requesting party after receiving the request and to report back to the Community Education Office whether the visit is successfully completed.

B. Curricula

1. Review the speaking points prior to each school visit.
2. Level of Instruction: Kindergarten through 2nd Grade
 - a. The attention span of this age group is two to three minutes. In a large class it may even be less.
 - b. When possible, divide the class into smaller groups with each firefighter instructing the smaller groups about the main fire messages.
 - c. When the individual group instruction is complete, reunite the class for the equipment demonstration.
 - d. Make the equipment demonstration fun and fast moving without delay between pieces of equipment.
 - e. Use the teacher and students for demonstration but do not place helmets on student's heads because of the weight.
 - f. After equipment demonstration review key safety messages.

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- g. Key safety messages
- 1) Don't play with matches
 - a) Discuss why students should never play with matches/lighters and how matches/lighters should only be used by adults (tools vs toys).
 - b) Discuss what to do with matches found at home or school (don't touch, tell an adult).
 - 2) Stop, drop & roll
 - a) Discuss when and how to Stop, Drop & Roll. Demonstrate or have a student demonstrate the technique.
 - b) Make sure they practice covering their faces as they practice.
 - 3) Crawl low under smoke
 - a) Discuss or demonstrate if possible, sound of smoke detector/alarm and what it means.
 - b) Discuss how smoke can be highly poisonous and how when the head is lower to the ground, the air is cooler and fresher.
 - c) Demonstrate or have the students demonstrate the crawl low under smoke technique.
 - i. Technique: When there is smoke in the room, crawl on hands and knees to get below smoke.
 - ii. Whenever possible, crawl along the wall so you will not get lost or confused.
 - d) Move away from the smoke and fire to a safe place outside.
 - 4) Exit drills
 - a) Stress the importance of making and practicing 'Exit Drills in the Home' (EDITH) and at school.
 - 5) Equipment demonstration (10 - 12 minutes)
 - a) Discuss how firefighters may look and sound different wearing their equipment.
 - b) Discuss how firefighters are helpers.
 - c) Emphasize children should never hide under a bed or in the closet.
 - d) Don coat, helmet and breathing apparatus.
 - e) At this point children may try on coat but not helmet because of the weight.
 - f) Other equipment may be shown as discretion and time allows.

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- 6) Medical Emergencies
 - a) If you or a friend becomes sick or injured, seek the help of an adult immediately. Ask what some examples may be (broken bone, bleeding, etc.).
 - b) If you are with an adult who suddenly falls-down (collapses) and you can't wake them up, look for the help of another adult fast.
 - c) If you are alone and there are no other adults, call 911 and follow what the person on the phone says.

- 7) Review main points

2. Level of Instruction: 3rd through 5th Grade
 - h. At this age group maintain the group. Give the fire safety lesson first, then proceed to equipment demonstration.
 - 1) Review the fire safety and medical emergency messages from prior level
 - a) Correct use of matches and lighters
 - b) Stop, drop & roll
 - c) Crawl low under smoke
 - d) Helping the sick, injured or unconscious
 - i. Report an emergency using 9-1-1 system
 - 1) What is an emergency?
 - 2) Things to know
 - a) Address
 - b) Street at the corner (closest cross-street)
 - c) What is happening (fire or medical emergency)
 - d) Phone number
 - 3) Pre-arrival instructions.
 - a) Do not hang up until dispatcher gives you information on what to do before the units get there.
 - b) The dispatcher will tell you when to hang up.
 - 4) Remind students in case of fire get safely out of the house, and then call 9-1-1.
 - 5) Escape from a fire at school
 - a) Discuss the importance of an escape plan at school
 - b) Review school escape plan/fire drills, etc.
 - c) Emphasize taking every fire alarm seriously.
 - 6) Escape from fire at home
 - a) Discuss the importance of making and practicing, at least twice a year, a home fire escape plan.

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- iii. Discuss important elements of a home fire escape plan:
 - iv. Place smoke detectors on each level and in each bedroom
 - v. Two ways out of each room
 - vi. Pre-arranged meeting place outside home
 - b) What to do if there is a fire in the home.
 - i. Recognize sound of smoke detectors
 - ii. Feel doors for heat
 - iii. Crawl low under smoke away from fire to a safe meeting place outside (see technique above)
 - iv. Call 9-1-1 when outside of house
 - v. Never re-enter a burning building
 - j. Equipment demonstration
 - k. Medical Emergencies
 - 1) Percentage of medical emergencies firefighters respond to every day
 - 2) Types of medical emergency responses (allow their input), may relate to (d.) below
 - l. Job of a firefighter
 - 1) What a firefighter does each day
 - 2) Preparation to become a firefighter
 - 3) This age group, especially 5th grade, may be taught the basics of simple recognition and response to cardiac arrest.
 - a) Utilize a demonstration mannequin if one is available
 - b) Teach: No response, no breathing (no more than 10 seconds), scream for help, call 911, get an AED. Follow the direction of the 911 dispatcher.
3. Level of Instruction: 6th through 8th Grade
- Students at this age should already know basic fire safety. Review key safety messages emphasizing age appropriate significance: Stop, Drop & Roll (not just for kids), crawl low under smoke, school fire drills, home escape plans, medical emergencies, using the 9-1-1 system to report a fire or medical emergency.
- a. Home fire and burn hazards
 - 1) Smoking
 - a) Smokers should use large deep ashtrays to extinguish smoking materials
 - b) Never smoke in bed or when drowsy

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- c) Matches and lighters should be kept up high out of sight and reach of children
- 2) Electrical hazards
 - a) Do not overload electrical outlets
 - b) Do not use frayed or cracked electrical cords
 - c) Electrical cords should not run under carpets or across heavy traffic areas
 - d) Unplug portable heating devices after each use
 - e) Keep all combustible materials three feet away from portable heaters
- 3) Kitchen fire safety
 - a) Keep things that burn away from heat on stove such as towels and pot holders.
 - b) Do not leave food cooking on the stove unattended.
 - c) Turn handles of pots and pans toward back of stove so they will not be knocked over by smaller children.
 - d) If a small grease fire starts in a pan: turn off burner, slide lid over pan.
 - e) Never throw water on grease or electrical fire.
 - f) Do not pick up burning pan and place it in sink.
 - g) Call 9-1-1 even if it's a small fire.
- 4) Heating safety
 - a) Keep combustibles, small children, and pets three feet away from portable heating devices.
 - b) Do not place anything on top of or near floor furnace.
 - c) Use a screen in front of fireplace.
- 5) Wildfire Safety
 - a) Ready- prepare for the fire threat, have a family disaster plan, and create defensible space.
 - b) Set- situational awareness when the fire starts, have an emergency supply kit ready, and evacuate when told by the authorities.
 - c) Go- know when to go, where to go, how to get there and what to take.
- 6) Review key fire safety messages
- 7) Medical Emergencies
 - a) Percentage of medical emergencies firefighters respond to every day
 - b) Types of medical emergency responses (vehicular, illness, injury, etc.)
 - c) Avoid contact with unknown substances, objects or human body fluids

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- d) Review the basics of simple recognition and response to cardiac arrest
 - e) Utilize a demonstration mannequin if one is available
Teach: No response, no breathing (no more than 10 seconds), scream for help, call 911, get an AED. Follow the direction of the 911 dispatcher.
 - f) If time permits, offer a “hands-only CPR/AED” course. Resources for providing these courses are available through EMS.
 - g) Student to mannequin ratio should not exceed 3:1. Maximum class should not exceed 50 students.
- b. Discuss career opportunities in the fire service
- 1) Job of a firefighter
 - 2) Preparation needed to become a firefighter
 - 3) Cadet program