

Main Street Volunteer Fire Department

12345 Main Street, Your Town, PA 12200
Telephone: (xxx) xxx-xxxx • Emergencies: 911

Dear Peer Evaluator(s):

The Main Street Volunteer Fire Department is seeking financial assistance with a project covered under the Fire Prevention category – the purchase of a PREP (Plan, Respond, Educate, Prepare) Mobile Classroom. This proposed project will provide us the means to extend our public safety education program directly to the community year round, not just one week a year.

During the coming years, we firmly believe that we will continue to experience increased work volume, more demand for complex and diverse services characterized by limited resources and a trend towards more of service integration. Our Fire Prevention efforts will continue to be a leader in our county through public education in schools, senior centers, and at many community events.

We believe in personal commitment and teamwork in providing a quality of life free from the destruction of fire in our community. Last year, total commercial and residential fire damage in our community was limited to less than _____ (*state dollar figure*) and we had NO FIRE DEATHS _____ (*or state number of life's loss if the number is low compared to your total population*). We maintain that this low number has a direct correlation to our aggressive fire prevention program.

Our goal in presenting this grant proposal is to bring technology in combination with our leadership expertise to offer both the _____ Fire Department and her surrounding sister fire companies, a creative and versatile educational means for promoting fire prevention and life safety in a variety of formats.

Our public safety educational experience has shown that our community will certainly benefit from this grant. It has the capacity to reach assisted living facilities, homes, schools, church groups, Scouting groups, and other community organizations as well as other departments. Total project costs (excluding a tow vehicle) are \$_____. This will be money well spent with a capacity to reach a large number of people in our region.

If you have any questions about this application, please contact us. Thank you for your thoughtful consideration.

Sincerely,

Our Public Safety Educational program

The _____ Fire Department is seeking financial assistance with a project covered under the Fire Prevention category – the purchase of a mobile classroom which we refer to as a "PREP House (Plan, Respond, Educate, Prepare) and associated equipment. This proposed project will provide us the means to bring the greatest fire prevention and safety tool – education – directly to the community.

Since the _____ (***state year that you began a fire prevention program***), our department has been educating the communities of _____ in fire prevention. During Fire Prevention Week in October, our social hall (***state where your current programs are held***) is turned into a large fire prevention classroom and classes from the grade school (grade 1-5), middle school, day care, kindergarten, pre-kindergarten, Head Start, Boy Scouts and Girl Scouts have come to the firehouse for fire prevention training, videos and safety lectures.

A year ago, our department was able to go door-to-door and deliver free smoke detectors, fire safety literature and collect both fire and EMS preplanning data. (***This is the time to “brag” about what your fire prevention program has done. Go into detail and impress the grant reviewer on what type of programs you have accomplished***). During this process we quickly realized that inviting our community to come to the firehouse once a year was not good enough. Senior citizens, the handicapped and many school-aged children did not have easy transportation to the firehouse. We knew that a proactive outreach was a more efficient way of promoting fire prevention and life safety than passive displays.

Project Description

We determined that the best outreach approach includes bringing a mobile classroom or the PREP House to people year round, not just one week in October. The PREP House can be parked at schools, senior assisted living facilities, churches, youth agencies, community centers, neighborhood block parties and other events.

The main focus of the trailer will be for providing educational programs for children, youth, seniors and families on fire safety and prevention. This mobile classroom can be used for some of our other existing programs;

- Public Safety Education Campaigns
- CPR and AED Training
- First Aid Instruction
- EMT Refreshers
- Natural Disaster Training – floods, tornadoes, hurricanes, earthquakes
- Juvenile Firesetter Intervention
- Arson Prevention and Awareness Programs
- Bicycle Safety

- Pedestrian Safety
- Motor Vehicle Safety
- Firearm Safety
- Water Safety
- Disaster Recovery
- Firefighter Retention and Recruitment
- Augmented Reality

Talk about your existing programs. Are you using NFPA’s Risk Watch curriculum? If not, would you want to include the cost of this program with the trailer? If using certain curriculum, be sure to mention the program by name. If you are interested in developing your own specific program, mention how you are going to accomplish this and by what time period.

We have developed a strong partnership with our county police department's outreach program. Their director has expressed an interest in using the trailer for their "crime stopper" programs, "stranger danger," 9-1-1 training, DARE programs, home security, pedestrian safety, child identification and fingerprinting services. ***Describe what other partnerships you have developed with local, county, state or federal organizations i.e. sheriff’s dept, police dept, fire and police academy, school districts (both state and private), red cross, EMS and ambulance services, community colleges, vocational schools, head-start programs, etc.***

This additional life safety and training capability will enhance our access to target-specific USFA high-risk groups – senior citizens, children, and the handicapped. We will be able to provide a hands-on educational approach to fire safety and emergency preparedness by taking our programs directly to the people. Our identified at-risk groups include:

- Children age 14 and under (___ % of our population)
- Seniors over the age of 65 (___% of our population)
- Seniors age 55-64 (___% of our population).

In short, ___ % (add up the totals) of our primary response population are at risk and would benefit from this capability.

_____ Fire Department has ___ elementary, _____ middle schools and _____ senior/adult living facilities in its primary response area. In our secondary response area, we have _____ High school and many more at-risk populations beyond the numbers shown above. We will use the PREP House as a foundation for the development of an expanded public safety education program aimed at at-risk populations.

In addition, our community has over _____ large and retail business establishments, of which about _____% have no installed sprinkler systems. We will target these businesses for education on building codes and fire-related ordinances, including sprinkler initiatives.

The proposed PREP House will serve as an educational tool utilized throughout the region. Based on projections from allied departments, we expect to form more collaborative partnerships in the multi-County area (including _____ volunteer, _____ career fire departments in two neighboring counties, as well as the _____ city fire departments). All these departments will be able to take advantage of using the PREP House in their individual districts, as well as during special occasions, such as department open houses, community celebrations (including the Fourth of July, Labor Day, etc.), block parties, business promotions, at churches, etc.

Stress Partnerships with other organizations. Use the contacts within your community We have a working relationship with the Rotary and Soroptomist (name the service organizations you have a working relationship with and describe their level of commitment to you for this project). Partner w/Rotary, Lions, hook up more w/people that do educational curriculums (grant reviewers like to read that the trailer will be in the hands of people that can teach).

FEMA would rather fund \$25K to a dept for a robot and an in-depth educational curriculum then just a \$10,000 robot. Show a true plan that encompasses all these items and stress that you are committed and have others committed to the same project. The bigger and broader the plan the better.

The PREP House is a towable 35-foot mobile classroom with two separate rooms, each seating about 12 individuals at a time, with an internal multimedia display, high-speed internet hook-ups, self-contained Honda EB6500SX generator, and 9-1-1 training system. Designed to be completely compliant to both the Americans with Disabilities Act (ADA) and NEC, it also has step lighting and an awning to protect participants from the elements. Our department will provide our in-house tow vehicle for towing.

In addition to the PREP House, we found that our efforts to promote fire prevention and life safety are not what we would like because we do not have the technical equipment to create community or business-specific messages in either classroom/video or web-playable formats. While there are sources that provide generalized videos on fire safety, we know that when it comes to specific "best practices" and "lessons learned," we have no means to create our own message and distribute it. For example, we do not have a way to easily communicate with nursing homes and assisted living facilities about the new State DNR regulations, or foster care home consultations, or spread information about enforcement of City or County burning regulations (which should be web-based).

This is where you would describe who is providing your technical support and services. Is there a member of your department, the City's IT person, or a local computer company who is willing to cut their production rates? Is your local Cable TV company willing to help?. You need to expand on how you can reach more people with your public safety education campaign. The broader and more in-depth you can make your project sound, the more likely it will be funded.

Do you already own computer equipment that you could install in the trailer? Or, do you need to request funding for these items? If requesting funding for computers or technical equipment, be very precise on the cost benefit of the equipment.

We propose to include a digital media capability in this project that will provide the technical equipment needed to create such worthwhile programs (such as Public Service Announcements, local newspaper, Cable TV, web-based programs) that could then be used in the PREP House or in other digital venues. These programs would also be shared with national fire-related publications (such as Fire Engineering, Firehouse and Fire Chief magazine). Adding this technical capability to our public safety education program will allow us to build a sharable resource, not only for our department, but for our sister companies, other jurisdictions, and the _____ Fire Academy. From a more global perspective, these programs would be sharable with countless other fire companies and could be made specific to their needs as well.

Why Funding is Necessary

_____ Fire Department responds to hundreds of calls per year. Our number one concern is public health and safety for the members of our community. Last year, we had over ___ structure fires with a total fire loss of less than \$ _____. We only saw ___ fires at commercial establishments. We are proud to say that last year, we had **NO FIRE DEATHS** (*if you can state this accurately, it is something very positive to speak about*). This is our goal for 2007.

We need to improve our public safety education philosophy. We now know that proactive outreach is better than passive displays and hoping that the community will come to us at an open house once a year. Our local government provides only \$ _____ a year for the overall operation of our department. The rest of our operating funds come from (name the sources).

Sources and Amounts Being Solicited and/or Pledged

The total budget for this project is \$_____. Of that amount, the department will internally cover \$ _____ for expenses not allowable in this grant. All manpower and routine maintenance costs will be absorbed by our department, along with the cost and maintenance of a tow vehicle for the PREP House.

_____ Fire Department views this as a proposal to continue our partnership(s), not just a grant request.

<u>PREP House FG-35PREP</u>	39,975.00
Weather Smart Package	\$5,300.00
Camera Monitor System – Color	\$3,685.00
Roof-mounted Camera	\$2,100.00
Intercom System Upgrade	\$535.00
Loudspeaker System w/wireless mic	\$1,185.00
Honda EM7000is Generator	\$4,750.00
Wheelchair Ramp w/storage	\$975.00
Pull Station w/Horn & Strobe	\$495.00
Awning – 8’x21’	\$870.00
Burning Trash Can	\$445.00
Telescopic Scene Lights	\$1,850.00
Appearance Group	\$995.00
Convenience Package	\$825.00
Emergency Group	\$795.00
Injury Prevention Group	\$495.00
Custom Exterior Graphics	\$3,500.00
Delivery (call for a quote)	
<u>Total for PREP House</u>	
<u>Computer Equipment</u> – Request a quote from a local computer supplier	QUOTE
Grant Request Total	\$

If requesting computer equipment, you must give details on the type of system, pricing and how the system will be used.

Who are the current and potential beneficiaries of the program?

Every resident of _____ and the surrounding jurisdictions is a potential beneficiary. Homeowners will benefit through the program's direct actions. The schools and assisted living facilities that have no transportation available will benefit. The infirm and wheelchair bound will be able to access our ADA-compliant mobile classroom. Our sister fire companies in our neighboring counties will benefit as they will be able to have a technical resource to assist them in building their own public safety education and life safety programs. Our County Fire Academy will benefit as they will be able to coordinate with our resources to develop web-based interactive outreach programs for fire, EMS and support personnel. Our public safety education program will expand and become a model plan for other communities.

Through this partnership with the Department of Homeland Security, we will have a greater opportunity to reach out to those who may not be getting the safety instructions they should. It is the perfect pro-active tool that will be the focus of our fire safety education lessons that will include home escape plans; fire safety in the kitchen, living room, and bedroom; the proper way to report a fire to 9-1-1; the appropriate safety steps when severe weather threatens. Safety lessons will also include crawling low in smoke, exiting bedroom windows, the importance of functioning smoke detectors, the safe handling and storage of home oxygen cylinders and how to recognize other fire hazards in the home.

Program Effectiveness

Our program effectiveness will be established by three phases of testing and a comprehensive analysis of responses from educators in schools, administrators in assisted and sheltered care facilities, local and regional fire chiefs that use or need our services, and regional fire or EMS officials. We plan to publish these results in three (3) national fire-related magazines (Firehouse, Fire Engineering and Fire Chief) and in a digital media forum such as provided by FIREHOUSE magazine.

In phase one of testing, we will determine students' knowledge via a written examination that will include several key questions about fire safety and prevention. Responses to these questions will help us to identify the level of knowledge and understanding that students have in this area. The results will also help us to develop a tailored curriculum for future educational training programs.

Once training is completed, phase two of the testing will be administered via a written exam, which will include the same questionnaire as in phase 1. This will help us to determine the immediate effectiveness of our program. Test scores will be compared with results from phase one to gauge the increase in knowledge level.

To identify the level of knowledge retention and the long-term effectiveness of our educational training program, students will be tested nine months after training. This will complete the final stage of our evaluation process. In addition, we will record responses from educators, administrators of children and senior citizen facilities, local and regional fire chiefs, EMS officials and police officers.

We strongly believe that an educated community is a safe one and through the educational instructions of this program, we can continue to reduce the number of fire deaths and the destruction of businesses by fire in our community.

Thank you for your consideration.