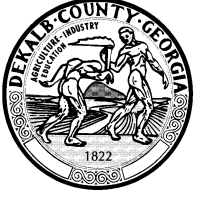


# 2015 – 2016 School Year



## DEKALB COUNTY FIRE RESCUE DEPARTMENT

*Darnell D. Fullum, Director/Fire Chief*

1950 West Exchange Place Tucker, Georgia 30084

Public Education Unit

Phone 770-414-2124



Requests are coordinated and scheduled by elementary school counselors or private school directors / administrators. This program is for 4<sup>th</sup> grade only.

## Fire Safety Assembly (FSA) Program Information

### Scheduling

- Counselors, private school directors / administrators must request the FSA verbally and be verbally confirmed on all final details.
- The FSA will be available Monday - Thursday. The assembly is not scheduled in conjunction with Career Day, picture day, testing or other simultaneous school events.

### The Process

- If the number of children is more than 400, we reserve the right to have more than 1 assembly. Two assemblies may be scheduled on the same day if time permits.
- The FSA will usually include some combination of hands-on opportunities, practice maneuvers, group activities or educational video.

### Time and Location

- The FSA may be scheduled at 8:30 - 9:30 am on Mondays and Tuesdays or 9:30 - 10:30 am on Wednesdays and Thursdays. Preferred time slots are based on availability.
- Presentations should be held in the cafeteria for access to a stage, microphone, audio visuals, and for seating.
- Please seat students 10 minutes before start time.
- If, upon our arrival, changes are made that are inconsistent with the above written details, we reserve the right to reschedule the presentation.

Please read and refer to this document as a disclaimer for explanations of scheduling procedures, cancellations, and details to ensure a positive fire safety prevention program at your school. For simplicity, all confirmations are provided verbally to promote our county's vision of paper reduction. This form is located on the main website at [www.dekalbfirerescue.org](http://www.dekalbfirerescue.org), click "Fire Rescue", click "Forms", and select the third option. It will be the counselor's responsibility to read and review the above information. Thank you for reaching out to DeKalb County Fire Rescue Public Education Unit.