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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Job Description – Fire Prevention**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

To provide a job description for Fire Prevention Director.

**Job Description:**

**Fire Prevention Director**

**Objective:** Provide for an integrated fire prevention effort.

**Qualifications:** Two years firefighting experience, at least one year in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Term**: One year, nominated by the chief in concurrence with the management team.

**Reports to**: Chief of Administration

**Job Specifics**:

1. Establish and maintain a standard program for public station tours, to be conducted by a firefighter
2. Identify, propose for purchase and maintain appropriate fire prevention handout materials
3. Annually educate all firefighters in the Fire Prevention Program activities
4. Co-ordinate activities with other agencies to eliminate duplication and enhance effectiveness
5. Co-ordinate and manage the annual Fire Prevention demonstration/mall display/Public Safety Day activities

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

King of Prussia (PA) VFC SOG – Fire Prevention Director