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

**Fire Prevention Activity Report**

***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 report fire prevention activities.

**Scope:**

**Procedure:**

This tool will support reporting needs for fire prevention/public education activities by recording:

* Date
* Target audience
* Program conducted
* Number of contacts
* Members involved/hours involved
* Program specifics
* Handout/giveaways provided
* Comments

***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 Fire Prevention Activity Report

**\_\_\_\_\_\_\_\_\_\_\_\_ Fire Company**

**Fire Prevention Activity Report**

**Date of Activity:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Target Audience:**

Pre-K Children  Adults

Grades K-4 Children  Business

Grades 5-8 Children  Senior Citizens

Grades 9-12 Children  High Risk Population

Other

**Program:**

**Number of people contacted:**

**Firefighters involved:**

**Program specifics:**

**Handouts/Giveaways provided:**

**Time for event:**

**Comments:**