




**City of Winchester  
Fire & Rescue Department  
GENERAL ORDER**



<b>Section:</b> General Order	<b>GO:</b> 11002
<b>Subject:</b> Smoke Alarm Program Neighborhood Canvassing	<b>Executed:</b> March 25, 2011 <b>Revised:</b>
<b>Approved:</b>  Scott Cullers, Fire Chief	

**PURPOSE**

To implement a neighborhood canvassing initiative to help promote the “Get Alarmed Virginia”, grant program.

**PROCEDURES**

The Winchester Fire and Rescue Department will be canvassing neighborhoods promoting the “Get Alarmed Virginia” smoke alarm program on the following Saturdays between 1000 and 1400 hours each day:

- April 2, 2011 – Station 2 neighborhoods (Lt. Yost Lead)
- April 9, 2011 – Station 5 neighborhoods (Sgt. Duckwall Lead)
- April 16, 2001 – Station 1 neighborhoods (Lt. DeHaven Lead)
- April 23, 2011 – Station 4 neighborhoods (Lt. Strawderman Lead)

The canvassing efforts will be supervised by Battalion 6 for the designated day and all volunteer and career personnel are asked to participate. Specific requests within each first due area will be filled.

**GUIDELINES**

1. The provided canvassing form shall be completed by both writing the street name at the top of the column and then recording the individual house numbers that were visited. Another option is to place a tic mark to indicate that a house was checked. This will enable us to provide accurate statistics on the number of homes visited. In the event no one was home, please leave a flyer attached to the front door. A supply of flyers will be made available and should be passed on to the next lead each day.
2. During the canvassing process, personnel will remain in service.
3. Personnel should approach the home in pairs, introduce themselves and explain why they are there.

4. Personnel will not enter any home unless an adult at least 18 years old is present. If an adult is not home a flyer explaining our program should be left so the homeowner can schedule an appointment at a later date.
5. All guidelines from GO 11-001 Smoke Alarm Grant Program shall be followed upon entering the home and conducting installations.
6. All documentation shall be returned to the office by Battalion 6 unless other administrative staff are assisting and can return documentation to the office.
7. A press release will be sent out to the local media to inform the public of this activity.
8. A staff activity should be completed in the Department reporting software for each day depicting the activity and the total number of smoke alarms installed.
9. Questions should be directed to Interim Fire Marshal Jeremy Luttrell.

# Canvassing Form

**\*\*Please use if you are canvassing as part of your Get Alarmed, Virginia! Project\*\***

Mark only once for each home you canvass

**Date:** \_\_\_\_\_

<b>Not Home</b>	<b>Refused</b>	<b>Participated</b>
<b>Total:</b>		