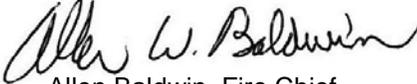


	City of Winchester Fire & Rescue Department STANDARD OPERATING PROCEDURE	
Section: Life Safety Division	SOP: 13.8	
Subject: Post-Incident Community Outreach	Executed: May 23, 2016 Revised:	
Approved: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Allen Baldwin, Fire Chief </div> <div style="text-align: center;">  Jeremy Luttrell, Fire Marshal </div> </div>		

PURPOSE

To outline general criteria and procedures for neighborhood outreach programs following a fire incident.

SCOPE

This policy applies to Operations and Fire Marshal's Office personnel employed by the Winchester Fire and Rescue Department.

POLICY

Following a significant incident, the Department will provide fire and life safety outreach programs, as appropriate, in accordance with this SOP. Depending on the circumstances, personnel may consider a centralized community meeting, door-to-door canvass, media release, a combination thereof, or another format entirely.

Generally, the following types of incidents require some kind of outreach program:

- Substantial fire damage to a structure, residence, or historical/neighborhood landmark.
- Firefighter fatality or injury requiring transport to a burn or trauma center.
- Civilian fatality or injury requiring transport to a burn or trauma center.
- Multiple incidents in geographic vicinity (incendiary fires, fires involving similar failures of home equipment, etc.)

PROCEDURE

1. At the conclusion of the incident, the Officer-in-Charge/Incident Commander will consult with the Fire Chief (Chief 6) and the duty Fire Marshal to determine the need for a community outreach effort.
2. If an outreach program is recommended, Chief 6 will consult with the Fire Marshal or Assistant Fire Marshal to discuss their concerns or recommendations.
 - a. If warranted and appropriate, the Fire Marshal's Office will establish a working group that may include a Deputy Chief, a Battalion Chief, a Fire Marshal, City PIO, Chief 6, and volunteer company officer (if applicable). Ancillary community resources (e.g., HOA, Red Cross, Neighborhood watch group etc.) may be integrated as needed.
 - b. The working group will be tasked with developing a plan to address outreach objectives and coordinate program delivery. Although not an exhaustive list, components of the plan may include:
 - i. Press release disseminated to all employees
 - ii. Talking points to stations
 - iii. Door-to-door delivery of applicable safety flyers/door hangers such as:
 1. Fire safety
 2. Smoke alarms
 3. Fire extinguishers
 4. Safe grilling
 5. Improperly discarded smoking materials
 - iv. Community and/or HOA meeting(s)
 - c. If possible, outreach efforts should be completed within 24-48 hours of the conclusion of the incident.
3. Personnel will not release any information regarding the incident without approval from the Fire Marshal's Office and/or the City Public Information Officer or their designees.