



*Developing Current and Future Leaders*

# Kitchen Fire Safety Live Demonstration Unit Host Site Manual



Minnesota State Fire Chiefs Association  
Public Education Committee



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# Kitchen Fire Safety Live Demonstration Unit Rental Overview

Unattended cooking, which can lead to stovetop, cooking oil, grease fires, is the number one cause of home fires and fatalities in Minnesota. Many of the injuries and fatalities are caused by people tossing water on the grease fire or grabbing the burning pan off the stovetop to move it outside or to the sink.

Through a MN FAIR Plan grant, the MSFCA Public Education Committee has acquired two Kitchen Fire Safety Live Demonstration Units available for rent by fire departments across Minnesota. The units are portable classrooms with a working stovetop for live demonstrations. Fire departments can use these units to educate their communities on how to prevent kitchen fires and how to react and survive a fire if one would occur. The units were put into service at the end of September 2011. Since then, thousands of people have been educated about kitchen fire safety.

During a demonstration, one firefighter teaches and the other firefighter place a pot of oil on the stovetop and wait until it starts on fire. They then show citizens how to extinguish a stovetop, cooking oil, or grease fire by sliding a lid on the pan and turning off the heat. Once the crowd sees how to put out a fire safely, they are shown what happens when water is poured into the burning pan of grease. As the water hits the hot grease, the grease explodes and flames spread across the ceiling and out of the unit. Citizens are left with a lasting impression.

The units are available for rent by any department that has participated in the mandatory training. Rental fees are \$75 for the first day and \$25 for each additional event day. Fire departments only pay for the days the unit is in use during an event.

## **Unit 1 Host Location | North**

Maple Grove Fire Department  
8925 Lawndale Lane North  
Maple Grove, MN 55369

## **Unit 2 Host Location | North Central**

Ramsey Fire Department  
7550 Sunwood Drive NW  
Ramsey, MN 55303



# Host Department Responsibilities

## **Teaching Train the Trainer/Public Demonstration Classes twice a year**

A class should be taught in May and in August of each year. Contact unit manager Kellie Murphy Ringate for assistance with setting up, promoting, and planning the classes.

*Kellie Murphy Ringate*

952-960-1692 | [KMurphyRingate@excelsiorfire.org](mailto:KMurphyRingate@excelsiorfire.org)

## **Coordination Pick Up and Drop Off**

The fire department that has reserved the unit is responsible for contacting the host department to make arrangements to pick it up from the host site and drop it back off at the host site.

When the unit has back to back reservations and will not return to the host site between reservations, the receiving and transferring fire departments are responsible for scheduling drop off and pick up times.

The MSFCA office will provide the contact information for the fire departments upon confirming the reservation.

## **Putting the Unit Back in Service**

When the unit is returned to the host site, the host department must take an inventory of the supplies. Missing supplies should be restocked for the next reservation.

The host site can determine if damaged items or missing items are due to normal wear and tear or should be brought to the attention of the MSFCA Agent.

## **Donated Items**

Fire departments will donate items to the unit. It is important that donated corrosive cleaners, cleansers, and abrasive pads are removed from the unit.

## **Damage to the Unit**

Document and take photos of any damage to the unit and report to the MSFCA Agent.

## **Logos, Decals, Stickers and Education Materials**

Fire Departments are not allowed to place logos, decals, or stickers anywhere on the unit. If a fire department does place any of the above items on the unit, the items should be removed by a professional and the fire department billed for the cost.

Fire departments will put educational materials in the document container. Please remove educational materials that are not consistent with the educational materials provide by the MSFCA.

## **Propane tanks**

The unit should have full propane tanks when it is put back in service. The propane tank must be filled and **NOT** exchanged. The host and renting fire departments can submit their receipts MSFCA Agent directly.



**Rental Paperwork**

When the unit is returned it is imperative that the Activity Report, the Inventory Checklist (before and after live demonstration), and the Clean Up Checklist are filled out by every fire department that rented the unit. If the paperwork is not filled out, notify the MSFCA office.

**In the event of an injury of any type, suffered by spectators or operators while the unit is in use, the MSFCA office must be contacted immediately.**

**Contact Information:**

**Public Education Chair**

Tom Pitschneider | Fire Marshal  
Shakopee Fire Department  
2700 Vierling Drive E.  
Shakopee, MN 55379  
publiceducation@msfca.org

**MSFCA Executive Director**

Sandy Schueller  
6737 W. Washington St., Ste 4210  
Milwaukee, WI 53214  
800-743-0911  
office@msfca.org

**Unit Manager**

Kellie Murphy Ringate  
24100 Smithtown Road  
Shorewood, MN 55331  
952-960-1692  
KMurphyRingate@excelsiorfire.org

***See Memorandum of Understanding for more information.***



# Renting Department Responsibilities

**Receiving from the host site:** Your fire department is responsible for contacting the host site to make arrangements for pick-up and drop-off.

**Receiving from another department:** In the event that the unit has back-to-back reservations, and will not be returned to the host site between reservations, the two departments involved should coordinate a pick-up/drop-off schedule together. The MSFCA office can provide contact information for the departments if needed.

The receiving fire department is responsible for looking over the checklists provided, and inspecting the unit for proper cleaning. Make sure the returning fire department informs your department of any missing inventory, items needing repair or issues related to the unit. Your department is responsible for the unit once it is received.

**Restocking supplies:** It is imperative that the fire department does an inventory of supplies when they receive the unit. Fire departments may need to purchase items for the unit. Please notify the MSFCA office before you make a purchase over \$150. Submit itemized receipts for the supplies to:

Minnesota State Fire Chiefs Association (MSFCA)  
6737 W. Washington St., Ste 4210  
Milwaukee, WI 53214

**Returning:** It is the responsibility of the fire department returning the unit to the host, or transferring the unit to the receiving fire department, to follow cleaning procedures and complete required checklists.

## **Prior to return, fire departments must:**

- Complete Clean Up Checklist
- Complete Inventory Checklist (before and after live demonstration)
- Complete Activity Report
- Restock any supplies used
- Notify host, and receiving fire department if applicable, of any missing inventory, items needing repair, or issues related to the unit

**Cleaning:** It is imperative that you make sure your fire department receives the props and the unit clean, inside and out. If the unit requires professional cleaning, notify the MSFCA office. Please note, there may not be enough time for the unit to be professionally cleaned before the event. The unit may need to be cleaned to the best of the fire department's ability.

**Repairs needed:** Notify the MSFCA office of any items in need of repair. They will advise you accordingly.



# Event News Release Template

The Name of your Fire Department or event  
News Release

---

*Month, Date, Year*

## KITCHEN FIRE SAFETY DEMONSTRATION WITH AN EXPLOSIVE SAFETY MESSAGE



The Name of your Fire Department and the event – Unattended cooking, including grease fires, is the number one cause of home fires in Minnesota. Many people die or are injured in these fires each year.

At the Name of Event citizens and community members will learn how to prevent fires in the kitchen and be given valuable fire safety tips. Firefighters will show citizens how to extinguish a grease fire by sliding a lid on the pan and turning off the heat. Come watch the explosive and dangerous results of putting water on a grease fire. You and your family will walk away with vital fire safety information and a lasting impression.

Include brief description and/or purpose of event, food, beverage, entertainment, and any other special attractions

The Name of your Fire Department or event

Month, Day, Date, year

Time(s)

Location and full address of event

Web site, e-mail, or phone number

**For more information:**

Name

Contact Number

E-mail

**Note:** *Keep News Release to one page*



# Training Host Site Perimeters

## Information Needed

- Training site location
- Location address
- Location directions
- Where people should park
- Contact(s) on the day of training
- Are bathroom facilities available?

## Training

The training/demonstration site will need a 50 to 60-foot space for the unit and the safety zone. This includes the side of the unit with the stage down and a 25-foot safety zone in front of the unit.

The training/demonstration site will also need a space in front of the unit that will accommodate up to 100 people/students that has no fence, road, building, wall, parked cars, or barriers of any kind. An escape route must be maintained for the students.

Separate parking is preferred. Vehicles parked close to the training may get grease or a grease residue on them.

Bathroom facilities are preferred.

The unit interiors, exterior, and props will need to be cleaned. If it does not take place at a fire station, the unit can be brought to a facility or to a fire station for cleaning.

4 to 5 volunteers will be needed to clean the unit.

No food or drink needs to be served.

The training staff will supply handouts, attendance sheets, the safety zone and other training materials.

For evening classes, the host department may be asked to supply lighting.





# Training Reservation Confirmation Email

**Red italic items need to be modified or information needs to be added**

Note: This document is worded for an evening and morning training. You may need to change some wording to accommodate your training and the training site. Please indicate which session type will be taught if not both (Train the Trainer or Public Demonstration).

**Subject: *Name of City/Town* Kitchen Fire Safety Live Demo Unit Training Reservation Received**

Attachments: Original Flyer and any maps, or additional information

***Name of City/Town* Kitchen Fire Safety Live Demonstration Unit Training**

This *Day, Month, Date, Year*

*Name of Training site*

*Street Address*

*City, State, Zip Code*

## **TRAIN THE TRAINER**

The Train the Trainer session trains fire personal on how to train other fire departments on how to conduct a Public Demonstration with the unit. The Train the Trainer session goes over the manual in more detail, more in depth about teaching skills and styles, spends more time on how to conduct the demonstration, focuses on the safety requirements when using the unit, and gives the firefighters/students tools on how to teach other departments.

Fire departments are required to take a public demonstration training class in order to rent the unit. The Train the Trainer session is not mandatory for renting the unit, but it does satisfy the requirement. Completion of this class will give the attendees the skills they need to present the unit to the public and to teach other fire departments how to do public demonstrations.

This class is about an hour ½ long and after the session, firefighters will be able to have some hands on experience. Gear is required for the hands on training.

## **PUBLIC DEMONSTRATION TRAINING**

This session is for fire departments that want to rent the unit for public demonstrations. This class is mandatory for renting the unit. Gear is required if you would like to get some hands on training.

For the morning session Please arrive by *Time*

The training will start at *Time*

For the evening session Please arrive by *Time*

The training will start at *Time*

You are welcome to attend both.



## **Directions**

*Insert Here*

## **Parking**

Please park: *Any special parking instructions*

To avoid getting grease residue on your car, do not park near the unit.

## **Attire**

Wear a casual/duty uniform or a t-shirt/shirt that identifies your fire department.

## **General Info**

Bring your turnout gear, there will be an opportunity to get hands on training.  
No food or beverages will be served.

*There are bathrooms on site or there are no bathrooms on site*

## **Volunteers Needed**

We are looking for Number volunteers to help clean the unit after the training. It takes about an hour to clean. Any help would be much appreciated.

## **Contact Information**

*Name*

*Department Name*

*Phone Number*

*Email address*

Thank you,

*Your Name*



# Training Flyer Template

## Kitchen Fire Safety Live Demonstration Unit Training

*Presented by the MSFCA Public Education Committee*

Through a grant from the MN FAIR Plan, the MSFCA Public Education Committee has two Kitchen Fire Safety Live Demonstration Units. Once training is complete, fire departments can rent the units for live public demonstrations.

### **Kitchen Fire Safety Live Demonstration Training**

Address, City, State, Zip Code  
Day of the Week, Day or Evening  
Month, Date, Year  
Time

Type of Training (Train the Trainer or Public Demonstration)  
Training Description

Train the Trainer Time AM/PM

(For fire personal interested in training other fire departments how to present the unit to the public)

Public Demonstration Training Time AM/PM

(For fire departments that want to rent the trailer for public demonstrations)

Contact **Trainer's Name** for more information and to RSVP for training **Phone/cell number** or **email**.

To reserve a unit pending training, contact the MSFCA Office: 800-743-0911 or [agent@msfca.org](mailto:agent@msfca.org)



# Training Invitation Email Template

*Red italic items need to be modified or information needs to be added*

**Subject: Kitchen Fire Safety Live Demonstration Unit Training Date(s) Announcement**

**Attachment:** Flyer(s)

**Kitchen Fire Safety Live Demonstration Unit Train the Trainer OR Public Demonstration Training**

This Day, Month, Date, Year

Name of Training site

Street Address

City, State, Zip Code

If you are already registered for a training session and want to change sessions, please contact your name. See their contact information below.

There are two types of training:

## **TRAIN THE TRAINER**

The Train the Trainer session trains fire personal on how to train other fire departments on how to conduct a Public Demonstration with the unit. The Train the Trainer session goes over the manual in more detail, more in depth about teaching skills and styles, spends more time on how to conduct the demonstration, focuses on the safety requirements when using the unit, and gives the firefighters/students tools on how to teach other departments.

Fire departments are required to take a public demonstration training class in order to rent the unit. The Train the Trainer session is not mandatory for renting the unit, but it does satisfy the requirement. Completion of this class will give the attendees the skills they need to present the unit to the public and to teach other fire departments how to do public demonstrations.

This class is about an hour ½ long and after the session, firefighters will be able to have some hands on experience. Gear is required for the hands on training.

## **PUBLIC DEMONSTRATION TRAINING**

This session is for fire departments that want to rent the unit for public demonstrations. This class is mandatory for renting the unit. Gear is required if you would like to get some hands on training.

### **Information needed when registering:**

How many firefighters will be attending the training

A contact number for the day/evening of the training in case the training session is canceled

An e-mail to use for receiving training details and confirmation information



To register for any of the trainings and for more information contact [your name](#) at [your phone number](#) or [your e-mail](#). If you do not get a reply or confirmation, please call via phone.

Please pass this information on to other fire departments. All the training sessions will be conducted outdoors weather permitting.

Thank you,  
[Your Name](#)



# Voicemail Script and Out of Office Reply Template

*Red italic items need to be modified or information needs to be added*

## Voicemail

Place on the training contact voice mail the evening or morning before the training:

You have reached *your name and title*. If you are a fire department calling to register for the Kitchen Fire Safety *name of training session* in *city of training* on *day, date*, there is still space available. Please e-mail me at *your e-mail* and you will receive an automatic reply with information about the training. All other callers please leave a message and I will return your call when I am back in the office. Have a safe day.

## Out of Office Email Reply

*Name of City/Town* Kitchen Fire Safety *Train the Trainer or Public Demonstration Training*

This *Day, Month, Date, Year*

The training will start at *Time*

*Name of Training site*

*Street Address*

*City, State, Zip Code*

All the training sessions will be conducted outdoors weather permitting.

## Directions

*Insert information here*

## TRAIN THE TRAINER

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This class is about an hour ½ long and after the session, firefighters will be able to have some hands on experience. Gear is required for the hands on training.

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## **PUBLIC DEMONSTRATION TRAINING**

This session is for fire departments that want to rent the unit for public demonstrations. This class is mandatory for renting the unit. Gear is required if you would like to get some hands on training.

### **Parking**

Please park: *[Any special parking instructions](#)*

To avoid getting grease residue on your car, do not park near the unit.

### **Attire**

Wear a casual/duty uniform or a t-shirt/shirt that identifies your fire department.

### **General Information**

Bring your turnout gear, there will be an opportunity to get hands on training.

No food or beverages will be served.

*[There are bathrooms on site or there are no bathrooms on site](#)*

### **Volunteers Needed**

We are looking for [Number](#) volunteers to help clean the trailer after the training. It takes about an hour to clean. Any help would be much appreciated.

### **Contact Information**

*[Name](#)*

*[Department Name](#)*

*[Phone Number](#)*

*[Email address](#)*

Thank you,

*[Your Name](#)*







# Voicemail Script and Out of Office Reply Cancellation Template

*Red italic items need to be modified or information needs to be added*

## Voicemail

Place on the training contact voicemail at least one hour before the training.

You have reached your *name and title*. If you are a fire department calling about the status of the today's training for the Kitchen Fire Safety *name of training* in *city of training* on *day, date*, the training has been delayed/canceled. We apologize for any inconvenience this may have caused you.

## Out of Office Reply

*Name of City/Town* Kitchen Fire Safety *Train the Trainer or Public Demonstration Training*

This *Day, Month, Date, Year*

The training will start at *(New time if delayed)*.

*Name of Training site*

*Street Address*

*City, State, Zip Code*

If you are a fire department emailing about the status of the Kitchen Fire Safety *Train the Trainer or Public Demonstration Training* in *city of training* on *day, date*, the training has been delayed/canceled. We apologize for any inconvenience this may have caused you.

Thank you,

*Your Name*



# Training Session Set Up Timeline

- 30 days before training send out flyers/announcement
- 10-15 days before training re-send out flyers/announcement
- 2 days before training send out confirmation email
- Evening or morning before the training update voicemail using script provided
- Evening or morning before the training update and turn on "out of office reply" template
- Cancellation or delay over an hour, contact students immediately and/or email at least one hour before training



# Resources and Information List

## **Kellie Murphy Ringate | *Unit Manager***

Excelsior Fire District  
24100 Smithtown Road  
Shorewood, MN 55331  
952-960-1692  
KMurphyRingate@excelsiorfire.org

## **Tom Pitschneider | *Public Education Committee Chair***

Fire Marshal | Shakopee Fire Department  
2700 Vierling Drive E.  
Shakopee, MN 55379  
952-233-9575  
TPitschneider@ShakopeeMN.gov

## **Minnesota State Fire Chiefs Association Office**

6737 W. Washington St., Ste 4210  
Milwaukee, WI 53214  
800-743-0911  
[agent@msfca.org](mailto:agent@msfca.org)

## **Units built by:**

Elite Custom Transporters & Motor Coaches  
5259 125<sup>th</sup> Street North  
White Bear Lake, MN 55110  
651-426-8863  
[www.elitecustomtransporters.com](http://www.elitecustomtransporters.com)

## **Trailer Cleaning | *EnVIROmatic***

Contact: Brett McLeod  
5936 Pillsbury Ave S  
Minneapolis, MN 55419  
612-861-3330

## **Mipro PA Systems | *Tonka Sound***

Keith Johnson  
[www.tonkasound.com](http://www.tonkasound.com)  
612-759-1326



### **Recipe Book for Kitchen Fire Safety Booklet**

To restock or if fire departments would like to have copies, visit [msfca.org](http://msfca.org). Fire departments can add their logo to the front. The MSFCA logo cannot be removed from the front and content cannot be added removed or changed.

Template and printing available at:

### **Digital Impact**

Formerly Riverfront Printing  
128 Homes St S  
Shakopee, MN 55379  
952-496-0202  
[digitalimpactsolutions.net](http://digitalimpactsolutions.net)

### **Spring Cone-Collapsible Cones**

Tapco | Tapco Sku: 106119  
5100 W. Brown Deer Road  
Wisconsin, MN 53223  
800-236-0112

### **Pots for Live Demonstration**

For the demonstration use a 2-quart heavy duty stainless steel pot and a lid. The handle of the pot cannot be made of or have any plastic or rubber on the handle. It must be a stainless steel handle only. If a new pot is needed, purchase a 2-quart heavy duty pot. The pot may cost anywhere from \$45 - \$60. Order from Amazon.com if available.

### **Pot Prop Used for Presentation**

This a cheap 2-quart pot that is used to be tossed on the ground. If replacing this pot, intentionally bend the sides and do not put the lid in the prop box. This is to prevent the cheap pot from being used for the live demonstration.

### **StoveTop Fire Stop non-activated/activated**

Currently the Unit Manager has them in stock. Please allow time for shipping.

Contact: Kellie Murphy Ringate  
Excelsior Fire District  
24100 Smithtown Road  
Shorewood, MN 55331  
952-960-1692  
[KMurphyRingate@excelsiorfire.org](mailto:KMurphyRingate@excelsiorfire.org)

### **Fire Extinguisher Inspection/Recharge**

The fire extinguisher/fire protection company of your choice.



**Extension Pole with Attached Water Cup**

Pole: The pole is a painter's extension pole. It can be purchase at a painter's supply store, Menards, Lowe's, Home Depot or any big box store.

Metal cup: The metal cup that is clamped to the end of the pole is a camper's drinking cup. It can be purchases at Gander Mountain or any camper's supply store/website. The size must be at least 1 cup.

**Presto FryDaddy Deep Fryer**

The Presto FryDaddy deep fryer can be purchase at Wal-Mart or Amazon.com. Remember to remove the accompanying basket and strainer before putting it into the prop box.

**Plastic Child Proof Stove Knob Cover**

These can be purchase at Home Depot.

**Non-Corrosive Degreaser for Trailer**

Krud Kutter – KK01: Clear Original Concentrated Cleaner Degreaser/Stain Remover with No Odor. A 1-gallon container can be purchased for \$24 at Home Depot or Amazon.com.

**Big Wipes Industrial (30 Wipes), Tub Towels Heavy Duty Cleaning Wipes, or Gojo Scrubbing Wipes**

These wipes can be purchased at Amazon.com

**Submit Itemized Receipts and Rental Checks to:**

Minnesota State Fire Chiefs Association (MSFCA)  
6737 W. Washington St., Ste 4210  
Milwaukee, WI 53214

**Memorandum of Understanding / Notifying the Agent:**

Please report damage, missing props, or the unit or parts of the unit not cleaned by the renting department to the MSFCA agent. In addition, please notify the agent of how many hours it took the host department to clean, repair, restock.

Sandy Schueller, MSFCA Executive Director  
6737 W. Washington St., Ste 4210  
Milwaukee, WI 53214  
800-743-0911  
office@msfca.org



# Activity Report

<b>Date of Event:</b>	<b>Renting Fire Department:</b>
<b>Number of Event Attendees:</b>	<b>Number of Presentations Performed:</b>

**Supplies Used/Need Replacing:**

**Repairs Needed:**

**Suggestions/Comments/Issues Regarding the Unit:**

<b>Contact Name:</b>	<b>Contact Phone:</b>
<b>Signature:</b>	<b>Date:</b>

**\*Complete the Activity Report and place in binder provided.**



# Inventory Checklist

To be filled out by the renting department before and after live demonstration and returned the binder provided. ***If the checklist is not completed, your department will be charged for any missing items.***

Date: \_\_\_\_\_ Your Name: \_\_\_\_\_ Department: \_\_\_\_\_

**Check off each item. If an item is missing, circle it and make a note at the bottom of the form.**

- Propane Tanks-2
- Wheel chocks-2
- Cooking oil-1 gallon
- ABC fire extinguisher
- Bucket for water for demonstration
- Collapsible traffic cones set of 4
- Krud Kutter or cleaner provide
- 1-gallon pump sprayer
- Grease wipes/towels
- Dawn dish soap
- 5-gallon bucket

## **Stage/Demo Area**

- Extension pole w/attached water cup
- Soft Scrub brush/pole
- Hard bristle brush/pole
- Hand brush
- Stairs
- Stage leg-3

## **Container 1: Mipro System**

- Amplifier/Speaker
- Hand held wireless microphone (unit #2 only)
- Wireless Microphone
- Wireless Microphone wind buffer cover
- Body pack Transmitter
- Spare 9V Batteries -3
- Amplifier manual
- Wireless microphone manual
- Bodypack transmitter manual

## **Container 2:**

- Clipboard with Safe Escape Plan and Presentation Cheat Sheet
- Operations Manual
- MSFCA Recipe Book for Kitchen Safety handouts
- MSFCA Public Education Messaging Guide

## **Container 3:**

- Utility lighter-2
- Pots-3 (1-bent "Toss Pan" 2-demo pans)
- Pot lids-2
- Cookie sheet
- Pizza pan
- Pie tin
- Pot holders-4
- Smoke Alarm
- 1 cup measuring cup
- 25-foot yellow rope
- Deep Fryer
- Stovetop Firestop
- Activated Stovetop Firestop (1)
- Plastic child proof knob cover
- Ruler
- Timer

## **Exterior:**

- Lock Box Cover
- Pad Locks (2)
- 20 lb. Propane Tanks (2) *Make sure the valves are closed and the tanks are secured.*

Comments:

# Clean Up Checklist

If the Clean Up Checklist is not completed, your department will be charged for the cleaning. **Do NOT use corrosive or abrasive cleaners, S.O.S. pads, magic erasers, or scouring pads on any surface.**

## **Cleaning Supplies:**

- No towels or rags are supplied for clean up
- Cleaning supplies supplied by the MSFCA
- 1-gallon pump sprayer
- Dawn Dish soap or Krud Kutter cleaner provided
- Hard bristle scrub brush with pole handles
- Soft scrub brush with pole handles
- Hand held scrub brush

**Note:** Scrub brushes should be placed in plastic bags before putting in the demo/stage area

## **Cleaning Crew Recommendations:**

- 2 people for exterior clean up
- 2 people for interior including storage area clean up
- 1 person to clean props

**Note:** Copies of the 4-page Clean Up Checklist are in black binder. Please put the completed pages back in the black binder.





# Clean Up Checklist

If the Clean Up Checklist is not completed, your department will be charged for the cleaning.

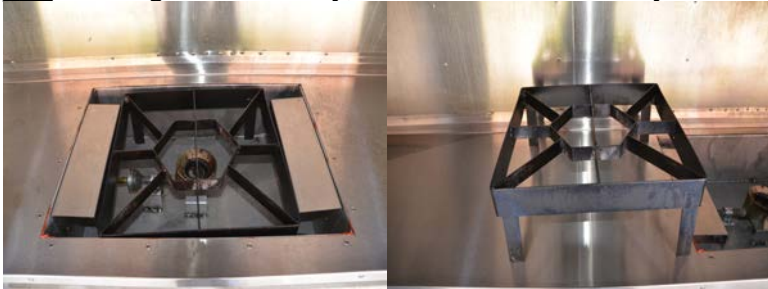
Date: \_\_\_\_\_ Your Name: \_\_\_\_\_ Department: \_\_\_\_\_

## Clean Up Checklist:

- Properly dispose of used oil
- Clean ALL interior trailer surfaces with supplied Krud Kutter or cleaner provided, rinse and dry
- Remove burner grate, clean the burner assembly, the grate and the burner area thoroughly dry before reassembling
- Burner: once it is cleaned, turn it on to dry it out



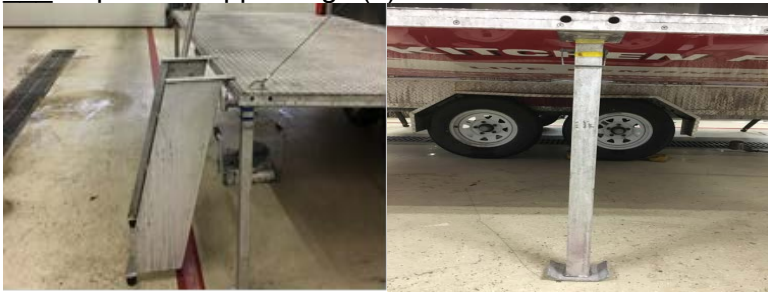
Burner grate: hand dry, do not leave it to air dry



Stage platform



Steps and support legs (3)



Counter top



Demonstration/mock kitchen stove area (including the front of the stove)



Floor, demonstration/mock kitchen stove area



Walls and kitchen hood



Ceiling, door mechanisms, and protection flap



Storage area, etc.



\_\_\_ Clean the outside of the unit with cleaner you would use on fire apparatus and or the Krud Kutter provided.

Exterior area above the medal flap/diamond plate/stage



- \_\_\_ Close the stage platform and clean the side of the unit as you would fire apparatus
- \_\_\_ All sides
- \_\_\_ Wash all props using supplied Dawn dish soap or Krud Kutter  
(Props should not be returned with a grease film on them)
  - Pots and lids
  - Timer/safety knob/deep fryer
  - Cookie/pizza sheet /pie tin /ruler
  - Collapsible traffic cones
  - Extension pole and water cup
  - Gray container if it has grease in it
- \_\_\_ Rinse with clean water and dry
- \_\_\_ Rinse off scrub brushes, dry as much as possible, and bag before storing in the demo area
- \_\_\_ Dry with rags (not provided) **Note: Drying the rags in the dryer may cause a fire.**

**\*Place completed 4-page Clean Up Checklist in the back of the black binder provided.**



# Prop Cheat Sheet

*Items to set on the stage to reinforce teaching points.*

## **TIMER**

Unattended Cooking. WHEN YOU COOK STAY AND LOOK. Set a timer when you have something in the oven or crockpot. Never leave the kitchen when frying, broiling, or cooking on the stovetop.

## **DEEP FRYER**

Prevent grease fires. Safe, made for deep frying.

## **PLASTIC CHILD PROOF KNOB COVER(S)**

Make a 3-foot SAFE ZONE for kids and pets. Never leave anything on the stovetop that will tempt kids and pets. Knobs prevent kids and pets from turning on stove top.

## **STOVETOP FIRESTOP & ACTIVATED STOVETOP FIRE STOP**

Where they go and how they work. Find on the internet.

## **ABC FIRE EXTINGUISHER**

Where to mount or locate. One in home and cabin. Check expiration indicator.

## **SMOKE ALARM**

Test once a month, change batteries once a year, locations, types

## **CLIPBOARD WITH SAFE ESCAPE PLAN ON BACK**

Making a Plan, Practicing a Plan, door closed.

## **TOSS PAN WITH WATER IN IT, NO LID, NO LONGER ROUND**

How not to put out a stovetop/grease fire, moving pan off stove, what can happen, how people get burned.





# PRACTICE YOUR ESCAPE PLAN



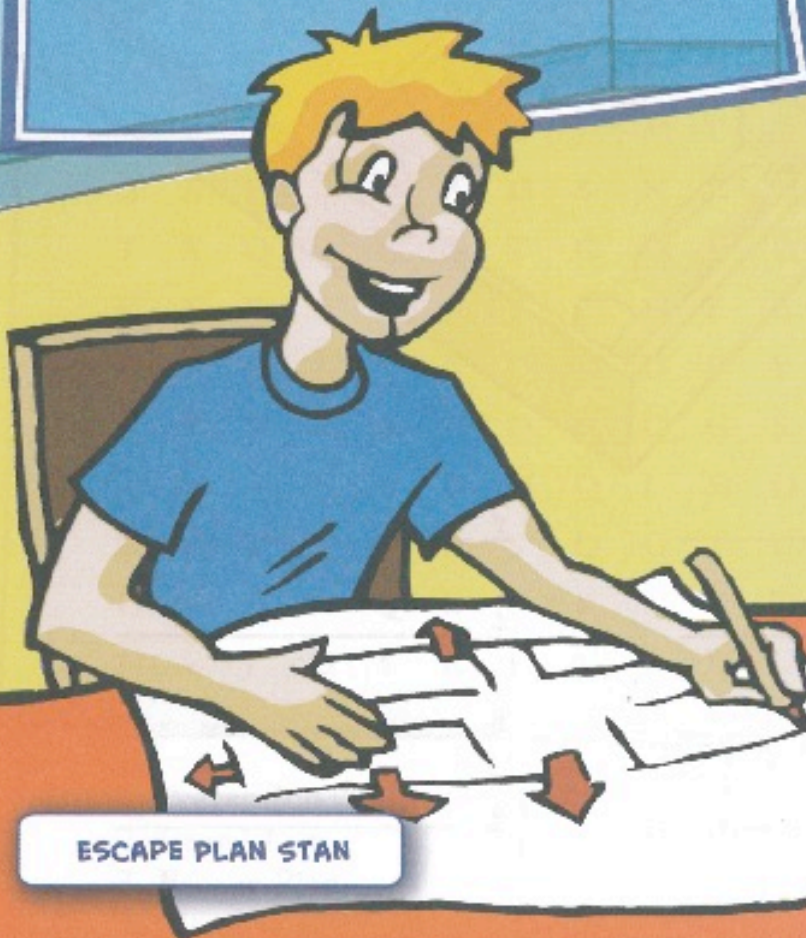
MARY MEETING PLACE



CRAWL LOW CARLOS



TWO WAYS OUT SCOUT



ESCAPE PLAN STAN

GRADES 3-6

# DOCUMENTS THAT MUST BE COMPLETED BEFORE RETURNING THE TRAILER

- ✓ Activity Report
- ✓ Inventory Checklist
- ✓ Clean Up Checklist

# DO NOT PUT SCRUB BRUSHES IN THE STORAGE AREA

Please put the brushes in a plastic bag  
and place in the stage/demo area

Please change out the bag if it has holes in it.

Thank you



# FAILURE TO:

## \*Fill out the Required Paperwork

- ✓ Activity Sheet
- ✓ Trailer Checklist
- ✓ Cleaning Up Checklist

\*Clean the burner and trailer after demonstrations.

\*Remove all items from storage area during demos and cleaning

**Will result in fees up to \$400.00**

**PLEASE DO NOT place  
Fire Department  
logos, decals, or  
stickers on any surface  
of the Unit.**

# **Memorandum of Understanding**

Hosting the MSFCA Kitchen Fire Safety Live Demonstration Units

Dimensions: 12' including tongue, 84" wide, 115" overall height from ground, 2540 lbs

Insurance provided by MSFCA and renting agencies

## **MSFCA Office Responsibilities**

Maintenance: The MSFCA Office is responsible for scheduling a professional cleaning of the unit once a year.

Billing: When the unit is returned, it is the responsibility of the host department to check the unit back into service. If the unit is returned with damage, missing props or not cleaned, the renting department will be required to pay for damage (excluding weather related damage such as hail or minor damage such as a scratch). The host department will notify the Executive Director, who will then bill the responsible department.

Scheduling: The MSFCA office will maintain a schedule of the unit rentals. This included collecting all documentation for the rentals including the Rental Agreement, Activity Report, Clean Up Checklist, Inventory Checklist, etc. Reservations will not be put in the calendar until payment is received. Renting departments should contact the host department in order to arrange pick-up and drop-off times once reservation is confirmed by the MSFCA office.

## **MSFCA Public Education Committee**

Training: The Public Education Committee will work with the host department to coordinate training events for the use of the units. Units cannot be rented unless one member of the department has attended either a "Train the Trainer" session or a "Public Demonstration Training" session.

## **Host Department**

Storage: The host department agrees to store the Unit inside if space allows. If this is not possible, a covered or protected area outside is preferred. If the unit is stored outside, it must be pad locked at all times. The combination to the pad lock is the same as the lock box: 1560. The host department agree to store the Unit inside. If space becomes an issue, the host agency will call the Public Education Committee Chair to discuss possible arrangements or alternatives. The host department is allowed to use the Unit in their community at no charge.

Supplies: The host department will stock all supplies and handouts for the unit prior to rental. The host department will be reimbursed for supplies as needed and will service the unit's fire extinguishers during the annual servicing of their department's fire extinguishers.

Maintenance: Upon the unit's return to the host site, the host department will be responsible for checking the unit back into service. This may include cleaning and replacing supplies. The host agency will conduct routine maintenance on the unit if able. Expenses will be reimbursed through the MSFCA agent.

**Renting Department**

Cleaning: The renting department is responsible for cleaning the unit, inside and out. The department must also notify the host department of any missing inventory, items in need of repair, or any issue relating to the unit.

Supplies: It is the renting department’s responsibility to return the unit back to the host department or transfer it to a renting department fully stocked. Purchases can be reimbursed with the proof of a receipt. If the renting department is unable to restock in time prior to transferring the unit, it is their responsibility to notify the next renting department.

**Contact Information:**

**Public Education Chair**

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*Revised: June 7, 2023*