



Developing Current and Future Leaders

Kitchen Fire Safety Live Demonstration Unit Operations 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 places a pot of oil on the stovetop and waits 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

The North Unit is moving to the metro area in late spring/early summer in 2020

Unit 2 Host Location | South

Dodge Center Fire Department
130 East Highway Street
Dodge Center, MN 55927

Public Demonstration Manual

The Public Demonstration Manual is intended to be used to teach the general public about fire safety in the kitchen, to demonstrate good practices, and to show them the dangers of using water to put out an oil/grease/stovetop fire.



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.

Unit 1 Host Location Central	Unit 2 Host Location South
Maple Grove Fire Department Station No.4 8924 Lawndale Lane North Maple Grove, MN 55311 Contact: Patrick Farrens (763) 494-6091 pfarrens@maplegrovern.gov	Dodge Fire Department 130 East Highway Street Dodge Center, MN 55927 Contact: Firefighter Jacob Hesse 319-404-5720 trnrjean19@gmail.com

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.

Advisements: The Kitchen Fire Safety Live Demonstration Unit is not appropriate for grade school demonstrations.

Middle School and High School demonstrations require written permission from the school principle, parents must receive advance notification in writing, and parent and/or guardian must sign a permission slip from the school.

Children under 16 must have a parent or guardian present during the presentation.

DO NOT place Fire Department logos, decals, or stickers on any surface of the unit. The fire department will be charged for the removal and any damaged caused to the unit surface.

Under no circumstances can a member of the public or media be allowed in the Safety Zone or pour the water on to the grease fire.

If full PPE is not worn, the fire department will not be able to rent the unit in the future.

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.

Public Education Chair

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

MSFCA Agent

Jennifer Rzepka
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Milwaukee, WI 53214
800-743-0911
agent@msfca.org

Unit Manager

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



Trailer Specifications & Tow Requirements

Trailer Specifications

Trailer Dimensions:

Length: 12' (including tongue)

Width: 84" (exterior body)

Height: 115" (overall height from the ground)

Weight: 2540 lbs.

A 2" Ball & Hitch are required to pull the trailer.

Electrical Connection: 7-way Bargman round blade connector

Trailer is equipped with electric brakes.

Trailer is **not** equipped with stabilizer or equalizer.

Demonstration area needed:

Trailer dimension: 12' (including tongue) x 7' wide - 9'7" overall height from ground

Stage width: 10'6" x 6'

Safety zone: 25' in front of stage

Tow Vehicle Requirements

Size: ½ ton truck or van

Electrical connection: 20-amp supply

Must be equipped with electric brake controller

The agency towing the trailer is responsible for assuring that the trailer is towed with a properly equipped vehicle with fully operational lights and brakes.

Insurance

Insurance to cover the unit while it is being towed is the responsibility of the agency towing the unit. The renting agency will need to provide liability insurance for demonstrations.



Planning a Public Demonstration

Planning

- Pick a location that meets the perimeters
- Set a time and date
- Reserve Kitchen Fire Safety Live Demonstration Unit
- Check the online calendar on the Minnesota State Fire Chiefs Association website
- Obtain information on the site, take note of parking and directions to include in any flyers, emails, or posts on your web site or social media

Demonstration Requirements

- The 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 demonstration site will also need a space in front of the unit that will accommodate up to 100 people that has no fence, road, building, wall, parked cars, or barriers of any kind. An escape route must be maintained for the crowd.
- 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.
- You may need to supply lighting for evening demonstrations.

Promotion for Demonstration

To create and/or have a flyer approved, email flyer to:

- MSFCA Office – office@msfca.org
- Unit Manager, Kellie Murphy Ringate – KMurphyRingate@excelsiorfire.org

For promotions, send flyer to:

- Local newspapers
- Local cable channel
- City newsletter editor
- Local Chamber of Commerce

Post flyers:

- In local businesses
- Main entrance of your fire station
- Community buildings and community bulletin boards
- Schools (Peachjar)

Other:

- Place on social media
- Handout at functions/events/festivals prior to your event



Demonstration Set Up Timeline

- 60 days before Public Demonstration develop a flyer/announcement
- 30 days before Public Demonstration send out flyers/announcement
- 10-15 days before Public Demonstration re-send out flyers/announcement
- Obtain permits (if required)
- Obtain written permission (if using at middle or high school and/or if required)

Information for the Flyer

- Demonstration site location/address
- Time and length of demonstration, including clean up
- Brief location directions
- Parking instructions
- Are bathroom facilities available?

Weather Considerations

- Wind
 - Wind blowing into the unit will slow ignition time of the oil
 - No demonstrations when wind exceeds 15 mph
- Rain/snow
- Severe weather

Cancellation or Delay

- Have a backup plan and date if the Public Demonstration has to be canceled due to weather and/or if the firefighters assigned to the Public Demonstration have to respond to a major emergency or fire.

As Soon as the Unit is Received

- Is the unit locked when receive, including storage doors and platform door pad-locked
Note on Inventory Checklist if not locked when received.
- Plug unit into a standard power source. You will need to supply your own extension cord. The outlet is in the front left corner of the unit.
- Chock wheels



Exterior Set Up

It is very important that the set up directions and checklists that apply to the presentation and demonstration are followed.

Checklists must be completed before the rehearsal. Failure to do so can result in a failed demonstration and possible injury to the instructors and audience.

Location & Positioning

Position the unit on a smooth, level surface, ideally pavement, concrete or gravel. If positioned on grass or near vegetation, the ground should be recently mowed. Wet ground down prior to demonstration to minimize chance of fire spreading from the unit.

Position the unit so the wind is at the back side of unit.

- Wind blowing into the unit will slow ignition time of the oil.
- Maximum wind speed shall not exceed 15 mph.
- **There can be no demonstrations when wind exceeds 15 mph.**

Ensure there is adequate room on the right (stage) side of the unit.

- A **25-foot safety zone** is required between the platform and the crowd.
 - This is critical to control access to the demonstration area.
 - Use the provided rope to measure the distance to mark off with perimeter tape and cones. Collapsible cones are located in storage closet and the renting fire department provides the fire line tape.
- Plan for additional space for people to safely gather for the demonstration.
 - There must be unrestricted egress for the crowd. Don't have the crowd against a wall, road, fence or another barrier.
 - Limit the crowd to the designated viewing area. If there are too many people, offer another demonstration.

Disconnect the trailer from the tow vehicle.

Leveling & Stabilizing

Lower or place stabilizer jacks at all four corners of the trailer. Place stabilizers under presentation platform. Failure to use the stabilizers on all four corners of trailer and on presentation platform may damage the trailer. **KEY BOX CODE: 1560**



Public Demonstration Set Up

Presentation

Storage Area

- Pull all items out of the storage area.
- No items can be under the stovetop area during the live demonstration.

Props for Stage

- Critical that P.A. System and handouts are stored away from props due to grease residue
- Container 1 - P.A. System
 - P.A. System and parts are only items allowed in container
- Container 2 – Handouts
 - Handouts, manual, and clip board (documents) are only allowed in container
- Container 3 – Props
 - Teaching props
- Fire Extinguisher
- Put water in prop pan (dented pan)
- Complete an Inventory Checklist before and after live demonstration (see black binder)
- Place props on the front of the stage in the order you will talk about them
- Put Container #3 on the stage in a place where it is easy for you to put the props back in as you do the presentation. Try not to turn your back to the crowd.

Mipro PA Set Up and Test

Set up, test and inventory portable PA system

- | | |
|---|-------------------------------|
| ○ Amplifier/Speaker | ○ Body pack Transmitter |
| ○ Hand held wireless microphone | ○ Spare 9V Batteries -3 |
| (Unit #2 only) | ○ Amplifier manual |
| ○ Wireless Microphone | ○ Wireless microphone manual |
| ○ Wireless Microphone wind buffer cover | ○ Bodypack transmitter manual |
-
- Check battery in bodypack transmitter
 - Note any missing parts, damage, or malfunctions on the activity report
 - Read the instructions manual for the amplifier, wireless mic and bodypack transmitter before using the PA system
 - The amplifier must be plugged in/recharged when it is not in use.
 - The battery can be damaged and the life of the battery decreased if the amp is drained significantly.
 - The amplifier will not work even when plugged into a power source if the battery is drained.



Demonstration

Consider notifying Dispatch, Police, neighbors, etc. (Before the demonstration) that there may be smoke and visible fire.

Set up for grease/oil fire

- Place a thin layer of Dawn on the ceiling and walls on the demonstration area before the demonstration. This will make the demo area easier to clean.
- Turn on propane. The valve is located near the tanks on the hitch end of the trailer.
- Light stove to test for proper operation and to verify that wind will not affect your presentation. Use long stick lighter provided in storage bins.
- Put a container under the burner drain that comes out of the bottom of the trailer.
- Remove miscellaneous combustible items from demonstration area (props, boxes, rags, etc.)

Props

Cookie sheet, pizza pan, pan lid, pot holder

Preparation for stovetop, cooking oil/grease fire

- Turn on burner
- Fill cup with 1-cup of water and put extension pole in place
- Put 1-inch of vegetable oil in pan
- Place provided demonstration pan on the stove, with oil and lid. 1-inch depth of vegetable oil.
- Additional oil may cause a failed demonstration or could cause injury to presenters and/or audience members
- Fill bucket with water and place outside the unit to be used for demonstrations. **Use no more than one cup of water presentation. Additional water may cause injury to presenters and/or audience members.**
- Put measuring cup attached to pole outside the unit. Use only the pole provided-do not improvise.

Set up extinguisher (s) and/or suppression line

- One extinguisher is stored in the storage closet. Renting department will need to provide a second extinguisher or charged hoseline.
- Place on Class ABC fire extinguisher on the performance platform. If you need to use the provided extinguisher, it's the renting department's responsibility to recharge it.
- Place a second fire extinguisher or charged hoseline on the side of the unit. The hoseline or second extinguisher needs to be provided by the renting department.

Remove containers from the unit before demonstration and keep it out until clean-up is complete



Staffing Roles and Responsibilities

A minimum of 3 trained firefighters are required for demonstration. A rehearsal two hours before the public live demonstration is required to ensure the unit is fully supplied and all team members are prepared. The rehearsal also helps determine the amount of time it takes for the oil to ignite.

Narrator/Manager

Choose a firefighter that can teach or is comfortable with public speaking. Firefighters that are teachers, managers, in the food service industry, sales persons, sports coaches, life coach, public speakers, public relations, event planners and similar professions.

- Narrates the proper handling of grease fires and actions that are taking place throughout the demonstration portion
- Completes the presentation checklist
- Completes the Clean Up Checklist, Inventory Checklist (before and after) and Activity Report and places them in the black binder prior to returning the unit.

Demonstrator

Choose an experienced firefighter, training officer, officer, fire investigator, inspector, fire marshal.

- Adds the water to the grease/cooking oil fire while:
- Full gear shall be worn by demonstration at all times
 - Only firefighters wearing full PPE are allowed in demonstration area
 - **ONLY** the demonstrator can pour the water into the grease/cooking oil fire.
 - Absolutely no one from the crowd is allowed inside the safety zone and/or to pour water on the fire.
 - Only trained firefighters in full turnout gear can pour the water on the grease/cooking oil fire.

Safety Officer(s)

Choose a firefighter that pays attention to detail or is in a caregiver role. Firefighters that are teachers, daycare providers, parents, public works, manages people, sports coach, works in the schools, and similar professions.

It would be ideal to have additional people on the safety crew if additional personnel are available.

- Sets up the Safety Zone
- Responsible for ensuring no one enters the safety zone
- Notes location of the fire extinguisher
- Ensures additional fire extinguisher or charged hose line is in place
- Ensure the safety of staff and members of the public
- Wearing full structural firefighting PPE
- Turns off safety valve and the propane tank after the demonstration
- Hands out the Recipe Book for Kitchen Safety (Container #2)



Presentation Outline

A rehearsal is mandatory.

How to set up and use the PA System

- If the wireless mic and body pack are separated, line up wireless microphone male with pins on the female body transmitter
- Make sure connections are secure
- Test prior to the live demonstrations (Mipro PA System Check on pg. 9)

___ Attach bodypack transmitter preferably to the back of the instructor's pants or belt

___ Plug the wireless microphone into the bodypack transmitter

___ Screw the microphone into the body pack transmitter plug to secure the connection

___ Thread the wire for the microphone under your shirt

Allowing the wire to hang on the outside of the instructor's shirt will increase the chances of it getting damaged and/or pulled off during the presentation.

___ Use the microphone wind buffer on the mic to filter wind noise. Five MPH wind can cause noise.

___ Do not bend or pinch the wires on the microphone

___ Recharge the amplifier before packing it up

DO NOT PUT THE MIPRO PA SYSTEM IN THE STORAGE CONTAINER WHILE IT IS PLUGGED IN.

How to use the props and teach the presentation

- Recipe Book for Kitchen Fire Safety Handout
 - Have Safety Officer hand them out before the presentation begins
- Teaching Props
 - Use cheat sheet on the back of the Safe Escape Plan clipboard
 - Line up props in the order they will be used
 - Place props back in the container # 3 as they are used
 - The **only** item left on the stage during the demonstration should be the fire extinguisher
- Teaching Tips
 - Use your own style
 - Message must be consistent (Talking Points in Appendix B)
 - Do not teach using a wet towel to put out a stovetop/grease fire with the units
 - Do not teach Stop, Drop and Roll out of the units
 - Do not teach how to use a fire extinguisher out of the unit
- Keep Track of Timing
 - Communication between narrator and demonstrator to determine how much time the narrator has for presentation. Continuous communication is a must.



Step by Step Presentation

Narrator

Get the crowds attention

- For example, “Attention people who eat and cook...and yes, even taking food out of a box and putting in the microwave is considered cooking”

Introduce yourself, the demonstrator and the safety officer

- Include rank/position
- Include fire department they are from (optional)

Begin the Kitchen Fire Safety Presentation

Overall Message

- Explain why
- Call people to action
- Use appropriate message for audience
- Use Kitchen Fire Safety Live Demonstration Unit Curriculum and Messages ONLY
- Use the presentation cheat sheet on the back of the clipboard to use during the presentation.

Note: The narrator talks about actions and the demonstrator demonstrates them. The demonstrator should be putting the oil on heat and then notifying the narrator when the grease/oil starts on fire (usually takes 15 to 20 minutes). This allows the narrator to adjusted the presentation time.

Main Talking Points (Cheat sheet on the back of the clipboard)

Cooking

Timer Prop - Stay and Look while you cook!

- The leading cause of fires in Minnesota is unattended cooking.
- Stay in the kitchen when you are frying, using the stovetop, grilling, or broiling food. If you leave the kitchen for even a short period of time, turn off the stove.
- If you are simmering, baking, roasting, or boiling food, check it regularly, remain in the home while food is cooking, and use a timer to remind you that you're cooking.

To prevent cooking fires, be alert while cooking

- You won't be alert if you are sleepy, have consumed alcohol, or have taken medication, or drugs that make you drowsy. Cooking while impaired can be deadly.

Deep Fryer Prop - Prevent grease fires

- Deep fryers have built in safety features.
- They are made for deep frying.
- Costs range from \$16.00 to \$45.00.



Plastic Child Proof Knob Cover Prop - Keep Kids and Pets Away from the Cooking Area

- Have a 3 foot (1 meter) “kid-pet, and combustible free zone/globe around the stove, grill, turkey fryer, and areas where hot food or drink is prepared or carried.
- Never leave anything on the stovetop that will tempt kids and pets.
 - Train pets to stay off cooking surfaces, away from the stove, oven, and nearby countertops tops to prevent them from knocking things onto the burner or turning on the oven or stovetop.
 - Pot and pan handles should be turned in to reduce the chance of them getting pulled or knocked off the stove top by a child or pet.
 - Never hold a child while you are cooking, drinking a hot liquid, or carrying hot foods or liquids.
 - Child proof knobs prevent kids and pets from turning on stove top.
 - Demonstrator can show how to child/pet-proof the stove and by placing knob cover over the knob for the burner.

Keep Combustibles Away from Heat Sources

- Have a 3-foot (1 meter) kid/pet, and combustible free zone/globe around the stove heat sources.
- Keep anything that is combustible — oven mitts, wooden utensils, food packaging, towels, curtains, recipe cards and books — away from your stovetop and cooking appliances (oven, stove, grill, fryer, etc.).
- Keep the stovetop, burners, oven, and area around the stove clean. A clean kitchen is a safe kitchen.
- Wear short, close-fitting or tightly rolled sleeves when cooking. Loose clothing like robes, can dangle onto stove burners and can catch fire if it comes in contact with a gas flame or an electric burner.
- To prevent oven fires, don’t store any things in the oven.
- Unplug coffee pots and other appliances with heating elements when they are not being used.

Stove Top Fire

- Slide the lid over the pan.
- Turn off the heat.
- Leave pan on stove covered, unmoved, overnight.
- Do Not use water. Adding water to a stove top fire could cause fire to spread and increase injury.

Bent Pan (with water in it and no lid) Prop

- Shows what happens when grease, cooking oil, bratwurst, or hamburgers on fire in a pan can splash on hands when the pot is removed from the stove top.
- Never touch a pan on fire on the stovetop.
- Show what can happen.
- Drop or toss the pan in front of the crowd (make sure they get a little wet) to show how people get burned and fire spreads.

Oven and Microwave Fires

- Keep the door closed.
- Turn off the oven or microwave.



StoveTop FireStop Activated and Non-Activated Prop - Prevent fire from spreading from the stove top.

- Two tuna sized cans that mount under your kitchen hood or microwave (4 cans).
- Under the kitchen hood they mount in-between the burners.
- When there is a stove top fire the wick on the can ignites.
- The medal petals open.
- The can rocks back and forth.
- The extinguishment powder is released and puts out the fire.
- Can be found on the Stovetop FireStop website.
- Information is available in container #2

ABC Fire Extinguisher Prop

- A multipurpose ABC Fire Extinguisher is recommended for home use.
- Hang the fire extinguisher near an exit.
- It should be located so you would not have to go past a fire on your stove top to reach it.
- Make sure everyone knows where it is.
- Make sure the extinguisher is fully charged. Look at the indicator, it should be “in the green”.
- If there is a fire call 9-1-1.
- When using a fire extinguisher, use P.A.S.S.
- Have one in your home and cabin.

Note: Do not teach people how to use the fire extinguisher during the presentation.

Smoke Alarm Prop

- Smoke alarms save lives – but only if they work. About two-thirds of home fire deaths result from fires in homes with no smoke alarms or no working smoke alarms – NFPA

Maintenance

- Test alarms once a month by pressing the button
- Change the batteries once a year unless you have 10 year batteries installed
- Replace alarms every ten years including hardwire and battery operated alarms

Placement (Best Practice)

- In every bedroom.
- Outside of the sleeping areas.
- On every level of the home.
- Away from the kitchen and bathrooms.
- In campers/ice houses/cabins.

Additional Tips:

- An ionization smoke alarm, in general, is more responsive to flaming fires, and a photoelectric alarm, in general, is more responsive to smoldering fires.
- Photoelectric smoke alarms are the best type of alarms to install near the kitchen.



Know the sound - 3 beeps followed by a pause - and what to do if it sounds

- **Safe Escape Plan Clipboard Prop - Hold up the clipboard to show the crowd the picture on the back**
 - Have an escape plan, the place people feel the safest is the place they are more at risk to die in a fire, their home.
 - Have an escape plan, have the whole family make a plan.
 - Practice it have the whole family practice the plan.
 - Follow the plan.
 - Have a meeting place away from the house and in the front yard.
 - Do not go back inside.
 - If the cell phone is inside or you can't find it call 9-1-1 from a neighbor's house.
- For the best protection or where extra time is needed to awaken or assist others, combination ionization-photoelectric alarms, also known as dual sensor smoke alarms, are recommended.
- Check the date on the back of the alarm. After 10 years the sensor in the alarm may not function and has a high risk of failure. Alarms older than 10 years need to be replaced.

Pot lid, cookie sheet-pie tin, pizza pan props -What to Do If You Have a Cooking Fire

- When in doubt, just get out! When you leave, close the door behind you to help contain the fire. Call 9-1-1 from your cell phone or a neighbor's house after you leave.
- Always keep the pot/pan lid, cookie sheet, pie tin, or pizza pan nearby when you're cooking. If a cooking oil, grease, or stovetop fire starts, smother the flames by carefully sliding the lid, sheet, tin, over the pot or pan.
- Turn off the burner to take the heat away from the fire.
- **DO NOT TOUCH** the pot or pan.
- To keep the fire from restarting, leave the lid on until the pot or pan over night pan until it is completely cooled.
- **NEVER** pour water on cooking oil or grease fire.
 - *Reinforce this by telling the crowd to imagine a person is in front of the stove or sink when the demonstrator is pouring the water onto the grease fire. They would have serious burns.*
- Never discharge a multipurpose fire extinguisher onto a pot or pan fire — it can spray or shoot burning cooking oil, grease, food around the kitchen and spread the fire.
Note: How to use a fire extinguisher on a stovetop fire is not taught from the MSFCA Kitchen Fire Safety Live Demonstration Unit
- In case of an oven fire, turn off the heat and keep the door closed. After an oven fire the oven should be checked and/or serviced by a professional before using it again.
- If you are trained and decide to fight the fire, be sure others are already getting out and you have a clear path to the exit.

Burn Treatment

- To cool a burn – use cool (not cold) water for at least 20 minutes, cover with a cotton cloth and call 9-1-1

In case it takes longer for the grease/oil to catch on fire than it did in rehearsal, review the additional talking points in Appendix C to fill in more time

- Choosing Safe Cooking Equipment
- Microwave Ovens



- Grill Safety
- Turkey Fryers
- Home Fire Sprinklers
- Smoke Alarms
- CO Alarms (Carbon Monoxide Alarms)

Prop Pan with water in it (dented pan)-Presentation Conclusion

Narrator takes the pan of water and steps off the stage to finish presentation

*The only item that remains on the stage is the fire extinguisher

- Explain to the crowd that this a pan of oil on fire on the stove top
- Tell them to NEVER touch a pan on fire!
- Show the crowd what happens when people try to move a burning pan to the kitchen sink or outside.
- Walk towards the crowd and let the water splash on your hands and cloths than drop or throw the pan at the crowd just enough to splash them with the water (pretend grease on fire).
- Explain to the crowd that everything that was splashed with the burning grease/oil (water) is now on fire.
- This is the end of the presentation and the Narrator steps to the side of the unit and into the Safety Zone.

Make sure to stand off to the side at a safe distance that isn't blocking the audience's view. All teaching props except for the fire extinguisher must be removed from the stage. They will get damaged from the heat and will get greasy from the demonstration.

Once the live demonstration is done, the narrator steps back in front of the crowd and explains that the fire would have burned them, went across the ceiling of the kitchen, started their kitchen on fire, the curtains, items on the wall behind them, etc.

Note: The order of the steps is dictated by the demonstration and may need to be adjusted.



Demonstrator (in full PPE)

Put oil on heat and notify narrator (usually takes 15 to 20 minutes for the grease to start on fire)

Demonstration Talking Points

- Reinforce the danger
- Tell public why turnout gear is worn for the demonstration
- **Show how to slide a lid on a stovetop/cooking oil/grease fire demonstration.** *As you're doing this, verbalize the talking point of turning off the stove after the lid has been slid onto the pot.*
- Use two examples: Cookie sheet, pizza pan, pan lid, or pie tin
- Advise firefighters/students to be prepared for the suction that can be created by using cookie sheet, pie tin, or pizza pan)
- Tell the public how much vegetable oil is in the pan and how much water is used
 - 1-inch vegetable oil and 1-cup water

For the live demo the oil needs to be on fire

- The oil can be pre-heated before the demonstration and test lit to support ignition.
- Once the pot has started on fire do not get side tracked or go into any unnecessary long explanations as the oil will get too hot resulting in damage to the unit and a failed demonstration.
 - Before pouring the water onto the grease fire, the demonstrator must be outside of the unit, standing the length of the pole away, off to the side and the Safety Officer has to make sure the crowd is behind the Safety Zone and makes note of fire extinguisher location
- Slowly pour **NO MORE** than 1 cup of water onto the 1-inch of heated oil.
- Flames will erupt and roll out from the front of the unit
 - The flames will subside to a small contained fire or will go out completely.
 - To fully extinguish the fire, turn the valve off at the tank.

Demonstrator steps off stage to the side and lifts the cup pole to the pan

- Tell public to get cameras ready
- Count to three and dump the water slowly into the grease pan
- Make sure the dumping is controlled

Safety Officer

- Makes sure the crowd and media are outside of the safety zone
- Take the prop container off of the stage when the narrator leaves the stage
- Turns off safety valve and propane tank after the demonstration



After multiple demonstrations, grease tends to build up around the demonstration area. To avoid an unplanned grease fire, clean the grease from around the burner, off of the counter, the hood, and the front of the stove after each demonstration.

Once the demonstration is done, the narrator steps back in front of the crowd and explains that if one of them would have been in front of the stove when the water was poured on to the grease/oil fire, the fire would have burned them, started their kitchen on fire, curtains on the back wall, etc.

Open Up for Questions

Note: It's ok to say "I don't know, here is a place you can get information: State Fire Marshal Office, United States Fire Administration or National Fire Protection Association."

After Demonstration Cleaning

- Go over Clean Up Checklist (4 sheets)
- **DO NOT** use abrasive cleaners, S.O.S. pads, magic erasers, or scouring pads on any surface
- Critical that P.A. System and handouts are in container #1 and stored away from the props due to grease residue
- Put containers #1, #2, and #3 back according to posted signage
- Place storage in compartment according to posted signage
- Complete Activity Report, Inventory Checklist, and Clean Up Checklist and place in the black binder
- Clean your gear, you will have a greasy residue on your gear even after one demonstration.



Clean Up Information & 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



**SEE BLACK BINDER
FOR SHEETS**



Stage platform



Steps and support legs (3)



Counter top



**SEE BLACK BINDER
FOR SHEETS**



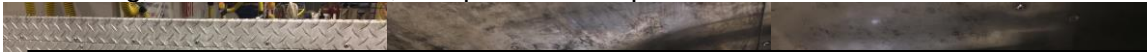
Floor, demonstration/mock kitchen stove area



Walls and kitchen hood



Ceiling, door mechanisms, and protection flap



**SEE BLACK BINDER
FOR SHEETS**



___ 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
- ___ Props



- ___ 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.**

**SEE BLACK BINDER
FOR SHEETS**



Activity Report

Date of Event:	Renting Fire Department:
Number of Event Attendees:	Number of Presentations Performed:

Supplies Used/Need Replacing:

**SEE BLACK BINDER
FOR SHEETS**

Suggestions/Comments/Issues Regarding the Unit:

Contact Name:	Contact Phone:
Signature:	Date:

***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: _____

Circle one: Before | After

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

Storage Area

- ☐ Closed top drain pan
- ☐ 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 legs-3

**SEE BLACK BINDER
FOR SHEETS**

- ☐ 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:

Appendix A: Unit Layout Pictures

Unit Exterior



Safety



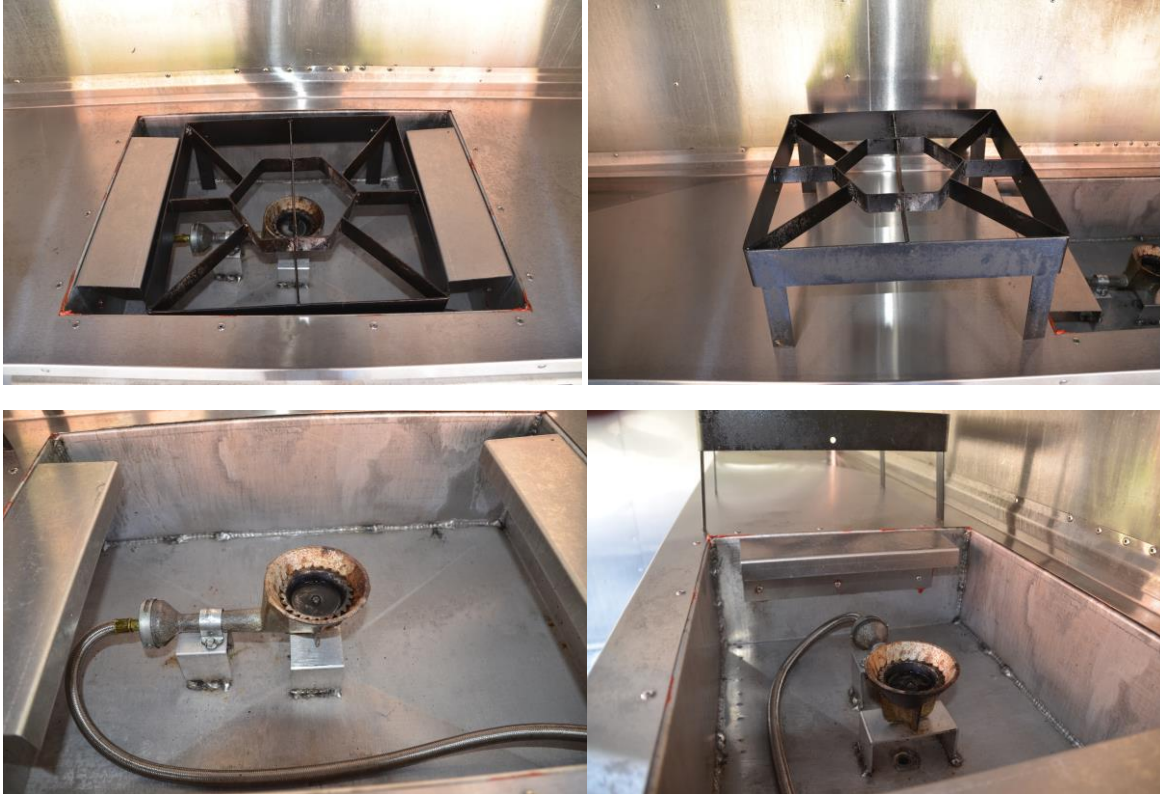
Unit Set Up



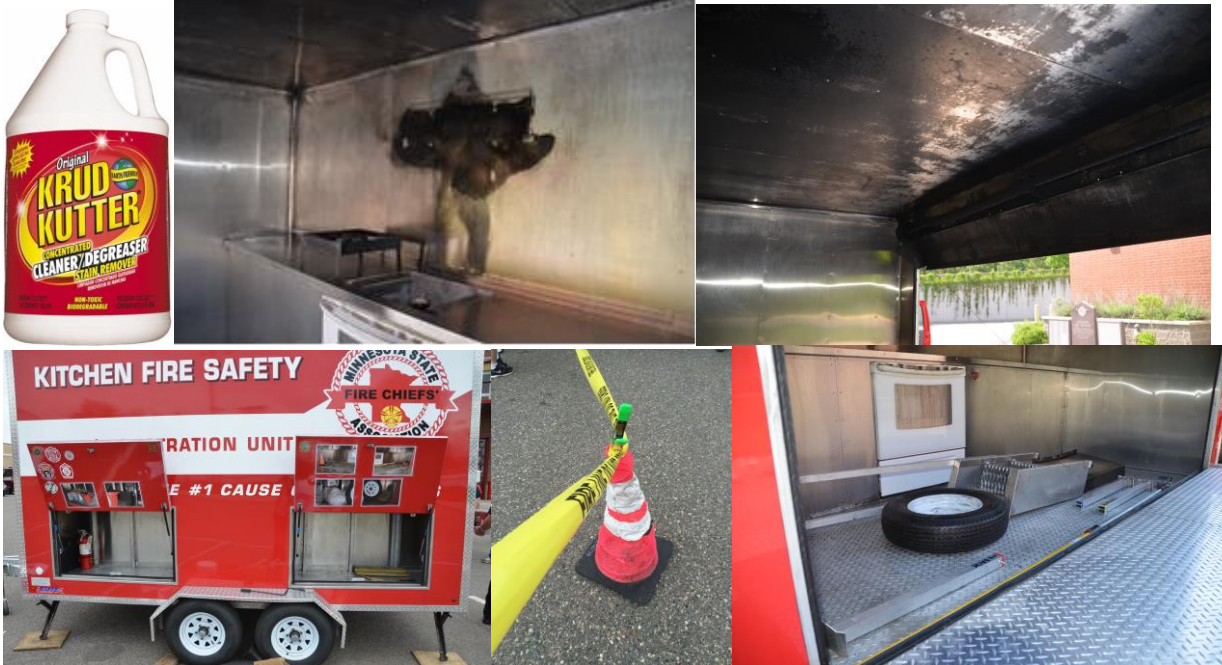
Props



Cleaning Burner



Cleaning Inside, Outside and Storage Area



Appendix B: Additional Talking Points

Note: In lieu of Appendix C, you can use the MSFCA Public Education Messaging Guide located in container No.2.

Choosing Safe Cooking Equipment

- Always use cooking equipment that has the label of a recognized testing laboratory. (example: UL)
- Follow the manufacturer's instructions and code requirements when installing cooking equipment.
- Follow the manufacturer's instructions when cleaning and operating cooking equipment.
- Plug microwave ovens or other cooking appliances directly into an outlet. Never use an extension cord for a cooking appliance — it can overload the circuit and cause a fire.
- Check electrical cords for cracks, breaks, damage, or overheating. Have a professional repair the appliance or cord as needed, or replace the appliance.

Microwave Ovens

- Place or install the microwave oven at a safe height within easy reach of all users. If possible, the face of the person using the microwave oven should always be higher than the front of the microwave oven door.
- Always supervise children when they are using the microwave oven.
- Use only microwave-safe cookware (containers or dishes). Never use aluminum foil or metal objects in a microwave oven.

Grill Safety

Barbecue Grill Basics

- When grilling, grill outdoors and keep the grill 15-feet away from your home, siding, deck railings and out from under eaves. Indoor use can kill occupants by causing either a fire or carbon monoxide poisoning.
- Place the grill a safe distance from lawn games, play areas, and foot traffic.
- Keep children and pets away from the grill area. Have a 3-foot (1-meter) "kid-free zone" around the grill.
- Keep your grill clean, periodically remove grease or fat buildup in trays below the grill so it can't be ignited by a hot grill.
- Keep your grill clean.
- Check the grill tubes and hoses for leaks or damage before using a grill that has not been used in a while
- When lighting a grill, keep the top open. If it doesn't light in the first three attempts, wait five minutes before trying again
- Always attend grill when in use.



Charcoal Grills

- Use one of the following methods to start charcoal for cooking:
- If you use a “charcoal chimney” to start charcoal for cooking, use a long match to avoid burning your fingers when lighting the paper.
- If you use an electrical charcoal starter, be sure to use a grounded extension cord.
- If you choose to use lighter fluid, use only fluid intended for charcoal grills.
- Never add charcoal starter fluid to coals or kindling that has already been ignited.
- Never use gasoline or any other flammable liquid to get the fire going.
- Store the charcoal starter fluid out of reach of children and away from heat sources.

Propane Grills

- Check the gas tank hose for leaks before using it for the first time each year.
 - A light soap-and-water solution applied to the hose will quickly reveal escaping propane by releasing bubbles.
- If you determine by smell or by the soapy bubble test that your grill has a gas leak and there is no flame, do the following:
 - Turn off the gas tank and grill.
 - If the leak stops, get the grill serviced by a professional before using it again.
 - If the leak does not stop, call the fire department.
- Use only equipment with the label of a recognized testing laboratory. Follow the manufacturer’s instructions on how to set up the grill and maintain it.
- Never store propane gas tanks in buildings or garages. If you store a gas grill inside during the winter, disconnect the cylinder and leave it outside.

Turkey Fryers

- NFPA discourages the use of outdoor gas-fueled turkey fryers that immerse the turkey in hot oil. These turkey fryers use a substantial quantity of cooking oil at high temperatures, and units currently available for home use pose a significant danger that hot oil will be released at some point during the cooking process. The use of turkey fryers by consumers can lead to devastating burns or other injuries and the destruction of property.



Home Fire Sprinklers

- The installation of home fire sprinkler systems is recommended
- Sprinklers protect lives by keeping fires small. Because the sprinkler system reacts so quickly, it can dramatically reduce the heat, flames, and smoke produced in a fire, allowing people time to escape safely.
- Sprinklers can reduce the heat, flames, and smoke produced in a fire, allowing people more time to escape.
- Your risk of dying in a home with automatic fire sprinklers is reduced by 80%. Home fire sprinklers work along with smoke alarms in saving lives. Sprinklers and smoke alarms together cut the risk of dying in a home.
- If you are building or remodeling your home, install a home fire sprinkler system.
- Homes can be retrofitted with residential fire sprinkler systems.
- A sprinkler will control or put out a fire with a fraction of the water that would be used by fire department hoses.
- 90% of fires can be controlled by one sprinkler head. Each sprinkler head is individually activated by heat. Only the sprinkler closest to the fire will activate, spraying water directly on the fire, not the rest of the house.
- Accidental sprinkler discharges are extremely rare.

Installation

- Have a qualified contractor install your home fire sprinkler system according to NFPA codes and standards and local fire safety regulations.

Maintenance

- A simple visual inspection should be done routinely to ensure that the water valve on the sprinkler is open.
- Inspect the pipes and sprinklers occasionally to make sure nothing is blocking them.
- Do a water flow test on the sprinkler system once a year or have a fire sprinkler contractor do the test.
- Keep sprinklers clear and free of objects that can interfere with their proper use.

Smoke Alarms

- Working smoke alarms save lives and should be installed and maintained in every home.
- For the best protection, interconnect all smoke alarms throughout the home. When one sounds, they all sound.
- Wireless battery-operated interconnected smoke alarms are now available.
- Replace smoke alarms every 10 years.



CO (Carbon Monoxide Alarms)

- CO alarms save lives – but only if they work. CO is a colorless, odorless, deadly gas. It is a byproduct of combustion.
- Know the sound-4 short beeps followed by a pause-of your alarm and what to do if it sounds

If Alarm Sounds

- If someone is feeling sick get outside and call 9-1-1
- If no one has symptoms of illness, contact your gas provider

CO alarms with digital readout are recommended so you can monitor CO levels before they become life threatening.

Maintenance

- Test the battery once a month
Change the battery once a year
Replace alarms every 5 years or according to manufacturer instructions.

Placement

- Place alarms within 10 feet of sleeping areas.
Place an alarm on every level of your home.

Additional Tip:

- The alarm sound is three beeps followed by a short pause. The smoke alarm may also make a chirping sound. The chirping sound indicated a power issue most often that the battery needs replacing.
- Purchasing the alarms with a digital read out is highly recommended.
- Have fuel-burning heating equipment (fireplaces, furnaces, water heaters, wood stoves, coal stoves, space heaters, and portable heaters) and chimneys inspected by a professional every year.
- Never use your oven or stovetop to heat your home.
- When purchasing new heating and cooking equipment, select products tested and labeled by a recognized testing laboratory.
- Only use barbecue grills — which can produce carbon monoxide — outside. Never use them in the home, in the garage, or near building openings.
- Know the difference between the sound of the CO alarm and the low-battery signal.
 - If the audible low-battery signal sounds, replace the batteries or replace the device.
 - If it still sounds, get to a fresh air location and call 9-1-1 or the fire department.
- If your alarm sounds, immediately move to a fresh air location (outdoors or by an open window or door).
 - Call 9-1-1 or the fire department.
 - Make sure everyone inside the home is accounted for.
 - Remain at a fresh air location until emergency personnel arrive to assist you.



Escape Planning

- Make sure your house numbers can be seen day or night from the street.
- Make sure all doors and windows that lead outside open easily.
- Maintain two ways out of each room.
- Sleep with doors closed
 - Educator Tip: A closed door will slow the spread of smoke, heat and fire.
 - Open door slowly and look for smoke.
 - If there is no smoke, close the door behind you as you exit the room and make your way outside.
If there is smoke, close the door, turn on the light. If able to do so safely, go out the window. If you are not able to get out the window, yell or signal for help.
 - **Additional Tips:** Feeling door before opening it is no longer a recommendation. “Tot Finder stickers” not recommended.

Go to your meeting place outside in front of the home

- Call 9-1-1 from outside the house, use a cell phone or a neighbor’s phone.
- Get out/stay out of the house.
- Have an outside meeting place (something permanent, like a tree, light pole, or mailbox) a safe distance in front of the home.

Practice your plan with everyone in your home at least once a year

- Make a home escape plan.
 - Draw a map of each level of the home, showing all doors and windows.
 - Discuss the plan with everyone in your household.
- Children, older adults, and people with disabilities may need assistance to wake up and get out.
 - Ensure that someone will help them.
 - Teach your children how to escape on their own in case you cannot help them.

What to Do If You Have a Fire

When the smoke alarm sounds, get out fast. Your family must be out of the house in 3 minutes or less.

- If there is smoke blocking your door or first way out, use your second way out.
- Smoke is toxic. If you must escape through smoke, get low and go under the smoke to your way out.
- If there is smoke coming around the door, leave the door closed and use your second way out.
- If you open a door, open it slowly. Be ready to shut it quickly if heavy smoke or fire is present.
- If you can’t get to someone needing assistance, leave the home and call the fire department.
 - Tell the fire department where the person is located.
- If pets are trapped inside your home, tell firefighters right away.

Note: Only teach the “Trapped inside” section according to your fire departments policies.



- If you are trapped inside
 - Close the door and cover vents and cracks around doors with cloth or tape to keep smoke out.
 - Turn on the lights.
 - Open a window.
 - Punch out the screen.
 - Use a sheet, pillow case, or clothing, put on the window sill and close the window so it will be hanging out of the window.
 - Stand next to the window.
 - Shine a flashlight out the window if you have one.
- DO NOT HIDE IN A CLOSET OR UNDER THE BED!
- Get out and stay out. Never go back inside for people, pets, or things.

Youth Fire Intervention

- Curiosity is normal; starting fires is not.
- “Fire play” is not just a phase.
- Fire is a tool, not a toy.
- Intervention can stop dangerous fire setting behavior.
- Fire setting can be a cry for help.
- If you know a child who is overly interested in fire, call the State Fire Marshal Division or State Duty Officer for help.
- Kids who cause fire by cooking, candles or smoking can benefit from educational intervention.

Note: Do not teach Stop-Drop-and Roll out of the MSFCA Kitchen Fire Safety Live Demonstration Unit



Appendix C: Templates

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



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

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.

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 Cancelation 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



Attendance Sheet Date/Time/Location

[illegible]