Howard County Department of Fire and Rescue Services
# SPECIAL ORDER

# SPECIAL ORDER 2018.08

## Adopt-A-School Program

### COMMUNITY OUTREACH & MEDIA AFFAIRS

| | |
|---|---|
| **Issue Date:** | **February 09, 2018** |
| **Expiration Date:** | **Upon release of General Order** |
| **Applicability:** | **All Uniformed Career and Volunteer Personnel** |

1  **OVERVIEW**

2  Beginning in the spring of 2018, the Howard County Department of Fire and Rescue Services
3  (Department) will begin to implement a community outreach program known as "Adopt-A-School" in
4  alliance with the Howard County Public School System (HCPSS).  The vision of the program is to continue
5  life safety efforts in Howard County by fostering community relationships and encouraging Howard
6  County youth to interact with their Fire and EMS community members.  The goal is to work
7  collaboratively to create a safe, fun, learning nurturing community by developing a relationship between
8  each HCPSS elementary school and its community fire station.  The Department has predetermined, due
9  to geographic locations, which schools and fire stations will be linked.   The station captain(s) will
10  determine which shift and/or company is assigned to the preselected schools in their first due area.
11  Stations with dual companies have been given more schools to equally spread the workload.  The
12  program will require crews to participate and engage with students, teachers, and faculty several times
13  throughout the academic year to promote life safety and Department awareness within the youth of the
14  County.

15  **DEFINITIONS**

16  ➢  None

17  **TOPIC DETAILS**

18  **GENERAL:**
19  Department crews will:
20  • Develop a relationship with a neighboring elementary school (See Attachment A).
21  • Station Captains will assign shifts to pre-designated schools (See Attachment A).
22  • Collaborate with the school Principal to identify possible activities that fire station personnel may
23     participate in with school staff, students, and families, including, but not limited to:
24     o Visit the school during lunchtime **four times each school** year to give students and staff the
25        opportunity to get to know their local Fire and EMS community members.
26     o Participate in **at least one** practice fire drill with the school.
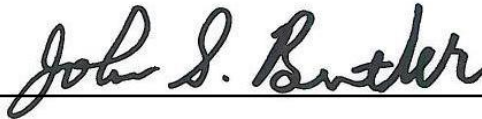27     o Provide age appropriate risk reduction strategies.

- o Assist Department Risk Reduction Educators in presenting safety and prevention programs to school staff and parents, such as AED, CPR, Stop the Bleed, etc.
  - o Invite students and their families to visit the fire station for tours and other activities.
  - o As scheduling and operational call volume allows:
    - Volunteer for school activities such as Career Awareness Day, Field Day, Simulated Congressional Hearings, GT Enrichment Fair, etc.
    - Attend school events such as music concerts, performances, student recognition ceremonies, etc.

- Provide information, via email, to the Public Education Specialist on:
  - o When a school was visited
  - o Which school was visited
  - o What activity took place (i.e. Fire Drill, Lunchtime Visit, risk reduction presentation, etc.)

## FORMS/ATTACHMENTS/REFERENCES

- Attachment A: Fire Station School Assignments by Fire Station

Approved:

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John S. Butler, Fire Chief
Office of the Fire Chief

Author:

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Community Outreach & Media Affairs

## Attachment A

Fire Station School Assignments by Fire Station:

| Fire Station | School |
|---|---|
| **Elkridge, Station 1** | Bellows Springs ES<br>Ducketts Lane ES<br>Elkridge ES<br>Hanover Hills ES |
| **Ellicott City, Station 2** | Illchester ES<br>Northfield ES<br>Veterans ES<br>Worthington ES<br>Rockburn ES<br>Centennial Lane ES |
| **West Friendship, Station 3** | Dayton Oaks ES<br>Manor Woods ES<br>West Friendship ES |
| **Lisbon, Station 4** | Lisbon ES |
| **Fifth District, Station 5** | Atholton ES<br>Clarksville ES<br>Pointers Run ES |
| **Savage, Station 6** | Bollman Bridge ES<br>Forest Ridge ES<br>Guilford ES |
| **Banneker, Station 7** | Bryant Woods ES<br>Longfellow ES<br>Running Brook ES<br>Swansfield ES<br>Clemens Crossing ES<br>Thunder Hill ES |
| **Bethany, Station 8** | Waverly ES<br>St Johns ES<br>Hollifield ES |
| **Long Reach, Station 9** | Deep Run ES<br>Jeffers Hill ES<br>Phelps Luck ES<br>Waterloo ES |
| **Rivers Park, Station 10** | Cradlerock ES<br>Gorman Crossing ES<br>Stevens Forest ES<br>Talbott Springs ES |
| **Scaggsville, Station 11** | Fulton ES<br>Hammond ES<br>Laurel Woods ES |
| **Glenwood, Station 13** | Bushy Park ES<br>Triadelphia ES |