

SUBJECT: PUBLIC EDUCATION – GENERAL POLICY**SECTION:** 203.01**REVISED:** JANUARY 25, 2007**PAGE(S):** 1

PURPOSE

To provide a system whereby the Fire Department can meet the safety education needs of the citizens of Reading.

POLICY

- A. The Fire Department shall aggressively meet the educational needs of the citizens of Reading as they pertain to those subjects which are within the scope of the Department's activities and expertise.
- B. The Fire Department shall anticipate future educational needs and prepare to meet these needs.

RESPONSIBILITY

- A. The Assistant Fire Chief shall be responsible for overall public education effort of the Fire Department.
- B. The Shift Supervisor shall be responsible for:
 - 1. The maintenance of a master calendar of classes to be taught by shift personnel.
 - 2. Assignment of scheduled classes to Unit Personnel Instructors.
 - 3. Coordination with the Assistant Fire Chief on scheduling of classes.
- C. The Assistant Fire Chief shall be responsible for the following:
 - 1. Coordination of Emergency Response Team classes.
 - 2. Coordinate all class scheduling with the Unit Commanders.
 - 3. Coordination of programs dealing with schools.
 - 4. Coordination of all CPR, AED and First Aid Classes.
 - 5. Maintaining records and reports for public education for the annual report.