



Hosting a Successful Fire Prevention Week Open House

The ability to host a successful Fire Department Open House is important for several reasons. Open houses provide the community with an opportunity to better understand the important function the fire department serves, to learn from and interact with its members, and to potentially recruit new fire fighters. Fire Prevention Week is the ideal time for an open house, bringing the community together to learn how to stay fire safe.

Planning the Open House

- The best way to start planning is to gather a group of people who are interested in helping. Ideally this would include all members of your fire department.
- Fire Prevention Week is October 8-14, 2023. Choose a date and time within or around that week that works for your planning group and the community.
- Promote your event. Make this a top priority with your planning committee.
- Arrange for refreshments. This can be as simple as cookies and coffee.
- You are inviting guests into your fire station so make sure it's clean and safe.
- Review all safety protocols, guidelines and practices and ensure they are implemented during the event.
- Determine what activities will be provided for all ages.
- If you need support and/or resources, contact FNESS. We're here to help!

Potential Activities

- Child activities could include spraying water, relays, activity sheets/crafts, washing trucks, truck tour, video theatre, and donning clean bunker gear, etc.
- Adult activities could include a fire safety quiz, smoke alarm board, and hall/truck tours.
- You may want to implement a passport system where guests receive a stamp at all activity sites. Prizes can be given when the passport is complete.
- Demonstrations such as auto extrication or extinguishing a fire are always a highlight.

Recruiting New Fire Department Members

- Your open house is an excellent opportunity to recruit new fire department members by showcasing the important role your department plays within your community.
- Ensure you have fire department information and applications available for attendees.

Open House Checklist

Before the Event

- _____ Arrange for refreshments and/or food set-up
- _____ Plan for advertising (social media, local media, schools, posters, banners etc.)
- _____ Agree on firefighter attire (uniforms, t-shirts, bunker gear)
- _____ Profile the open house by inviting well-known people in the community such as band council members, Elders, teachers, media etc.
- _____ Educate fire department members about important fire safety information to be shared with guests regarding smoke alarms, fire extinguishers, home escape planning etc.
- _____ Thoroughly clean your station and apparatus and ensure all are in good working order
- _____ Gather materials needed for displays and activities, including informational signage
- _____ Organize and schedule fire department members to oversee open house events and activities
- _____ Discuss and plan for any potential hazards
- _____ Review with members expectations for attendance, participation, preparation, clean-up, and debrief of the open house
- _____ Determine how success will be measured such as number of attendees etc.

During the Event

- _____ Rotate fire department members throughout displays, tours, and activities
- _____ Ensure that sufficient fire safety education and fire department recruitment materials are placed in heavily trafficked areas
- _____ Watch for unsafe practices and correct immediately
- _____ Ensure refreshments and/or food set-up is managed and supervised

After the Event

- _____ Clean the station
- _____ Debrief, evaluate, and celebrate!