



PULLMAN FIRE DEPARTMENT
620 S Grand Ave., Pullman, WA 99163 • (509) 332-8172

FIRE EDUCATION PROGRAM REQUEST
(Community Event / School Program Appearance)

When schedules permit, Pullman Fire Department firefighters, paramedics, administrative staff, and apparatus may be requested to appear at a community event or school program function for up to a maximum of (2) two hours depending on staff availability and resources.

A site visit request must be received at least 30 days before the event or function. If your event or function is less than 30 days, please contact the Pullman Fire Department Administration Office to check availability. Keep in mind that due to staffing levels, rotating work schedules, and training, some dates may not be available. A submitted request form does not guarantee it has been approved. Requests will be fulfilled based on staff availability and resources. Arrival times are approximate; units are in service and may be diverted to an emergency call. If we are unable to accommodate a request for a particular date, we will do our best to offer an alternate date.

To request the Fire Department's participation at your event/function, email the completed request form to fireadminsupportteam@pullman-wa.gov, or drop it by the Pullman Fire Station 1 Administration Office located at 620 S Grand Ave., Pullman, WA 99163. Once your completed request form is received, our administrative staff will review your request and respond within three (3) business days to further discuss the details of your event, availability, and scheduling.

If you have any questions, please don't hesitate to contact our administrative office at (509) 338-3270.

Requestor Name: _____ Phone: _____

I am Requesting One of the Following:

- School/Organization Site Visit Guest Speaker Appearance (Fire Chief / Fire Marshal / Recruiting)
 Community Event (parade, health/wellness fair, festival other: _____

Name of Organization, Group, School: _____

Point of Contact Name: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Business Address: _____

City State Zip

Name of Event/Function: _____

Description of Event/Function: _____

Location of Event/Function: _____

Date of Event/Function: _____ Start Time: _____ End Time: _____

Expected Number of Attendees/Participants: _____ Age Range From: _____ To: _____

Fire Department Staging Area Location: _____

(Please provide adequate space to accommodate a Fire Truck and Ambulance to safely park outdoors, and have enough space to depart quickly in the event firefighters and paramedics are called to an emergency incident)

What time shall our staff arrive? _____

Is there a particular topic or activity you would like us to cover, such as fire safety/prevention, careers, equipment demonstration, disaster preparedness, scout badge requirements, wildland fire, or meet certain curriculum goals?

Please note any additional information we may need to know in advance:

Is there anyone in your group with disabilities requiring special attention and/or accommodations?

YES NO If yes, please explain:

Do you have specific questions we can answer for you?

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Don't forget to attach any supplementary documentation to this request if necessary, i.e., event flyer, site map, and Activity/event timeline.

Signature of Requester: _____ ***Date:*** _____

Printed Name of Requestor: _____

FOR OFFICIAL FIRE DEPARTMENT USE ONLY

Date Received: _____ Date Scheduled: _____ Start Time: _____ End Time: _____

Approved By: _____ ***Date:*** _____

Notes: _____