



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

FIRE STATION TOUR REQUEST FORM

The Pullman Fire Department invites you to tour either one of our two fire stations. Guided tours of the fire stations are provided free of charge to residents as part of the Department's Public Education Program. Station tour visits introduce the station, apparatus, and the role of the firefighter/paramedic to the community, in addition to providing lessons on fire and life safety skills. We welcome families, individuals, schools, scout troops, and any other groups Monday – Friday. All tours are personalized for each student group dependent on age and grade in school.

Requests will be fulfilled based on staff availability and resources. Only one visiting group tour is scheduled per day, per fire station. A group is limited to 20 people total and includes adult chaperones. If you have more than one group, a separate request form must be completed and submitted for each group, and their visit scheduled on a different day. Due to staffing levels, rotating work schedules, and training, some dates may not be available. If we are unable to accommodate a request for a particular date, we will do our best to offer an alternate date.

Please be advised, that fire personnel must remain "in-service" during tours and the firefighters may need to respond to emergencies. If this occurs, it will be necessary for the tour to end and your group will need to exit the station. If your tour is interrupted by an emergency call, you will have an opportunity to reschedule your visit.

To Schedule, a station tour, email the completed request form to fireadminsupportteam@pullman-wa.gov or drop it by 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 discuss availability and scheduling.

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

Requestor Name: _____ Phone: _____

Name of Organization, or Group: _____

Business Address: _____

City *State* *Zip*

Mailing Address: _____

City *State* *Zip*

Point of Contact Name: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Anticipated Number of People: (Limit 20 total including 1 chaperone for every 5 children)

No. of Children: _____ No. of Adults: _____ Age Range of Children: _____ to _____

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

YES NO If yes, please explain:

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, or meeting certain curriculum goals?

Is there any additional information we may need to know in advance?

Do you have specific questions we can answer for you?

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

Please provide four (4) possible dates and times that work for your group (***dates need to be at least four weeks in advance and no more than three months in advance***) We will do our best to accommodate your selected dates and times. If you need to change the date after submission, resubmit a new request with date selections at least four weeks in advance of the resubmission.

Date: _____ Time: _____ Date: _____ Time: _____

Date: _____ Time: _____ Date: _____ Time: _____

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: _____