



Dallas Fire-Rescue Event Request Guidelines

The Dallas Fire-Rescue (DFR) Department puts a high priority on interacting with the citizens it serves. When schedules permit and when not committed to a fire or medical incident, our crews proudly participate in community events, station tours and school visits. We are unable to support private events such as birthday parties and business openings.

SHOW & TELLS:

Only (1) Fire Engine is available for show and tell visits. Appearances at events are limited to a maximum of two hours in duration.

All Fire Apparatus scheduled to appear are on 24-hour call and can be dispatched at any time, i.e., before, during or in transit to an event. Should an apparatus be dispatched prior to arriving at your event location, our crews are unable to notify the event organizer while responding to a fire or medical incident. In such case, please wait 30 minutes. If the crew does not arrive within that timeframe, please contact us at (214) 670-4609 to reschedule your event. The 10 day advance notice will still apply.

STATION TOURS:

DFR fire stations are open daily between 9:00 a.m. and 5:00 p.m. for tours and visits on a **prearranged and approved basis**. Visitors are welcome to meet our firefighters/paramedics and see the equipment used to keep their neighborhoods safe. *Station 21 located at Love Field Airport does not conduct station tours due to Homeland Security issues.

Tours are limited to groups of 25 or fewer. For safeguarding purposes, please ensure an appropriate adult to child ratio for adequate adult supervision.

All Fire Stations are on 24-hour call and can be dispatched at any time, i.e. before or during your event. Should the station be dispatched prior to your visit and the station is closed when you arrive, please wait 15 minutes. If the crew does not return in that timeframe, please contact us at (214) 670-4609 to reschedule your tour. The 10 day advance notice will still apply.

FIRE SAFETY & EDUCATION PROGRAM:

Should the organizer need a speaker, public education program, Sparky the Fire Dog, the Fire Safety Education House or educational material, please call (214) 670-4633 or e-mail: dfdeducation@dallascityhall.com.

All requests require a 10 day advance notice but will not be accepted earlier than 45 days prior to the event. Upon receipt, an e-mail will be sent to the organizer confirming the request has been processed. Due to the high call volume, no further confirmations will be given.



Dallas Fire-Rescue Request to Schedule Event

Please complete this form and e-mail preferably in MS Word Document or PDF format to DFRshowandtell@dallascityhall.com.

By signing below, I have read the Event Request Guidelines and understand how it may affect the acceptance, scheduling, and details of my event.

Signature:

Date:

Type of Event: Show & Tell [] or Station Tour: [] Station #

Event Date: **Event Time:** *(2 hour limit)*

Organization / Group:

Event Location: *(Please provide a physical address)*

Participants: *(Station Tours limit 25)* **Age Group:**

Please list any specific details about your event that may be of assistance to our Fire staff:

Contact Name: **Phone #**

E-mail Address:

-----To Be Completed By Dallas Fire-Rescue -----

Date Received: Request Handled By: Request Sent to Field:

Deputy Chiefs are to send this notice to the Battalion Chief, Station Officer & shift involved. Apparatus are to remain in service during the event. Further information in reference to the event follows:

Council District: Deputy Chief: Battalion: Station: