



Group Fire Station Tours

Thank you for your interest in the Fire Service and the Foster City Fire Department. We welcome your interaction with the Fire Department and we will strive to make it educational and memorable for your group.

The following criteria for Fire Station Tours are required to meet prior to scheduling a tour.

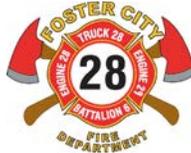
General Guidelines:

Fire Station Tours are scheduled through our Fire Administration. All requests must be in writing. **Please print out the following Request Form and complete this form. This completed form may be emailed or faxed to the email address/fax number listed above.** Every effort will be made to meet your requested tour date(s). Please submit your Tour Request **30 to 45 days prior** to your preferred tour date(s).

- Preference for scheduling tours will be given to Foster City residents. Organized Community Groups within Foster City will also be given preference.
- Tours will be scheduled between the hours of 9:30am-11:30pm and 2:00pm -3:00 pm.
- Tours are usually 30 – 45 minutes depending upon the age of the children, interests, weather or group size.
- Time has been scheduled for your visit; however, the firefighters *may be called* to respond to an emergency.
- There are no facilities available for you to serve food.
- Tours are for educational purposes only. We are unable to accommodate any requests for birthday parties or other non-educational events.

Tour Groups:

- Groups shall consist of no more than 35 people, including necessary chaperones (1 adult for 3 children under the age of 10). If there are more than 35 people in a single tour, please request a second tour time.
- Children shall be a minimum of 5 years old due to safety concerns. The Fire Station is a work place that contains equipment not intended for use near children.
- Groups with a desired learning goal for the tour are to express this goal when scheduling a tour. Tours include a tour of the station and apparatus. During the tour safety information will be discussed with the group.



Request for Public Education Program

Apparatus and/or Station Tour

Today's Date: _____ Request For: _____

Requested by: _____ Company/Concern: _____

Address of Event: _____

Telephone Numbers: _____ Fax: _____ E-mail _____

Preferred Date (s): _____ ; _____ ; _____

Preferred Time: _____ ; _____ ; _____

Request For:

- Speaker: Fire Prevention: _____ Operations: _____
- Apparatus/Engine: Yes _____ No _____
- Fire Drill _____ Details: _____
- Fire Extinguisher Training _____ Live Fire _____
- Tour of Station House: _____
- Number in Group: _____ Average Age of Group: _____ Number of Adults: _____
- Amount of Time for presentation: _____

Information below to be completed by the Battalion Chiefs (when applicable):

- What is scheduled: _____
- Scheduled date: _____ Scheduled Time: _____
- Who is scheduled: _____
- Inspector Presence Required – To Support Suppression
- List videos, literature, special needs for presentation:

Approved by: _____ Contact: _____

Confirm to: **Fire Administration – Fax (650) 341-7305** DATE: _____

Additional Event Information Attached