

Gwinnett County Fire and Emergency Services

Smoke Alarm Blitz

Timeline and Checklist

Congratulations! As Lead Educator, you are asked to coordinate and successfully execute a large scale CRR program that will impact many residents in a positive way. This step-by-step checklist will help you streamline the planning process.

Three – Two months prior:

- € Select blitz location/s
 - Reach out to Battalion Chief, First-In Station, and/or Community Partners
 - Retrieve statistics on blitz location
 - Obtain map of area
 - Best scenario is 200 homes for 10 teams for 4 hours
- € Search for volunteers – create interest
 - Speak at meetings, email community partners, notify CFA/Explorers with dates
 - Best scenario is between 30 – 50 volunteers for 10 teams
- € Find lunch sponsor or make arrangements

One month prior:

- € Find neighborhood point of contact
 - Meet with point of contact, leave sign-in sheet
- € Survey neighborhood
 - Select Command Post location with bathroom access and parking for volunteers
 - Schedule a date to “flyer” the area at least one week prior
- € Create Excel Sheet for Teams and Data Collection
 - First tab – Master list of homes and addresses
 - Second tab – Individual team survey assignments
 - Maximum of 10 Teams with 5 volunteers each
 - Each team is given 10 homes to survey per 2 hours
 - Third tab – Post-blitz Data entry
 - Divide homes into groups for teams by noting the following:
- € Create IAP
- € Create Volunteer List and continue recruitment
- € Place any material orders (alarms, screws)

Two weeks prior:

- € Release IAP and tentative Blitz schedule
 - Send formal IAP to the Operations, BC, PIO, First-In Station, and Educators
 - Send informal Blitz schedule to volunteers
- € Stuff information bags with relevant info for each home

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- € Conduct any pre-blitz captain's training

One week prior:

- € "Flyer" area to alert residents
 - Place flyers on outside of mailbox or door. Do not insert into mailbox.
- € Complete Excel Sheet
 - If a sign-up sheet was offered, highlight addresses on home assignment lists to make sure residents that signed up get priority
- € Create captain's bags for each team. Bags should contain the following:
 - List and map
 - Print assigned each home list from Excel
 - Print map of neighborhood, highlight assigned area
 - Long Clipboard, with FD forms
 - Large envelope for FD forms, labeled with team number
 - Standard Clipboard, with RC forms
 - Information bags
 - "Sorry we missed you" half sheets
 - Pens
- € Ensure IAP is up to date
 - Courtesy call to BC and First-In Station
 - Courtesy reminder to volunteers with updated agenda
 - Update staff, assign cars, and tasks

Two days prior:

- € Prep toolboxes. Teach tool box should contain:
 - *Charged* electric drill, along with Philips and flathead screwdriver
 - *Full* containers of dry-wall screws
 - 9-V and AA batteries
 - Trash bags
 - Eye protection
- € Make arrangements for Smoke Alarms from supply.
 - Average 5 alarms per household and 70 percent of the total homes being surveyed. (5 alarms x 200 homes. Multiply that number by 0.7)
- € Order lunch/snacks and water.
 - Send FD-29 for food purchases
 - Use P Card and tax exempt form once approved
- € Get Radios for Blitz teams
 - 10 Captains, Command Post, Runner and Team Guides

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- € Create team assignment template
 - Label Team Captains (Educators or volunteers with experience)
 - Many of the volunteers will be assigned on the day of

One day prior:

- € Prepare paper work
 - Volunteer Gwinnett Waivers (must be signed or cannot participate)
 - Sign-in Sheet
 - Overtime paperwork
 - Command Post Signage
 - Team assignment template
 - Map of Area with all teams labeled
- € Gather and load necessary materials in the chart below:

Command Post	Folding tables	
	Folding chairs	
	Tents	
	Necessary Paperwork*	
	Educational materials (optional: kids area)	
	Water and snacks	
	Extra Pens, Clipboards, Tape	
	Extra trash bags, screws, FD and RC forms, batteries, and info. bags	
	Red Home Safety Survey Signs	
Team Materials	Radios	
	Vests	
	Captains' Bags	
	Smoke Alarms	
	Step ladders	
	Toolboxes	

Day of:

- € Set up command post at least 30 minutes before volunteer sign-in
 - Place Red Signs around community
 - Set up Sign-In station and Area for supplies
 - Set up Kids Area
 - Arrange area for snacks, water, etc.
- € Sign in volunteers and begin assigning teams

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€ Follow Agenda – Be sure to begin on-site training and Blitz on time!

Template: Agenda for Smoke Alarm Blitz

7:00 – 7:30AM	HQ Arrival – Last min packing Depart to Location	Ice for Water Captain Bags, Radios, Misc.
8:00 – 8:45AM	Set up Command Post Ensure volunteers sign in and sign waiver Place volunteers on teams	Volunteer Waiver, RC Sign-In Sheets, Team Assignments
8:45 – 10:00AM	*Training - Captains/Installers + FD/RC Scribes Material distribution (<i>see below for specifics</i>)	Radios, vests, bags, alarms, ladders, toolboxes
10:00 – 12:00PM	First Block of Installations: <ul style="list-style-type: none"> • Educators oversee several teams • Some personnel remains at CP, acts as facilitator and runner 	
12:00 – 1:00PM	Lunch	
1:00 – 3:00PM	Second Block of Installations <ul style="list-style-type: none"> • As teams finish their lists, return to CP for another list, or go assist other teams • Teams are dismissed when all homes have been completed 	
3:00 – 4:00PM	Clean Up While teams are still on location, make sure FD paperwork and captain's list are turned in to Command, in labeled envelope Break down command	

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Template: On-site Training Agenda

- Together (15 minutes – Lead Educator)
 - Introduce Educator assignments
 - Go over Schedule for the day
 - 3 Knock Rule – Scene Safety
 - Request Translation Services
 - No one to leave the home until entire team is finished
- Break into Groups (30 minutes – Two Educators)
 - Captains/Installers
 - Toolbox Materials
 - Radio Usage –
 - Request Batteries, Smoke Alarms, Trash
 - Translation Services
 - Where/How to Install
 - # Code of Smoke Alarms to record – Leave one instruction with Resident
 - FD/RC Scribes
 - FD Form Overview
 - RC Form Overview
 - Family Evacuation Education
 - Information Bag – Sorry We Missed You Card
 - Importance of collecting Data and Smoke Alarm #
- Together (15-10 Minutes – Lead Educator)
 - Re-Group with team members
 - Message from FD Rep (Chief)
 - Collect materials and disburse

One week post-blitz:

- € Collect and analyze data collected via Excel document

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- € Summarize results and send out to all partners