

**Standard Operating Procedures Manual**  
**City of Poquoson Fire and Rescue**



**City of Poquoson  
Fire and Rescue**

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**PUBLIC EDUCATION AND  
RELATIONS**

**SOP#:** PR 4.00

**Title:** Apparatus Displays/Standbys

**Effective Date:** 02/01/2009

**Revised Date:** 02/01/2009

  
Fire Chief's Signature

  
City Manager's Signature

**APPARATUS DISPLAYS/STANDBYS**

**I. PURPOSE**

To outline the management of the conduction of apparatus displays, standbys for special events, parades, and demonstrations by Fire/Rescue personnel.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

**II. POLICY**

To present positive image to the public. In addition, the public can become better informed about the Department's services and capabilities through public appearances such as apparatus displays, standbys and demonstrations.

**III. RESPONSIBILITIES**

Fire administration shall be responsible for coordinating all requests for apparatus displays, special events, standbys and demonstrations for fire prevention.

Shift supervisors shall ensure that all requests for apparatus displays, standbys, parades and fire prevention demonstrations are conducted according to this SOP.

#### **IV. SCHEDULING**

All requests for apparatus displays, standbys, special events or parades shall be coordinated through Fire Administration.

The number and length of apparatus displays, standbys for special events or parades will be limited to the Department's available staffing and equipment.

#### **V. CONDUCTING THE APPARATUS DISPLAY/STANDBY FOR SPECIAL EVENS OR PARADES.**

Apparatus displays, standbys for special events and parades are to be conducted by personnel assigned to the piece of apparatus on display.

Apparatus displays should consist of a demonstration of the equipment and apparatus with an explanation geared towards the particular age group being addressed.

#### **VI. REPORT OF DISPLAY**

Following an apparatus display, standby or fire prevention demonstration, a report will be completed by the personnel assigned to the apparatus involved.