



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures

4.10 Community Event, Public Education, & Fire Station Tours



COMMUNITY EVENTS, PUBLIC EDUCATION, & FIRE STATION TOURS

Effective: January 2, 2026
Scheduled Review: January 2, 2029
Approved: Fire Chief Mike Kennedy

I. PURPOSE

To establish a procedure outlining fire department participation and setting community expectations for community events, public education, and fire station tours.

II. GENERAL PROVISIONS

The purpose of these activities is to inform the community about the fire department, educate about fire safety topics, and establish strong community relations. Community events, public education, and fire station tours are conducted by on-duty operations personnel. Firefighters may be late, may have to leave early, or may be unable to participate due to emergencies.

The fire department does not schedule private parties, birthday parties, nor participate in for-profit events.

Firefighters are same as the public with food allergies and dietary restrictions. Firefighters will not be scheduled to attend an event where there is an expectation to join in a meal.

Below are the available times for community events, public education, and fire station tours.

Mondays: 1 PM – 5 PM

Tuesday, Wednesday, Thursday, Friday, and Saturday 9 AM – 11:30 AM and 1 PM to 5 PM.

Requests outside of these time frames will be reviewed on an individual basis with fire chief approval.

Requests are generally limited to a (1) hour block. If the event, such as a block party, lasts for several hours, the requestor shall designate the preferred one (1) hour block for attendance.

Requests may be denied due to training or times of peak demand such as University of Michigan home football games or concerts.

Requests must be submitted least two (2) weeks prior to the scheduled event. There is an online form for requests at a2gov.org/fire that requires the following information:

- Type of request: fire station tour, public education, or community event
- Name of organization or community group
- Name, email, and phone number of requestor
- Name, email, and phone number of the onsite contact person
- Date, time (one hour block), and location of the scheduled event
- Approximate size of group and ages



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III. FIRE APPARATUS FOR COMMUNITY EVENT

The fire apparatus community event program is a specialized program that allows the community to request a fire apparatus (engine / ladder) for a community event.

Firefighters may be late, may have to leave early, or may be unable to participate due to emergencies. Fire apparatus are unable to spray water at these events.

IV. PUBLIC EDUCATION

The fire department offers a variety of programs for children. Preschool and younger are generally too young for any sort of fire safety education. Firefighters can show the fire apparatus and gear. These sessions are generally very short, lasting only thirty (30) minutes.

For kindergarten and above, we will send a crew to the school or location to teach fire safety messages, show the fire apparatus, and fire gear.

For businesses or adults, please describe what topic is being requested. A member of fire administration will generally handle these requests.

The fire chief is available to speak to civic groups, neighborhood associations, or other community groups on matters concerning the fire department.

V. FIRE STATION TOURS

Fire station tours are scheduled throughout the year. Tours may consist of a safety discussion by a firefighter, a tour of the station bay, an overview of apparatus / equipment / gear, and a question and answer session.

If the fire apparatus is not present upon arrival as requested, it is being used at the scene of an emergency.

Due to logistical issues, fire station tours are limited to the following stations:

Fire Station 1 - 111 N. Fifth Ave

Fire Station 4 - 2415 Huron Parkway (closed for construction)

Fire Station 6 - 1881 Briarwood Circle