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
Gwinnett County Fire and Emergency Services
Smoke Alarm Blitz
Timeline and Checklist

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
Create team assignment template
  o 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
  o Volunteer Gwinnett Waivers (must be signed or cannot participate)
  o Sign-in Sheet
  o Overtime paperwork
  o Command Post Signage
  o Team assignment template
  o Map of Area with all teams labeled

Gather and load necessary materials in the chart below:

<table>
<thead>
<tr>
<th>Command Post</th>
<th>Folding tables</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Folding chairs</td>
</tr>
<tr>
<td></td>
<td>Tents</td>
</tr>
<tr>
<td></td>
<td>Necessary Paperwork*</td>
</tr>
<tr>
<td></td>
<td>Educational materials (optional: kids area)</td>
</tr>
<tr>
<td></td>
<td>Water and snacks</td>
</tr>
<tr>
<td></td>
<td>Extra Pens, Clipboards, Tape</td>
</tr>
<tr>
<td></td>
<td>Extra trash bags, screws, FD and RC forms, batteries, and info. bags</td>
</tr>
<tr>
<td></td>
<td>Red Home Safety Survey Signs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Team Materials</th>
<th>Radios</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vests</td>
</tr>
<tr>
<td></td>
<td>Captains’ Bags</td>
</tr>
<tr>
<td></td>
<td>Smoke Alarms</td>
</tr>
<tr>
<td></td>
<td>Step ladders</td>
</tr>
<tr>
<td></td>
<td>Toolboxes</td>
</tr>
</tbody>
</table>

Day of:

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

Sign in volunteers and begin assigning teams
### Template: Agenda for Smoke Alarm Blitz

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 – 7:30AM</td>
<td>HQ Arrival – Last min packing Depart to Location</td>
<td>Ice for Water</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Captain Bags, Radios, Misc.</td>
</tr>
<tr>
<td>8:00 – 8:45AM</td>
<td>Set up Command Post</td>
<td>Volunteer Waiver, RC Sign-In Sheets, Team Assignments</td>
</tr>
<tr>
<td></td>
<td>Ensure volunteers sign in and sign waiver</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Place volunteers on teams</td>
<td></td>
</tr>
<tr>
<td>8:45 – 10:00AM</td>
<td>*Training - Captains/Installers + FD/RC Scribes</td>
<td>Radios, vests, bags, alarms, ladders, toolboxes</td>
</tr>
<tr>
<td></td>
<td>Material distribution <em>(see below for specifics)</em></td>
<td></td>
</tr>
<tr>
<td>10:00 – 12:00PM</td>
<td>First Block of Installations:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Educators oversee several teams</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Some personnel remains at CP, acts as facilitator and runner</td>
<td></td>
</tr>
<tr>
<td>12:00 – 1:00PM</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1:00 – 3:00PM</td>
<td>Second Block of Installations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• As teams finish their lists, return to CP for another list, or go assist other teams</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Teams are dismissed when all homes have been completed</td>
<td></td>
</tr>
<tr>
<td>3:00 – 4:00PM</td>
<td>Clean Up</td>
<td></td>
</tr>
<tr>
<td></td>
<td>While teams are still on location, make sure FD paperwork and captain’s list are turned in to Command, in labeled envelope</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Break down command</td>
<td></td>
</tr>
</tbody>
</table>
Gwinnett County Fire and Emergency Services
Smoke Alarm Blitz
Timeline and Checklist

Template: On-site Training Agenda

• Together (15 minutes – Lead Educator)
  o Introduce Educator assignments
  o Go over Schedule for the day
  o 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)
  o 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
  o 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)
  o Re-Group with team members
  o Message from FD Rep (Chief)
  o Collect materials and disburse

One week post-blitz:

€ Collect and analyze data collected via Excel document
Summarize results and send out to all partners