

CHAPTER 12 – PUBLIC EDUCATION

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12.A

Introduction to the Public Education Windows

The optional Public Education component of FirePro2 facilitates the administration of the Public Education process, allowing for efficient and accurate recording of your fire department's offerings of educational events to your community.

Before using the Public Education Module for the first time, you will need to set up your system accordingly.


You may also add items to these lists at any time. See:



20.80

12.B

Opening The Public Education Events Window

Public Education is accessed from the  button on the Properties Window. FirePro 2 associates each Public Education event with the Property at which it took place (e.g. the address of the Fire Hall, the Seniors Centre, or the local school where some form of instruction occurred).

From the Properties window, click on the Public Education button to display a list of Public Education Events associated with this property.



Double-click on a line item or click on the “**Show Details**” button to display that Public Education entry or click on the “**Add**” button to begin a new entry.

Public Education Entry

Station: Second Station Date: MAY 1 06 Number: 123-06 Time: 01:00 Duration: 1.00

Tom Thumb

Type: Talk Audience: Anyone Presentation: Demonstration Put on by: Second Station

Age Group: adults 12

Subject:

Handouts: Guidelines Smoke Detectors Book Article Reference Manual

Notes: Owner had requested a talk with employees that would aid in fire prevention at the bowling alley.

Staff in Attendance: Skip Cooper, Suzie Johnson

Add to list --> Delete from list Edit Fire Setters

Add Delete Edit Print Pictures 0 Cancel OK

The Public Education Entry window shows the details of the Public Education session. The window has four distinct components:

1. The list of all firefighters shown by station, (left).
2. The session information section, (upper right).
3. The Fire Fighters in Attendance section (lower centre).
4. Fire Setters in attendance (lower right)

To populate or edit the Public Education Types, Age Groups, Presentation Types, Audience Types, Subject, and Handouts

see  20.80

Note:

If you are adding a new session, the session information section must be completed and saved (by clicking OK) before entering names in Fire Fighters in Attendance.

Public Education Entry Window Fields

STATION:

If necessary, click on the station name and select the appropriate station from a pop-up list. The list below the name of the selected station shows the names of all possible firefighters from that station.

Note:

The list of fire fighters from each station is created automatically from the information entered on the records of individual fire fighters. To change any information on this list, go to the appropriate Fire Fighter record.

NUMBER

If you have this option turned on, enter the number for the session. You can number them manually or have them numbered automatically.

To choose how you number your sessions, or to turn this option on or off, see:



20.C.10.40

PUT ON BY

Select the station(s) that sponsored this event.

TYPE

Select the type of Public Education that occurred at this event.

To add or edit the pop-up content of the Public Education Type field in the Public Education Entry window, go to:

Maintenance → Edit Pop-up Lists → Public Education Pop-ups → Pub-Ed Types



20.80.10

AGE GROUP(S) & NUMBER OF PARTICIPANTS

Choose the age groups of the participants from the pop-up lists. Enter the number of participants from each group. You can enter up to 3 groups.

To add to or change the pop-up menu for Public Education Age Groups go to:

Maintenance → Edit Pop-up Lists → Public Education Pop-ups → Age Groups



20.80.20

AUDIENCE

Select an item from the pop-up list in this field to identify the audience classification for this event.

**To populate or change the pop-up list for Audience types, go to:
Maintenance → Edit Pop-up Lists → Public Education Pop-ups → Audience
Types**

**20.80.40****PRESENTATION**

Specify the type of presentation(s) that was offered at this Public Education event by selecting an item from this pop-up list.

**To populate or change the pop-up list for Public Education Presentation
Types go to:
Maintenance → Edit Pop-up Lists → Public Education Pop-ups →
Presentation Types**

**20.80.30****HANDOUTS**

Click the appropriate check-boxes to indicate what materials were handed out at this event.

**To edit or populate the list of handouts, go to:
Maintenance → Edit Pop-up Lists → Public Education Pop-ups → Handouts**

**20.80.50****NOTES**

Add pertinent notes about this session in the Notes field.

STAFF IN ATTENDANCE

To enter the name of a fire fighter attending this public Education session, double-click on the name of a fire fighter from the Station list. To enter a number of fire fighters, press the "Ctrl" key while choosing fire fighters' names, and then press Add to list.

DATE

Enter the date of the event.

TIME

Enter the Start time of this Public Education session using a 24-hour clock.

DURATION

Enter the total duration of this event in decimal format (e.g. 1 hour and 30 minutes would be entered in this field as "1.5").

12.D

Public Education Entry Window Buttons

12.D.50

Edit Fire Setters

The edit fire setters button allows you to add specific Fire Setters to this Public Education session, and therefore allows you to track any education you have given to these individuals. Clicking this button brings up the Fire Setters Window (see **12.G.10**)

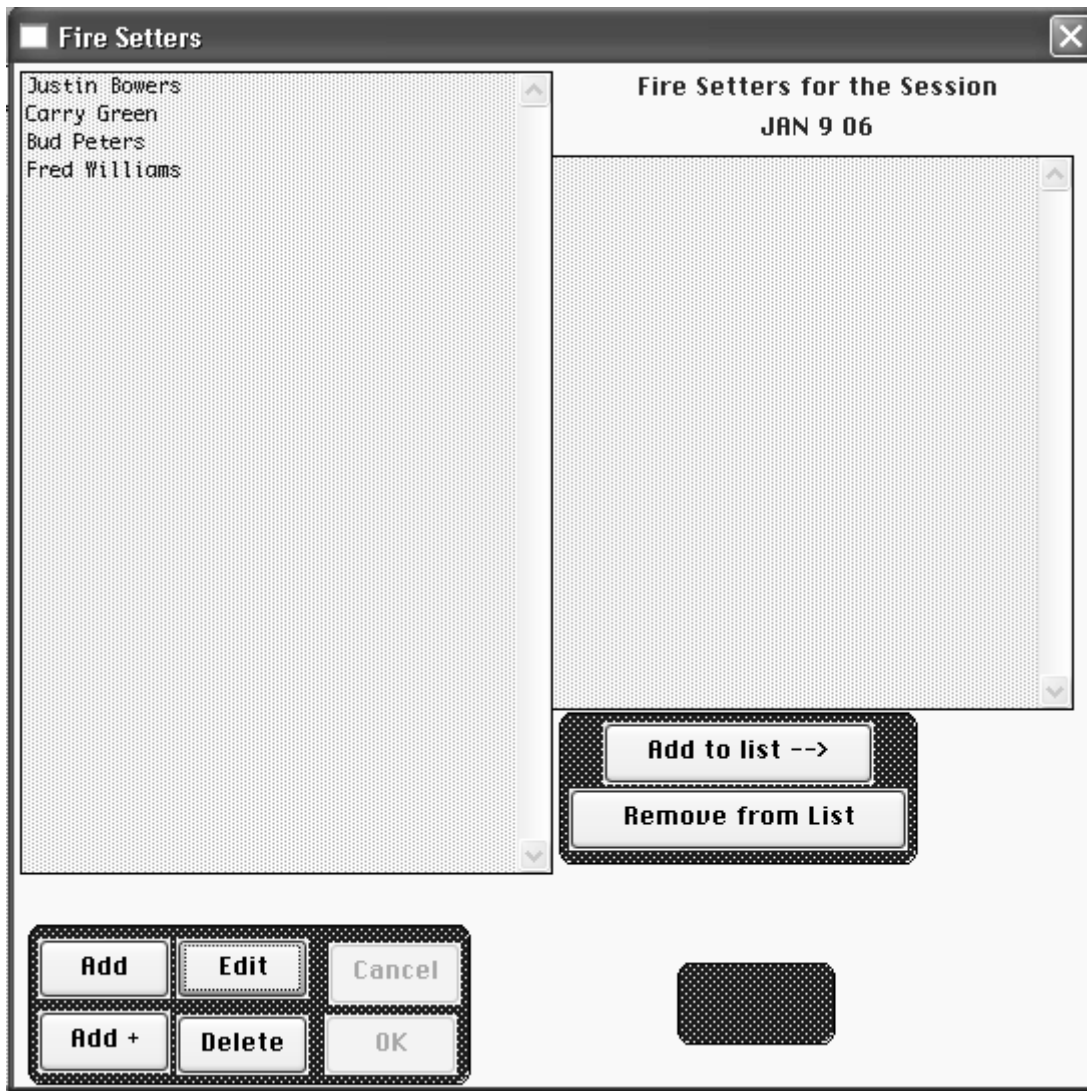
12.G

Other Windows

This section of the Public Education Chapter offers a detailed description of Other Windows accessed through the Public Education window buttons (referenced from the **12.D** section of the manual).

12.G.10

Fire Setters



The Fire Setters list on the left shows all Fire Setters in the system. Choose a fire setter to add to the current session then click "Add to List" or double click on a Fire Setter to add him to the current session.

To remove a Fire Setter from the current session, select the Fire Setter and then click "Remove from List".

Reports → Management Report Menu → Public Education → Complete Details

This will produce a detailed list, in date order, of all Public Education sessions within the parameters chosen in the Public Education Printing Parameters window.

ONE FF ONLY

You may select one fire fighter from the list of firefighters when the “One FF Only” box is checked and your report results will then only show presentations involving that particular fire fighter.

THESE SPECIFIC HANDOUTS ONLY

You may select as many of the handouts from the list as desired and your report will only show those presentations using all of the handouts selected.



12.R.15

Reports → Management Report Menu → Public Education → Statistical Report

This report will summarize each of the lists on the Public Education window showing the number of times selected and the percentage of the set that you chose to print for.



12.R.20

Reports → Management Report Menu → Public Education → Age Groups Served

This will produce a concise report that calculates the number of age-classified participants who took part in Public Education events during a date range of your choosing, sorted by Public Education Type. The Printing Parameters Screen is almost identical to the one shown in **12.R.10**, except that the Report Title field defaults to "Age Groups Served".



12.R.30

Reports → Export Data → Public Education

This will export the public education data you select to a .csv file.