



## EDMONDS FIRE DEPARTMENT Station Tour or Off-Site Visit Request Form

The Edmonds Fire Department is pleased to give tours of our Fire Stations or visit your Edmonds organization. We welcome the opportunity to help the community learn more about their Fire Department. Tours last approximately 20 minutes and include a close-up look at fire engines and firefighting equipment, and the chance to talk with firefighters about their jobs.

To help schedule your visit and make it enjoyable, please review our tour criteria below. If a station tour is appropriate for your group, please print this form, provide us with the information requested below, and mail the form to Edmonds Fire Department, 121 – 5<sup>th</sup> Ave. No., Edmonds WA 98020.

A Battalion Chief will confirm your tour day and time.

*Please note: Fire stations are in service during tours. Due to unexpected, required emergency responses we cannot guarantee availability at the scheduled day and time of your tour or visit. Tours or visits may be canceled without notice. In addition, if the fire crews need to respond during your visit, it will be necessary to end the tour and your group must exit immediately. Please keep this in mind while visiting.*

### Tour criteria:

- Children must be at least four years old.
- Tours or off-site visits are scheduled on weekdays.
- Please submit your request at least 21 days in advance of your desired date.
- Maximum *total group size* is 25 participants; one adult chaperone is required for every five children.
- Tours and visits are scheduled for groups (rather than an individual).
- Firefighters work in an industrial environment. Birthday party groups may schedule tours, but not party festivities. No cake and ice cream, please.

### Please provide us with the following information:

Today's Date:							
Your Name:							
Organization:							
Email address:							
Phone numbers:		work:		home:		cell:	
Dates and times requested:		first choice:		second choice:		third choice:	
I request a: <i>(please check one)</i>		Station tour <input type="checkbox"/>	Visit to my organization: <input type="checkbox"/>		Address:		
Number attending:			Age of Group:				
Please provide us with any other information that will help make your group's tour or visit enjoyable:							

**Thank You!**

For Department use only:			
Received by:		Date:	
Forwarded to:		Date:	