



KING COUNTY FIRE DISTRICT #2

900 SW 146th St, Burien, WA 98166 • 206-242-2040 • www.burienfire.org

FORM # 049

CITIZEN VISIT / TOUR REQUEST FORM

Complete this form for all citizen requests of tours, classes, and assemblies

Station Tours and School visits are typically **only scheduled the month of October for Fire Prevention Month**. Please allow a minimum of two weeks in advance to schedule a tour. Group size must be 25 or fewer total participants (including children & chaperones) there must be 1 adult chaperone for every 5 children. Tours generally last approximately 20 to 30 minutes and include viewing the fire engine, firefighting equipment and talking with firefighters. The fire stations remain in service during tours and school visits, the Crews may need to respond to emergencies at any time and it may be necessary for the tour or school visit to end.

Date: _____

Type of Request: Fire Truck/Station Tour Class Use of the Meeting Room

Location: Fire Station 18 N. Highline 19 Boulevard Park 28 Burien 29 N. Park

Out of Station – Address: _____

If Class, Type Requested: CPR (Adult, Infant, Child) Fire Extinguisher Other: _____

List Preferred Date: _____ Time: _____

List Secondary Date: _____ Time: _____

Contact (Your) Name: _____ Phone: _____

Email Address: _____ Business Name: _____

Number in Group: _____ Average Age: _____

Preschool Elementary High School Other: _____

Specify Supplies Requested, or Purpose of Meeting: _____

Fire Department Use

Battalion Chief on Duty: _____

Captain on Duty at Station Requested: _____

Admin

Forwarded Request to Shift Battalion Chief & Captain _____ (date & initial)

Operations

Scheduled Event Date For: _____ (see requested dates above)

Emailed Confirmation to Contact Name Above

Entered Date & Time on Vector Scheduling

Forwarded Completed Copy of this Form Back to Admin Office