



CITY OF CARMEL FIRE DEPARTMENT

Request for Fire Department Assistance at a School or Civic Event

The City of Carmel Fire Department (CFD) receives many requests to provide stand-by emergency medical personnel and fire equipment at school and civic events. CFD will attempt to provide the stand-by emergency medical personnel and fire equipment you request for your event, consistent with CFD's overall public safety duties, its staffing and equipment status. This will also include scheduling, CFD Protocols, other assistance calls it may receive or must staff in expectation of receiving and / or the assignment of CFD personnel and equipment by the Fire Chief, or his designee(s) in their sole discretion. In making a request for CFD assistance, you and the school / civic event you represent must understand and agree that CFD cannot and does not guarantee it will be able to attend and / or remain at your event, even if it initially agrees to do so. Equipment and personnel that are assigned to your school / or civic event may have to leave on short notice or with no notice at all, and that in such case your event may be without any CFD equipment or personnel. If these facts do not satisfy your event needs and requirements, you must make our private arrangements for the provision of stand-by emergency medical personnel and fire equipment. Of course CFD will respond to emergency calls to your event just as it does to other such calls. If you experience the need for emergency assistance at your event, you should call "911" immediately.

If you wish to request CFD assistance for your event, subject to the above terms and conditions, CFD would be pleased to receive your request. In such case a representative of your event must contact the CFD Assistant Chief of Operations, or the EMS Division Chief, at least fifteen (15) days prior to the date of your event. The Operations Chief and / or EMS Division Chief can be contacted by calling (317) 571-2600 during normal business hours. You must provide CFD with a fully completed and executed copy of the attached Request Form with a description, location, and contact names and numbers of your School / Civic event at the time of your request.



CITY OF CARMEL FIRE DEPARTMENT
SCHOOL OR CIVIC EVENT
REQUEST FORM

Event Description: _____

Event Location: _____

Date of Event: _____ **Time Requested for Stand-By:** _____

Name of "Point of Contact" person: _____

Telephone Number(s) of Contact Person: _____

School or Organization Sponsoring Event: _____

Name and Number / Cell / Pager of person receiving calls on the day of the event:

On behalf of myself and the School / Civic Event I represent, I understand and agree with all the terms and conditions set forth herein, as well as with any other terms and conditions allowed or required by CFD and / or applicable law. I am authorized to execute this document for and on behalf of the School or Organization whose event is described herein.

Signature – Authorized School / Civic Event Representative

Printed Name and Title

Date

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RECEIVED BY CARMEL FIRE DEPARTMENT

By: _____

Date: _____

Request Approved (Yes) or (No) – (circle one)

By: _____

Date: _____

Comments:

