

# Procedure For Booking The LCFA Fire Safety Trailer

1. Anyone other than a fire company wishing to schedule the Fire Safety Trailer will first need to contact their local fire company and make arrangements with them to see if they are able to operate the trailer on the dates that they have chosen.
2. The responsible fire company needs to check the calendar on the **LCFA.org** website to see what dates are available or contact Audrey Noll at 717.336.3592. The Safety Trailer calendar link is under the Safety Trailer link on the main page. You should then complete the form on the **LCFA.org** website and submit it online. The Safety Trailer submission form is under the forms link on the main page. If you have any questions contact Audrey. Under no circumstances will individuals from anywhere other than fire companies be able to schedule the trailer.
3. The responsible fire company will need to have all the information ready when they contact Lancaster County Firemen's Association. That information includes:
  - a. The name of the person who will be responsible for handling the fire safety trailer as well as a day, time and phone numbers for that person.
  - b. The day and times they will need the trailer – times need to be accurate. Please don't ask for the trailer in the morning if it's only needed late afternoon as that could keep it from being used at another location earlier in the day.
  - c. Where the fire safety trailer needs to be delivered to and accurate directions on how to get the destination.
4. The persons responsible for the fire safety trailer will need to meet our driver at the specified time and location. Under no circumstances will our driver leave the trailer when there is no one there.
5. The responsible fire company is responsible to see that the interior of the Fire Safety Trailer is cleaned before it is picked up and give complete paperwork to the driver.
6. Under no circumstances will the fire safety trailer be moved by anyone other than the Lancaster County Firemen's Association driver.

Mail To: LCFA/Fire Safety Trailer  
C/O Audrey Noll  
P.O. Box 401  
Reamstown, PA 17567

Or Call: Audrey Noll at 717.336.3592 between 9:30 a.m. and 8 p.m. to schedule the Fire Safety Trailer. If she is not available, please leave a message and she will return the call.