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 717-581-5469 or aan7@ptd.net. 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 Noll. **Under no circumstances will individuals from anywhere other than fire companies be able to schedule the trailer – you must go through your local fire company.**

3. You will need to have the following information ready to complete the form:
    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 date 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 or evening 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 to 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 on 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 the completed 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.