**Date/Time:**

**Location/s:**

**Contacts:**

* Local/Fire Department Coordinator
* MDA Staff Rep

**Purpose of Safety Plan:**

* Educate personnel on best practices to remain safe while participating in Fill the Boot
* Ensure all personnel are consistent in following safety guidelines
* Decrease risk of injury while participating in Fill the Boot

**Preparation:**

* Communicate with Fire Chief and/or City Council – ask for their input and guidance on your municipality’s safety restrictions.
* All intersections must be formally identified prior to the start of the campaign
* Each intersection must meet the following criteria:
	+ Good traffic control with traffic light or stop sign
	+ Good visibility
	+ Ability to access vehicular traffic from a safe place (i.e. median, sidewalk, etc.)
* No collecting in any intersections after dark or in inclement weather where visibility may be limited.
* Make sure to have plenty of water available.
* Consult with City Traffic Control to determine the best flow, busiest time, and least number of traffic/pedestrian accidents.
* Intersections should be well-marked with cones, apparatus, and MDA-provided signage to alert drivers of upcoming collection points.
	+ Apparatus should be highly visible. If allowable, keep emergency lights on.
	+ DOT Variable Message Boards are suggested where available.

**All personnel operating within or near roadways must:**

* Wear proper personal protective equipment including department-issued reflective safety vest, proper steel-toed footwear, and helmet.
	+ MDA can provide high-visibility safety vests as requested.
* Maintain situational awareness of their surroundings and the people walking through collection sites.
* Initiate all collections from roadside or median and never stop traffic or inhibit the flow of traffic, and only approach stopped vehicles.
	+ Fire fighters should move to the sidewalk or median during a green light.
* Always maintain a professional attitude.
* Hydrate prior to and continue to hydrate while collecting donations.
* Apply sunscreen and wear hat or helmet to prevent over exposure to the sun.
	+ Attempt to stay in shaded areas.

**MDA Insurance:**

* MDA’s Insurance Policy covers all active and retired fire fighters, cadets, fire fighters in training, and EMTs working or volunteering for Fire Departments, while volunteering on behalf of MDA. Only those covered by the policy can collect at intersections.