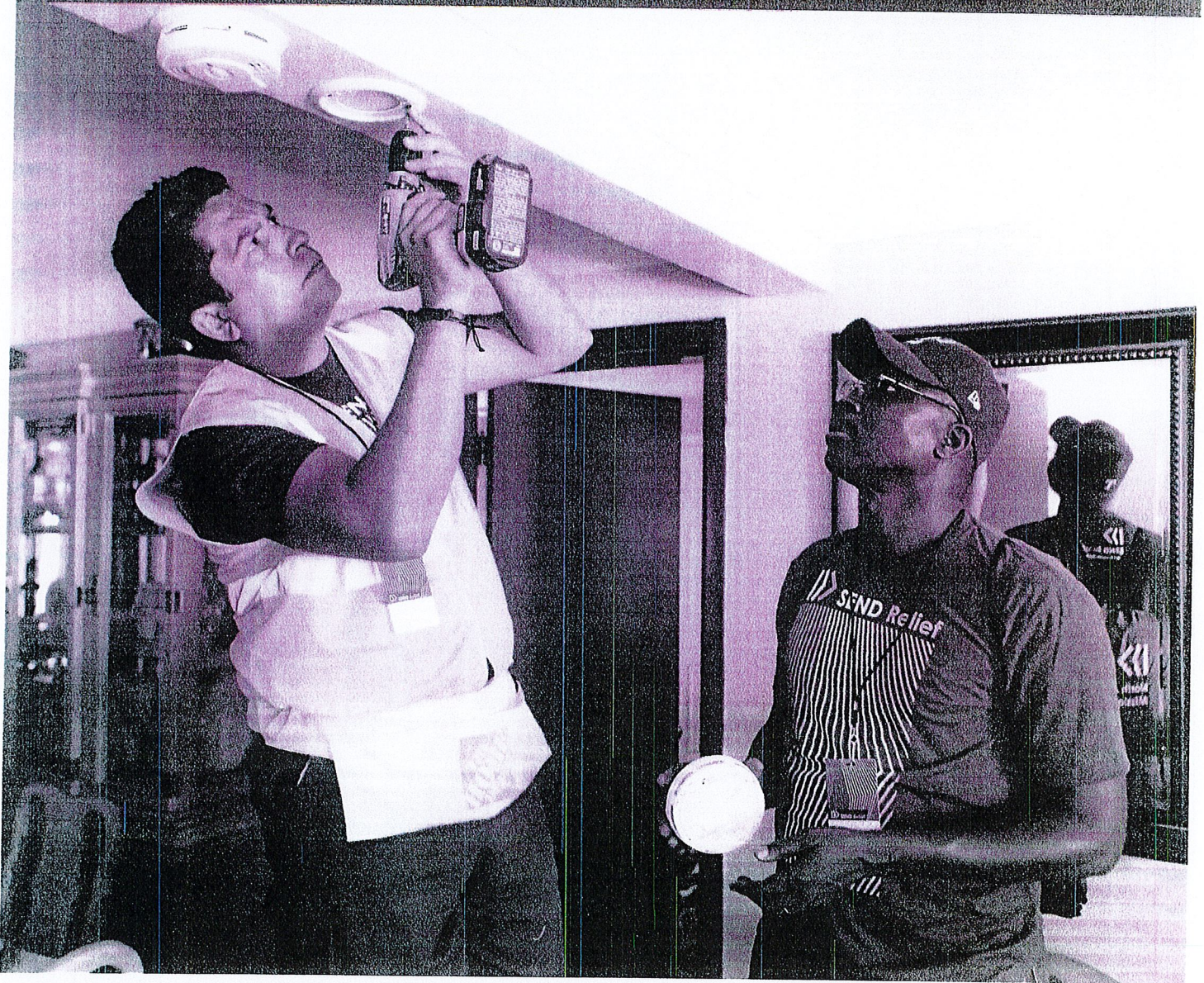


**SEND Relief**

**American  
Red Cross**

**SIMPLE  
START  
GUIDE**



# HOME FIRE CAMPAIGN

This digital resource is to help you navigate a HFC easily. We've broken your tasks down into weeks so you can better schedule what to do and when to do it. Let's get started!

## INITIAL SET-UP

Schedule a meeting with church leadership to share details of your HFC.

Contact your local American Red Cross chapter, and inform them of your HFC. Discuss your event goals.

Contact your local fire department. Ask them to join your HFC. Discuss your event goals.

Set your date. Coordinate with your local fire department, law enforcement and the Red Cross.

## 8 WEEKS PRIOR

Here's some information to help you determine the number of homes you can expect to cover per volunteers.

25	50	100
108	216	438

Recruit volunteers. Utilize church bulletins, Sunday morning slideshows or give a five-minute outline of what a HFC is to the congregation.

Background checks. Process them through your church or the Red Cross, [here](#).

Promote your HFC at church and in your local community through flyers, social media posts, church announcements and more.

## 6 WEEKS PRIOR

Assign your volunteers to teams. Each team will comprise of the following positions: 2 installers, 1 educator, 1 data entry keeper.

Host your first pre-event meeting! Here, you'll introduce each team and their rolls in the HFC. Ask volunteers if they can participate in the [pre-canvassing event](#) the weekend before your HFC.

Keep in mind the Red Cross and fire department may desire a different pace for the event. Feel free to go at the pace that helps you best accomplish your goals.

Confirm tools. Ask your volunteers which tools they are able to provide for the HFC. The remaining tools can be purchased at your local hardware store. Call them for discounted costs or rental options.

## 4 WEEKS PRIOR

- Order everything! Smoke detectors, volunteer tee-shirts, door hangers and other supplies needed through NAMB can be found [here](#).
- Check to see if your local Red Cross can provide one Red Cross vest per team.
- Confirm pre-canvassing volunteers.
- Watch the following training videos, checklists and guides in the HFC link index in a separate document.

## 3 WEEKS PRIOR

- Time for pre-canvas preparation!
- Print “street sheets” outlining the homes you’ve decided to focus on. Your local fire department should have the ability to assist you in mapping the streets you could serve. A secondary option is to visit your county mapping department.
- Designate a lunch spot. It should be a meeting space close to where you’re serving.
- Make arrangements for meals and refreshments for volunteers.

## 1 WEEK PRIOR

- Conduct your pre-canvas event the weekend before your HFC.
  - Utilize the street map sheets and mark homes that do not want to be visited on the day of the event.
- Make sure everyone is wearing identifiable clothing such as volunteer shirts, fire department shirts or a Red Cross vest.
- Print all documents needed for the day of your HFC, including:
  - Service Acknowledgement Form (enough for each house)
  - Fire Escape Plan ( enough for each house)
  - Checklists for the Educator, the Installer and the Data Entry keeper

## DAY OF YOUR HFC

- Do you have a cell number for at least one volunteer per team?
- Identify a supply runner who can get supplies during the day. They will need vehicle access.
- Hand out “street sheets” and supplies to each team leader.
- Walk volunteers through the training.
- Encourage volunteers and teams to take note of other ways the church could serve the community as they enter the homes.

## SCHEDULE

8 a.m.	Set-up	Check <u>the tool list</u> one more time
9 a.m.	Train volunteers	Here are two great training links for <u>smoke alarm safety</u> and <u>safety education</u>
10 a.m.	Installation!	We highly recommend waiting until 10 p.m. or later to start knocking on doors
12 p.m.	LUNCH	
1 p.m.	Installation!	
4 p.m.	Debrief, and pack up	Allow the teams to share what they've experienced and any stories they have encountered

## 1-2 WEEK POST EVENT

- Follow-up with residents to determine other ways your church can meet the community's spiritual and physical needs.
- Follow-up with the fire department or law enforcement for feedback. If you're able, host an appreciation dinner for the firefighters.

# ESTIMATED BUDGET

This budget is based on 25-50 volunteers, creating six teams of four or 12 teams of four.

Category	Item	Total cost
Clothing	shirts	
Tools	safety vests (1 per team)	\$37.80 - \$75.60
	6' ladder (1 per team)	\$240 - \$480
	cordless drill (2 per team)	\$480 - \$960
Clip board storage box	2" sheetrock screws	\$38.83 - \$77.64
	2 Flat & 2 Philips Head screwdrivers	\$20.88 - \$41.76
	buckets (2 per team)	\$35.64 - \$71.28
Food	bottled water (36 pack)	\$8 - \$20
	breakfast & lunch	\$150 - \$300
Pre-canvas material	doorhangers	\$55 - \$70
Total	(not including drill or ladder purchase)	\$384 - \$814.62
	(including drill or ladder purchase)	\$1,104.76 - \$2