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MAYOR

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FIRE CHIEF

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Dear Business,

Thank you for your interest in the Evansville Fire Department Fire Extinguisher Training Program (the "Program"). The Evansville Fire Department (the "Fire Department") offers this Program to all businesses located within the City of Evansville. The Occupational Safety and Health Administration Act and Indiana Fire Code mandates that all employees are trained to know the location and proper use of portable fire extinguishers within your business. The Program is designed to meet or exceed annual industry standard training requirements for employee basic safety (NFPA 10/OSHA 1910.157) while providing a safe environment to train your employees.

The Fire Department understands that it may not be feasible for your business to shut down operations for fire extinguisher training. To meet the needs of your business, the Fire Department can set up and conduct the fire extinguisher training at different times of the day as well as location. This allows all of your employees the opportunity to attend a training session.

The Program's normal class size is up to 30 people and will take 45-60 minutes to complete (max of 5 classes per day or instructor's discretion). In each class, the Fire Department instructor will demonstrate proper techniques when utilizing a fire extinguisher; each employee will attempt to extinguish a live flame; and the Fire Department instructor will answer any questions regarding fire safety. The following is the fee schedule for the Program:

- Class training from 8 a.m. until 4 p.m.
 - 2 hours minimum - \$400 total
 - Each additional hour - \$70/hour
- Class training outside the normal business hours (prior to 8 a.m. or after 4 p.m.)
 - 2 hours minimum - \$600 total
 - Each additional hour - \$100/hour
- Classes are offered on weekends (outside normal business hours rates). Classes are not offered on holidays. Classes are limited to April through October.

The training utilizes a certain fire extinguisher training machine that requires a minimum of 20'x30' outdoor space. Additionally, your business and each employee will be required to fill out a release and waiver of liability.

Fire extinguisher training classes are booked on a first come, first serve basis. To request a training session, please visit our website at the [Training Request link](#) and fill out the appropriate form. You will be required to submit a nonrefundable deposit at least 2 weeks prior to your training session in the amount of half the total of the requested training. In the event of inclement weather, the instructor may cancel the training. If cancelled, the training would be rescheduled at a time mutually agreeable to both the Fire Department and your business.

Sincerely,

Mike Connelly, Fire Chief