



CITY OF ALBANY
 DEPARTMENT OF FIRE AND EMERGENCY SERVICES
 26 BROAD STREET
 ALBANY, NEW YORK 12202
 TELEPHONE (518) 447-7879
 FAX (518) 447-7883



JOSEPH W. GREGORY
 CHIEF OF DEPARTMENT

Request a Special Event Detail or Firehouse Visit

To request a tour of one of our firehouses or a special event detail, please fill in the following fields completely. You can submit your request anytime, but please do so at least two weeks in advance of when you would like to have the tour conducted or the date of the special event. **Firehouse tours can be scheduled to start seven days a week, from 9am until 7pm.** Please understand that requesting a tour or special event detail at a certain time does not guarantee that we will be able to accommodate that timeframe; however, we will do our best to accommodate your request.

Please remember, the firefighting crews are emergency response personnel and emergency response will be our first priority. This means the crew may be late, may have to leave early, or may not be able to show up at all. Please let us know if you need to reschedule because of one of these reasons.

Most of the firehouse tours include a safety message, a demonstration of the gear that we wear, a tour of the fire truck and, if applicable, a tour of the firehouse. This will take about one hour.

Contact Name: _____

Contact Phone Number: _____

Alternate Phone Number: _____

Contact E-Mail: _____

Approximate grade level of the audience:

Preschool

Kindergarten

1st Grade

2nd Grade

3rd Grade

4th Grade

5th Grade

6th Grade

Middle School

High School

Adults

All

Preferred Date: _____

Alternate Date: _____

Preferred Time: _____

Alternate Time: _____

Location or Address of the Visit/Detail: _____

Number of Children (no more than 20 at one time for a firehouse tour unless specifically approved): _____

Number of Adults (must provide sufficient supervision): _____

Organization Name (if applicable): _____

Additional Notes/Special Requests for Presentation: