



WESTLAKE FIRE DEPARTMENT

Travis County ESD #9
1011 Westlake Dr.
Austin, TX 78746

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To: Birthday Party Planning

From: Mike Elliott, Assistant Chief, Westlake Fire Department

Date: August 18, 2010

Subject: Procedure for Planning a Birthday at the Fire station

I would like to thank you for your interest in the Westlake Fire Department (Travis County ESD#9). We are happy to help you plan a birthday Party or other event at our fire station. I have outlined the process below for you to follow to make sure your event is successful and you have an enjoyable time at the fire station.

To reserve the fire station for your event, please call Lisa Litman at 512-327-9405 ext 2710. She will schedule your event and make sure the firefighters on duty that day know to expect you. Should you not be able to contact Ms. Litman please call Assist. Chief Mike Elliott at 512-327-9405 ext 2713.

We will make every effort to comply with your request; however, our personnel have training and inspections occasionally so please be flexible when scheduling your event.

The Department operates two fire stations. Fire Station 901 is at 1109 Westlake Dr. and fire station 902 is at 1295 South Capital of Texas Hwy. Due to parking limitations, the fire station located at 1295 South Capital of Texas Hwy (St. 902) is the only station we normally use for birthday parties and other events.

St. 902 has six bays and houses two fire engines, two brush trucks, a hazardous material trailer and an ambulance. Should the weather be uncomfortable we will plan on using one of the bays for your event. There is no air conditioning in the bays but there are fans and they are usually tolerable during the middle of the summer.

We have tables and chairs for you to use for your event. They are located in Bay 1 on the far left side of the building. In most cases we will have the table and chairs set up for you when you arrive.

Please remember that we are a working fire station that operates 24 hours per day seven days per week. Should you arrive and find no one present you are welcome to try the doors to gain access to the station. Once inside you can open the front doors and set up for your party if we have not already done so. We will return as soon as we can but we cannot guarantee that someone will be there when you arrive.

I recommend you arrive early to set up for your party. See the attached safety information. We hope you have a great time at our fire station and you come back soon for a visit.

Safety Information

Welcome to the Westlake Fire Department. We are glad to have you and your families at our fire station for this special occasion. Here are some things that are required of you when you are here.

- A) Because this is a working fire station with no non-responding personnel left at the station, you might find no one here and the Fire Station locked. When we are at a Fire or Medical call, it may be a long time before anyone can come to the station. Further, upon returning, our first priority is to get our units back in service. **Westlake Fire Department cannot and will not be responsible for a disappointment when we cannot be here at a scheduled time.**
- B) As you know, this is a Fire Station and we have to respond to calls from here. **If we have a call, you are to make sure all of the parents and children are out of the way and at the back of the fire station.** If we leave for a long time and you are finished with your party, we ask you that you lock up the station and close the bay doors and back doors.
- C) We have tables and chairs that you may use. The tables and chairs are located at the far left side of the station in Bay 1.
- D) The limit for guests at the station is around 30 people.
- E) You are responsible for the set up and the taking down of tables and chairs, for providing all party favors, collecting all trash that you may have generated, and placing the trash in the dumpster by the driveway. We ask that the station be left as you found it, "CLEAN". We will assist you if we are available.
- F) There is a bathroom in the left side of the station in Bay 1 and another down the main hallway of the station.
- G) You are responsible for watching the children. **Please make sure they stay out of areas that are marked off with Fire Line tape or the areas an officer tells you that are "off limits".**
- H) We will talk to the children about fire safety and show them the trucks and the equipment that we use. A fire fighter will dress in his gear and explain to the children not to be afraid of a firefighter dressed in their gear.
- I) Children under 11 years will not be able to try on a fire helmet, due to the weight. Safety notices have warned that the weight of a helmet may damage the delicate bone structure of a child's neck.
- J) Please ask us if you have a special need or consideration. We will do our best to assist you in any way.