



REGULATIONS GOVERNING THE NFPA EDUCATIONAL MESSAGES

DESK REFERENCE FOR THE FIRE SERVICE
AND FIRE AND LIFE SAFETY EDUCATORS

FIREFIGHTING

**MATCHES
& LIGHTERS**

HOME

**SMOKE
ALARMS**

FIRE EXTINGUISHERS

**MEDICAL
OXYGEN**

**COOKING
SMOKING**

CANDLES

ELECTRICAL

BURNS

SPRINKLERS

**CARBON
MONOXIDE**

**NFPA, 1 Batterymarch Park
Quincy, MA 02169-7471**

www.nfpa.org/education

PURPOSE OF EDUCATIONAL MESSAGES ADVISORY COMMITTEE

The Educational Messages Advisory Committee (EMAC) meets periodically to review NFPA's fire and burn safety education messages and provide recommendations to NFPA public education staff for updating and revising the messages. The messages are used throughout NFPA's educational programs, curricula, and handouts and provide fire and life safety educators with accurate and consistent language for use when offering safety information to the public. When applicable, the messages are made consistent with NFPA's codes, standards, and related criteria. Each topic area is self-contained, written so that all the information needed on a certain subject is provided within that category. As a result, some messaging may be repeated throughout topic areas.

Educational Messages Advisory Committee Members 2018

Ernest Grant, *Chair*
North Carolina Jaycee Burn Center

Marty Ahrens, *NFPA*

Brett Brenner, *Electrical Safety
Foundation International*

Kwame Cooper, *LA City Fire Department*

Patty Davis, *U.S. Consumer Product Safety
Commission*

Barbara Guthrie, *Underwriters Laboratories*

Kevin Kelly, *The American Red Cross*

Amy LeBeau, *NFPA*

Jorge Mederos, *Fort Lauderdale Fire/
Rescue Department*

Teresa Neal, *United States Fire Administration*

Maria Pelchar, *Holyoke Fire Department*

Emily Samuel, *Safe Kids Worldwide*

Michele Steinberg, *NFPA*

Nancy Trench, *Oklahoma State University*

Lisa Braxton, *NFPA Staff Liaison*

Copyright © National Fire Protection Association (NFPA) 2018. Liberal use of messages within NFPA's Educational Messages Desk Reference for the Fire Service and Fire and Life Safety Educators is allowable with attribution. Please use the following: "Reproduced with permissions of the NFPA."

Purpose

The purpose of the Educational Messages Advisory Committee (EMAC) is to provide nationally recognized, consistent fire and life safety messages.

Scope

The scope of the Educational Messages Desk Reference for the Fire Service and Fire and Life Safety Educators is to provide NFPA, fire and life safety educators, and other safety advocates with nationally recognized, consistent fire and life safety messages for the general public.

Application

The application of this document is to establish messaging as a reference for fire and life safety educators as they are designing and delivering outreach, such as lessons, programs, and presentations, and provide a base so that fire and life safety educators can tailor educational messages to fit the needs of the target audience, with consideration given to age, ability, familiarity with environment, language, and other matters.

Goals

- To prepare proposed fire and burn safety educational messages
- To prepare and/or process comments to amend existing or add new educational messages
- To recommend reconfirmation, withdrawal, or addition of messages
- To maintain NFPA's philosophy of clear, simple, accurate, technically sound, and – whenever possible – positive messaging

- To use messages that support the most recent edition of the applicable NFPA code, standard, recommended practice, or guide
- To produce an Educational Messages Desk Reference for the Fire Service and Fire and Life Safety Educators to be made available on the NFPA website

Membership

The NFPA division manager for public education shall be responsible for determining the size and membership of EMAC. NFPA voting staff members shall not exceed 30 percent of the Committee.

Structure

EMAC shall have a Chair serving a 3-year term. An NFPA public education staff person shall be assigned as the liaison to EMAC. The liaison holds a non-voting position.

Appointments of Members and Their Tenure

The Chair shall be appointed by the NFPA division manager for public education. All Members of EMAC are subject to annual review and reappointment by the NFPA. Those Members who miss two meetings, or otherwise exhibit lack of interest, knowledge, or responsibility, shall not be reappointed and may be removed for the stated causes at any time.

Change of Status

When the status of a Member changes, including employment, organization represented, or funding source, the individual's membership automatically terminates.

Role of the Staff Liaison

- To serve in an advisory capacity and assist EMAC to achieve compliance with these regulations
- On instruction and guidance from EMAC, to process and edit text for the EMAC messages
- To be responsible for the editorial treatment of messages to ensure compliance with the Manual of Style for NFPA Technical Committee Documents
- To attend EMAC meetings
- To plan meetings, including meeting notification, agenda, and incidentals
- To prepare detailed minutes of EMAC meetings
- To prepare Comments received in a format suitable for EMAC consideration
- To prepare the final Educational Messages Desk Reference for the Fire Service and Fire and Life Safety Educators and post it on NFPA's website

Calling Meetings

The Chair shall call meetings at such times as may be necessary and convenient for the transaction of business.

Quorum

There shall be no quorum requirement for EMAC meetings.

Participation

- Participation shall be limited to Committee Members and NFPA staff, except that a request by a guest to address the committee on a subject relevant to a specific item under consideration shall be honored. Guests wishing to address EMAC shall notify the staff liaison in writing at least 7 days before the meeting. When a guest addresses the committee, equal opportunity shall be afforded those with opposing views. The Chair shall designate the time allotted for any such addresses.
- Videos, slides, overheads, and similar visual aids shall be allowed during the meeting of EMAC. The presenters of the information shall be responsible for all equipment arrangements and associated fees pertaining to their presentations.
- Physical demonstrations, experiments, or simulations shall not be allowed during EMAC meetings.

Minutes of Meetings

Minutes of each meeting shall be recorded and issued without undue delay to Members by the public education staff liaison. Minutes shall, at a minimum, include the time and place of the meeting, names and affiliations of all persons attending, and the actions taken.

Voting Procedures and Privileges

Each voting Member, including the Chair, shall have one vote in the affairs of EMAC.

Voting by Proxy

Voting by proxy shall not be permitted.

Voting at Meetings

Actions decided during EMAC meetings shall be supported by at least a simple majority of the voting Members at the meeting. In calculating the vote, those who abstain shall be omitted from the calculations.

Who May Submit a Comment

Anyone may submit a Comment, and the submitter need not be a member of EMAC or NFPA. Except for Comments submitted by EMAC, all Comments must be submitted in the name of an individual, with the individual's relevant organizational affiliation or representation noted separately. The individual shall be considered the submitter for purposes of these Regulations.

Content of Comments

Each Comment shall be submitted to the assigned NFPA public education staff liaison and shall include the following:

- Identification of the submitter and his or her affiliation where appropriate
- Identification of the educational message to which the Comment is directed
- Proposed text of the Comment, including the wording to be added, revised (and how revised), or deleted
- Statement of the problem and substantiation for the Comment
- The signature of the submitter
- Two copies of any document(s) being proposed as a reference standard or publication

Time for Submission

A Comment to revise or amend an existing or proposed message shall be submitted up to the published Comment closing date. A Comment received after that date shall be returned to the submitter.

EMAC Action on Comments

EMAC shall act on all current Comments.

EMAC shall act on each Comment by taking one of the following actions:

- Accept the Comment
- Reject the Comment
- Accept the Comment in principle but with changes in the proposed wording
- Accept the Comment in part
- Hold the Comment for further study pending receipt of additional information

The EMAC action on a Comment "accept," "accept in principle," "accept in part," "hold the comment," and "reject" shall include a statement, preferably technical in nature, on the reason for the EMAC action. Such statements shall be sufficiently detailed so as to convey the EMAC rationale for its action. A Comment that does not include all of the information listed in "Content of Comments" may be rejected by the Committee for that reason and returned to the submitter in order for the missing content to be provided.



NATIONAL FIRE PROTECTION ASSOCIATION

The leading information and knowledge resource
on fire, electrical and related hazards

NFPA, 1 Batterymarch Park
Quincy, MA 02169-7471

www.nfpa.org/education