

# Overview of survey dissemination

## 4500 Selected Fire Departments

### 1 - Provide list of selected fire departments to professional organizations (IAFF, IAFC, NVFC)

- Professional organizations link fire departments by name and location to members
- Notify all members identified that they have been randomly selected for the study and to contact the organization if they do not want their information to be shared (see FFFIPP Survey Notification Email- Professional Organization)
- Organizations provide ORAU with list of email addresses linked to fire departments
- ORAU merges with list of 4500 selected fire departments
- ORAU sends emails with unique survey links to all identified members (see FFFIPP Survey Invitational Email)
- Estimated that 1894 fire departments will have members in the professional organizations

Fire department does not have membership in professional orgs.

### 2 – Identify fire departments with email addresses either through the National Public Safety Information Bureau, National Fire Department Registry, and FireCARES datasets or on fire department websites

- For all fire departments with an online directory, individual survey links will be emailed to all relevant personnel (see Survey Invitational Email).
- For departments for which ORAU is able to obtain an email for the chief officer will receive an email with a survey link specific to their fire department (see Survey Invitational Email – Fire Department).
- Estimated that 1563 fire departments will have an email for at least the fire chief

Fire department does not have a valid email address.

### 3 – Identify fire departments phone numbers through the National Public Safety Information Bureau and National Fire Department Registry or on fire department websites

- ORAU will call the fire department to inform them of the study and provide a link unique to the fire department (see Invitational Phone Script)
- ORAU will attempt to reach someone by phone 2 times
- Estimated that 1043 fire departments will need to be contacted by phone.

**Reminders:** All fire departments for which ORAU is able to obtain unique email addresses for personnel (Steps 1 & 2) will receive individualized links. All who receive individualized links will also be given three reminders (see Reminder Email).

If ORAU does not receive individual emails, we will not send reminders.

**Tracking:** ORAU will maintain tracking documents by fire department and personnel. If at any point an individual opts out/declines to participate in the study, this information will be recorded in the tracking sheet. Any non-responses after all contact attempts will be recorded as a non-contact.