**Basic Instructions for Customizing the Model Policy Document**

The following document provides the basic steps for customizing the *Model Policies for Emergency Response* document. Before beginning the customizing process, please thoroughly read the document, IAFC Policy & Procedures for Emergency Vehicle Safety (located on the CD) for guidance and additional information.

1. Insert the provided CD into the CD or CD/DVD on your computer.
2. When the menu box opens, click on the button that says "Customize the Model Policies"
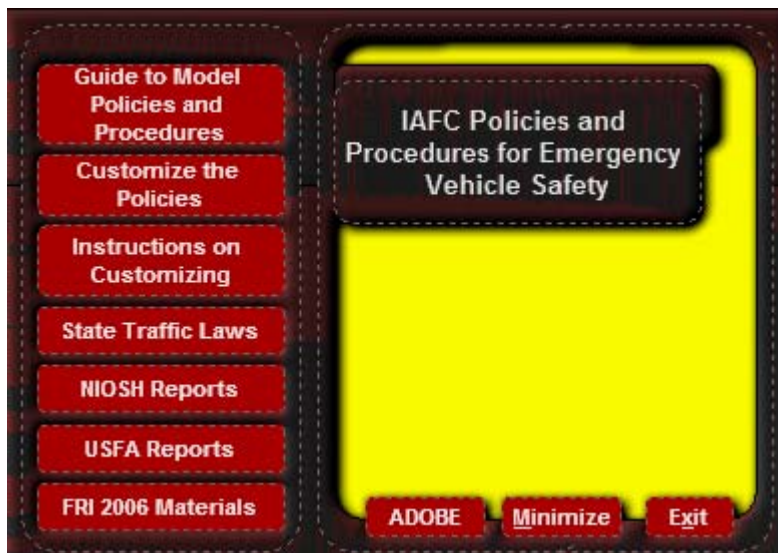
3. A Microsoft Word Document (named Customize_Model Policies for Emergency Response.doc) will open.
4. Click on the word FILE on the menu bar.

5. Choose "Save As" from the drop down menu.

6. Choose a new name for the document (e.g., XYZ Fire Department Policies
   & Procedures for Emergency Vehicle Response)
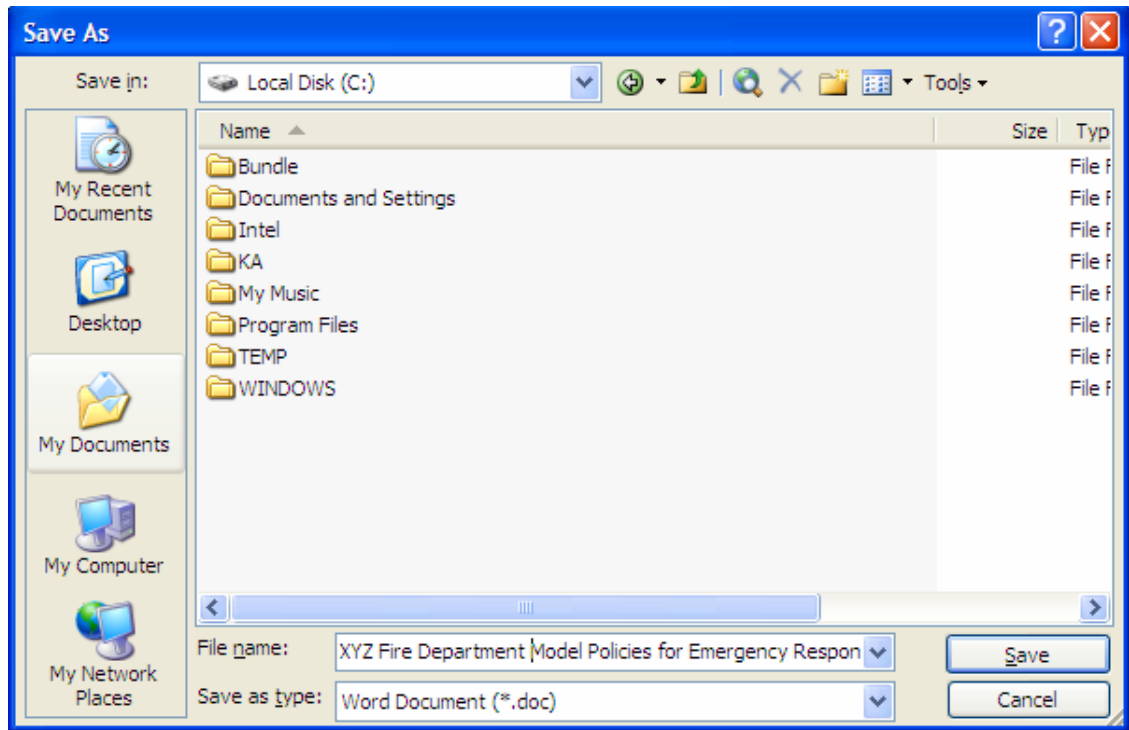
7. Choose VIEW on the menu bar

8. Choose "Header and Footer" from the drop down menu
9. Scroll to the Header on page 1.

10. Highlight "XYZ Fire Department" and replace with the name of your
    organization.
11. Assign a number, and place in the P.P.# Box
12. Enter in the current date in the Revised Date Box
13. Close the Header.
14. Scroll through the entire document replacing all shaded text with the
    information that is specific to your department, state, or region.

Examples:

- The insert state traffic laws include…
- … exceed the posted speed limit by more than insert your departments maximum speed miles-per-hour.
- The State of   requires ….