Google Forms:
Climate Survey Implementation

Copy Survey to your Google Drive

This guide will enable anyone to take the already created Climate Survey for Fire Departments and save to their own Google Drive in order to implement the survey at their own department. While this survey was originally created in Qualtrics, we have transitioned the survey into a Google Form so that anyone can have the ability to see what the climate of their department is, free of charge. While you will need to have a Google account, many individuals already do, and if not, it is free to sign up. If you have the ability to utilize Qualtrics in your department, there is another Guide on copying and implementing the survey through that particular software as well on our website.

Create your own Google Drive

The first step is to create a free account with Google or utilize a current account. You can learn about how to create your Google account at the link below:

https://support.google.com/accounts/answer/27441?hl=en

Once you have created this account you will be able to access and save this survey to your own google drive and distribute this to your members.

Open and Saving the Survey

Once you have a Google account, please click on the link below (opens in a new window). This is a direct link to the survey.

IAFC's Google Forms Climate Survey

Once you have clicked on this link, you will see an editable version of Google Forms survey.
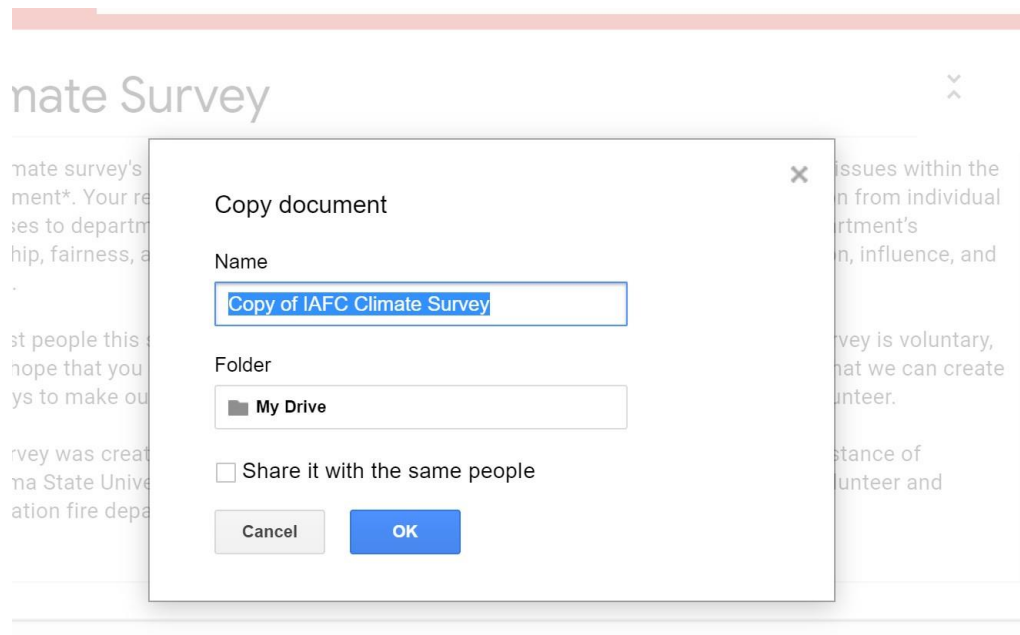
From this view, click on the three grey dots to the right of the **SEND** button, and choose, "Make a copy."
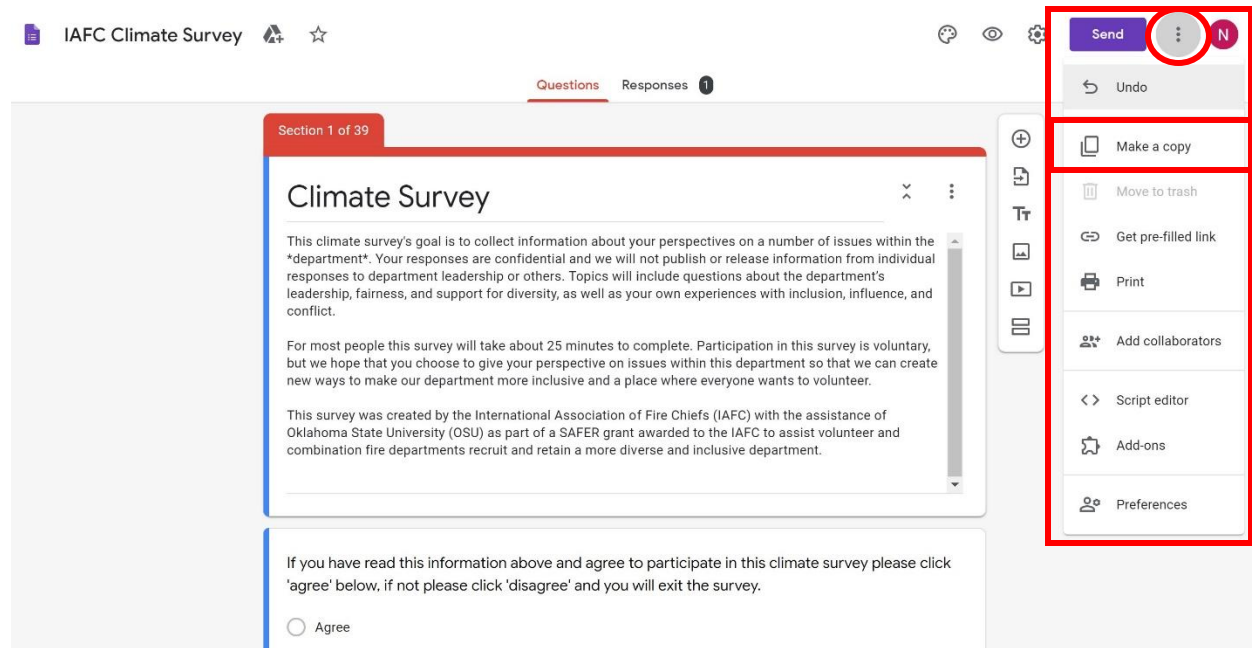
This allows you to save this survey to your own Google Drive to use and distribute. Please save a copy as "*your fire departments name* Climate Survey" and make sure that this is saved the Folder "My Drive." This will save a copy directly into your Google Drive.

Once you have saved the Survey to your Google Drive, open the survey and make the needed edits to personalize it to your department. The only space where we ask that you personalize this survey is in the initial agreement question. (Section 1, question 1) You will have the option to go through the questions and sections of this survey, but we ask that you leave the questions as they are currently stated to have the most accurate representation of your department. These questions have been tested and proven through a university study and we ask that if you are utilizing this survey, that you keep the survey intact when you submit it to your department.
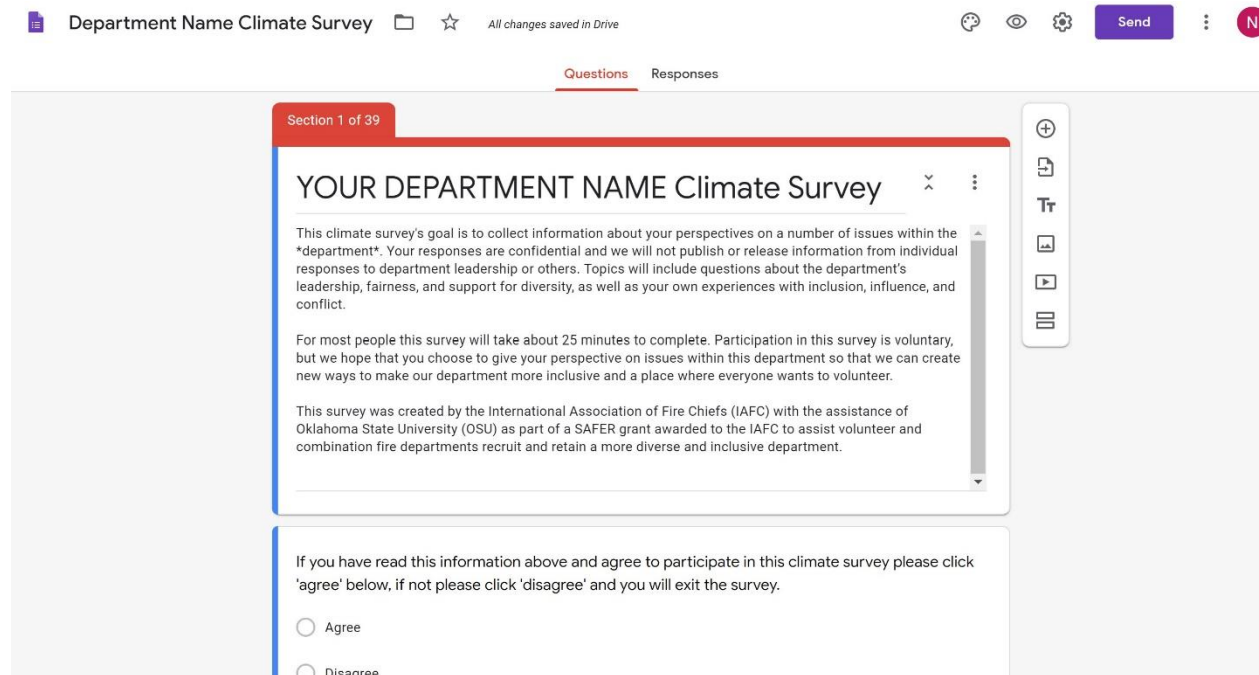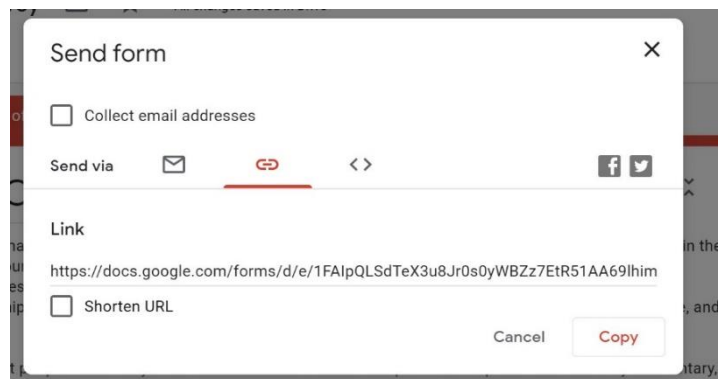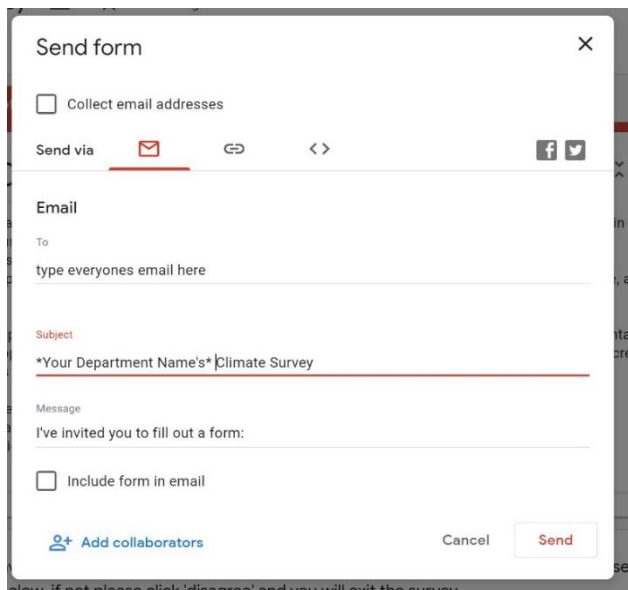

We also ask that you keep the settings to not collect email addresses, and to limit to one response per email address. This will help ensure that once someone has taken the survey, they cannot use the same email to re-take and submit answers again.
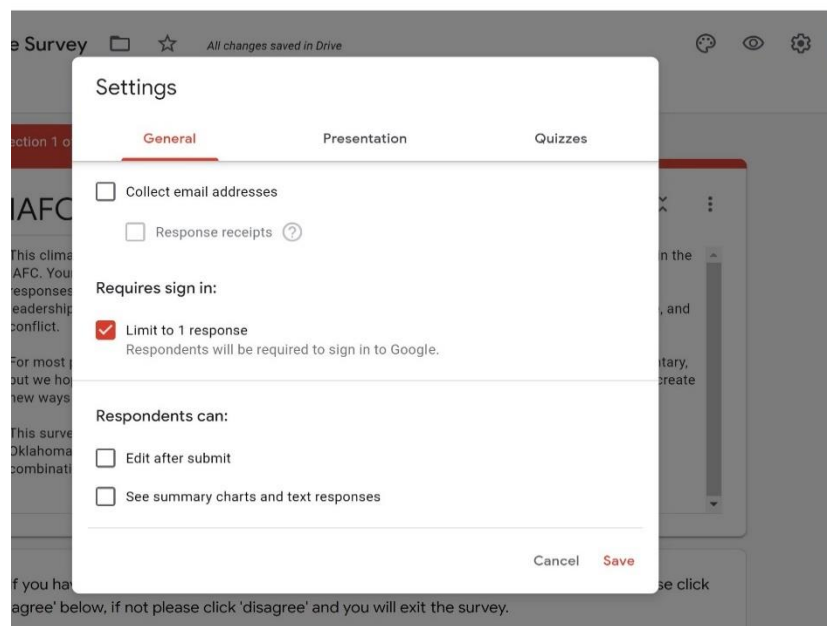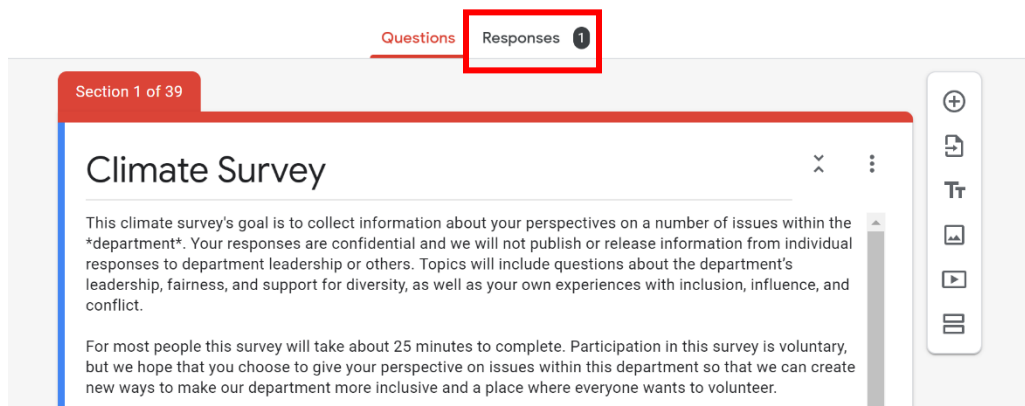
Sending the Survey

Once you have ensured that the survey is personalized to your department, you can click on the **SEND** button to distribute this survey to your department. You have a few options, you can email to all department members, send a link in a separate email, or embed a link in HTML code. We ask that you use one of the first two options so that you can have a better response rate by also utilizing our survey implementation emails: pre-survey, wave 1, wave 2 and wave 3.

The longer time frame for your department members to take this survey can often ensure the best response rate. We suggest giving this a three-week timeframe for responses, and to send out an initial pre-survey email about the background on this survey and why you are requesting your department members to participate. Then we suggest sending an email with the survey link the first week and follow up at weekly intervals for weeks two and three.
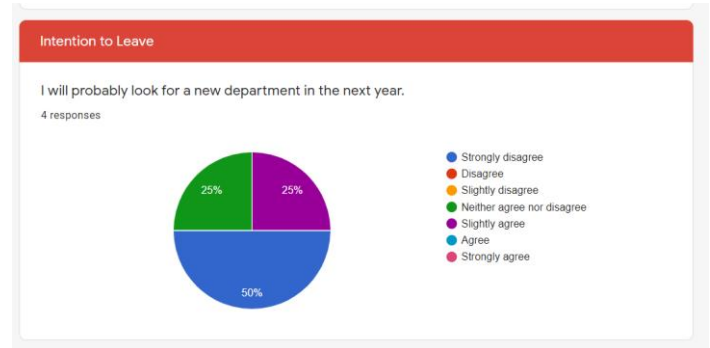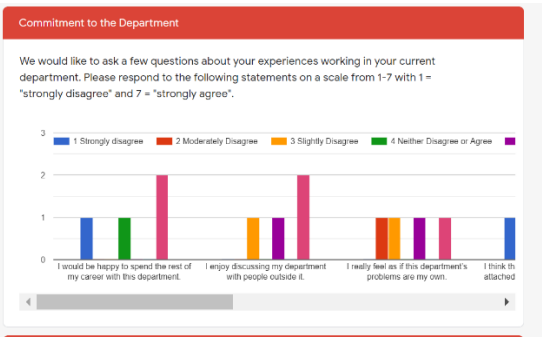

## Gathering the Data to Analyze Responses

Once you have sent the survey to your department members, you will start to see response number in the response tab of the Google Forms Survey document.

As you scroll down through the questions in the response tab, you will see the responses in a variety of charts to better understand the trends within your department.


You can also download the data to an excel spreadsheet to save and use within any of your own spreadsheet/presentation tools. At the top left of your responses there is a green box with a plus sign and three grey dots.
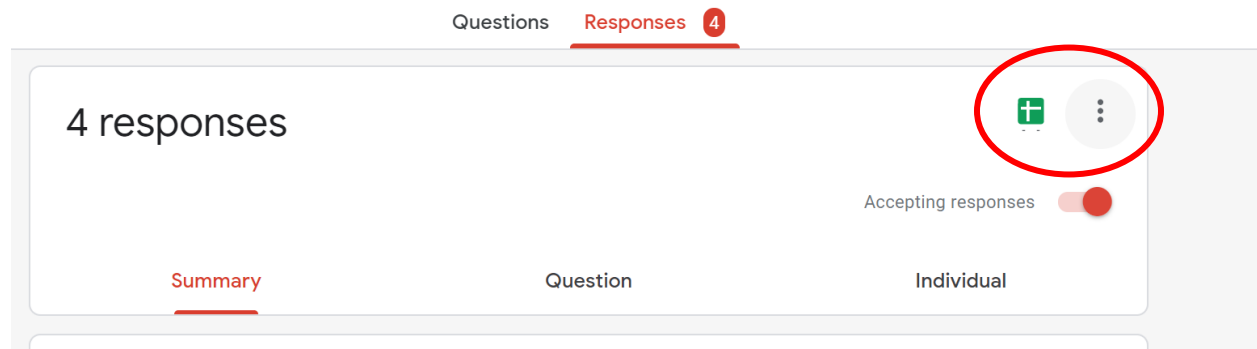
If you click on the green box, you will have the option to generate a Google Spreadsheet document.
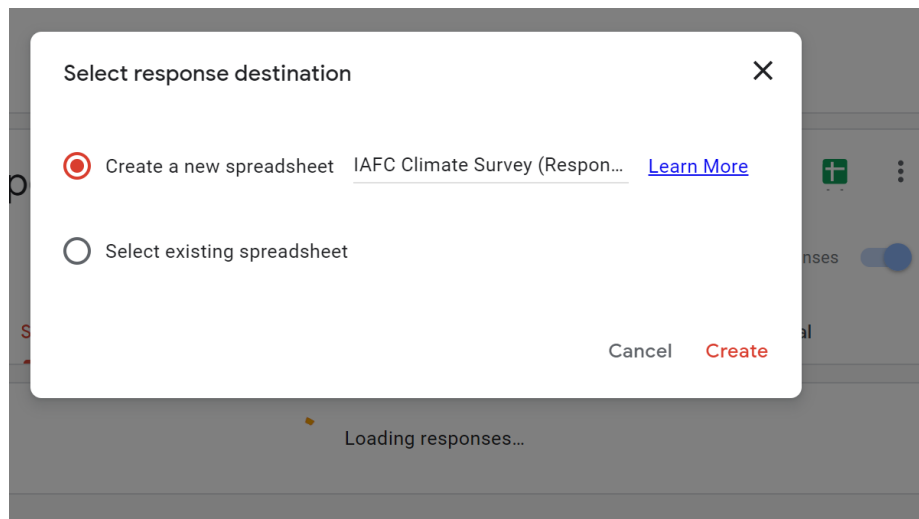
Or, if you click on the three grey dots, you can download the data into a .csv file so you can upload into Excel, or any other spreadsheet software. You also can print, delete all response to start again, and adjust your notification level for responses.
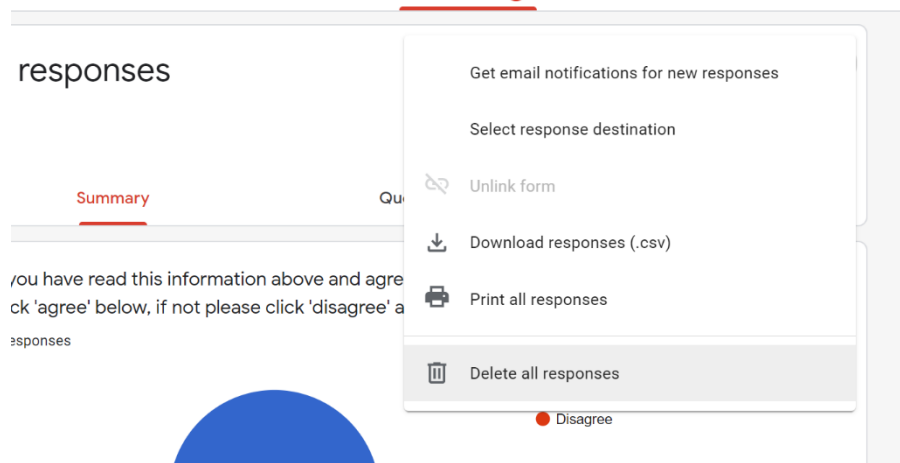
From here please utilize the Climate Survey Report example to explain what each of the categories mean, and how to better interpret the data you have collected.