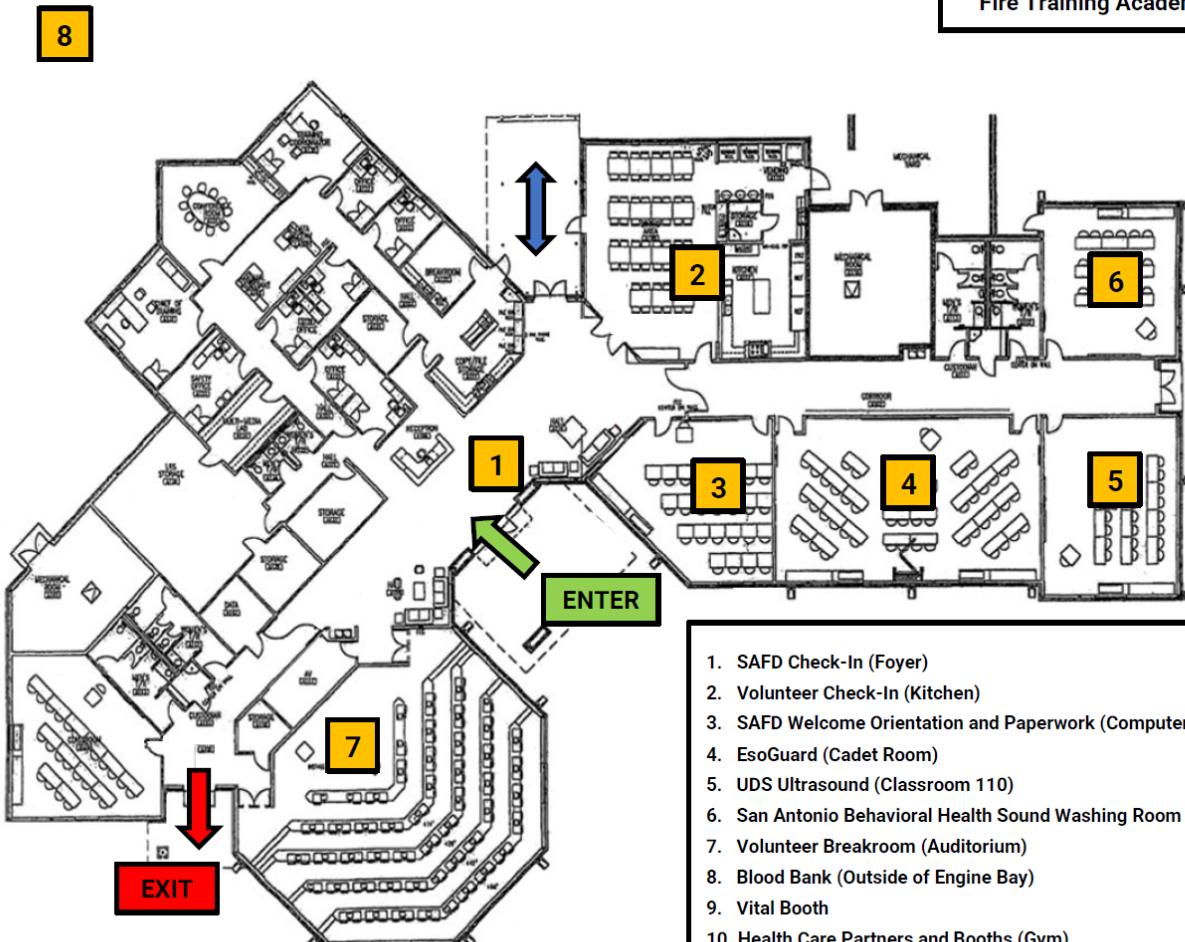


9 Engine Bay	10 Gym	11 Locker Rooms
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**SAFD Wellness Fair  
and Cancer  
Screening Map 2026**

Fire Training Academy



1. SAFD Check-In (Foyer)
2. Volunteer Check-In (Kitchen)
3. SAFD Welcome Orientation and Paperwork (Computer Room)
4. EsoGuard (Cadet Room)
5. UDS Ultrasound (Classroom 110)
6. San Antonio Behavioral Health Sound Washing Room
7. Volunteer Breakroom (Auditorium)
8. Blood Bank (Outside of Engine Bay)
9. Vital Booth
10. Health Care Partners and Booths (Gym)
11. Skin Cancer Screening (Locker Rooms)

## SAFD Staff Volunteer Guide – 2026

### Hours:

- 0700: FTA staff arrive for set up. EMS may arrive then
- 0800: vendors and volunteers arrive for set up
- 0900: wellness fair starts
- 1500: wellness fair ends. Clean up begins. May leave stations out between Saturday and Sunday. Speak with FTA and Lt. Jesse Davila about tables, booths, etc. between weekends
- 1600: ideally, staff leave wellness fair

### Staff Volunteers:

- Check in with SAFD Occupational Cancer Committee staff for volunteer assignments
- Volunteer spreadsheet
- <https://www.safdwellness.com>

**Day of Fair Stations:**

**1) Firefighter/Participant Check In:**

- a. Location: #1 – Entrance to FTA
- b. Number of Personnel: 2-3
- c. Materials:
  - i. SAFD Sign-In Sheets
  - ii. 2 tables
  - iii. 4 chairs
  - iv. Pens
  - v. Small map of fair
  - vi. SAFD gold fair poster
- d. Jobs:
  - i. Firefighters and Participants:
    1. Have all participants to fair (firefighters and family) sign in on SAFD Participant sign-in sheet
    2. Direct participants to the computer lab for orientation
    3. Those who do not want to participate may hang out in the common areas. If they want to browse the vendor booths, they need to sign a consent form.
  - ii. Volunteers/Vendors:
    1. Direct volunteers/vendors to the kitchen for check in

**2) Volunteer/Vendor Check In:**

- a. Location: #2 – Kitchen
- b. Number of Personnel: 2-3
- c. Materials:
  - i. Volunteer Sign-In Sheet
  - ii. 2 tables
  - iii. 4 chairs
  - iv. Pens
  - v. Small map of fair
  - vi. Small map of vendor locations
  - vii. SAFD gold fair poster
- d. Jobs:
  - i. Check in all volunteers and vendors on volunteer check in sheet
  - ii. Thank all volunteers and vendors
  - iii. Ensure all vendors (one representative per booth) have signed the vendor consent form. One consent form per booth per fair.
    - 1. Vendor consent form on poster QR code
    - 2. Hard copy vendor consent forms available
    - 3. Keep signed hard copies and place in a folder for collection later labeled “Completed Vendor Consent Form folder”
    - 4. Record that Vendor Consent Form is signed on the completion checklist
  - iv. Ensure all volunteers have signed the consent forms. Locate QR code on gold poster. Participation in the fair is voluntary. To participate in the fair, consent form must be signed.
  - v. Orient volunteers/vendors to important locations:
    1. Their booth location (map provided)
    2. The volunteer break room #7

**3) SAFD Welcome Orientation and Paperwork:**

- a. Location: Computer Room #3
- b. Number of Personnel: 4
- c. Materials:

- i. 2 tables
- ii. 4 chairs
- iii. Pens
- iv. Small map of fair
- v. Small map of vendor locations
- vi. SAFD gold fair poster
- d. Jobs:
  - i. Give firefighters and participants one raffle ticket
  - ii. Ensure all participants have signed the consent form. Locate QR code on poster. Participation in the fair is voluntary. To participate in the fair, consent form must be signed.
  - iii. Orient participants to important locations and to specific requirements of booths. Full requirements and information online.
    - 1. EsoGuard – 2 hours fasting; can do once every 3 years if previously negative test. If previously positive, do not need to repeat
    - 2. UDS – full bladder requirements; pre-sign up required
    - 3. South TX Blood Bank – off duty only
    - 4. Recommended flow (unless they are going to a specialty booth as above) is vitals booth → skin cancer screening → vendor gym → check out → exit

**4) EsoGuard:**

- a. Location: Classroom #4
- b. Number of Personnel: 1
- c. Materials:
  - i. Tables
  - ii. Chairs
  - iii. Large trashcans
  - iv. Pens
  - v. Small map of fair
  - vi. Small map of vendor locations
  - vii. SAFD gold fair poster
- d. Jobs:
  - i. Assist EsoGuard with whatever they need

**5) UDS:**

- a. Location: Classroom #5
- b. Number of Personnel: 1
- c. Materials:
  - i. Tables
  - ii. Chairs
  - iii. Large trashcans
  - iv. Pens
  - v. Small map of fair
  - vi. Small map of vendor locations
  - vii. SAFD gold fair poster
- d. Jobs:
  - i. Assist UDS with whatever they need

**6) San Antonio Behavioral Health Sound Washing Room**

- a. Location: Classroom #6
- b. Number of Personnel: 1
- c. Materials:
  - i. Tables

- ii. Chairs
- iii. Trash Can
- iv. Pens
- v. Small map of fair
- vi. Small map of vendor locations
- vii. SADF gold fair poster

d. Jobs:

- i. Assist San Antonio Behavioral Health with whatever they need

**7) Volunteer Break Room:**

- a. Location: Auditorium #7
- b. Number of Personnel: 1
- c. Materials:
  - i. Large trash can
  - ii. Paper plates
  - iii. Napkins
  - iv. Utensils
  - v. Snacks
  - vi. Beverages
  - vii. Lunch
- d. Jobs:
  - i. Help coordinate refreshments for staff volunteers and community volunteers/vendors
  - ii. Work with sponsors to order lunch. Lunch should be ordered ahead of time for around 150 participants at to be delivered by 12:00
  - iii. Help set up lunch
    - 1. 1/31 – PFIA
    - 2. 2/1 – Benevolent fund
    - 3. 2/7 – EsoGuard
    - 4. 2/8 – 100 Club
  - iv. Notify staff and volunteers of availability of refreshments

**8) Blood Bank:**

- a. Location: Outside Engine Bay #8
- b. Number of Personnel: 1
- c. Materials:
  - i. Pens
  - ii. Small map of fair
  - iii. Small map of vendor locations
  - iv. SADF gold fair poster
- d. Jobs:
  - i. Assist blood bank with whatever they need

**9) Vitals Booth:**

- a. Location: Engine Bay #9
- b. Number of Personnel: 4
- c. Materials:
  - i. Tables
  - ii. Chairs
  - iii. Large trashcans
  - iv. Pens
  - v. Small map of fair
  - vi. Small map of vendor locations

- vii. SAFD gold fair poster
- d. Jobs:
  - i. Help vitals personnel with whatever they need
  - ii. Help keep participants flowing through fair
    - 1. Recommended flow (unless they are going to a specialty booth as above) is vitals booth → skin cancer screening → vendor gym → raffle booth/check out → exit
    - 2. If there is a backup in the skin cancer screening area, have participants go through vendor gym first. Please have staff at the exit of the gym ensure these participants go back through the skin cancer screening section if they have not yet done so.

**10) Vendor Gym:**

- a. Location: Gym - #10
- b. Number of Personnel: 2-4 (2 float, 2 at exit)
- c. Materials:
  - i. Tables
  - ii. Chairs
  - iii. Pens
  - iv. Small map of fair
  - v. Small map of vendor locations
  - vi. SAFD gold fair poster
  - vii. Container to collect raffle tickets
- d. Jobs:
  - i. Float and encourage participants to participate in fair. Answer questions.
  - ii. Exit/check out table:
    - 1. If there is a backup in the skin cancer screening area, have participants go through vendor gym first. Please have staff at the exit of the gym ensure these participants go back through the skin cancer screening section if they have not yet done so.
    - 2. Ensure participants have gone through vitals, skin cancer screening, and vendor gym. If they missed skin cancer screening and desire to participate, please send them back to the skin cancer screening booth.
    - 3. If everything is completed, please have them exit the gym. Unless they want to visit any other booths, this is the end of the wellness fair.

**11) Skin Cancer Screening Locker Room:**

- a. Location: Locker Room – #11
- b. Number of Personnel: 1
- c. Materials:
  - i. Tables
  - ii. Chairs
  - iii. Pens
  - iv. Small map of fair
  - v. Small map of vendor locations
  - vi. SAFD gold fair poster
- d. Jobs:
  - i. Assist AAD skin cancer screeners with whatever they need. They should be self-sufficient for check in and out.
  - ii. Help keep participants flowing through fair
    - 1. Recommended flow (unless they are going to a specialty booth as above) is vitals booth → skin cancer screening → vendor gym → exit

2. If there is a backup in the skin cancer screening area, have participants go through vendor gym first. Please have staff at the exit of the gym ensure these participants go back through the skin cancer screening section if they have not yet done so.

**12) Other Jobs:**

- a. Material Collectors
  - i. Location: everywhere
  - ii. Volunteers: 2
  - iii. Jobs:
    1. Go to every single booth and say hello
    2. Collect all materials from every booth and save them to make a "Wellness Fair Information Binder".
    3. Take pictures of every booth to post online later
    4. Answer any questions that arise

**Prep for Fair Jobs:**

Contact Lt. Jesse Davila for set-up logistics and Chief Matt Lodge for physical materials.

**1) Set Up:**

- a. Stations:
  - i. Set up the above stations for the fair
- b. Skin Cancer Screening Booths:
  - i. Set up pipe and drape sections for individualized skin cancer screening booths in the locker room
  - ii. 8 total screening stations in the men's locker room
  - iii. Check in table
  - iv. Check out table/education table
    1. Set up skin packet handouts
    2. Set up sunscreen bins
- c. Vendor Booths:
  - i. Set up tables and chairs for vendors in gym
  - ii. 52-58 vendors (# will vary by weekend)
- d. UIW/Vitals Booths:
  - i. Set up tables and chairs for vitals booths in engine bay
  - ii. 4 booths total plus OMT bus outside of Bay