

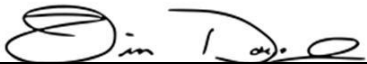
References:	PRO BOARD CRITERIA: TA4	
Revised:	APRIL 26, 2021	PAGE 1 OF 1

1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy giving evaluators and instructors contact names and phone numbers in the event of an emergency during training or evaluation being conducted by the Academy within the city of Nanaimo.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all instructors, proctors and evaluators to be familiar with this guideline and to have the contact names and phone numbers readily available during all training and evaluations. It is the responsibility of the Nanaimo Fire Rescue Fire Chief to ensure that the Assistant Chief on Duty is aware of this guideline and responds accordingly.

2.0 PROCEDURES

- 2.1 Emergency contact names and numbers are as follows:
- 2.1.1 Duty Chief 250-268-2131
 - 2.1.2 Academy Administration 250-755-4551
- 2.2 Evaluators and instructors will contact the Duty Chief in the event of the following:
- 2.2.1 Medical emergency consisting of a fatality or serious injury;
 - 2.2.2 The malfunction of equipment affecting the delivery of the course or evaluation;
 - 2.2.3 Damage to the facilities, apparatus or equipment.
- 2.3 In the event of a fatality or serious injury, 9-1-1 will be contacted first and immediately, the Duty Chief will be contacted second.



Tim Doyle
Academy Director

APRIL 26, 2021

Date