

References: PRO BOARD CRITERIA: TA4

Revised: DECEMBER 22, 2017

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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
 - 2.1.3 FireComm 250-755-4569
- 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.
- 2.4 If an instructor or evaluator cannot reach the Duty Chief, he/she will then contact FireComm requesting the Duty Chief be contacted, clearly stating if it is an emergency or non-emergency request.



Karen Fry
Academy Director

December 22, 2017

Date