

# GETTING STARTED

## Procedure for Setting up Your First Responder Course

Congratulations on your decision to run a First Responder Program in your community. In order for the training to take place successfully there are a few things that need to be done in preparation. We have listed them below along with suggested timelines. If you have any questions, concerns or difficulties please contact the FNESS, First Responder Program Coordinator.

### Fire Chief

1. Contact the local BC Ambulance (BCAS) station, Unit Chief, and establish a dispatch agreement. Also review and decide if you want to apply for indemnification (insurance) coverage through BCAS. You must have indemnification coverage by the departments local authority (Band)
2. Ensure WCB coverage is in place for firefighter responding to calls.
3. Prepare a list of participants
  - Name
  - Personal Health Number
  - CPR ticket level and date certified (if held)
  - FR level and license date (if held)
4. Determine the number of days required for the program and identify dates for training (60 days before program start date).
5. Identify FR instructor that will run the program FNESS can assist you with this. (75 days before program start date).
6. Identify who the evaluator will be. FNESS can assist you with this. (75 days before program start date).
7. Greet students on the first Day of training
8. Follow up to ensure certificates and licenses have been received (30 days after completion of program).

Task	90 days prior	60 days prior	45 days prior	Program dates	30 days after
1					
2					
3					
4					
5					
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8					

## First Responder Instructor

9. Order manuals from the Justice Institute of BC (JIBC) (60 days before program start date).
10. Arrange a facility for the program (60 days before program start date).
11. Have manuals shipped to the community for distribution to participants (45 days before program start date).
12. Order exams from EMA Licensing (60 days before program start date).
13. Book equipment from JIBC (45 days before program start date).
14. Follow up to ensure receipt and distribution of student manuals (30 days before program start date).
15. Follow up with students to check on progress (15 days before program start date).
16. Run FR Training Program.
17. Conduct FR Evaluations (written and practical).
18. Distribute and collect FNESS Evaluation form (end of program).
19. Return FNESS evaluation (within 5 working days after program completion).
20. Confirm that course paperwork has been completed and forwarded to JIBC (within 5 working days after program completion).
21. Follow up to ensure certificates and licenses have been received (30 days after completion of program).

Task	60 days prior	45 days prior	30 days prior	15 days prior	Program dates	5 days after	30 days after
9							
10							
11							
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