

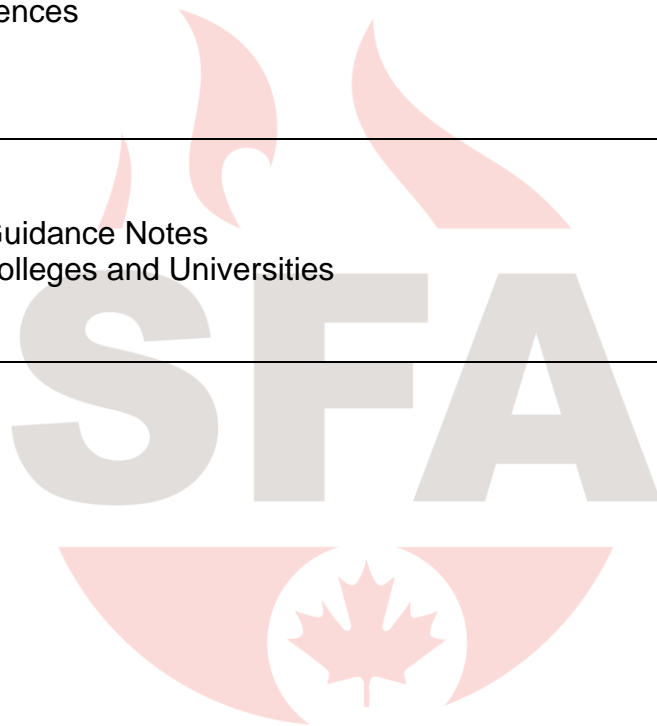
SOUTHWEST FIRE ACADEMY		POLICY-000-001 Rev.002	
POLICY	SECTION: 000 - Administration		
	TITLE: Policy Intent and Application		
	Date Approved: June 1, 2015		Current Revision Date: November 11, 2019
Subject: Policy Intent and Application			
Scope: This Policy applies to all employee's and students of the Southwest Fire Academy			
Purpose: To establish the format and chapters for the Southwest Fire Academy Policy Manual			
Procedure: <ul style="list-style-type: none"> • Southwest Fire Academy shall develop Policies that will be adhered to by all employees and students • The manual will follow the chapters as outlined in the Ontario Fire Service Section 21 Guidance Notes; the sections are as follows: <ul style="list-style-type: none"> ○ Section 0 – Administration ○ Section 1 – Health and Safety ○ Section 2 – Building Maintenance ○ Section 3 – Environment ○ Section 4 – Student ○ Section 5 – Staff ○ Section 6 – Procedures ○ Section 7 – Training ○ Section 8 – Appendices ○ Section 9 – Miscellaneous • All employees shall receive an electronic version of the Southwest Fire Academy Policies and all policies shall be posted on the website and be made available for download 			

- All Policies shall have the following sections:
 - SOG Number
 - Section
 - Title
 - Date Approved
 - Date Revised
 - Subject
 - Scope
 - Purpose
 - Procedure
 - References
 - Notes

References:

1. Section 21 Guidance Notes
2. Ministry of Colleges and Universities

Notes:



SOUTHWEST FIRE ACADEMY