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| SOUTHWEST FIRE ACADEMY | | POLICY-000-001 | |
| POLICY | SECTION: 000 - Administration | | |
| | TITLE: Policy Intent and Application | | |
| | Date Approved: June 1, 2015 | | Revision Dates: NONE |
| 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 – Apparatus and Equipment ○ Section 2 – Communications ○ Section 3 – Environment ○ Section 4 – Students ○ Section 5 – Personal Accountability ○ 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 a version shall be posted on the website available for download | | | |

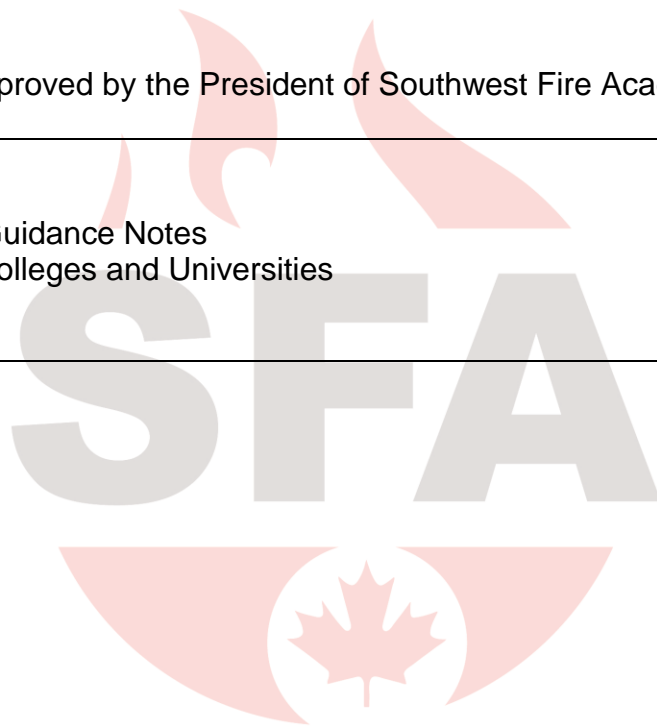
- All Policies shall have the following sections:
 - Policy Number
 - Section
 - Title
 - Date Approved
 - Date Revised
 - Subject
 - Scope
 - Purpose
 - Procedure
 - References
 - Notes

Policies shall be approved by the President of Southwest Fire Academy.

References:

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

Notes:



SOUTHWEST FIRE ACADEMY