



Fire Prevention Officers' Association of British Columbia

Contact Information

Operational Guideline 065


References:	Pro Board Criteria:
Revised:	January 15, 2018

1.0 General Information

- 1.1 Purpose:** To provide a written, formal policy giving Proctors and Evaluators contact names and phone numbers in the event of an emergency during the Written Exam or Evaluation.
- 1.2 Responsibility:** It is the responsibility of all 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 FPOABC to ensure that the Evaluators and Proctors are aware of this guideline and respond accordingly.

2.0 Procedures

- 2.1.** In the event of a fatality or serious injury, 9-1-1 will be contacted first and immediately, the FPOABC ProBoard Certification Coordinator contacted second.
- 2.2.** Emergency contact names and numbers are as follows:
 - 2.2.1.** FPOABC ProBoard Certification Coordinator, Doug Bell, Cell: 250-716-9103
 - 2.2.2.** The Online Learning Centre – Kathy Bell, Cell: 250-713-2850
 - 2.2.3.** FPOABC Executive – Gayanne Pacholzuk, 1st Vice, Work: 250-469-8755
- 2.3.** Evaluators and Proctors will contact the FPOABC Administration in the event of the following:
 - 2.3.1.** Medical emergency consisting of a fatality or serious injury;
- 2.4.** A copy of the incident report will be forwarded to the Academy within 24 hours.



Gayanne Pacholzuk
President, FPOABC

January 15, 2018

Date