



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Learning Resources, Equipment, and Supplies

Effective Date: January 1, 2019

TITLE: Replacement/Restocking of Available Equipment and Supplies

RATIONALE: Adequate, appropriate, up-to-date and functional equipment and supplies are readily available for instructor and student use for the effective delivery of the institution's education and training.

POLICY/PROCEDURE:

The Faculty are expected to ensure that the equipment necessary for assigned lab and/or class sessions are in working order prior to the start time of the course.

Faculty are expected to provide the Education Director with a list of equipment that needs replaced and/or restocked.

Consumables can be acquisitioned from the company stock room if there are not specified expired consumables available in the Training Department cache; however, faculty **MUST** submit written documentation of the equipment secured from the company stock room to the Education Director and the Squad's Equipment Officer.

Department Chairs will perform intermittent evaluations on the physical facilities upon request of the Education Director and include a report of equipment requiring servicing or replacement due to normal wear and tear.

RESPONSIBLE PERSONNEL:

Instructional Faculty, Dept. Chairs, and the Education Director