

Memorandum of Understanding

Fleming College, hereafter referred to as “the College” and the Student Administrative Council, hereafter referred to as “SAC” are committed to working jointly with regards to the operation of the volunteer First Aid Support Team, hereafter referred to as “FAST”.

The purpose of FAST is to provide the College with an additional First Aid resource while also providing students with a volunteer opportunity that assists them with gaining Emergency Response experience.

The College bears overall responsibility to ensure that Emergency Response on campus, including First Aid, is done so in a timely, effective manner and in compliance with legislation and best practices.

Therefore, all FAST Members are required to comply with the guidelines, procedures and policies that are approved by College management as they are amended from time to time.

To those ends;

The College agrees to provide the following resources and support to FAST:

1. Funding to cover communication equipment and wages as required. Requiring approval of through the College Budget Process year to year.
2. Recruitment and supervision of the FAST Team Co-ordinator as either a volunteer or paid position as determined by the Manager, Public Safety & Parking.
3. Centralized communication and dispatching through Campus Security / Information Booth and space to store supplies and equipment in a central location within the Campus Security office.
4. Establishment and operation of a FAST Steering Committee with representation from SAC, Campus Security, Housing & Conference Services and other stakeholders as required.
5. Managerial oversight and administrative support through the Manager, Public Safety & Parking. Including appointing at least one representative for selection committees and the FAST Steering Committee.

SAC agrees to provide the following resources and support to FAST:

1. Recognition of the FAST Team as a SAC Club and the FAST Team Co-ordinator as the club Director under the SAC Constitution provided they meet the sanctioning requirements year to year.
2. Funding to provide supplies, uniforms, and training as required. Requiring approval of the SAC Board year to year.
3. Recruiting support (advertising, open house table etc.) for new responder and executive positions including providing at least one member to sit on selection committees as required.
4. Provide at least one member to sit on the FAST Steering Committee.

Either party may terminate this memorandum with 90 days notice.

Fleming VP Finance & Administration

SAC President

Fleming Manager, Public Safety & Parking

SAC Board Chair