



OPERATIONS MANUAL

Code: 1-13-14

Daily Operations – P.R.

CPR Instruction

Revised: 09-21-06

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Book Chapter Subject

6.0 Purpose: Establish Policies and Procedures for CPR Instruction and Fee Schedule

6.01 Scope: All Personnel

6.02 POLICY

It shall be the policy of this department to offer monthly CPR Instruction to the citizens of Clovis and our neighboring communities for a nominal fee.

6.03 PROCEDURE

The Clovis Fire Department will provide the training required to certify a minimum of four (4) line personnel as instructors to teach the general public, as well as maintaining the certifications for our sworn personnel. Classes for the public will be scheduled on one Saturday per month and will be held at Fire Headquarters. Courses offered are the Healthcare Provider course and the Heart Saver course (designed for the lay person). To ensure that proper student to instructor ratios are met, a maximum of ten (10) students will be allowed per class.

6.04 CLASS SCHEDULE

Classes will be scheduled on the second Saturday of each month unless there is no demand for a class. The Heart Saver course will routinely be scheduled and the Instructor will determine when to schedule the Healthcare Provider course, based on the expressed demand.

6.05 FEE SCHEDULE

Citizens of Clovis: (proof of residence required, CA Drivers License, CA Identification card, passport, etc)

Class fee - No Charge

Certification Card - \$6.00

Books - \$1.00 for Heart Saver

\$10.00 for Healthcare Provider

Non-Clovis Resident Citizens:

Class fee - \$50.00

Certification Card - \$6.00

Books - \$1.00 for Heart Saver

\$10.00 for Health Care Provider