



REPORT

From the office of the...
MSU EFRT Program Director

TO: Members of the Executive Board
FROM: Jake Howran
SUBJECT: EFRT Report 4
DATE: September 16, 2022

Yearplan Update

EFRT's year plan is proceeding as expected. The only major change as of right now is that the service must contemplate whether we will have the capacity to run a mental health first aid course this year given that we still require this semester to recover from COVID-19 training delays. That said, I hope to create a training plan to pass down to my successor so that they are able to align all the trainings appropriately.

Aside from this, EFRT's orientation, retraining, event response, PR, and conferences are looking like they will all move ahead without any major concerns, and we anticipate a successful 40-year reunion this November.

Events, Projects, & Activities

General Service Usage

Since our first day returning to 24/7 service, EFRT has responded to 98 emergencies (approximately 6.5 calls per day on average). For reference, EFRT responded to ~450 calls TOTAL in 2021-2022. If this continues, we anticipate 2022-2023 to be EFRT's busiest year of operations.

Projects & Events: Alumni EFRT Reunion (Upcoming)

EFRT will be celebrating its 40th anniversary this year. I am working in collaboration with Alumni services to plan and execute an in-person reunion in November to bring back responders from all over North America. The plan is currently under review to build a large enough event to attract EFRT's alumni from years prior. We expect to include speeches from EFRT's medical Director, program director (myself), and from an emcee. Further, the event will include a dinner, photobooth, and office tour.

Projects & Events: Exec Retraining (Complete)

All EFRT exec must undergo a knowledge evaluation, leadership training, and practice skills demonstration before the school year begins. On August 10th, all EFRT exec participated in this retraining effort to bring our skills back up to speed and ensure we are ready to lead the team into the school year.

Projects & Events: EFRT Retraining (Complete)

Each year, all EFRT responders must undergo a formal retraining process to ensure they are brought back up to standard responding capacity. This is a mandatory training for all responders, and those who fail are not permitted to respond during welcome week. Responders who are unable to attend the retraining or retraining make-up dates will not be permitted to respond for the entirety of the school year. This training took place August 26-29 and September 3-4. All responders have returned to responding and have been adapting quickly to the fast-paced environment on the team again.

Projects & Events: EFRT Volunteer Hiring (Upcoming)

EFRT applications opened August 22nd. This will give students ~3-4 weeks to submit their applications for review (closing September 14th). The hiring process is as follows:

- 1) Written applications (close sept 14). Reviewed in full by the executive team to filter out duplicate applications, red flags, fake applications, etc.
- 2) Applicants will complete an in-person standard first aid evaluation (sept 17-18) The top 80 applicants will move forward to the next stage
- 3) Applicants will run through 6 MMI stations over a 1 hour time slot with the executive team and current EFRT members (Sept 24-25). These stations are divided into a combination of practice first aid scenarios and basic interview questions. The top 42 candidates will move into the final stage.
- 4) Orientation 1 (Oct 1-2): the candidates will go through 2 days of training with the team to teach them the core principles of our responding framework and give them the opportunity to ask questions and practice their first aid skills.
- 5) Orientation week: 5 days of training nights that are candidate-led and supervised by EFRT responders
- 6) Orientation 2 (Oct 8-9): a combination of group and individual evaluations that test the candidates' ability to perform first aid skills and communicate with their teams
- 7) Team selection is run through an executive team meeting before bringing 20 candidates to a full team meeting. Every member of EFRT will vote on the top candidates before the exec return to deliberate. A team is selected and welcomed by October 12.
- 8) Typically, EFRT will select 12-14 candidates from the pool of 140. We anticipate ~200 applications this year and will be aiming for a hire of 14 rookies.

Projects & Events: FOCO Response (Upcoming)

EFRT's Ops Plans are currently being finalized for the upcoming unsanctioned event expected to take place October 1st. EFRT will be responding off campus to support Hamilton EMS. For further information please email me to inquire as I will not be making the operations plan public knowledge for responder safety reasons.

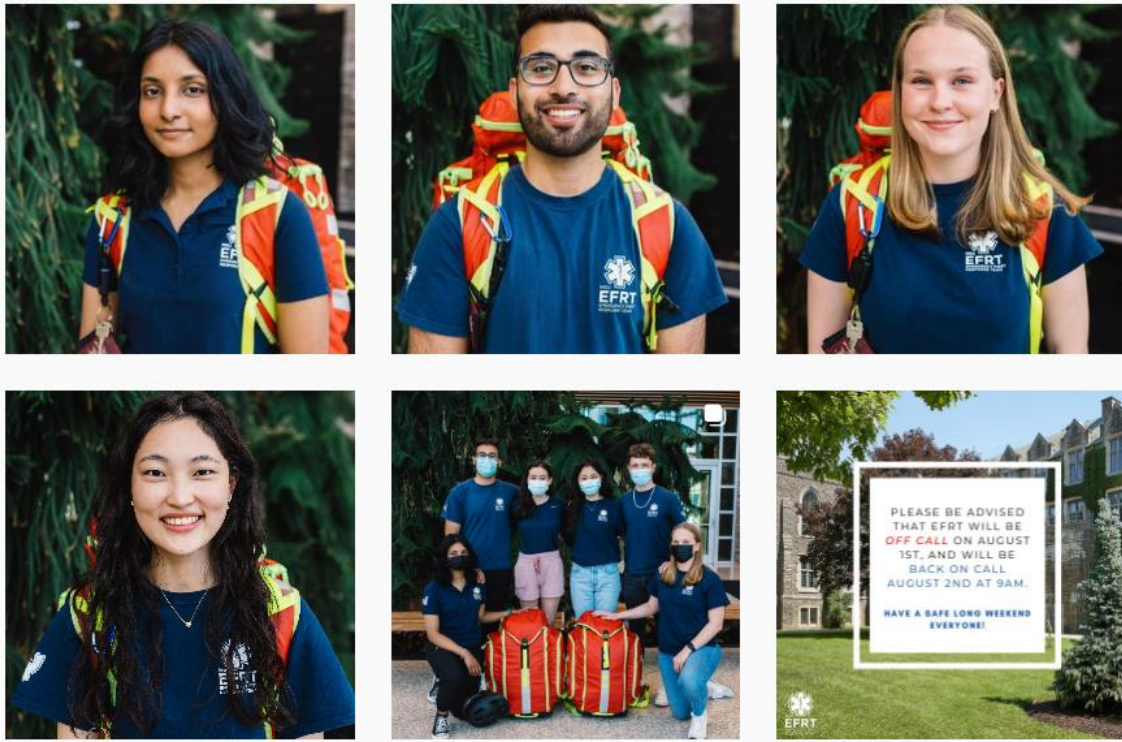
Outreach & Promotions

Summary

- 1) EFRT Courses: we have more than doubled our SFA revenue over the last month
- 2) 2 MSU Videos have been released showcasing EFRT operations
- 3) Executive headshots were posted to introduce the team and broaden outreach
- 4) Return to service and hiring posters have been put up around campus
- 5) We will be circulating actor recruitment documents soon

Promotional Materials





Social Media Engagement since the Previous Report
 Instagram engagement: 926 Followers → 1258 Followers

Facebook interactions

Post Insights ✕

Total Insights ➤
 See more details about your post.

<p>Post Impressions ⓘ</p> <p>385</p>	<p>Post reach ⓘ</p> <p>374</p>	<p>Post Engagement ⓘ</p> <p>29</p>
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Finances

Budget Summary

I am currently still on track with EFRT's budget. Given the increase in call volume, I am anticipating an increase in equipment order volume moving forward. I also hope to make a few office purchases to increase our storage capacity, as we are struggling to not overwhelm our space with the amount of equipment we have.

ACCOUNT CODE	ITEM	BUDGET / COST
	Year Parking Pass	530.96
	Summer Responder Gifts	1186.39
	Training Booklets	185.2
	Ikea Order	322.99
	Laerdal Suction	1291.04
	Retraining Food	230
	Airpods Giveaway	281.32
	Alpine Tower Team Event	400
	Welcome Week Water	60
	Welcome Week Freezies	34.98
	Orientation PPE	632.75
	Orientation Miscellaneous	688.02
	Isolation Gowns	339.98
6300-0107	September Equipment Order	1500
Summer Line	TOTAL SPENT IN LINE	23,503.63
	REMAINING IN LINE	16,496.37
5315-0107		
	Humanity Scheduling Software	1200.00
Team Supplies	TOTAL SPENT IN LINE	
	REMAINING IN LINE	4807.74
6415-0107		
	Alumni retraining gifts	300
Recognition Awards	TOTAL SPENT IN LINE	300
	REMAINING IN LINE	2700
6501-0107		
	BLS SFA Posters	200
	Orientation Hiring Posters	310
	Return to Service Print	155
	COVID Checklists	57.50
ADV and Promo	TOTAL SPENT IN LINE	832.50
	REMAINING IN LINE	8667.50
TOTALS		

TOTAL BUDGETED DISCRETIONARY SPENDING	111200.00
TOTAL ACTUAL DISCRETIONARY SPENDING	42,443.87
REMAINING DISCRETIONARY SPENDING	74,756.13

ACCOUNT CODE	ITEM	Revenue
	MeMber SFA CPR	5900
	Member SFA BLS	1320
	Non Member SFA CPR	480
	Non Member SFA BLS	560
3271-0107	Member CPR-C	275
Course Revenue	TOTAL REVENUE IN LINE	-8535

Executives & Volunteers

The team has been gradually adapting to the increase in call volumes. This increase in call volume does have an impact on responders, as it interferes with sleep schedules, hence increasing physical demand on our team. The team is otherwise happy to be back and is up for the challenge moving into the year.

Successes

We have responded to a HUGE number of calls the last 2 weeks. I want to celebrate this achievement with an ice cream event for the team soon. Jenny has also been working nonstop to organize our PR for the coming months and I am excited for how much outreach we are gaining on a daily basis.

Current Challenges

It has recently come to light that EFRT's office may not be fire safety approved due to the lack of windows and very tight sleeping quarters. This, in combination with our growing team and demand for training and response equipment is making me feel as though our space may not be sufficient for the magnitude of our operations. While there is little we can do about this in the short term, I foresee that EFRT may require