



REPORT

From the office of the...

EFRT Program Director

TO: Members of the Executive Board
FROM: Fezan Khokhar
SUBJECT: Emergency First Response Team Report 5
DATE: Oct 11, 2023

Year plan Update

EFRT is on track as per the year plan. The executive team is functioning well with frequent meetings and the team is preparing to return to service after a well-deserved reading week. EFRT has officially hired 14 new responders and the rest of the year will be focused on training them and supporting the rest of the team.

Events, Projects, & Activities

General Service Usage

EFRT call volume during the month of September has been high with an approximate of 5 calls per shift and have responded to almost 180 calls since our return to full service.

Projects & Events:

EFRT Application Release (Complete)

EFRT has completed hiring 14 new responders. The team is excited to teach and mentor the newest cohort of EFRT responders.

EFRT FOCO Response (Complete)

EFRT completed FOCO response alongside Security Services, Hamilton Paramedic Services, and Hamilton Police Services. Response was well organized and there were no concerns. EFRT noted less activation that expected during FOCO night shift but still experienced a higher call volume as compared to other night shifts. PR events are being organized to ensure the campus is informed of the service.

It is the recommendation of EFRT that McMaster University organize an event alongside the MSU in order to stay in control of event dates in future years. This will ensure that emergency resources such as police and paramedics are responsibly and efficiently managed ahead of time.

EFRT SFA+CPR C and BLS Courses (Ongoing)

EFRT is providing Standard First Aid and Basic Life Support classes to the

McMaster Community and the public. These courses are running smoothly thanks to the Assistant Director and accounting office in the MSU. The upcoming course is taking place October 28-29 with future courses being planned and will be released soon.

EFRT Uniform Order (Ongoing)

With the new responders hired, EFRT will be placing a uniform order within the next few weeks. In order to support Responders in being kept safe from bodily substances when on call there will be an attempt to increase the uniform budget line to accommodate 1 pair of uniform pants. In addition to protecting responders from contamination when on call, the pants will contribute to an EFRT uniform which will match the professionalism of the service. I move that the pants need to be subsidized as they are of high cost.

EFRT FR and PHTLS Training (Ongoing)

New responders will be receiving their FR training on October 21,22 and October 28,29. Following this training they will be able to run shifts. The rest of the team will receive PHTLS training on November 11 or 12.

Outreach & Promotions

Summary

EFRT had minimal PR following an extensive welcome week campaign due to the hiring process. PR booths and events are being organized by the PR coordinator and will taking place every few weeks. PR materials will be handed out with the focus of informing the public of EFRTs role on campus and how to activate EFRT.

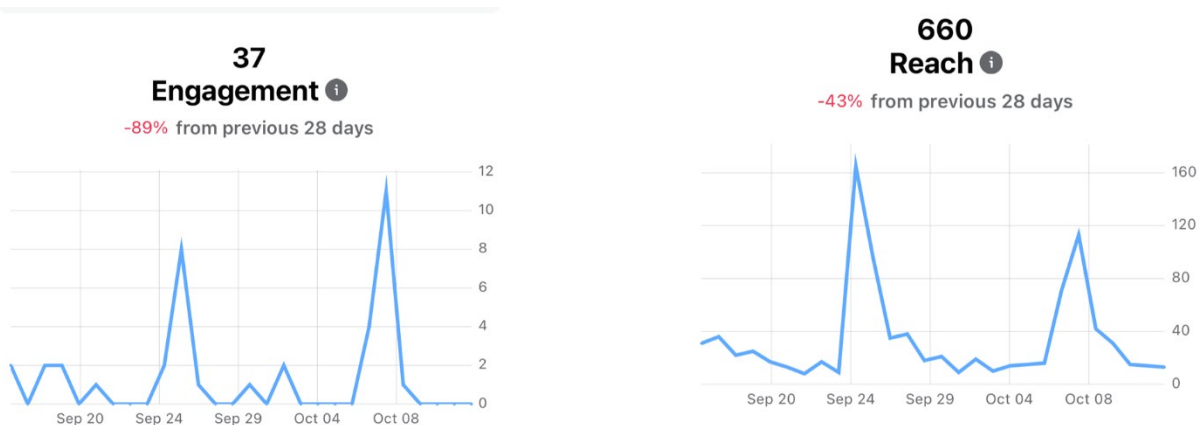
Promotional Materials

EFRT has been posting on our Instagram, Facebook, Twitter, and LinkedIn. We have found that Instagram is the most effective means of interacting with the student body but are remaining diligent in posting across all social media.

Social Media Engagement since the Previous Report

Below are the analytics for EFRT Instagram and Facebook accounts over the past 30 days. Our engagement has fallen in the last month. This is likely due to the high engagement experienced during welcome week. If engagement continues to fall during the next 28 days we will consider expanding PR events.

Figures 1 & 2: Facebook Analytics



Finances

Budget Summary

The EFRT budget is being responsibly allocated with no major concerns. A new outgoing budget line was created in partnership with the MSU accounting office with the purpose of utilizing grants and sponsorships that EFRT may receive in the future.

Major purchases in the coming future will be FR training, PHTLS training, and the uniform order.

5003-0107-0200		EFRT - OFFICE SUPPLIES	EFRT - OFFICE SUPPLIES	\$800.00
5003-0107-0200		EFRT - OFFICE SUPPLIES	Amazon Office Order	\$242.70
5003-0107-0200		EFRT - OFFICE SUPPLIES	Printer Ink	\$175.12

5315-0107-0200		EFRT - TEAM SUPPLIES	EFRT - TEAM SUPPLIES	\$18,000.00
5315-0107-0200		EFRT - TEAM SUPPLIES	Pharmacy Standing Order	\$1,500.00
5315-0107-0200		EFRT - TEAM SUPPLIES	Oxygen Standing Order	\$1,000.00
5315-0107-0200		EFRT - TEAM SUPPLIES	Transfer Pad Order	\$395.00
5315-0107-0200		EFRT - TEAM SUPPLIES	Pharmacy Standing Order x2	\$1,900.00
5315-0107-0200		EFRT - TEAM SUPPLIES	Amazon Equipment Order	\$440.52
5315-0107-0200		EFRT - TEAM SUPPLIES	Amazon Equipment Order [BP cuffs, SPO2, Bike helmets]	\$1,258.95
5315-0107-0200		EFRT - TEAM SUPPLIES	2 Trek Bikes, 3 U-Locks	\$1,791.01

6415-0107-0200		EFRT - VOLUNTEER RECOGNITION	EFRT - VOLUNTEER RECOGNITION	\$3,750.00
6415-0107-0200		EFRT - VOLUNTEER RECOGNITION	Alumni Orientation Appreciation	\$390.00

6501-0107-0200		EFRT - ADV. & PROMO.	EFRT - ADV. & PROMO.	\$4,000.00
6501-0107-0200		EFRT - ADV. & PROMO.	EFRT Magnets	\$620.00

6804-0107-0200		EFRT - VOLUNTEER TRAINING	EFRT - VOLUNTEER TRAINING	\$20,000.00
6804-0107-0200		EFRT - VOLUNTEER TRAINING	Executive Rescheduling Fee - Retraining	\$149.31

6300-0107-0200 EFRT - MAC SUMMER FUNDING EXPENSES		EFRT - MAC SUMMER FUNDING EXPENSES	\$42,000.00
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	EFRT Parking Pass	\$1,356.75
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	EFRT June Monthly Training Food	\$59.20
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Summer Office Snack Order	\$117.67
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Summer Responder Meal Plans	\$2,500.00
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Summer Inventory Order	\$2,622.11
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Nalgene Order	\$1,336.36
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	EFRTxSWHAT Welcome Week PR magnets	\$620.00
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	July monthly training food	\$59.20
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Executive Training Food	\$116.37
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Humanity Scheduling Fee	\$1,610.55
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Welcome Week Office Food	\$149.97
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Retraining Day 3 Food (Sushi)	\$167.00
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Retraining Day 2 Food (Pizza)	\$132.41
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Retraining Day 1 Food (Subway)	\$232.73
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Retraining Starbucks	\$45.08
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Retraining Day 1&2 Breakfast	\$111.49
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Orientation 1 and 2 breakfast	\$164.44
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Upbrief, SFA Tests, Orientation 1, Orientation 2 Pizza	\$635.26
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Orientation 1 Day 2 Subway	\$248.55
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Orientation Starbucks	\$90.17
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Executive Appreciation Gift	\$861.97

6803-0107-0200 EFRT - PUBLIC EDUCATION		EFRT - PUBLIC EDUCATION	\$14,000.00
6803-0107-0200	EFRT - PUBLIC EDUCATION	RED Cross Standing Order	\$7,000

Emergency First Response Team	
<i>DISCRETIONARY EXPENDITURE</i>	
Summary	
TOTAL BUDGETED DISCRETIONARY SPENDING	\$120,075.00
TOTAL ACTUAL DISCRETIONARY SPENDING	\$30,099.89
REMAINING DISCRETIONARY SPENDING	\$89,975.11

Executives & Volunteers

Current morale is overall high. Responders are happy that hiring is complete as it was a large time commitment for all. The executive team took reading week off to recuperate and catch up on school work and are returning looking forward for what the remainder of the semester has to offer.

Successes

Hiring 14 new responders is a huge success for EFRT. The hired responders demonstrated a high capacity for growth, empathy and a exceptional response ability. The time and energy that the team put into the hiring process was also immense and seeing the fruits of their labour undoubtedly made the effort worthwhile.

Current Challenges

There are currently no major challenges within EFRT now. The main tasks moving forward are to support the new hires in their transition to responding to real patients rather than simulations. Further, supporting the team and protecting them from burnout is at the forefront of my initiatives.