

Brigade Community Services Resource List

January 1999

Brigade Community Service information is available through the Brigade Community Services Office at the St. John Council for Ontario, Tel. 1-800-268-7581:

Brian Cole, Provincial Chief Staff Officer
Manager, Community Services, ext. 243
Victoria Hooker, Administrative Assistant, ext. 282
Jackie Sobers-Nedd, Member Services (Records) Clerk, ext. 228

Legend

Documents containing Brigade related information listed below:

BMH = Brigade Members Handbook CLM = Camp Leadership Manual
DPG = Provincial Brigade Disaster Planning Guide OP = Council Branch/Brigade Operations Manual
ORD = Knowledge of Order Proficiency Manuals PCD = Provincial Commissioner's Directives
SJCI = St. John Canada Instructions Part 2 YLM = Youth Leaders Manual
YRB = Youth Record Book

Council departments that provide Brigade related materials (or information not in above documents):

ADM = Administration BCS = Brigade Community Services BL = Branch Liaison
FIN = Finance HA = Honours & Awards MIS = Mgt. Information Systems
PR = Public Relations STORES = Stores TRG = Training

Where do I find information related to?

Subject

Reference

Account Information, Council related	FIN
Administration Manual, Branch/Brigade 1992, Copies of	ADM
Administration, Personnel	SJCI 2-8-1, PCD 4/98
Administration, Unit	SJCI 2-8-2, PCD 4/98
Administrative Officers, Brigade	SJCI 2-11-5
Administrative Positions, Officers in	SJCI 2-3-1
Advanced First Aid Badge Directive	PCD 5/92
Age Requirements, Members	SJCI 2-3-1
Aid de Camp, Brigade, Guidelines	BCS
Annual Report (Return)	SJCI 2-8-1, PCD 4/98
Appointment (Rank) Codes	SJCI 2-8-1, PCD 4/98
Appointment, Provincial confirmation of	PCD 8/91 (under review)
Appointment/Promotion Efficiency	PCD 10/91
Appointments and Rank Designations	SJCI 2-2-2, PCD3/98, PCD 4/98
Appointments, Approval of officer	BCS
Appointments, Length of	BCS
Area Cadet Officer Directive	PCD 3/92
Auxiliary Members, Membership Requirements	SJCI 2-3-1
Awards, Brigade Service (adult/youth)	SJCI 2-6-1, BMH Ch.3, YRB
Awards, Information re: Council's	OP Ch.4
Awards, Information re: Order	SJCI 2-6-1, SJCI Part 1-1-4, BMH Ch.3
Awards, Information re: Others	SJCI 2-6-1, BMH Ch.3
Awards, Processing Brigade	BCS
Awards, Processing Order	HA
Awards, Voluntary Community Service	SJCI 2-6-1, PCD 1/97

Badges on Sweaters Directive	PCD 4/96
Badges, Brigade, Information related to	BMH
Badges, Youth, Information related to	YRB
BAP Exams (copies of - for Area Training Officers only)	BCS
Barrier Devices (infection)	SJCI 2-4-7
Branch Boards (General Information)	OP Ch.3
Branch Development, Information related to	BL
Branch Support to Brigade	OP 0202-02
Branches, Relationship to Brigade	SJCI 2-2-2
Brigade Assessment Process (BAP)	SJCI 2-4-2
Brigade Forms Manual, Copies of	STORES
Brigade Forms, Copies of	STORES
Brigade General Regulations, Copies of	STORES
Brigade Manuals, Copies of	STORES
Brigade Members Handbook, Copies of	STORES
Brigade Membership	SJCI 2-3
Brigade NCOs	SJCI 2-3-3
Brigade Officers	SJCI 2-3-2
Brigade Organization	SJCI 2-2-2
Brigade Protocol	SJCI 2-12
Brigade Supplies/Uniform Accoutrements (purchase of)	STORES
Brigade Training System (BTS), for patient care services	SJCI 2-4-1, BMH Ch.2
Brigade Unit Establishment	PCD 3/98
Brigade Unit Software, General information & copies	BCS
Brigade Unit Software, Troubleshooting	MIS, BCS
Brochures/PR materials (procuring)	PR
BTS Certification (policies)	SJCI 2-4-5
BTS Evaluators (policies)	SJCI 2-4-4
BTS Instructors (policies)	SJCI 2-4-3
BTS Level 1,2,3 Standards Guides, Copies of	STORES
BTS Quality Management	SJCI 2-4-6
BTS, Questions and Answers to, Copies of	BCS
Budget Inquiries/Info., Areas/Provincial Brigade	BCS
Cadet NCO Leadership Course Reference Material	BCS
Cadet Special Service Shield Information	SJCI 2-6-1, YLM, YRB, BMH Ch.3
Cadet Website, Ontario	www.sja-ontario-cadets.org
Cadets (General Information)	YLM, BMH, YRB
Camp Leadership Accreditation (General Information)	CLM, YLM
Camp Leadership Accreditation (Processing)	BCS
Camp, Adult (non-Brigade) Assistants at	PCD 7/98
Camp, Cadet, Information	PCD 13/91, PCD 14/91, PCD 3/95, CLM
Camping Leadership Manual, Copies of	STORES
Campus Response Teams (Guidelines)	PCD 5/98
Ceremonial, Brigade related	SJCI 2-12-3
Chaplains, Brigade	PCD 1/95
Charitable Registration Numbers	FIN
Community Care Services, Membership Requirements	SJCI 2-3-1
Community Care Training Systems	SJCI 2-4
Community Needs Assessment Information	SJCI 2-7-1
Community Service	SJCI 2-7
Community Service, New initiatives inquiries	BCS
Competition, Ontario Open (Guidelines/Registration)	TRG
Competition, Patient Care Rules, Copies of	BCS
Competition, Patient Care Scenarios, Copies of	BCS
Conference, Ontario Council (General Information)	PR
Conflict of Interest	SJCI 2-1-4

Contact List/Phone Numbers, Branches in Ontario	<i>BCS, BL, ADM</i>
Contact List/Phone Numbers, Brigade in Ontario	<i>BCS</i>
Corporate Graphic Standards Information	<i>PR</i>
Critical Incident Stress Management Team List, Provincial	<i>BCS</i>
Critical Incident Stress, Brigade Course Materials	<i>BCS</i>
Critical Incident Stress, Brigade Instructor List	<i>BCS</i>
Did You Know? Information Sheets, Copies of	<i>BCS</i>
Disaster Planning Guide, Provincial Brigade, Copies of	<i>STORES</i>
Disasters & Emergency Preparedness	<i>SJCI 2-7-5, DPG, BCS</i>
Disbanding a Unit, Information related to	<i>SJCI 2-8-2</i>
Discipline and Grievance Procedures	<i>SJCI 2-9-3</i>
Discrimination (filing a complaint with Executive Director)	<i>ADM</i>
Discrimination (General Information or copies of policy)	<i>BCS</i>
Division, Establishing a Youth	<i>YLM Ch.4</i>
Division, Maintaining a Youth	<i>YLM Ch.5</i>
Divisional Superintendents, Brigade	<i>SJCI 2-11-6</i>
Dress Guidelines, Brigade	<i>BMH Ch.2</i>
Dress Guidelines, Youth	<i>YRB</i>
Drill Information	<i>BCS</i>
Duke of Edinburgh's Award	<i>YLH</i>
Duties, Brigade (i.e. Community Service)	<i>SJCI 2-7-2, BMH Ch.2</i>
Duties, Brigade Personnel on	<i>SJCI 2-7-2</i>
Duty, Personnel on	<i>SJCI 2-7-2</i>
Efficiency (Now known as 'Qualifying Service')	<i>SJCI 2-6-1</i>
Email, St. John Council for Ontario, General Delivery	<i>ongd@sja.ca</i>
EMCA, Qualification Bar	<i>PCD 12/91 (under review)</i>
Emergency Planning & Response Course, through EMO	<i>BCS</i>
Enrolment Ceremony, Youth	<i>PCD 4/91, YLM</i>
Evaluation of Brigade Service	<i>SJCI 2-7-2</i>
Fax Number, St. John Council for Ontario	<i>(416) 923-4956</i>
Fellowship (Overview)	<i>SJCI 2-1-5</i>
Finance, Council related information	<i>FIN</i>
Financial Accountability	<i>SJCI 2-10 (under development)</i>
Financial Management, Brigade Manual, Copies of	<i>BCS</i>
Financial Statements, Council related	<i>FIN</i>
First Aid Kit Contents (General Information)	<i>SJCI 2-7-2, OP 0204-06</i>
First Aid Post, Contents (General Information)	<i>OP 0204-07</i>
First Aid Post, Setting Up	<i>SJCI 2-7-2</i>
Forms Manual, Copies of	<i>STORES</i>
Fundraising, General Information	<i>BCS, BL</i>
Funerals, Brigade Participation at	<i>BCS</i>
Grievance and Discipline Procedures	<i>SJCI 2-9-3</i>
Harassment (filing a complaint with Executive Director)	<i>ADM</i>
Harassment (General Information & copies of policy)	<i>BCS</i>
Harassment (General Information)	<i>SJCI 2-1-4</i>
Hepatitis Vaccination (Information on obtaining)	<i>BCS</i>
Honours and Awards Manual, Copies of	<i>HA</i>
Hours, Volunteer, Required for Qualifying Service	<i>SJCI 2-6-1</i>
Hygiene (infection)	<i>SJCI 2-4-7</i>
Image and Identity	<i>SJCI 2-12-1</i>
Immunization	<i>SJCI 2-4-7</i>
Infection, Risk of Viral	<i>SJCI 2-4-7</i>
Instructor Development, Association	<i>TRG</i>
Instructor, Association Records	<i>TRG</i>
Insurance, Additional, for special events	<i>BCS</i>
Insurance, for staff who wish to volunteer for St. John	<i>BCS</i>

Insurance, General Information	SJCI 2-6-2
Insurance, Member Liability Information	<i>BCS</i>
Insurance, Property Information	<i>ADM</i>
Insurance, Provision of Patient Care on duty	SJCI 2-6-2
Insurance, Volunteer Accident Claim (info/processing)	<i>BCS</i>
Interviewing, General Guidelines	SJCI 2-9-2
Junior Manual, Copies of	<i>STORES</i>
Knowledge of the Order Proficiency Manuals, Copies of	<i>STORES</i>
Knowledge of the Order	BMH Ch.3, YLM Appendix, YRB, ORD
Leaders Guide, Brigade, Copies of	<i>STORES</i>
Leaders Guide, Youth, Copies of	<i>STORES</i>
Leadership Courses	<i>BCS</i>
Logo (Corporate Graphic Standards) Information	<i>PR</i>
Marketing Support, Overview	SJCI 2-6-3
Medals, non-St. John, Purchasing Information	<i>BCS</i>
Medals, St. John Miniature Purchasing Information	<i>STORES</i>
Medals, Wearing of Miniature Purchasing Information	<i>BCS</i>
Medical Information Form	CLM, YLM
Medical Officers, Brigade	SJCI 2-11-1, PCD 5/95
Medications, Brigade Assist with Administration of	PCD 9/98
Membership Form (Overview)	SJCI 2-8-1, PCD 4/98
Membership Requirements, (all member types)	SJCI 2-3-1
Mess Kits, Brigade, Guidelines	<i>BCS</i>
Mobile First Aid Units (Contents – General Information)	OP 0204-05
Mobile First Aid Units (General Information)	OP 0204-03
Music, St. John Council for Ontario	<i>BCS</i>
National Brigade Officers – Overview	SJCI 2-2-1
National Brigade Patient Care Competitions	SJCI 2-13
NCOs, Appointment and Promotion	PCD 3/98 (under review)
Nursing Officers, Brigade	SJCI 2-11-2
Officers, Appointment and Promotion	SJCI 2-3-2, PCD 3/98 PCD 8/91 (under review)
Operational Reviews, General Information	<i>ADM</i>
Operations Manual, Branch/Brigade 1992, Copies of	<i>ADM</i>
Order of St. John (General Information)	BMH Ch.3, YLM Appendix, YRB, ORD
Patient Care in Private Homes Directive	PCD 1/92
Patient Care Record Form, Copies of	<i>STORES</i>
Patient Care Records (Overview)	SJCI 2-7-4
Patient Care Records, Release of	PCD 5/96
Patient Care Services, Membership Requirements	SJCI 2-3-1
Patient Care Training Systems	SJCI 2-4
Permanent Staff, Relationship to Brigade	SJCI 2-3-1
Photo ID, applications, Copies of	<i>STORES</i>
Photo ID, processing	<i>BCS</i>
Physical Limitations (related to Patient Care Services)	SJCI 2-3-1
Police Record Checks	SJCI 2-9-2, PCD 7/98
Position Descriptions (Administrative Officers)	SJCI 2-11-5
Position Descriptions (Divisional Superintendents)	SJCI 2-11-6
Position Descriptions (Medical Officers)	SJCI 2-11-1
Position Descriptions (Nursing Officers)	SJCI 2-11-2
Position Descriptions (Provincial/Territorial Commissioners)	SJCI 2-11-7
Position Descriptions (Training Officers)	SJCI 2-11-3
Position Descriptions (Youth Officers)	SJCI 2-11-4
Position Descriptions	SJCI 2-11
Position Descriptions, Brigade Officers, Copies of	<i>BCS</i>
Prayers, St. John	<i>BCS</i>
Privacy of Information	SJCI 2-1-2

Proficiency Badges/Certificates (procuring)	<i>STORES</i>
Proficiency Badges/Numerals/Certificates Directive	PCD 6/98
Proficiency Program (General information)	SJCI 2-6-1, YLM, YRB, BMH Ch.3
Proficiency Program Manual, Copies of	<i>STORES</i>
Property and Equipment	SJCI 2-7-3
Protocol/Etiquette Information	<i>BCS</i>
Provincial Commissioner's Directives, Copies of	<i>STORES</i>
Provincial Commissioner's Directives, Status of	PCD 1/98
Provincial Headquarters (General Information in SJCI)	SJCI 2-2-2
Provincial/Territorial Commissioners	SJCI 2-11-7
Qualifying Service Information	SJCI 2-6-1
Radio Equipment Directive	PCD 7/91
Records, Provincial Brigade	<i>BCS</i>
Recruitment and Retention (Responsibility Levels)	SJCI 2-9-1
Recruitment and Retention	SJCI 2-9
Recruitment, General Information	<i>BCS</i>
Registration of a Unit	SJCI 2-8-2
Reporting Procedures	SJCI 2-8
Requests for Brigade Service	SJCI 2-7-2
Responsibility Levels (General Overview only)	SJCI 2-9-1
Retirement	SJCI 2-3-1
Screening Brigade Volunteers	SJCI 2-9-2
Service to Brigade Members	SJCI 2-6
Setting Standards and Protocols for New Programs	SJCI 2-5-1
Special Service Shield	SJCI 2-6-1, YLM, YRB, BMH Ch.3
St. John Ambulance (General Information)	SJCI 2-2-1, BMH Ch.1, YLM
St. John Ambulance Association	SJCI 2-2-1
St. John Ambulance Brigade	SJCI 2-1
St. John Ambulance in Canada	SJCI 2-2-1
St. John Council for Ontario (General Information)	<i>ADM</i>
St. John Enterprises (General Information)	<i>ADM</i>
Standard Financial Operating Procedures, Copies of	<i>FIN</i>
Stores Price List, Copies of	<i>STORES</i>
Supplementary List	PCD 8/98
Therapy Dog Certificate Directive	PCD 1/96
Therapy Dog Program Evaluators Manual, Copies of	<i>BCS</i>
Therapy Dog Program Guidelines Manual, Copies of	<i>BCS</i>
Therapy Dog Program, Forms	<i>BCS</i>
Therapy Dog Program, Phase 1 certs. (procuring)	<i>STORES</i>
Therapy Dog Program, Phase 2 certs. (procuring)	<i>BCS</i>
Therapy Dog Visitation Awards Directive	PCD 3/96
Therapy Dogs – National Operating Standards	SJCI 2-5-2
Training Officers, Brigade	SJCI 2-11-3
Training, Association Records	<i>TRG</i>
Training, St. John Ambulance Association Standards	<i>TRG</i>
Uniforms, Brigade	SJCI 2-12-3, BMH Ch.2
Uniforms, Where to purchase	<i>BCS</i>
Uniforms, Youth Guidelines	YRB
Unit Designator Codes	SJCI 2-8-1, PCD 4/98
United Way, General Information	<i>BCS, BL</i>
Units, Brigade	SJCI 2-2-2, PCD 3/98
Vehicles, ID system and copies of related forms	<i>BCS</i>
Vehicles, Ministry of Transport Registration	<i>BCS</i>
Vehicles, Mobile F.A. Unit Contents (General Information)	OP 0204-05
Vehicles, Procurement/Selling	<i>BCS</i>
Vehicles, Striping Kit, Where to purchase information	<i>BCS</i>

Voluntary Community Service Certificates	PCD 1/97, SJCI 2-6-1
Volunteer Application Form (Overview)	SJCI 2-9-2, PCD 4/98
Volunteer Development Information	<i>BCS, BL</i>
Volunteer Involvement in St. John Ambulance	SJCI 2-1
Volunteer Rights and Responsibilities	SJCI 2-1-1
Website, Cadets, Ontario	www.sja-ontario-cadets.org
Website, St. John Brigade Member Services, Ontario	www.albedo.net/familypage/memberservices.htm
Website, St. John Council for Ontario	www.sjaon.com (under construction)
Website, St. John National HQ	www.sja.ca
Workfare	SJCI 2-1-3
Youth Leader Information	YLM Ch.3
Youth Members, Membership Requirements	SJCI 2-3-1
Youth Officers, Brigade	SJCI 2-11-4
Youth Program	SJCI 2-3-4, YLM Ch.2
Youth Record Books, Copies of	<i>STORES</i>

Also reference the Ontario Cadet Website for valuable Brigade information at: www.sja-ontario-cadets.org and the St. John Brigade Member Services Website at: www.albedo.net/familypage/memberservices.htm