

ZONE 6

PUBLIC SERVICES DEPARTMENT (PUBLIC DUTY)

GENERAL GUIDELINES & PROTOCOLS

(This report was generated to facilitate all Corps in the event of registering any Public Duties.)

Objectives of the Public Services Department

- To relay instructions from HQ to schools in a more systematic and effective matter.
- To educate teachers, officers and cadets the knowledge of the public duty procedures.

Public Duty Forms

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| 1. SJA/PD/12 | Public Duty Attendance Record |
| 2. SJA/PD/13 | Public Duty Casualty Record |
| 3. SJA/PD/20 | Corps Events Form |

1) Public Duty Attendance Record (SJA/PD/12)

Particulars of Officers and members performing the duty have to be recorded in this form.

2) Public Duty Casualty Record (SJA/PD/13)

All casualty treated have to be recorded in the mentioned form. This will be submitted together with the Public Duty Report (SJA/PD/11), as this will allow tracing of any casualty if the need arise.

3) Corp Events Form (SJA/PD/20)

This form is to be filled in **at the beginning of the year in capital letters.** The form will be used to record all the individual school events, which requires cadets/officers to carry out public duties. These forms must be sent in by the stipulated date given by the department head, at the beginning of the year.

* All Corps are to keep in mind that duties registered after the public duty is done will not be granted for the insurance given by the Headquarters.

*No registration will be done for the Corps if there is no reply to confirm the duties.

All Corps are to take note that only the following forms are required to be submitted to the Zone after the public duty is done.

- SJA/PD/12 Public Duty Attendance Record
- SJA/PD/13 Public Duty Casualty Record

Corps are strongly encouraged to make a duplicate copy/save a soft copy of these two forms for their own record tracking.

Total number of duty hours to clock for Teacher in Charge, Officers and Cadets is 30 hours each in the year so as to be considered efficient for the year.

Public Duty Hours

- **For all camps**, schools are only allowed to clock up a maximum of 10 hours per day irregardless of their number of shifts.
- Duty's more than 8 hours must be split into 2 respective shifts.
- Each first aider is not allowed to do more than 6 hours of duty per day.

Performing duties

- First aiders are to be appropriately attired. (Full/Half Uniform) PT kits are only allowed for camps.
- Cadets without a Basic First Aid (BFA) cert are not allowed to perform any public duties.
- For mentorship purposes during public duties, the respective trainees are not allowed to clock in hours for that public duty event.

Ratio of first aiders to the duty performed

The ratio of the first aiders to the duties performed will vary according to the event proposed.

- For large scaled events there will not be any limitations to the number of first aiders participating in the respective events.
(Examples are: Cross Country, hiking, tracking, marathons, Walkathons, sports day)
- For school based and small scale events, there will be a limitation of 10 first aiders per shift.
(Examples are: Speech Day & rehearsal, National Day Parade & rehearsal etc)

Registration Procedure

1. All duties are to be registered through the Zone Public Duty departments through the Corp Events Form (SJA/PD/20).
2. Upon completion of duty, the Public Duty Attendance Record (SJA/PD/12) and the Public Duty Casualty Record (SJA/PD/13) forms are to be submitted to the department within 7 days after the event of duty.
3. Casualty treated in the event are suppose to be recorded in the Public Duty Casualty Record (SJA/PD/13) form. In the event of there being no casualty's, the schools are still supposed to send in the PD 13 form with a NIL reply.
4. In an event that the casualty passed away, schools are to inform the Zone Public Service Department immediately, this is to ensure that proper disposal and aftercare could be executed. Forms will be prepared by NHQ for the purpose of investigation.
5. Reports and forms must only be submitted by the respective Corps Teacher-In-Charge .

Duties not registered

Schools may wish to register duties that were not written in the Corp Events Form (SJA/PD/20) at the beginning of the year. That being so, the schools would need to update the PD 20 form, highlighting the new event and re sent the edited form to the department 2 days before the actual event of duty.

Handing In of PD 12/13

- All forms must be filled in with Capital letters
- Forms have to be submitted within 7 days after the event of duty.
- Reports sent, must have an indication on how many shifts were performed; written with the same reference number as the duty performed. If the information stated is not given clearly the forms will be disapproved and sent back to the respective schools for editing.
- Indications on how many cadets performed in the respective shifts must be written on the forms, if not the department will take the total manpower given and divide it with the number of shifts stated in the forms.

Reply's

The departments turn around to schools will be within 7 working days upon receiving the respective emails from the individual corps.

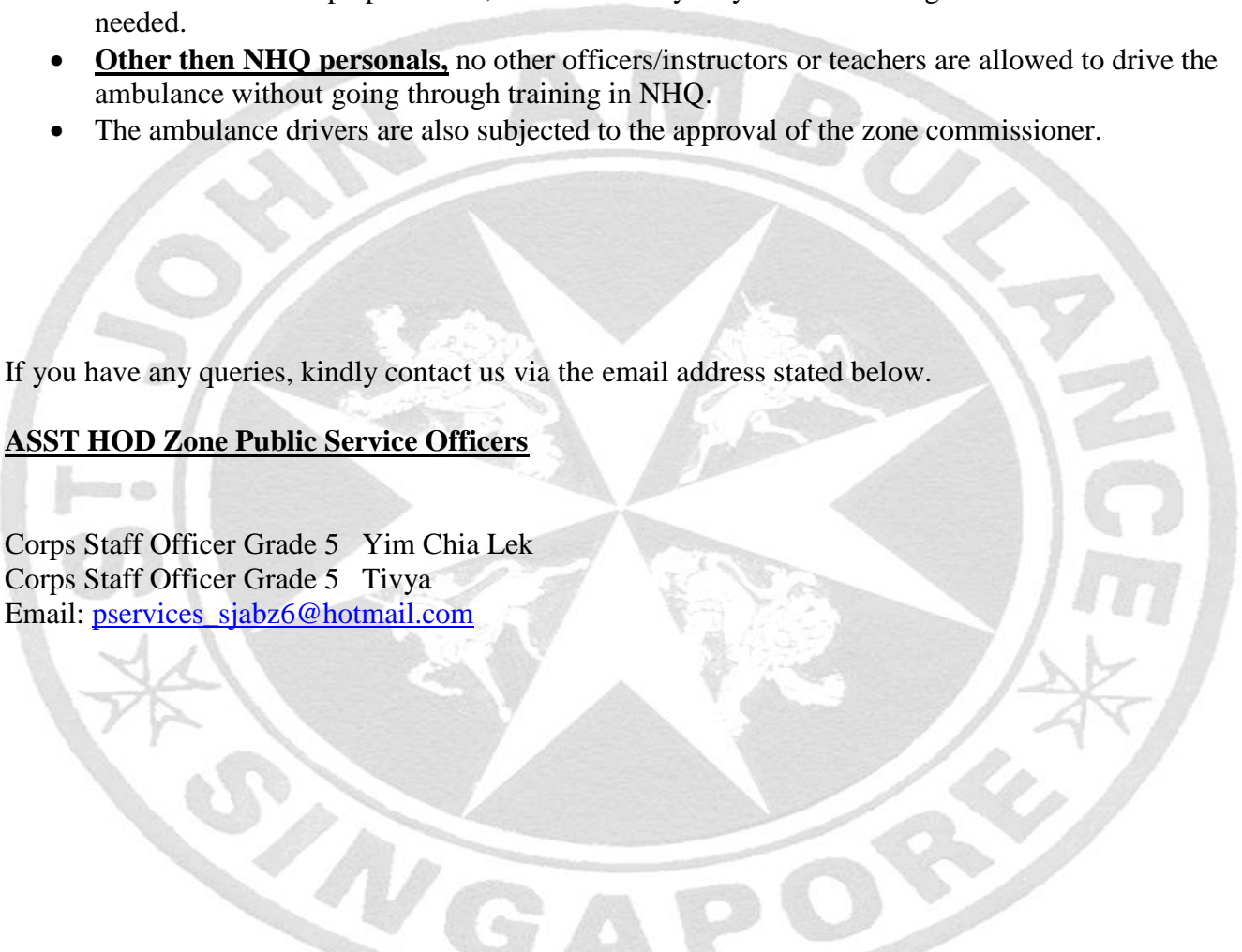
Booking Of Ambulance

- Schools have to be prepared that, sometimes they may not be able to get an Ambulance when needed.
- **Other then NHQ personals,** no other officers/instructors or teachers are allowed to drive the ambulance without going through training in NHQ.
- The ambulance drivers are also subjected to the approval of the zone commissioner.

If you have any queries, kindly contact us via the email address stated below.

ASST HOD Zone Public Service Officers

Corps Staff Officer Grade 5 Yim Chia Lek
Corps Staff Officer Grade 5 Tivya
Email: pservices_sjabz6@hotmail.com





ST. JOHN AMBULANCE SINGAPORE

ST. JOHN AMBULANCE BRIGADE HEADQUARTERS

“For The Service of Mankind”

Patron: H.E. The President of the Republic of Singapore

Chief Commissioner : Dr. Chen Sze Hua, O.St.J. FAMS, M.Med (O.B./GYN)
 Dy Chief Commissioner : Dr Nyam Ngian Kwong, Denis Christopher, S.B.St.J., MBBS(S'pore),
 FRCS(Ed), FRCS(Glasg), M.Med(surgery. S'pore), FICS(USA), FAMS(Gen
 Surgery), Fellow in Colon & Rectal Surgery (Mayo Clinic, USA)
 Chief Surgeon : Dr Nelson Chua Ping Ping, M.Med (Anaesthesia), FAMS
 Chief Superintendent(N) : Ms. Chia Su Lin, S.S.St.J. S.R.N., S.C.M., P.N.C., B Sc (N), Cert.. Edu(FE)

Chairman, National St. John Council:
 Mr. Peter Ngo Gim Kang, JP, B.B.M(L),..St.J

SAMPLE COPY

Ref No: SJA/PD/12

Public Duty Attendance Record

Event: SPORTS DAY NHQ Duty Ref No.: 2004-001

Venue: QUEENSWAY STADIUM Date.: 15 march 2011

Corps: HILL VIEW SECONDARY SCHOOL Zone.: 6

Submitted by: SGT AARON ONG

Officer(s) / Teacher(s)

No.	Rank	Name	No.	Rank	Name
1			6		
2			7		
3			8		
4			9		
5			10		

Member(s)

No.	Rank	Name	No.	Rank	Name
1		(1 st SHIFT) (TIME PERIOD)	21		
2	SGT	ChUA BI YING	22		
3	CPL	NG CHEN KIAN	23		
4	CPL	RINI HARYANTY	24		
5	SGT	ChUA BI YING	25		
6		(2 nd SHIFT) (TIME PERIOD)	26		
7	LCP	MANDY TAY XIN YI	27		
8		SITI SYAHINDAH BTE	28		
	CPL	ROSLAN			
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

All First Aider Performing Duty must have **PASS** their Basic First Aid Test

SJA/PD/12 Public Duty Attendance Record

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SJA/PD/20 School Events for the Year