

**Goal:**

The goal is to have a policy in place to ensure that Dispatch Forms are distributed properly via fax and email.

**Scope:**

To develop a procedure for:

1. Faxing Completed Dispatch Forms;
2. Emailing Completed Dispatch Forms.



**1.0 Faxing Completed Dispatch Forms (See Appendix A for List of Recipients)**

- a. Insert form face-up on the top feed tray.
- b. On the Xerox, choose “Fax”.
- c. Choose “Folder’ Icon.
- d. From the drop down menu, choose “Address Book - Individuals” or “Address Book - Groups”.
- e. On the next screen, choose your desired recipient.
- f. Press “OK”.
- g. Then press the Green “Go” button.
- h. Wait for confirmation report and staple it to the back of the original Dispatch Form, making sure to include the Pro QA print out.
- i. File as per Chapter 9 Section 57 – File System Maintenance.

**2.0 Emailing Completed Dispatch Forms**

- a. Insert form face-up on the top feed tray.
- b. On the Xerox, choose “E-mail”.
- c. Choose “Folder’ Icon.
- d. From the drop down menu, choose “Address Book”.
- e. On the next screen, choose your desired recipient.
- f. Press “OK”.
- g. Then press the Green “Go” button.
- h. Wait for confirmation report and staple it to the back of the original Dispatch Form, making sure to include the ProQA print out.
- i. File as per Chapter 9 Section 57 – File System Maintenance.



**“Appendix A”**

1. Fax Recipients:
  - a. Municipal District (M.D.) of Bonnyville:
    - i. Fax sheets to Glendon Fire Department
    - ii. Fax sheets to Fort Kent Fire Department
    - iii. Fax sheets to Goodridge Fire Department
    - iv. Fax sheets to Iron River Fire department
    - v. Fax sheets to La Corey Fire department
    - vi. Fax sheets to Ardmore Fire department
  - b. St. Paul County:
    - i. Fax sheets to St. Paul Fire Department
    - ii. Fax sheets to Elk Point Fire Department
  - c. Smoky Lake County: (Select Groups for these faxes)
    - i. Fax sheets to Smoky Lake Fire Department
    - ii. Fax sheets to Vilna Fire Department
    - iii. Fax sheets to Waskatenau Fire Department
2. Email Recipients
  - a. Municipal District (M.D.) of Bonnyville:
    - i. Email copies of all completed Dispatch Sheets to BRFA Office Manager.
  - b. St. Paul County:
    - i. Email sheets to Ashmont Fire Department
    - ii. Email sheets to Mallaig Fire Department

