

THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

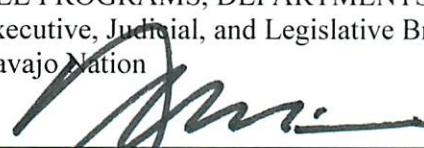


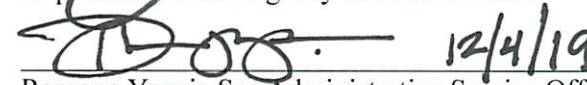
Navajo Division of Public Safety - Department of Emergency Medical Service - PO Box 3360
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MEMORANDUM

December 4, 2019

TO : ALL PROGRAMS, DEPARTMENTS & DIVISIONS
Executive, Judicial, and Legislative Branches
Navajo Nation

THOUGH : 
Henry Wallace, Department Manager III
Department of Emergency Medical Service

FROM :  12/4/19
Ramone Yazzie Sr., Administrative Service Officer/Training Manager
Office of Training and Technical Assistance
Department of Emergency Medical Service

SUBJECT : **CPR and First Aid Classes**
RE: Individuals who do not Attend for Scheduled Trainings


The Navajo Nation Emergency Medical Service provides Cardiopulmonary Resuscitation and First Aid classes on a monthly basis as a resource, public courtesy service and to educate communities of how to activate the emergency 9-1-1 system, provide first responder intervention and to improve life during an emergency situation. These classes are for those who desire to obtain the awareness, intervention and certification as part of preparedness in emergency response.

Our Department has two (2) EMT Instructors and they do their best to try and accommodate the entire Navajo Nation government and outside agencies who request for these trainings. Due to the large amount of requests for these trainings, our Training **Department has rules and regulations which will be effective January 1, 2020.**

1. We will schedule requests through a written letter or memorandum indicating the amount of people with feasible dates.
2. We will respond with an Invoice and choose a date confirmation.
3. Location will be either at the requesting office or our own conference room.
4. People who do not show up for their scheduled trainings will be allowed to reschedule a second time.
5. If the person still doesn't show up the second time, there will be no third rescheduling or no refund.

This scenario causes hindrances for our Instructors because they have to reschedule and reorganize another class just for the "no shows." **If there is still a no show, we will acknowledge it without reimbursement to the departments. The Requester will have to find another resource.** I can be reached at tribal extension 7693 or 7713 should you have any questions.

CONCUR



Jesse Delmar, Executive Director
Navajo Division of Public Safety

120619

DATE

CC: ***Distribution: All Branches, Divisions, Departments and Programs***
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