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<b>TITLE</b>	Notification of Duty Officer / Management
<b>POLICY NO:</b>	2015-053

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## **POLICY STATEMENT:**

To ensure that the duty officer or management is notified by the crew or communications staff of every/all situations that may compromise resources needed to render the full scope of Superior EMS services

## **SCOPE:**

All Employees, volunteers

## **POLICY:**

The **duty officer** shall be notified of every/all situations that has, or may compromise any of the resources needed to render the full scope of our services. This includes:

1. When staffing is inadequate for the event
2. When there is an incident involving a Superior EMS staff or volunteers (including but not limited to injury)
3. Where there is an incident requiring multiple EMS vehicles (multiple casualty incidents)
4. Where there is a CBRNE incident
5. When there is an evacuation of the event site, bomb threat, hostage situation, armed stand-off, etc.
6. Where there is critical equipment and/or vehicle failure
7. When there is an incident involving Superior EMS vehicles (including but not limited to vehicle breakdown or accident)
8. Whenever there are concerns that could have a negative impact on the operations of Superior EMS

Notification of **the management team** should occur:

1. When the crew cannot communicate with the duty officer
2. The duty officer will notify the management team when the following occurs:
  - a. Major injury to staff/volunteers
  - b. CBRNE incidents
  - c. Evacuations, bomb threats, hostage situations, armed stand-offs
  - d. Other issues as needed or appropriate



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**Date of Approval:** September 28, 2016  
**Date to be Reviewed:** September 28, 2018  
**Authority:** Chief of EMS Operations

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