
TITLE	Disaster and Multi-Casualty Contingency Response Plan
POLICY NO:	2015-054

POLICY STATEMENT:

To outline the roles and responsibilities of every employee and volunteer during a disaster or emergency management response to ensure an orderly and organized execution of duties during and after the incident.

SCOPE:

All Employees, volunteers

POLICY:

Superior EMS may be called upon to provide support services in the event of an emergency or disaster. This response will be under the control of the rapid response team, and/or management team.

Activating Superior EMS Response

Superior EMS must be activated in order to respond to/or participate in a disaster response. This is typically initiated by the local Emergency Management Office, Central Ambulance Control Centre, Sault Ste. Marie Fire Services – EMS Division, Sault Search & Rescue, or another agency requesting our assistance or resources.

No Superior EMS staff will respond to/or provide assistance unless activated!

Internal Activation

Once the request for assistance is received by the duty officer, the duty officer will activate the rapid response team (RRT). The RRT will then determine the resources required to respond, and will initiate the required call outs, and/or activations.

Responsibilities

The Superior EMS Chief of Operations is responsible for:

- (1) Reporting to the agency that activated the response
- (2) Establishing the priority of tasks to be undertaken by staff and volunteers



- (3) Compiling and submitting reports on decisions made, actions taken, and the results observed during the emergency
- (4) Ongoing liaison with municipal services

The Rapid Response Team Lead or Duty Officer is responsible for:

- (1) ensuring scene safety
- (2) identifying themselves as the "Superior EMS Site Coordinator"
- (3) ensure a triage officer has been assigned, when staff are available and as instructed by the on-site municipal incident commander
- (4) designate the Superior EMS command post area as needed
- (5) liaise with other responding agencies
- (6) coordinate Superior EMS resources as they arrive in coordination with the municipal incident commander
- (7) communicate with on-site staff from allied agencies
- (8) coordinate all superior EMS staff and volunteers actions

Staff and Volunteer Roles

Superior EMS may be assigned to a number of tasks including but not limited to: Triage, Traffic, Safety.

- (1) Incoming crew will report to the EMS Command post, or other designated area as instructed when activated
- (2) Park vehicle in staging area as assigned with lights turned off, and keys left in vehicle ignition
- (3) Wear appropriate PPE
- (4) Perform assignments under the direction of the Superior EMS site-coordinator
- (5) Document patient care on the triage tag and retain the numbered corner from tag after transport
- (6) Transport casualties **only when instructed by municipal authorities (i.e. EMS command, Police Officer)**

Contingency Plans

Unexpected Loss of Accommodation

- (a) When power at the base is interrupted the following will occur:
 - i. Ensure the doors to the garage are opened
 - ii. Contact the duty officer
 - iii. Utilize backup power supplies to power only essential equipment



- (b) For loss of accommodations for other reasons the following will occur:
- i. where permissible, staff should identify the problem for the need to move to an alternate location
 - ii. contact the duty officer and convey all the information required, and the Duty officer will assess the situation
 - iii. The duty officer will advise the management team of the situation as needed
 - iv. The duty officer will arrange for accommodations for the staff and supplies required in the interim
 - v. Once the situation is resolved, all assets will be returned to the regular base of operations

Loss of Fleet

- (a) In the event that any vehicle(s) should fail/break down while in service or be found to be unusable for any other reason the crew is to notify the duty officer immediately

Unexpected Staffing Shortage

In the event that we are presented with an unexpected staffing shortage that may critically impact the delivery of our services we will:

- (a) Make every effort to replace the staff member
- (b) Notify the RRT who will attempt to dispatch a RRT member
- (c) Utilize management to staff the event
- (d) The duty officer will notify management and an attempt to find resources will be made
- (e) The event will be cancelled if unsafe to provide coverage

Inclement Weather

- (a) During inclement weather, should the weather conditions be such that staff is unable to leave the base or the event site, you will be requested to stay on site
- (b) Response to any incident will be done with due diligence and exercising proper care and control at all times
- (c) Notify the duty officer of any weather related situations that may impact operations
- (d) Staff are to make every reasonable attempt to secure access to any patient with proper care and consideration for their own safety at all times

Appendix "A" is the City of Sault Ste. Marie Municipal Emergency Plan.

Date of Approval: September 28, 2016

Date to be Reviewed: September 28, 2018



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APPENDIX "A"

