
TITLE	Auxiliary Program Protocols
POLICY NO:	2016-058

POLICY STATEMENT:

Superior EMS is committed to providing quality service to the Sault Ste. Marie and Algoma region. As a part of our ongoing commitment, the Auxiliary Unit has been created, utilizing volunteer members to provide additional resources and equipment to events that we cover, as well as the community at large.

SCOPE:

Volunteers

POLICY:

The Superior EMS Auxiliary Unit consists of community minded volunteers who have advanced training in a number of areas.

Initial Training Requirements

All Auxiliary members must hold valid Standard First Aid or higher certification. Additionally, all Auxiliary members are expected to compete EMR certification within their first 12 months of membership.

Ongoing Training Requirements

All Auxiliary members must maintain the required certifications and competencies. Auxiliary members may be invited to obtain additional certifications in Symptom Relief, Trauma Assessment, IV Therapy and Emergency Management.

Participation in one (1) simulation, six (6) monthly training sessions, and 60 logged event participation hours annually are required to maintain currency in the Auxiliary Unit.

Review and Test of the Auxiliary Unit



MONTHLY

Each month, at a random time, members of the Auxiliary Unit will have a test activation completed to confirm communications are working effectively and efficiently.

ANNUALLY

Once annually a period review of the policy will be undertaken, as well as an actual activation. During the activation, the Auxiliary unit is to respond to the base to confirm efficiency. This may be tied into an actual scenario.

Callout Procedure

Auxiliary Unit members are expected to have a cell phone capable of SMS messaging. Auxiliary members are expected to ensure that the Unit Lead has their current cell number.

In the event that the Auxiliary Unit is required, a "NO DUFF" message will be sent with instructions. Upon receiving the message, Auxiliary Unit members are expected to respond with their ability to respond or not available.

Auxiliary Unit Member Availability

Auxiliary Unit members are encouraged to be available as frequently as possible for Callouts and for regular Superior EMS events. In the event of a large scale event, where additional resources may be needed to be on call, a pre-event notification will be forwarded to team members and confirmation of On-call individuals will be made.

In the event that an Auxiliary Unit member will not be available for a period of time it is imperative that they notify the Auxiliary Team Lead.

Response Requirements

In the event of Auxiliary Unit activation, members responding are expected to have a blood alcohol level of 0 and be capable of functioning to the full capacity required. Members are encouraged to have a form of identification on them at all times to avoid delays in response.

Response

Internal Response



In the event of an emergency occurring at a scheduled event where additional upstaff or back up are required, the emergency notification will be sent and additional resources from the unit will be dispatched accordingly.

External Emergency Measures Response

In the event of an Emergency Measures Response dispatched as a result of a request from the Emergency Measures Department of the city or outlying areas, the Auxiliary Unit will be dispatched accordingly and resources assigned on a voluntary basis.

Unless otherwise instructed, all Auxiliary Unit members are expected to respond to the Base and not directly to site.

Reporting

Superior EMS Auxiliary Unit members report directly to the Senior Officer in charge of the company during the event. The Senior Officer will work with the Event organizer or Disaster Coordinator as required.

Date of Approval:	September 28, 2016
Date to be Reviewed:	September 28, 2018
Authority:	Auxiliary Program Staff Officer

