

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title:	Standby Coverage and Special Events
Policy:	412.00
Purpose:	To provide guidelines for OCEMS employees when performing stand-by or public relations duties.

Policy:

General:

OCEMS personnel will wear the proper uniform and present a professional image at all times. For certain events alternate uniform options may be approved by the EMS Chief.

The ambulance/special team equipment will be cleaned before arrival to the stand-by.

The ambulance/special team crew members will ensure they arrive at the event location with sufficient time to allow for set up and staging of crews and equipment whenever possible.

At least one crewmember will stay with their assigned unit at all times.

Upon completion of the stand-by/public relations event, if it is to be billed, the last EMS crew at the event will complete a run report.

At no time will staffing beyond those who are assigned to normal daily operations, be utilized for any standby or public relations event without the approval of the EMS Chief and notification on the on duty supervisory staff for that day. This includes both paid and volunteer staff.

All events will be staffed with a minimum of two EMT's.

Free Standbys:

Free standbys will be staffed as operations allow, by normally scheduled on duty EMS units.

In the event that there are multiple free standbys, which could not reasonably be staffed by on duty personnel, then a request for additional personnel may be made to the EMS Chief.

Paid Standbys:

Paid standbys will be staffed by as follows:

- For one scheduled paid standby normally scheduled EMS units will be utilized.
- If more than one paid standby is scheduled or if a special team is requested i.e. the Bike Team, then a request to the EMS Chief will be submitted to consider allowing utilization of extra personnel. If approved, personnel will be deployed in the following manner; For ALS or BLS ambulance requests, relief staff will be offered first opportunity followed by full time EMT's and then full time PMD's. For Special Teams events the same staffing measures will be applied to members of the requested team. All staffing opportunities will be distributed to staff members by one of the EMS Captains using the electronic staffing program.

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Special Teams:

If one or more of the special teams are to be utilized for a standby the assigned leader/leaders of the requested team will be notified and given all pertinent information.

It will then be the responsibility of the team leader to formulate an action plan. This plan will include at a minimum, the number of staff members needed, type and amount of equipment needed, arrival time and place for personnel, expected end time for the event, entry and exit points for ambulances if needed, any operational challenges that may be expected. Once formulated the plan will be submitted to the EMS Captain assigned to the event, who will then present it to the EMS Chief for approval.

Upon approval, it will then be the duty of the assigned EMS Captain or a designee, to ensure the plan is implemented.

Prior to the event, all requests for equipment, i.e. radios, Tough Pads etc. will be made at least three days prior to the event. All specialized equipment such as the Gator and bicycles will be inspected to ensure proper operating order at least three days prior to the event. If a special team's trailer is utilized arrangements will be made for its transport to and from the site and all supplies in the trailer will be inspected for condition and expiration dates prior to the event. All event trailers should have a receiver hitch assigned to them, this hitch is to be left with the trailer at all times.

Post event it is the responsibility of the team leader to ensure that all equipment is accounted for, cleaned, refueled, etc. and then returned to its proper location.

Accountability and Compliance:

1. It is the responsibility of the on duty shift supervisor to ensure that minimal daily staffing levels are maintained.
2. For free standbys and paid standbys that utilize only normally scheduled personnel the on duty supervisor will be responsible for ensuring deployment. For events that require supplemental personnel or special teams an EMS Captain or a designee, will be assigned to oversee the event and ensure compliance with the policy.
3. It is the responsibility of all OCEMS employees to present a professional image, at all times, when in the public's view.

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