

## Policy and Procedures

*Title:* Ambulance Posting Guidelines

*Date issued / last revision:* April 13, 2004

*Date effective:* Immediately

# Ambulance Posting Guidelines

### *Statement:*

This policy has been established to provide guidelines to assist dispatchers, supervisors and crews in the strategic deployment of response units.

### *Purpose:*

To post response units in a manner that efficiently covers response areas, keeps response times to a minimum and causes the least amount of duress to on duty crews.

### *Scope:*

This policy applies to all CMT employees, student interns, and observers.

### *Policy:*

1. The concept of System Status Management will be used to determine the most appropriate location for response units at any given time of the day and/or day of the week.
2. Staffing patterns and posting locations may be changed based on the immediate needs of the company, but currently the following general guidelines apply:
3. Once assigned to post, that response unit will remain on that post until dispatched on a call or reassigned.
4. Any change of normal posting assignments requires supervisor approval.
5. Delaware County will be first priority covered seven days a week, 24 hours a day.
6. Otsego County will be second priority covered seven days a week, 24 hours a day.
7. The following are to be considered the recognized posts.
  - a. Central post- CMT 2, Delhi village, in transit between or within a 12-minute response time.
  - b. North post- V/O Stamford or within 12 minutes response time.
  - c. South post- V/O Walton or within 12 minutes response time, which includes CMT 2.
  - d. Oneonta post- T/O & City of Oneonta or within 12 minutes response time.
  - e. Cooperstown post - V/O Cooperstown or within 12 minutes response time.
8. When 4 or more response units are in service the posts locations covered are as follows:
  - a. Central – at least 2 units (i.e. ambulance / fly car, 2 ambulances), North, and Oneonta

Note: The units Central can float between South and Central, if desired.

9. When 3 response units are in service the posts locations covered are as follows:
  - a. Central, North and Oneonta
  
10. When 2 response units are in service the post locations covered are as follows:
  - a. Between the hours of 06:00- 22:00: Central and North
  - b. Between the hours of 22:00- 06:00:Central and Oneonta
  
11. When only one ambulance is in service, a supervisor must be contacted and the post location covered will be:
  - a. Central Post
  
12. As it is very important for continued effective operations that we have ambulances on post as soon as possible. The following guidelines will apply:
  - a. Upon arrival at work, vehicle check in will be the crews first priority
  - b. Vehicle check in should be completed within 30 minutes of the beginning of your shift.
    - i. If a check in cannot be completed within the time frame, a Supervisor and dispatch must be contacted and advised as to the reason.
  
  - c. Upon completion of check in, the vehicle will be called in service with current mileage to dispatch (preferably via radio).
  
13. Those units that are posted at locations away from CMT-1 and CMT-2 must be enroute to post within 30 minutes of start of shift unless otherwise assigned by dispatch or a Supervisor.
  
14. At no time are units authorized to leave post without coordination through dispatch.
  - a. With coordination, units may go mobile towards a pending call to decrease response time.
    - i. Units are not to arrive on, or be visible from, any scene unless dispatched.