

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

Title:	Supervisor Notifications
Policy:	204.00
Purpose:	To ensure supervisors are adequately notified of significant operational emergencies/incidents.

Policy:

The Shift Commander will be notified of any of the following incidents:

- All cardiac and trauma arrests.
- Mass Casualty Incidents.
- Airplane accidents/incidents
- Motor vehicle accidents with entrapment, rollovers, ejections, head-on collisions, multiple patients; and vehicle vs. pedestrian, bicycle or motorcycle (all without stable patient information).
- Motor vehicle accidents evolving any EMS, Fire Department or Police vehicles.
- All structure fires reported to be fully involved.
- All hazardous materials incidents.
- All vehicle breakdowns or accidents involving department vehicles.
- All injuries to EMS, fire and law enforcement personnel.
- Amputations.
- Animal attacks—unstable or unknown patient information.
- Army Ranger incidents (send two units and MEDCOM until further information is obtained).
- Assaults with life threatening injuries.
- Bomb threats with a confirmed device.
- Burns (severe with respiratory distress or multiple patients).
- Respiratory arrest—choking with complete airway obstruction.
- Continuous seizures.
- Drowning and near drowning.
- Explosions.
- Electrocutions (to include lightning strikes).
- Gunshot wounds and stabbings.
- Long falls (definition: any fall greater than 6 feet) and without stable patient information.
- Missing persons/search and rescue incidents.
- School bus incidents.
- Watercraft accidents and rescues

EMS personnel requesting law enforcement assistance: If EMS personnel feel in danger of bodily harm, they are to radio for assistance by calling "10- 24" or push the red emergency button on the SLERS radio.

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Accountability and Compliance:

1. The OCEMS Shift Commander shall notify the Dispatch Center Chief of any and all calls not notified to them in an Email. The Email will list the name of the dispatcher, time and date of call, crew dispatched and any other pertinent information they deem necessary.
2. The OCEMS field crew shall notify the Shift Commander of any and all calls not notified to them by phone as soon as possible.
3. The OCEMS Shift Training Officers will measure the compliance of each dispatcher, bimonthly audits of the calls dispatched to ensure proper notifications. The audits will be performed prior to the end of each month. The data obtained by the audits will be reported as the percentage of the number of records on file (numerator) compared to the number of records in full compliance (denominator). This report will be titled *Supervisory Notifications Monthly Report*.
 - a. The report will be presented at the Senior Staff Meeting.
 - b. Record of the reports will be electronically retained and stored on the county server by the Shift Training Officers for the duration of the employees tenure.
 - c. Once the employee leaves their position the records can be deleted from the data base.

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