



SENECA COUNTY

Emergency Medical Service



Seneca County Emergency Medical Services Standard Administrative Guideline

Subject: EMS Coordinator Utilization

Reference Number: 13-A

Effective Date: 3-09

Review Date: 3-11

Guideline for EMS Coordinator Duties & Utilization

Purpose: This guideline is to identify the appropriate utilization of the individual EMS coordinators during emergency response and otherwise.

Policy/Procedure:

Seneca County EMS utilizes a coordinator for each individual squad location. These coordinators are identified by call sign as follows:

Attica EMS 100
Bascom EMS 200
Bettsville EMS 300
Bloomville EMS 400
New Riegel EMS 500
Republic EMS 600
Green Springs EMS 700

These individuals shall be listed in the Seneca County Regional Planning commission directory of Public officials.

Definition of Duties:

The position of coordinator in Seneca County EMS is an Officers position and they report directly to the Seneca County EMS director, and to the local government officials as necessary.

The responsibilities of the coordinator include day to day operations of the squad in their respective district. Each coordinator shall select an assistant coordinator to act in his/her absence. The duties of the assistant mirror those of the coordinator during times of the coordinator absence.

These duties include emergency response, mitigation, and planning. The duties also include clerical, managerial, and training. The coordinator is responsible for performing complicated medical procedures under favorable and adverse conditions. They are responsible for implementing clinical and operations policies and providing guidance to the EMS crews. They are responsible for directing and coordinating a comprehensive pre-hospital emergency medical service department in the absence of the Director of EMS.

Ken Majors RN, NREMT-P, EMS Director
126 Hopewell Ave. Tiffin, Ohio 44883
Office: 419-447-0266 ■ Fax: 419-448-5064



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Secondary Duties:

- Attend Monthly coordinators meeting with EMS Director.
- Attend monthly local district meeting with local government officials.
- Provide out of Service Schedule to EMS office/ Dispatch as needed. (See Out of Service Policy)
- Maintain equipment supply and accountability
- Be available to respond to emergencies outside local response district if necessary.
- The above list of duties is by no means exhaustive, and may include any number of additional duties as assigned by the EMS director.

Utilization and Implementation

- The coordinators shall be utilized by the EMS director or his representative for the above duties. Communication with the coordinators and Director may include phone, fax, email, and traditional mail correspondence.
- The coordinators shall meet with the director of EMS at least once per month to discuss operations, planning, policy, protocol, and training.
- The Coordinator shall report to the local government officials monthly and as necessary.
- If the coordinator is unable to attend the scheduled meeting for any reason the coordinator may elect to send an assistant in his/her place. No business will be delayed due to a coordinator absence.

Dispatch of Coordinator:

- Seneca County Dispatch will be notified if EMS1 will be unavailable to respond.
- The guideline for dispatch of a coordinator shall be as follows:

If EMS1 is requested by the Incident Commander, and is unavailable, the closest coordinator to the scene shall be dispatched. If the closest coordinator is already on scene, or is unavailable, then the second closest coordinator shall be dispatched.

If an administrative question or problem arises in the absence of the Director, the EMS office manager shall be contacted.

If a situation arises on an EMS scene that requires EMS1, dispatch will utilize the same steps described above to dispatch a coordinator.

Contact information for each coordinator will be maintained and shall be made available to the dispatch center. The Communications Policy and District Coordinator Duties policy should be reviewed for further information.

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