
 Rainy River District Social Services Administration Board	<b>SECTION:</b> Land Ambulance
	<b>POLICY TITLE:</b> Operational Security
<b>ORIGINAL DATE:</b> September, 2010	<b>POLICY AREA:</b> Operations
<b>REVISION DATE:</b> August, 2016	<b>POLICY NO:</b> LA – 4.13
<b>NEXT REVIEW DATE:</b> September, 2019	<b>APPROVED BY:</b> 

## Policy

The Rainy River District Social Services Administration Board (RRDSSAB), as a designated delivery agent of Paramedic Services, recognizes the inherent risk of exploitation by criminal or terrorist threats of its physical assets and identification systems.

Staff will be appropriately notified of enhanced security risks. Buildings, vehicles and equipment will be appropriately secured, and official mediums of staff identification will be limited and controlled.

## Procedure

1. The Chief of Paramedic Services (PS) or designate will provide Paramedics and EMAs with updated security issue briefings regarding present or emerging threats, as they are provided and permitted. Briefings may take the form of written information or supervisory briefings.
2. Paramedic facility access codes for entry will be changed, as required by the Chief of PS or designate, to address operational concerns and/or staffing changes. All access codes will be changed, at a minimum, annually. When access codes are changed, Paramedics and EMAs will be notified in advance, where practicable, via service e-mail only. If a staff member is on leave for an extended period of time, the Paramedic will be notified via telephone.

Access codes will not to be left in voice messages or other mediums (personal email, etc) that may be accessed by other unauthorized persons.

Staff will not provide access codes to any unauthorized individuals, such as family, students, vendors or volunteers, without written permission of the Chief of PS or designate.

3. Deputy Chief(s) and/or the Paramedic Clerk will ensure that all Service vehicles are accounted for, including those that are in-service, out-of-service, repair status, or scheduled for salvage or for sale.
4. All Paramedic facilities/structures are to be secured from unauthorized access at all times. Exterior entrance doors and garage doors are not to be left open, without a Paramedic present. All doors will be secured, when a facility is unattended.
5. All staff will ensure that vehicles not protected from access within a Paramedic station, vehicles stored outside and vehicles off-site for maintenance, etc, are secured against unauthorized access and use.
6. Laptops, when in the vehicle, must be secured in the mount provided or appropriately stowed inside a cupboard or inside the bench.
7. Vehicle keys will be left in vehicles stored within Paramedic facilities to allow rapid removal of the vehicle in a station emergency or patient response. Additional fleet vehicle keys will be stored in locked key cabinets or identified locations in each facility.
8. Maintenance garages will ensure that Paramedic vehicles are secured from unauthorized access/operation at all times. Paramedic vehicles will be stored inside, when their facilities are closed or the Deputy Chief will be notified to authorize outside storage or make alternative arrangements.
9. All Paramedics and EMAs will lock their service vehicle and remove the vehicle's keys to their person, when leaving a vehicle unattended for any period of time. The vehicle must be locked and the anti-theft device used, if the vehicle is to be unattended and running.
10. Paramedics and EMAs are to report any unusual interest in Paramedic vehicles, while in their possession, immediately to the Duty Officer.
11. Decommissioned vehicles slated for resale or vehicles scheduled for salvage will be stripped of all Paramedic-identifying markings. Emergency warning systems, lights and sirens will be removed or disabled.
12. Paramedics and EMAs are required to safeguard all crests, uniform pieces and identification cards, in order to ensure defense against unauthorized access and use. Any loss or theft must be immediately reported to the Duty Officer by the employee. The Chief of PS or designate will ensure that new crests and uniforms are stored in a secured area.

13. The Chief of PS or designate will provide all vendors who supply service-specific materials, i.e., uniforms, crests, stickers, decals, striping, etc, with an authorized contact for Rainy River District Paramedic Services (RRPS). Vendors will be requested to contact the Chief of PS or designate, in the event that anyone, other than those persons on the authorized Contact List, inquire about purchasing RRDPS materials.
14. No employee will use the terms "Rainy River District Emergency Medical Services", "Rainy River District EMS", "RRDEMS", "Rainy River District Paramedic Services", "Rainy River District PS or "RRDPS" or any derivative, or the Rainy River District crest or logo on any correspondence, document, or article of clothing, unless approved by the CAO, or designate.