
 Rainy River District Social Services Administration Board	<b>SECTION:</b> Land Ambulance
	<b>POLICY TITLE:</b> Flagging Hazardous Addresses
<b>ORIGINAL DATE:</b> August, 2013	<b>POLICY AREA:</b> Operations
<b>REVISION DATE:</b> August, 2016	<b>POLICY NO:</b> LA – 4.16
<b>NEXT REVIEW DATE:</b> September, 2019	<b>APPROVED BY:</b> 

## Policy

The Rainy River District Social Services Administration Board (RRDSSAB) is committed to ensuring the safety of all workers when responding to a request for service as established by:

- a) *Occupational Health and Safety Act, R.S.O. 1990, c. O.1*, as amended, to:

“take every precaution reasonable in the circumstances for the protection of a worker”.

The flagging of residences is a tool to provide identification of a potential significant risk of bodily harm to paramedics prior to entry at the location.

The “Potential Caution Flag Assessment Form” will be submitted by paramedics to management for the consideration of a “Caution Flag” being issued by the employer to the Central Ambulance Communication Center (CACC).

Should a paramedic become aware of a residence that is flagged, where such flagging is no longer required, the paramedic will ensure that the Duty Officer is notified so that removal of the flag may be considered.

## Procedure

When a Paramedic identifies a Hazardous address while performing his/her duties he/she will:

1. Complete the “Potential Caution Flag Assessment Form” (Attached) and an Incident Report and forward to the Duty Officer.

2. The Duty Officer will review and complete Step 1 of the review of the "Potential Caution Flag Assessment Form" and forward to the lead Deputy Chief or designate.
3. The lead Deputy Chief, or designate, will review the completed "Potential Caution Flag Assessment Form" and forward to the Chief of Paramedic Services (PS), or designate, for review.
4. The Chief of PS, or designate, will review the completed "Potential Caution Flag Assessment Form" and if supported return to lead Deputy Chief or designate to create the "Caution Flag " and have it distributed by email to all paramedics.
5. Completed "Caution Flags" are faxed or emailed to CACC to create the "Caution Flag". Confirmation of entry into the computer-aided dispatch (CAD) system as a hazard entry will be made via fax or email to the lead Deputy Chief, or designate.
6. The Lead Deputy Chief will enter the date that *flagging* is assigned and expiry date into the service records.
7. The Lead Deputy Chief will ensure that the *flags* are reviewed at least five business days prior to expiry. If flagging is to be reinstated, submit the reinstatement to CACC on a new form for the dedicated time. If not required ensure that the flagging is removed by CACC.