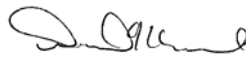
 Rainy River District Social Services Administration Board	SECTION: Land Ambulance
	POLICY TITLE: Contingency Plans
ORIGINAL DATE: July, 2006	POLICY AREA: Operations
REVISION DATE: August, 2016	POLICY NO: LA – 4.3
NEXT REVIEW DATE: September, 2019	APPROVED BY: 

Policy

The Rainy River District Social Services Administration Board (RRDSSAB) identifies alternatives available to Paramedics and Paramedic Services (PS) personnel to address a disaster or unusual circumstance which may potentially affect the continued provision of Land Ambulance Services.

The RRDSSAB ensures that prudent steps are taken to minimize or eliminate the effects of unusual circumstances of a known or potential disaster on Land Ambulance Service delivery. Identified risks include:

- a) loss of accommodations;
- b) loss of service vehicles;
- c) shortage of supplies/equipment;
- d) shortage of staff – illness or other;
- e) inclement weather;
- f) mass casualty incidents; and
- g) labour dispute.

Procedure

Loss of Accommodations

1. In the event of the loss of use of a Base due to fire, flood, etc, the Duty Officer will be contacted immediately by the Kenora Central Ambulance Communications Centre (CACC).
2. The Duty Officer assesses the situation and temporarily relocates the crew. Crews may be relocated to Municipal facilities, Hospitals, Ontario Provincial Police (OPP) stations, etc. Once the crew has been temporarily relocated, the Duty Officer advises the Chief of Paramedic Services (PS) or designate.
3. The Duty Officer informs CACC of the temporary location of the crew, and

provides them with the relevant contact information (address, phone number, etc).

Loss of Service Vehicles

1. In the event of the loss of use of vehicles due to mechanical failure, fire, accidents, etc, the Duty Officer will be contacted immediately by CACC.
2. The Duty Officer will take the necessary steps to move spare vehicles from other RRDSSAB Land Ambulance Bases to ensure continuity of service.
3. If the loss of vehicles exceeds local resources, the Duty Officer contacts the Chief of PS, or designate, who will arrange for replacement vehicles from another EMS, such as Superior North EMS or Northwest EMS.

Shortage of Supplies/Equipment

1. Upon an identified local shortage of supplies or equipment, the on-duty crew advises the Duty Officer.
2. The Duty Officer arranges for supplies from an adjacent Base or from the Fort Frances Land Ambulance Central Supply.
3. In the case of District Wide shortage, the Duty Officer advises the Chief of PS or designate. The Chief of PS, or designate, contacts suppliers, local Hospitals, Ministry of Health & Long-Term Care (MoHLTC), Northwest EMS, and/or Superior North EMS to arrange for immediate shipment/pickup of the identified items.
4. The Chief of PS or designate notifies CACC of the status of the shortage of supplies/equipment and updates CACC periodically until resolution of the situation.

Shortage of Staff – Illness or Other

1. In the event of staff shortages due to illness and/or other reasons, the Paramedic contacts the Duty Officer.
2. On duty crew members must remain at Base until relieved.
3. If only one (1) Paramedic/EMA is available, the Paramedic will act as a First

Responder, until additional staff arrive on the scene.

4. The Duty Officer reviews the human resources available and calls in staff, as required.
5. In the event that the illness is wide spread, reduction in service levels may be required. The Duty Officer contacts the Chief of PS, or designate, to assist in evaluating the situation. Reductions in service may include suspension of all non-urgent transfers, and/or use of First Response vehicles, use of firefighters or police officers to act as drivers to maintain emergency coverage.
6. The Chief of PS or designate ensures that the RRDSSAB, Chief Administrative Officer (CAO) and CACC is advised of any reduction in service levels.
7. Qualified management staff may be required to provide Paramedic services to maintain emergency coverage.

Inclement Weather

1. In the event that any Ambulance Base cannot provide Land Ambulance service due to inclement weather, the Duty Officer must be contacted immediately by the CACC.
2. If roads are impassable, the Duty Officer contacts the OPP to determine the limitation and requests the Police to assist Paramedics to respond to the scene.
3. If the OPP are unable to assist, local Fire Departments and Municipalities will be contacted to request assistance.
4. Paramedic staff must remain on duty until relieved.

Mass Casualty Incidents

1. In the event of a Mass Casualty Incident (MCI), the Duty Officer is contacted immediately by the CACC.
2. Staff will follow the guidelines of the MCI training material.
3. The Duty Officer advises CACC of the anticipated number of casualties so that CACC may advise local Hospitals, and arrange for additional resources and Air Ambulance.

Labour Dispute

1. Every attempt is made to avert an interruption in Land Ambulance Delivery, with agreement under the *Ambulance Services Collective Bargaining Act, 2001*.
2. The Duty Officer advises CACC and the Chief of PS, or designate, of any known or impending labour dispute which will affect service delivery. The Chief of EMS or designate advises the RRDSSAB Chief Administrative Officer, or designate, of the situation.
3. Management staff will be utilized to provide interim emergency coverage.
4. The Chief of PS or designate, contacts surrounding EMS Management Personnel to request assistance in providing minimum service coverage.