



# **SENECA COUNTY**

## **Emergency Services**



### *Standard Administrative Guidelines*

**Subject: Pager control & Inventory**

**Reference Number: 40**

**Effective Date: May 4<sup>th</sup> 2009**

**Revision Date: Review Annually; 2/2020**

**Purpose:**

**To outline the process of maintaining Seneca County EMS pagers**

**Background:**

**Historically the pager inventory has been maintained by the EMS office. This has not been a successful method of maintaining a working inventory of the EMS pagers.**

**A new system of inventory that provides the Local District Coordinator direction and control over the pagers for their individual squad has been developed.**

**The intent of this policy is to share the responsibility of pager inventory with the local district coordinator, and to decrease pager loss. It is difficult for the EMS office to track down individual EMTs to retrieve a pager; the local district coordinator is better equipped to do this.**

**The local squad district will be responsible for replacing pagers that are lost or stolen.**

**Policy & Procedure:**

- 1. Each Local Squad District will be provided pagers by Seneca County EMS**
- 2. The Local Squad District coordinator will sign for the pagers that are in the possession of the local squad and any spares that they have on hand.**
- 3. The EMS office will maintain a list of pagers and serial numbers assigned to each squad.**
- 4. The local squad coordinator will ensure that all personnel that require a pager; has access to one.**
- 5. If a pager needs maintenance or repair the squad coordinator shall bring the pager to the EMS office for repair.**
- 6. Each district should have spare pagers to issue to members if necessary**
- 7. The EMS office will not issue pagers to individual EMS members; only coordinators, assistant coordinators or their designee will be able to obtain pagers from the EMS office.**
- 8. Pagers that are lost or stolen should be reported in writing, immediately to the EMS office.**
- 9. Seneca County EMS will bill an individual for the replacement cost of a pager if directed to do so by the local district coordinator.**

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