



SENECA COUNTY

Emergency Services



Standard Administrative Guideline

Subject: Standby Squad Manning & Call Out

Reference Number: 46

Effective Date: February 14th, 2014

Review Date: Annually: 2-2020

STANDBY SQUAD CALL-UP – Effective 2/14/2014

If there are three or more contiguous or bordering squads out of service on a run, the manning of a Back-Up squad at the Public Safety Building should be considered prior to dispatching another squad from the opposite area of the county to a central location of the squads on runs. This call up will help assure a rapid response to the uncovered area should another emergency occur or the original squad(s) on the original run(s) need backup. Anytime a squad is sent out of their normal response area, use the “EMS All Call” buttons.

Dispatch for Personnel to Man a Back Up Ambulance at the Public Safety Building

Use the EMS “All Call” buttons (East, West, Attica), and page for “2 EMS Personnel Are Needed at the Public Safety Bldg to Man a Backup Squad”

****Dispatcher Responsibility towards the backup manning process ends here, unless no personnel respond to man the backup squad in 10 min. ****

If this occurs, the dispatcher should consider the following movement of County squads to cover:

EXAMPLES:

Attica, Republic, Bloomville Squads all out – send Bascom Squad to SR 19 & US 224

Republic, Green Springs, Bettsville Squads all out – send New Riegel Squad to SR 53 & CR 38

Green Springs, Bettsville, Bascom Squads all out – send Bloomville Squad to SR 53 & CR 38

Bettsville, Bascom, New Riegel Squads all out – send Republic Squad to SR 18 & SR 635

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It isn't important who we move, we just need to cover the East & West – so if all East side squads are busy, get a West Side squad moving East and vice versa.

Any Personnel available should respond normal traffic to the PSB and man the back up ambulance. If a portable radio is available, announce on SAFE - **“1 EMT is enroute to Public Safety to man a backup ambulance”**

If a portable radio is not available – Call 419-447-0266 ext 44 and leave a quick message that states – **“1 EMT enroute to Public Safety to man a backup, ETA 10 minutes”**

An answering machine has been placed on the desk in the PSB Garage for answering these calls. Upon arrival to the building and gaining access the FIRST person arriving should check the machine to determine if any other personnel are responding.

Access to the Public Safety Building after hours can be achieved by using the Key Lock Box on the West Man-door to the garage. A One Time Key Code can be utilized if personnel do not have a code assigned. Contact EMS1 or EMS2 for the one time use access code if necessary.

Once personnel arrive, they should contact Seneca County Dispatch via SAFE that the Backup Squad is manned. The initial radio call should be **“Squad 801 is in-service with 1 EMT”** (up to 3 personnel). If the squad needs to respond to a scene with less than 2 EMTs – verification should be made to ensure that adequate EMTs are on scene to transport.

If NO personnel respond to man a backup squad in approximately 10 minutes - the dispatcher should consider the following movement of County squads to cover:

All “Stand By Squad Call Up” responses will be ROUTINE, on a non-emergency, stand by basis. At the point that one of the out of service squads returns to their area, the squad on stand by will be advised that they can return to their station. All personnel responding to Man a Backup squad in their personal vehicle should RESPOND NORMAL TRAFFIC.

This policy and procedure is designed to be a tool in the dispatcher's tool box and Not “All Inclusive”. The dispatchers experience, procedural knowledge, historical reference, and incident commanders requests should always be utilized when deploying EMS units for standby.

Any questions, concerns, or unusual circumstances that arise should trigger a call to the EMS director immediately.

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Anytime the Standby Squad Call up procedure is utilized, a simple incident report should be made by the EMS crew manning the truck. This report should be forwarded to the EMS director as soon as possible. Electronic Incident reports in the form of an email are acceptable. A paper incident report form is also sufficient and are available in the backup squad binder, or simply use a “special report” within EMS charts to document the occurrence.

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