

<b>TITLE:</b> CONTINGENCY PLAN	<b>SECTION:</b> LAND AMBULANCE
<b>DATE:</b> April 8, 2004	<b>POLICY NO.:</b> KDSB-LAS-V-13
<b>APPROVED BY:</b> Resolution #2004-34	<b>REVISED:</b>

**1. POLICY**

To ensure that all staff are familiar with the procedures required during unforeseen circumstances or situations beyond the control of the Kenora District Services board and its related agencies.

**2. PROCEDURES**

**2.1 Multiple Casualty Incidents**

Ambulance Service Managers will participate in the development, implementation and review of local municipal emergency plans to ensure appropriate utilization of land ambulance resources in the event of a locally declared emergency.

When it has been established that a situation exists that is beyond the resources of the local ambulance service, CACC will be notified and the established protocols for a multiple casualty incident implemented.

Paramedics will work in conjunction with related agencies at the scene and comply with local protocols once a disaster has been declared by the municipality. Assistance and additional resources will be requested through CACC as required.

**2.2 Power Failure**

When a power failure occurs at any land ambulance facility, the following actions are to be taken:

- Notify Kenora CACC by landline of the outage and confirm status of phone link.
- Request a pager test from CACC. This should be done every few hours in the case of a lengthy power outage.
- Use the manual release for the overhead door and check operation of system.
- Contact CACC by radio to ensure that communication towers have not been affected.
- Activate any generator power, if applicable, at your station to maintain critical systems.
- Notify CACC when power returns and reconnect door operator.

**2.3 Building Fire**

In the case of a **small, contained fire**, utilize the facility's fire extinguishers and attempt to extinguish the fire. Vehicles should be moved out of the facility, if safe to do so. Notify CACC immediately and request fire department response.

In the case of a **large fire**, all personnel must evacuate the building utilizing designated escape routes and exits. If the fire is in the office area, and if it is safe to do so, pull the vehicle(s) out of the garage and move a safe distance away from the building. All staff must refrain from re-entering the facility for any reason. Notify CACC immediately and request fire department response.

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2.4 Staff Shortage

An acute and unexpected shortage of paramedics due to illness or other unforeseen circumstances will be reported immediately to CACC and the Regional Field Office. CACC will be requested to inform local hospitals of the resource restrictions and level of service available. Efforts will be made to access additional staff from other jurisdictions and enhance utilization of related agencies within the District capable of emergency medical response.

In the event of a shortage due to a labour disruption the terms and conditions of the Essential Services Agreement between the KDSB and CUPE will be implemented.