

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: May 30, 2010
Topic: 4. Operations Directives	Replaces: July 1, 2010
Subject: 26. Station Security	
Policy No. G.4.26.	Page 1 of 1

PURPOSE

Staff will ensure that stations are secure at all times.

APPLICATION

Paramedics, EMAs, Management

PROCEDURE

- 1) The last ambulance crew to leave the station will ensure that all doors and windows are locked when leaving.
- 2) Off duty staff who attend a station for personal reasons will lock all doors and windows when leaving.
- 3) Paramedics/EMAs are provided with a security code for stations upon commencement of employment.
- 4) From time to time contractors performing work for Manitoulin-Sudbury DSB will be granted access to stations for work. Crews are to ensure all documentation, ACR's, Incident Reports are secured from unauthorized viewing.
- 5) Non-ambulance personnel are not permitted access to office areas, communications areas or vehicle bays without ambulance staff present.

REFERENCE