

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: June 10, 2013
Topic: 4. Operations Directives	Replaces: May 30, 2010
Subject: 33. Staffing/Deployment Strategy	
Policy No. G.4.33.	Page 1 of 2

PURPOSE

To provide information on our approved staffing pattern in each of our locations as well as outline our deployment strategy.

APPLICATION

Paramedics, EMAs, Management

PROCEDURE

- 1) Manitoulin-Sudbury EMS will work with our CACCs to;
 - a) Achieve the best possible response times through the best deployment of our ambulance resources.
 - b) Ascertain the most appropriate standby locations.
 - c) Ensure that low priority transfers:
 - i) Are usually done during the day shifts where there is on-site staffing;
 - ii) That on-site staffing will be returned to their base as soon as possible;
 - iii) Will not be done unless approved by EMS Management if emergency coverage for the area cannot be provided.
 - d) Ensure that our ambulance crews are returned immediately to our area after transferring a patient unless it can be confirmed that a patient will be returned **within the timeframe as documented in the Manitoulin-Sudbury DSB EMS Deployment Plan.**
 - e) Ensure that EMS Management will be immediately notified of any issues that may result in our area being left without coverage.

- 2) Scheduling:
 - a) Management will schedule one (1) crew for each shift as noted in the table below.
 - b) Staff being scheduled must be qualified under the Ambulance Act and any DSB employment criteria which may be set by the DSB Board from time to time.

- 3) Should a situation occur where the approved staffing pattern cannot be adhered to, or if the emergency coverage in our area is compromised, Manitoulin-Sudbury EMS may on a temporary basis cover any area in a First Response capacity, as noted in G.4.11. ~ One Person Response Procedure.

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REFERENCE

**G.4.11. ~ One Person Response Procedure Manitoulin-Sudbury EMS/SMU
Deployment Plan**

Location	Vehicles		On Site	On Call
	Act	Sp		
Chapleau	1	1	1 Crew (84 hrs per week) Sun – Sat: 07:00 to 19:00	1 Crew (84 hrs per week) Sun – Sat: 19:00 to 07:00
Espanola	1	1	1 Crew (168 hrs per week) Sun – Sat: 07:00 to 19:00 & 19:00 to 07:00	
Foleyet	1		1 Crew (56 hrs per week) Sun – Sat: 08:00 to 16:00	1 Crew (112 hrs per week) Sat – Sun: 16:00 to 08:00
Gogama	1	1	1 Crew (56 hrs per week) Sun – Sat: 08:00 to 16:00	1 Crew (112 hrs per week) Sun – Sat: 16:00 to 08:00
Gore Bay	1	1	1 Crew (84 hrs per week) Sun – Sat: 07:00 to 19:00	1 Crew (84 hrs per week) Sun – Sat: 19:00 to 07:00
Hagar	1	1	1 Crew (168 hrs per week) Sun – Sat: 07:00 to 19:00 & 19:00 to 07:00	
Killarney	1	1	1 Crew (56 hrs per week) Sun – Sat: 08:00 to 16:00	1 Crew (112 hrs per week) Sun – Sat: 16:00 to 08:00
Little Current	1	1	1 Crew (168 hrs per week) Sun – Sat: 07:00 to 19:00 & 19:00 to 07:00	
Massey	1	1	1 Crew (84 hrs per week) Sun – Sat: 07:00 to 19:00 1 Crew (36 hrs per week) Fri – Sun: 19:00 to 07:00	1 Crew (48 hours per week) Mon – Thu: 19:00 to 07:00
Mindemoya	2/1	0/1	1 Crew (168 hrs per week) Sun – Sat: 07:00 to 19:00 & 19:00 to 07:00 1 Crew (40 hrs per week) Mon – Fri: 08:00 to 16:00	
Noëlville	1	1	1 Crew (136 hrs per week) Mon – Thu: 07:00 to 23:00 Fri – Mon: :07:00 to 07:00	1 Crew (32 hours per week) Mon – Fri: 23:00 to 07:00
Wikwemikong	1	1	1 Crew (168 hrs per week) Sun – Sat: 07:00 to 19:00 & 19:00 to 07:00	