

SUBJECT: EMS PROGRAM POLICY**SECTION:** 302.01**REVISED:** FEBRUARY 11, 2010**PAGE(S):** 1

PURPOSE

To provide policy, procedure and guidelines relative to the operations of the Emergency Medical Services Division of the Reading Fire Department.

AUTHORITY AND RESPONSIBILITIES

- A. The Fire Chief shall be responsible for the overall operations of the Emergency Medical Services (EMS) Division.
- B. The EMS Officer shall be responsible for:
 - 1. Administration and coordination of all EMS functions and activities including EMS training, supervision, and scheduling.
 - 2. Establishing and maintaining a comprehensive record system for the EMS division including training records, run reports, quality assurance, equipment records, billing records, and general statistics.
 - 3. Serving as a source of information pertaining to the EMS division to the Fire Chief.
- C. Members shall be responsible for:
 - 1. Meeting or exceeding training requirements of the State of Ohio, the Reading Fire Department, and the Academy of Medicine of Cincinnati.