



# General Order

## Department of Fire & EMS

G.O. # 5-9-26

**Subject:** EMS Unit Down Staffing

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Occasionally, DFEMS staffing levels may require the implementation of downstaffing of certain EMS transport units within the county. Effective immediately, when implementing down staffing the following guidelines shall be used to minimize mandatory holdover's (MHO) and prevent impacts to daily emergency operations.

**Selective Unit Down Staffing** – When the Overtime & Voluntary ALS list has been exhausted:

- First Unit Down Staff: Station 1 – 2<sup>nd</sup> ALS Transport Unit to BLS
- Second Unit Down Staff: Station 8 – Paramedic 89 to Ambulance 89

If by implementing unit down staffing, the use of an MHO would still be necessary, units will not be down staffed. Any vacancy will then be filled using the pre-established MHO listing.

**Emergency / Urgent Unit Down Staffing** - On-Duty Injury or Illness

In an emergency, when on-duty personnel become ill or injured, it may become necessary to implement down-staffing to a specific unit. To prevent a unit down staffing, attempts will be made to address any on-duty created vacancy using the voluntary overtime list. If an on-duty position cannot be filled or if there is a lapse in staffing coverage the following matrix shall be initiated.

Stations with (2) EMS transport units:

- One EMS unit will be down staffed and placed out-of-service; the remaining EMS crew member will be used to support suppression staffing.

Stations with (1) EMS transport unit:

- The EMS unit will be cross staffed using the assigned FADO. Emergency calls for service will be addressed on a first call first response basis.
- If a suppression response is received and the remaining EMS crew member is cross-trained they will shift to support suppression staffing.
- If an EMS response is received, the FADO will shift and serve as the driver of the EMS unit.
- If the remaining EMS crew member is single role (Paramedic ONLY) they shall respond driver only in the EMS unit to support suppression responses.

The on-duty Shift Commander may use their discretion in adjusting on-duty staffing assignments based on immediate operational needs. Emergency / urgent unit down staffing will be communicated to the volunteer Chief of the station involved. Volunteer personnel wishing to commit to staffing an EMS unit may be used and are strongly encouraged to assist with staffing resources whenever available.