



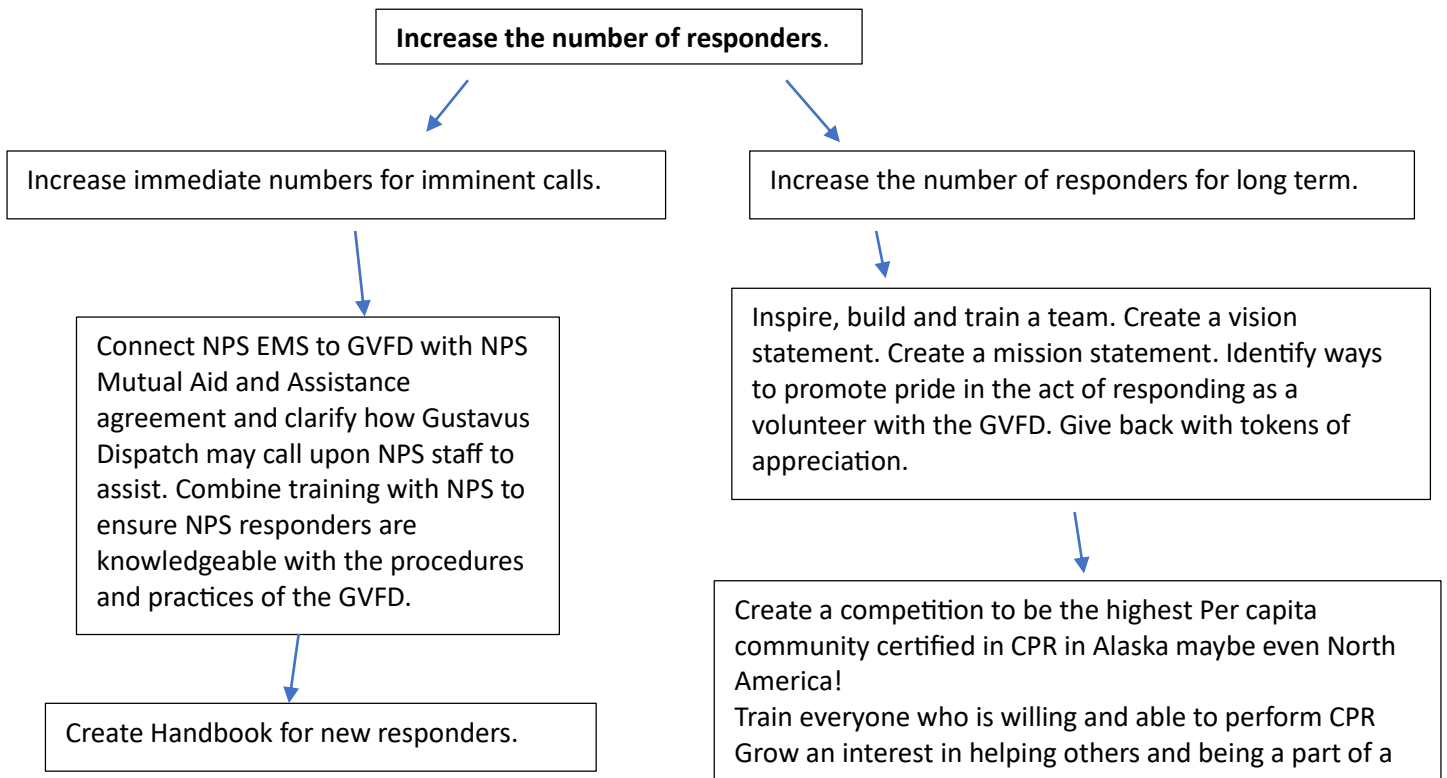
Emergency Medical Services Coordinator

Position Report
January 16, 2024
Report written by: Leah Okin

NOTE: The boxes to the left are completed to task.
The boxes on the right are on the 'to do' list or are in process of being done.

Priority Objectives

- Increase the number of responders.
- Drills and Training to ensure readiness of the responders.
- Inventory Supplies to ensure out of date supplies are disposed of and current supplies are in adequate supply on hand.



Drills and Training to ensure readiness of the responders.

Create drills that are short, informative, inclusive of dispatch. Including scenarios and lecture phases within the drill.

Looking at the call volumes and the most common types of calls and preparing for those common calls.

Identify uncommon calls that are potentially challenging and training to prepare for those calls. For example- pediatric calls.

Building towards mass casualty scenarios encompassing all drill skills learned.

Repeat mass casualty drills on a monthly basis to improve our skills from the previous drill.

Identify areas that need work and train on those skills.

Inventory Supplies

Go through every supply box and discard expired items.

Count unexpired items and label with color coded systems when they will expire.

Check readiness of all EMS equipment on a weekly basis with sign off check list sheet.

Create spreadsheet to monitor resupply needs and current on hand supplies.

Inventory every supply item.

Purchase new supplies to replace expired items.