

Tuolumne County Emergency Medical Services Agency
EMS System Policies and Procedures

Policy:	Policy Development Process	#131.00
Medical Director:		Creation Date: 10-30-97
EMS Coordinator:		Revision Date: 05-22-13
		Review Date: 05-2018

I. AUTHORITY

Division 2.5, California Health and Safety Code, Section 1797.220.

II. PURPOSE

The purpose of this policy is to establish a process for the development of Tuolumne County EMS System policies and procedures.

III. POLICY

- A. Policies shall be written in a standard format adopted by the Tuolumne County EMS Agency.
- B. All new policies shall be submitted for review to affected EMS system participants and all Tuolumne County EMCC members at least 30 days prior to being submitted to the EMCC for review.
- C. All new policies shall be submitted to the Tuolumne County EMCC for review prior to adoption.
- D. All EMS System Policies adopted by the EMS agency shall bear the signatures of the EMS Agency Medical Director or Assistant Medical Director and the EMS Agency Coordinator.
- E. The EMS Agency shall establish a creation date (effective date) and a review date for each policy. Review dates shall not be set for longer than four years from the creation date or the last revision date.
- F. A copy of all EMS System Policies adopted by the EMS Agency shall be available for review at the EMS Agency Office.
- G. All EMS System Policies adopted by the Agency shall be made available electronically.

- H. The EMS Agency may adopt policies as an emergency measure, circumventing the normal policy development process, if the EMS Agency Medical Director, EMS Agency Coordinator and the Director of the Human Services Agency concur that the Emergency Policy must be instituted immediately to prevent or eliminate a potential threat to the public health and safety. The following conditions apply to all emergencies policies:
1. The EMS Coordinator shall notify the Tuolumne County EMCC Executive Committee of the need to adopt an Emergency Policy as-soon-as-possible.
 2. The EMS Coordinator shall notify all affected EMS system participants as-soon-as-possible of the adoption of the Emergency Policy.
 3. Emergency Policies shall be effective for no more than 100 days.