

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Policy & Procedures – Employee Access and Distribution
Effective: June 1, 2009
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I. PURPOSE:

The purpose of this guideline is to provide guidelines for the distribution of policies, procedures, and guidelines applicable to EMS employees and/or any changes there of.

II. GUIDELINE:

- All EMS staff will be supplied access to each of the following manuals during orientation:
 1. Leon County Human Resources Policy & Procedure Manual
 2. Leon County Employee Safety Manual
 3. Leon County EMS Standard Operating Guidelines
 4. Leon County EMS/Tallahassee Fire Department Medical Protocols
 5. EMS Materials Safety Data Sheet
- Hard copies of each of the above manuals will be maintained and available for employee reference at Headquarters, both in the supervisor's office and the ambulance check-on area.
- An electronic version of the above listed manuals will also be maintained on the Leon County EMS internal website, which is accessible from any internet connected computer including home computers and Tough-books available on every in-service ambulance.
- Employees will be notified of any changes to the above listed manuals via Leon County E-mail, the primary means of disseminating employee information for Leon County EMS.