

Loss of Supplies

In the event that Thames EMS was to have a partial or full loss of supplies from one of our stations, the following procedures will be followed:

- 1) The Duty Manager will contact the General Manager or his designate, immediately.
- 2) The Duty Manager will arrange to have extra supplies taken from several surrounding stations to assist in the re-supply of the affected station(s).
- 3) The Duty Manager will contact by phone, company suppliers and make arrangements for the immediate delivery of an emergency supply order. This will include the following:
 - >Local procurement of Base Hospital supplies including narcotics
 - >Oxygen
 - >Ontario Government Pharmacy
 - >Any other required supplier
- 4) Start an investigation of events causing loss (theft) and contact local Police if required. If narcotics have been identified as missing, inventory if possible and contact the local Police to investigate.
- 5) If required, complete security reviews at all other Thames E.M.S. stations.

****THIS IS A CONTROLLED DOCUMENT****

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