



# Waterford Ambulance Service Standard Operating Guideline

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Scope:	All WAS Staff			
From:	Steven D Garvin, President WAS			
Subject:	Contact Information Policy			
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## **Purpose**

To provide guidance requiring each Waterford Ambulance Service staff member to maintain current contact information on file with the service.

## **Requirements**

Each Waterford Ambulance Service staff member is required to maintain a current set of contact information for the purposes of regular updates, dissemination of important updates, notification of meetings and request for information, and to ensure each staff member can interface with the online policy manual and emsCharts. When contact information changes, it is the responsibility of the staff member to update Waterford Ambulance Service within 15 days.

## **Instructions**

1. Each Waterford Ambulance Service staff member shall provide, and keep current with the Waterford Ambulance Service the following minimum contact information:
  - a. Email Address
  - b. Phone Number(s)
  - c. Physical Address
  - d. EMS District
2. If this information changes, it is incumbent on the individual staff members to contact a member of the Board to have their information updated.

*Steven D. Garvin*

President, Waterford Ambulance Service