



Waterford Ambulance Service Directive

Approval Date: June 1, 2015
To: All WAS Staff
From: Steven D Garvin, President WAS
Subject: Communications and Personnel Contact Information
Directive: 15-002

Personnel working within the Waterford Ambulance Service (WAS) Primary Service Area (PSA) are required by state regulation to maintain appropriate levels of communication with WAS and follow PSA related policies and direction.

In order to facilitate appropriate levels of communication and provide direction for WAS employees it is imperative that your personnel file, (both paper & electronic formats) contain up-to-date employee contact information. WAS maintains a “virtual” work place and relies on the use of electronic communications for official data reporting and contact with WAS personnel.

Personnel contact information includes, but is not limited to the following:

Email Address

Phone Number*

Physical Address*

Postal Address*

Licensure/Certification numbers with issuance & expiration dates*

Note: Asterisk = designates CT EMS Regulatory Requirement.

This information is important due to the following:

- 1) The use of electronic communications methods to communicate between WAS and its employees for subjects such as, but not limited to: policy updates, regulatory information, informational notices, ems charting corrections, etc. is a necessary management function.
- 2) Connecticut EMS Regulations Sec. 19a-179-7 requires that WAS maintain certain contact and licensure/certification for all employees/personnel.



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If your employee contact information changes we require you to provide your updated information to WAS within 15 days.

WAS personnel who fail to comply with this policy regarding contact information or respond to electronic correspondence shall be considered in breach in WAS policy, state regulatory requirements, and may lead to corrective actions including progressive discipline. For those that do not have an email account, WAS can provide you with one.

This policy will be effective 15 days after its approval.

Thank you

Steven D. Garvin

President, Waterford Ambulance Service