



Santa Cruz Consolidated Emergency Communications Center

495 Upper Park Road
Santa Cruz, CA 95065
(831) 471-1000 Fax (831) 471-1010



Michael J. McDougall
General Manager

9-1-1
FIRE
POLICE
MEDICAL

COMMUNICATIONS OPERATIONS EMERGENCY MEDICAL SERVICE POLICY

Policy No.	6010	Date Issued:	June 1, 1996
Section:	6000 – Index	Date Revised:	February 15, 2005
Accreditation Standards:	None		
SUBJECT: POLICY/PROCEDURE NUMBERING PLAN			
APPROVED:			
	Santa Cruz County EMS		
APPROVED:			
	American Medical Response		
APPROVED:			
	Michael J. McDougall, General Manager		

All Emergency Medical Service policies and procedures are contained in Policy and Procedure Manual Section 6000. Each policy and procedure will receive a unique policy number consistent with the following numbering plan.

Series	Topic
6000	Index
6100	CAD Procedures
6200	Field Unit Safety
6300	Radio Procedures
6400	Telephone Procedures
6500	System Status Management
6600	Notification and Call-Out Procedures
6700	Emergency Medical Dispatch (EMD) Procedures
6800	Specific Procedures
6900	Specific Procedures, continued

Global policies, applicable to all emergency medical service users, will be categorized in an appropriate topic and assigned a policy number within the applicable series, for example: 6310 EMS Communications, the global EMS communications policy. User Agency specific policies will be identified by the global policy number/CAD agency identifier.

Communications procedures are identified by a decimal point 80 through 99, for example: 6310.80 EMS Communications, Communications Procedure. This numbering plan meets two objectives. One, it should provide ease of use for communications personnel in that all associated policies and procedures will be easy to locate and identify. Two, it provides for sufficient flexibility in developing policies and procedures for all User Agencies.