



Title	IAR Vehicle Status Template		
Policy Number	15-01	Approved	04/12/2015
Related Forms	Appendix I & II	Revised	4/12/2015
Author	Michael P. Seney, Jr., RN, NRP – EMS Deputy Coordinator	Reviewed	

Purpose:

1. The purpose of the **lam**responding *Vehicle Status* template is to maintain a standardized format for reporting and updating EMS vehicle status in Saratoga County. The Saratoga County Communications Center will utilize IAR for system status management (SSM) and for determining mutual aid trigger points. Adherence to this policy in its entirety is essential.

Terms:

1. **Staffed** – An operational asset with appropriately assigned personnel available for an immediate response to a call for service. For the purpose of this policy, *staffed* implies that personnel would be within close proximity to their assigned unit for a response within the currently specified mutual aid time points. In addition, the following *minimum* staffing requirements for scheduling in **lam**responding have been established:
 - First Response Vehicle – NYS certified EMT
 - Ambulance – NYS certified EMT and driver (Article 30, Section 3005-A NYS PHL).
2. **Non-Staffed** – Any other agency resource (ambulance, first response unit or other) that is not currently *staffed* as defined above. *Non-Staffed* units are those resources that could be utilized by calling additional personnel in.

Policy:

1. Effective June 1, 2015, all *staffed* resources will be scheduled on **lam**responding.com with the following information:
 - a. Unit number
 - b. Zone to be covered (if you operate from one station then “Station” will be selected).
 - c. Service level
 - d. Time staffed
2. All agency resources will be updated on the “Apparatus Status” board. This will replace the traditional white display board in Communications that lists agency vehicles in/out of service for reasons such as maintenance.

Procedure:

1. All agencies will set up their templates according to Appendix I. This will allow for consistency throughout the County and for Desk Officers to rapidly decipher available resources.
2. All resources currently *staffed* will be scheduled on **lam**responding.com according to Appendix II.
3. Vehicle status will be updated on the “Apparatus Status” board in accordance with Appendix II. This will show all agency resources, including staffed and *non-staffed* apparatus.

Approval on trial basis, effective 6/1/2015:

Mike McEvoy
Saratoga County EMS Coordinator

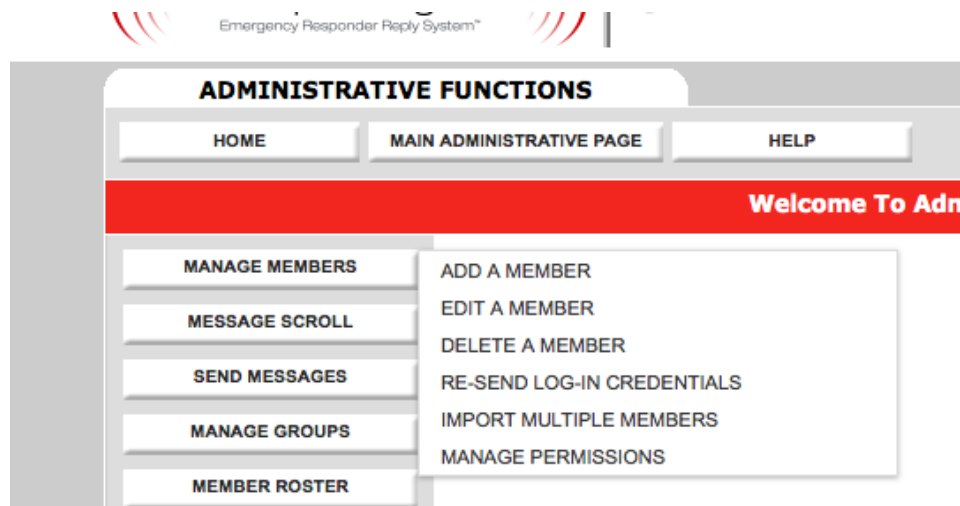
Appendix I

(Configuration)

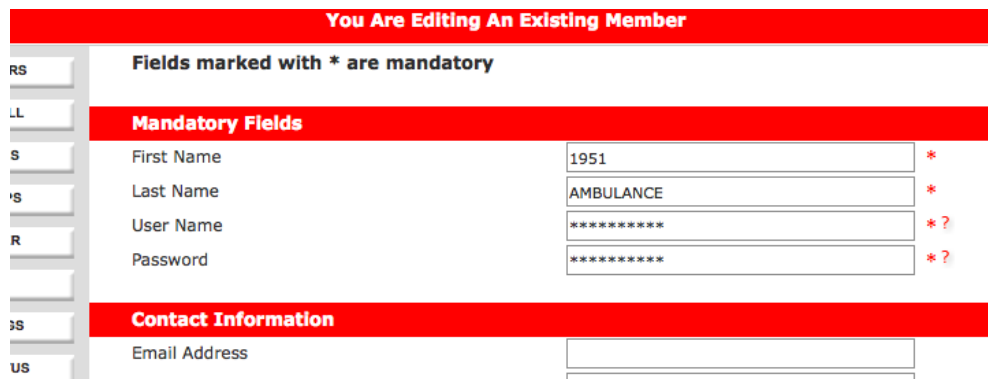


On Duty	Position
953 AMBULANCE	911 - EMS

1. Select "Administrative Functions" on the main page.



2. Select "Manage Members" and then "Add a Member"



3. Add your ambulance or First Response ID number in the space for first line.
4. Next to the last name add the description, AMBULANCE, FR etc...

Membership Information and Preferences

Membership Category: 911 - EMS ? DELETE CATEGORY

Assigned Station: ?

Default Call-in Response: Acknwldg Unavail ?

Default On Screen and App Response: Not Selected

Maximum response time from when I call as responding: 05

Receive text message reminder one hour before next scheduled shift? ☐ Yes ☒ No

5. Under Membership Category select "911-EMS". You may need to add this field. Follow the instructions by clicking on the question mark.
6. At the bottom of the page select "Register Member".

Add a shift

ON DUTY LOCATION:

- ✓ Select
- Home
- O.O.S.
- Station**
- Work
- Zone - 1
- Zone - 2
- Zone - 3
- Zone - 4

ON DUTY FOR: Select

START TIME: 00:00

END TIME: 00:00

ADD THIS SHIFT FOR MORE USERS MORE USERS

ENTER

7. You will need to contact I am Responding at (315) 314-7748 if you need to add zones and/or "station" to the "On Duty Location" which is located under the scheduling section.

APPENDIX II

(Scheduling)

Login Area

iamresponding.com
Emergency Responder Reply System™

AGENCY NAME

MEMBER USERNAME

PASSWORD

☒ Remember me for this session

LOGIN **FORGOT YOUR PASSWORD**

By logging in, you agree that you have reviewed, understand, and consent to the **Terms of Use** of IamResponding.com. Thanks for serving your community, and Be Safe!

1. Login to the IAR System at iamresponding.com

iamresponding.com | CPHM

CALL (866) 702-0273 TO RESPOND **RESPONSE CODES** **RESPOND NOW**

SCHEDULE **ADMINISTRATIVE FUNCTIONS** **PRINT SCREEN** **CLEAR 'NOW RESPONDING'** **HELP**

Scheduling
Today's Schedule
Tomorrow's Schedule
Custom Schedule
Schedule By Person

Position	Responding To	Called At	ETA Before
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2. Select "Scheduling" under the Schedule.

HOMEADMINISTRATIVE FUNCTIONSHELP

SCHEDULE VIEW

Previous MonthFebruary 2015Next Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

SELECT MEMBER TO SCHEDULE:

AMBULANCE 1958

Add a shift for 1958 AMBULANCE

ON DUTY LOCATION:

Zone - 2

ON DUTY FOR:

ALS

START DATE:

02/13/2015

START TIME:

08:00

END DATE:

02/13/2015

END TIME:

20:00

☐ Recurrence

ADD THIS SHIFT FOR MORE USERS

MORE USERS

ENTER

Scheduled shifts for 1958 AMBULANCE are

PAST SHIFTS

PRINT

FUTURE SHIFTS

Daily Schedule for 02/13/2015

Time	On Schedule
00:00	

- On the top in the “Select Member to Schedule”, scroll to the top and select the unit number.
- “On Duty Location” is the Zone that particular unit is assigned to. If you do not utilize Zones... you should select “Station”.
- Select the date.
- “On Duty For” should be either “ALS” or “BLS”.
- Select the “Start” & “End” times.
- Select “Enter.” ***That’s it!!!***

TOGGLE DASHBOARD					
az	On Duty	Position	On Duty For	On Duty At	Until
	1953 AMBULANCE	911 - EMS	ALS	Zone - 3	18:00 Apr 21
	1954 AMBULANCE	911 - EMS	ALS	Zone - 1	18:00 Apr 21
	1958 AMBULANCE	911 - EMS	ALS	Zone - 1	18:00 Apr 21
	Edward O'Brien	Supervisor	1971	Station	18:00 Apr 21
	1956 AMBULANCE	911 - EMS	ALS	Zone - 2	20:00 Apr 21
	1952 AMBULANCE	911 - EMS	ALS	Zone - 1	23:00 Apr 21
az	Now Responding	Position	Responding To	Called At	ETA Before

Notes:

- If the same ambulance is going to be used in a particular zone, it can be scheduled for an extended end date. If the zone ambulance changes because of a mechanical issue or any other unexpected reason(s)... IAR must be updated.
- Ambulances that are placed in and/or out of service must be updated in IAR by the following means;



1. Click on "ADMINISTRATIVE FUNCTIONS".

ADMINISTRATIVE FUNCTIONS

HOME MAIN ADMINISTRATIVE PAGE HELP

Welcome To Administrative Section

MANAGE MEMBERS

MESSAGE SCROLL

SEND MESSAGES

MANAGE GROUPS

MEMBER ROSTER

REPORTS

SYSTEM SETTINGS

APPARATUS STATUS

EXPIRATION TRACKER

ATTENDANCE & SERVICE TRACKER

Only those functions for which you have privileges will operate. Privileges may only be modified through the Edit A Member function.

Apparatus status

Apparatus	Abbreviation	Currently	Change status to
1951	1951	Out of service	<input type="radio"/> In service <input checked="" type="radio"/> OOS
1952	1952	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
1953	1953	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
1954	1954	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
1955	1955	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
1956	1656	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
1957	1957	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
1958	1958	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
1961 / EMS-3	1961	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
1962 / EMS-6	1962	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
1971	1971	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
1972	1972	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS

2. Click on "Apparatus Status"
3. Select in or out of service.

ADMINISTRATIVE FUNCTIONS

HOME MAIN ADMINISTRATIVE PAGE HELP

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MANAGE MEMBERS
MESSAGE SCROLL
SEND MESSAGES
MANAGE GROUPS
MEMBER ROSTER
REPORTS
SYSTEM SETTINGS
APPARATUS STATUS
EXPIRATION TRACKER

Apparatus status

Apparatus	Abbreviation	Currently	Change status to
1951	1951	Out of service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
Reason for change : <input type="text"/>			
1952	1952	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
1953	1953	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
1954	1954	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
1955	1955	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS

- Fill out the reason the unit is being taken in and/or put of service.
- Click the "Update" button.
- This function can also be performed with iPhone or Android phones running the IaR app if the user is permitted to update apparatus status in their profile.