



Charles County Department of Emergency Services
STANDARD OPERATING PROCEDURES

Section 100 - Management & Administration

General Rules & Administration - 100.00		
S.O.P. # 100.35	Minimum Staffing Standards for EMS	PAGE: 1 OF 2
EFFECTIVE: 07/01/2009	Authorized: John Filer, Chief	
REVISED: 07/01/2018	Authorized: William Stephens, Director	

100.35.01 Purpose

To establish standards for the minimum staffing of EMS personnel reflective of the most current operating budget allowances.

100.35.02 General

It is the responsibility of Operations to insure that minimum staffing levels are maintained daily with the appropriate level of certified personnel and accurately accounted for on the duty schedule.

100.28.03 Minimum Daily Staffing Standards

- The following stations shall be adequately staffed as indicated with the appropriate level of personnel. All other assignments and shifts do not require backfill.

Station Assignment	ALS Personnel	BLS Personnel	Medical Duty Officer	Operational Period
Station 2 - Hughesville	1	1	0	24 hours
Station 3 - Waldorf	1	1	0	24 hours
Station 8 - Marbury	1	1	0	24 hours
Station 11 - Bryans Road	1	1	0	24 hours
Station 12 - Westlake	1	1	0	24 hours
Station 14 - Newburg	1	1	0	24 hours
Station 51 - La Plata	1	1	0	24 hours
Station 60 - White Plains	1	1	0	24 hours
Station 60 - White Plains	1	1	0	0700 - 1900 M-Thurs
Station 16 - La Plata	0	0	1	24 hours
Station 18 - Waldorf (District 3)	0	0	1	24 hours

- Minimum staffing for the operational period of 0700-1900 Monday through Thursday is 20 total personnel:
 - 2 Medical Duty Officers
 - 9 ALS Providers
 - 9 BLS Providers



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3. Minimum staffing for operational periods outside of the aforementioned are 18 total personnel:
 - 2 Medical Duty Officers
 - 8 ALS Providers
 - 8 BLS Providers
4. BLS providers may be substituted with ALS providers to achieve minimum staffing numbers but not vice versa.
5. A Paramedic II or higher may substitute the minimum staffing numbers for the Medical Duty Officer.
6. Additional staffing may be called to duty as Operations deems fit due to heavy demands for service.