



Standard Guide for Organization and Operation of Emergency Medical Services Systems¹

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1. Scope

1.1 This standard established guidelines for the organization and operation of Emergency Medical Services Systems (EMSS) at the state, regional and local levels. This guide will identify methods of developing state standards, coordinating/managing regional EMS Systems, and delivering emergency medical services through the local EMS System.

1.1.1 At the state level this guide identifies scope, methods, procedures and participants in the following state structure responsibilities: (a) establishment of EMS legislation; (b) development of minimum standards; (c) enforcement of minimum standards; (d) designation of substate structure; (e) provision of technical assistance; (f) identification of funding and other resources for the development, maintenance, and enhancement of EMS systems; (g) development and implementation of training systems; (h) development and implementation of communication systems; (i) development and implementation of record-keeping and evaluation systems; (j) development and implementation of public information, public education, and public relations programs; (k) development and implementation of acute care center designation; (l) development and implementation of a disaster medical system; (m) overall coordination of EMS and related programs within the state and in concert with other states or federal authorities.

1.2 At the regional level, this guide identifies methods of planning, implementing, coordinating/managing, and evaluating the emergency medical services system which exists within a natural catchment area and provides guidance on the use of these methods.

1.3 At the local level, this guide identifies a basic structure for the organization and management of a local EMS system and outlines the responsibilities that a local EMS should assume in the planning, development, implementation and evaluation of its EMS system.

2. Referenced Documents

2.1 *ASTM Standards:*

F 1086 Guide for Structures and Responsibilities of Emergency Medical Services Organizations²

F 1149 Practice for Qualifications, Responsibilities, and Authority for Individuals and Institutions Providing Medical Direction of Emergency Medical Services²

F 1220 Guide for Emergency Medical Services System (EMSS) Telecommunications²

F 1268 Guide for Establishing and Operating Public Information, Education and Relations Programs for Emergency Medical Services Systems²

F 1285 Guide for Training the Emergency Medical Technician (Basic) to Perform Patient Examination Techniques²

2.2 *American Ambulance Association*

Standards and Accreditation Document³

3. Significance and Use

3.1 This guide suggests methods for organizing and operating state, regional, and local EMS systems, in accordance with Guide F 1086. It will assist state, regional, or local organizations in assessing, planning, documenting, and implementing their specific operations. The guide is general in nature and able to be adapted for existing EMS Systems. For organizations that are establishing EMS System operations, the guide is specific enough to form the basis of the operational manual.

4. State Guide

4.1 *Establishment of EMS Legislation:*

4.1.1 *Methods and Procedures*—The legislative process varies from state to state. The EMS lead agency should seek a description of the process in its state from:

4.1.1.1 The legislature's staff or clerk offices.

4.1.1.2 The legislative liaison, or other appropriate staff of the governmental unit housing EMS (its "umbrella").

4.1.1.3 The legal counsel assigned to EMS.

¹ This guide is under the jurisdiction of ASTM Committee F30 on Emergency Medical Services and is the direct responsibility of Subcommittee F30.03 on Organization/Management.

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² *Annual Book of ASTM Standards*, Vol 13.02.

³ Available from the American Ambulance Association.