

Memo

To: All EMS Personnel
From: Thomas Russell, EMS Coordinator
CC: EMS Management Personnel
Date: July 30, 2010
Re: Pin Access to the ED

Everyone,

It was reported to me by multiple persons that EMS has given the pin numbers out to people to attain access from the **Ambulance Entrance**. For security reasons this could be dangerous and allows inappropriate persons access to the Emergency Department. We are asking all of you to please **do not ever give the number for access to anyone but fellow Emergency Providers**. Due to security reasons we will be implementing a 3 to 4 month rotation of code changes for access to the Emergency Department. The EMS Office in conjunction with Security will send all EMS services the number for access to the Emergency Department. Also it was decided that a keypad will be placed outside the new EMS Room for security reasons. I hope it is apparent to everyone that as we try to make the new EMS Room functional and pleasant for all EMS personnel that you will keep this code to yourself. If things start disappearing from the room, there will be no guarantees they will be replaced.