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<b>POLICY:</b>	<b>500.14 REQUEST TO MODIFY AGENCY RESPONSE PLAN</b>		
<b>APPROVAL:</b>	<b>VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMS;</b>		
<b>EFFECTIVE DATE: 2/16/2024</b>			<b>ORIGINAL EFFECTIVE DATE: 9/2022</b>
<b>DEPARTMENT SPECIFIC</b>		<b>EMERGENCY MEDICAL SERVICES</b>	

**I. Purpose:**

To give guidance to Agencies on the procedure of upgrading or downgrading EMS response within their jurisdiction.

**II. Policy:**

This System policy addresses the procedure to modify and/or amend a current and previously approved EMS Vehicle Service Provider Agency proposal by the System and IDPH for all levels of prehospital care. This policy is effective in regards to the following proposal changes and request to modify and/or amend:

1. Upgrades or downgrades in levels of prehospital care.
  2. Modify response area.
  3. Modify access and dispatch procedures and mechanisms.
  4. Replace previously approved EMS vehicles.
  5. Additional EMS vehicles.
  6. Request to add Special EMS Vehicles (SEMSV), i.e. ALS engines.
  7. Request to perform special EMS skills in the system.
- A. For all requests to modify/amend System EMS Agency proposals, the Morris Hospital EMS System will utilize the form established by the Illinois Department of Public Health, Division of Emergency Medical Services and Highway Safety. This form is only available from the State’s website on the Forms and Publications page: <http://dph.illinois.gov/topics-services/emergency-preparedness-response/ems>
- B. All System Modification Forms should be emailed to the System Operations Specialist for documentation and filing

**Approval:**

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**James Kirchner** **Date**  
**Vice President of Professional Services**

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**Kathleen Geiger MSN, RN** **Date**  
**Manager of EMS & Emergency Management**