

## Instructions for Completing the EMS Annual Plan Update:

The EMS Annual Plan Update will consist of the following:

**Executive Summary** - Provide a brief overview of the plan. It should identify the major needs which have been found and a summary of the proposed program solutions. Include any changes which have occurred in your system, such as a change in providers, the designation of new centers, a change in key personnel, etc.

**System Assessment Forms** - This provides a specific evaluation of how the system currently meets all of the state's EMS System Standards and Guidelines. It identifies system needs and provides a mechanism for planning of activities necessary to comply with the state standards.

Provide a form only when changes are made on a standard that are different from the previous plan submission. Describe the current status of the system as it relates to the individual standard; if the minimum is not met, provide a "needs statement"; provide specific objectives for meeting the minimum standard and assign each objective to either a short-range or long-range plan.

**Progress / Objectives** - Provide the status of the standards that were identified as short/long-range in the previous plan.

**Tables 1-11.**

### **Ambulance Zone Summary Form**

In order to evaluate the nature of each area or subarea, an Ambulance Zone Form needs to be completed for each zone, whether exclusive or non-exclusive. Please include a separate form for each exclusive and/or nonexclusive ambulance zone.