



# Scarborough Fire Department Scarborough, Maine



## Standard Operating Guidelines

<b>Book:</b>	<b>Routine Operations</b>
<b>Chapter:</b>	<b>Equipment Operations</b>
<b>Subject:</b>	<b>2215 - Engine Co. EMS Jump Kits &amp; Equipment</b>
<b>Revision Date:</b>	<b>01/04/2010</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

### PURPOSE

- A. To provide guidelines to render the most appropriate level of patient care given the level of training and licensure of the first responding engine company crew when responding to an EMS emergency, and to provide and use engine company EMS jump kits, supplies, and equipment found on all apparatus.
- B. To provide and maintain a reasonable amount of engine company EMS jump kits, supplies, and equipment for all apparatus in a cost effective manner.
- C. To establish a systematic procedure for usage, restocking and maintenance of the EMS jump kits, equipment, and supplies provided on the department's fire apparatus.
- D. To provide a limited amount of ALS supplies and equipment on the various engines so that ALS procedures that may benefit a patient can be instituted when ALS licensed personnel are available to provide that level of care prior to an ALS ambulance's arrival.
- E. These jump kit supplies should not be used for routine first aid supplies for the station or for personal use.

### DEFINITIONS

- A. ALS - Advance Life Support.
- B. BLS - Basic Life Support
- C. IV - Intravenous
- D. ALS sub-kit – a separate kit that contains supplies and equipment for the advanced airway management (adult), IV administration (fluid and lock), and limited medication administration.
- E. ET sub-kit – a separate kit that contains advanced airway supplies and equipment used by ALS providers to obtain a secure patient airway, including endotracheal tubes and laryngoscope handles and blades
- F. OOB - medications mean the Out of (drug) Box medications the department is authorized to carry, restock, and administer within the state EMS protocols.
- G. Jump Kit – a portable hand carried kit filled with medical supplies.
- H. Engine Company – the crew of a particular responding apparatus.
- I. EMS – Emergency Medical Services
- J. AED - Automatic External Defibrillator
- K. CID - Cervical Immobilization Device
- L. Expiration Tag – a tag on the exterior of the ALS sub-kits listing expiration dates of the kit's contents.

## **POLICY**

- A. In addition to the items provided in the jump kit, each district's pumper will be equipped with one long board, collar bag equipped with adjustable collars, disposal CIDs and long board straps.
- B. Each apparatus and the majority of staff vehicles will be equipped with a semi automatic AED.
- C. Each apparatus will be equipped with an oxygen bottle in the jump kit as well as a limited number of spare bottles.
- D. The use of these EMS supplies and equipment will follow the current Maine EMS protocols.
- E. Advanced Life Support sub-kits will be provided on each district's pumper, and be used only by licensed EMS providers who hold current EMT-I or EMT-P licenses. These kits are intended to be stocked at a level to treat one patient before restock is necessary.
- F. When ALS care is needed, and the responding ALS ambulance does not have an EMS provider at an equal or higher ALS license level than the engine company crew has, then that engine company ALS provider must accompany the ambulance to the hospital.
- G. It shall be the policy of the Scarborough Fire Department to have this ALS equipment used when, in the engine company ALS provider's judgment, the patient would benefit from an ALS procedure(s) prior to the arrival of an ALS ambulance. At no time shall the use of these procedures cause an unnecessary delay in the transfer and/or transport of the patient.
- H. The ALS equipment and approved out of drug box (OOB) medications supplied in the engine company ALS and ET sub-kits will be listed on form # 1581 ALS Sub-kit Inventory Checklist.
- I. All appropriate efforts shall be made to maintain the IV solutions and medications in a temperature range of 59 to 86 degrees farenheight. The ALS "sub-kits" shall be kept in the cab of the pumper during the months when the temperatures are routinely below 59 degrees in an effort to maintain the temperature range stated above. A digital thermometer will be provided in the cab storage area with each ALS "sub-kit" to help evaluate the approximate temperature of the IV fluids and OOB meds.
- J. Should the temperature noted in item I be outside of the desired range, the ALS provider must evaluate the risks of administrating these fluids or medications. If any fluid or medication ever becomes frozen or found to be heated above 100 degrees, it must be disposed of, and replaced with new stock.
- K. The ALS and ET sub-kits will remain sealed until used or expired, and a new seal replaced when used or restocked by an ALS provider.
- L. It shall be the policy of the department to restock EMS equipment and supplies kept on the engine company apparatus that are used during a call as soon as practical after the patient has been transferred to the ambulance, by the engine company crew, either on scene from the responding ambulance (if it is one of our units) or per request of the Duty Officer.
- M. Associated Record Keeping Forms:
  - i. 1581 - ALS Jump Kit Inventory Checklist
  - ii. 1582 - BLS Jump Kit Inventory Checklist
  - iii. 1583 – Engine Co. Medication Usage Log

## PROCEDURE

### A. Usage

- a. During an EMS call the first arriving member(s) shall use the EMS equipment and supplies to their level of training and licensure to render the appropriate care until care is relinquished to the responding EMS crew on the ambulance.
- b. The advanced life support supplies may be used on any medical/traumatic emergency requiring an ALS procedure providing that there are advanced life support personnel on scene and that it will be in the best interest of the patient given the delay in arrival of the ALS ambulance.
- c. The engine company ALS provider shall be responsible for the recording of any amounts of medications/fluids administered on the Engine Company Medication Usage Log (form #1583), the times the ALS procedure(s) were performed, and providing this information to the arriving ALS ambulance crew. The completed form will be submitted to the Duty Officer after the call.
- d. The engine company ALS provider must complete a PCR including all ALS procedures/treatments they provide any time an engine company ALS provider techs the call and/or when transport is provided by a mutual aid ALS unit.
- e. Caution must be used to carefully follow the chest pain protocol when administering NTG spray in the absence of 12 lead capabilities.

### B. Maintenance

- a. On the designated rotation day each week, the on-duty engine company crew shall inspect the contents of the EMS BLS jump kit (except the ALS and ET sub-kits) and any other EMS equipment supplied on the fire apparatus. Subsequently the appropriate check sheet (#1582) shall be completed, signed and then submitted with the paper work that is to be delivered to Oak Hill Station for review by the Duty Officer.
- b. On the designated rotation day each week, the on-duty engine company crew shall inspect the ALS and ET sub-kit seal integrity and expiration dates. The seal number and expiration dates must be recorded on the ALS Sub-kit Inventory Checklist (#1581). If the seal is damaged or missing, or supplies have expired, contact the Duty Officer for restock.
- c. Each time an ALS sub-kit is used, the entire contents will be inspected and restocked as needed. The contents should be inspected for condition as well as expiration dates. All expiration dates will then be recorded on form # 1581, the expiration tag on the outside of the ALS sub-kit updated, and the ALS sub-kit resealed.
- d. The EMS jump kits and other EMS equipment should be checked by a licensed Emergency Medical Technician (of any level) whenever possible.
- e. If the suppression crew is unable to restock as in the above, contact the Duty Officer or Deputy Chief of EMS to request the needed supplies.
- f. If supplies are needed when the Duty Officer or Deputy Chief of EMS are unavailable, the suppression crew should restock from the closest station with EMS supply stock (Oak Hill or Dunstan).
- g. Each month one of the duty paramedics will be assigned to conduct a spot inspection on the ALS and ET sub-kits and logs.

- h. If during the inspection of the kit, a supply or piece of equipment needs replacement or repair immediately, the on duty firefighter would make a request of the Duty Officer.
- i. Biohazard items and sharps will be disposed of properly and in the proper container after use and either given to the responding EMS crew, or appropriately transported to Oak Hill or Dunstan for proper disposal.

## **RESPONSIBILITIES**

- A. It is the responsibility of the advanced life support provider who initiates ALS care, to continue care during transport should no equal or higher license personnel arrive on scene with the responding ambulance.
- B. It is the responsibility of the EMS licensed on-duty engine company crew member providing care to write a PCR for any part of the call where they provided assessment and treatment when relinquishing care to a mutual aid ambulance crew.
- C. It is the responsibility of the on-duty engine company crew members working on the assigned jump kit check day, to inspect and document on the appropriate form the contents of the jump kit (excluding the ALS sub kits) for the presence of required items.
- D. It is the responsibility of the engine company ALS provider to inspect the entire ALS sub kits when restocking, and then resealing them. This ALS provider is responsible for completing and submitting Form #1581 when restocking the ALS sub kits, as well as updating the expiration tag.
- E. It is the responsibility of the responding engine company crew to use the EMS equipment and supplies appropriately within the bounds of their training and EMS licensure level.
- F. It is the responsibility of the Duty Officer to assure the engine company jump kits receive the needed supplies and equipment.

## **REFERENCES**

- A. Maine EMS Protocols
- B. Maine EMS Rules & Regulations