



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Routine Operations
Chapter:	Equipment Operations
Subject:	2200 - Ambulance and EMS Equipment Checks
Revision Date:	01/15/2009 - Revised 9/30/2010
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

- A. To set clear expectations as to when and how Scarborough Fire Department ambulances and EMS equipment are inspected and restocked.
- B. To provide dated documentation that the department's ambulances and EMS equipment have been inspected and are in a state of readiness at the time of inspection.
- C. To maintain our EMS apparatus and equipment to the high standard that both our customers and employees expect.
- D. To demonstrate the pride in which we care for our apparatus and equipment.

POLICY

- A. The primary ambulances at Oak Hill and Dunstan stations will be inspected as the first duty assignment each shift barring calls for service or priority duty officer orders by both EMS providers assigned to the ambulance being inspected. The inspections should be completed and documented no later than 0900 hrs.
- B. The providers shall complete the appropriate ambulance check sheet form as they conduct the inspection so it is complete and ready for submission by the end of the inspection.
- C. The inspection of the department's spare ambulance (Rescue 3) will be completed by the EMS on-duty crew assigned to Dunstan station as outlined in the Procedure section of this policy.
- D. If during the inspection a mechanical problem is discovered such that the unit is unsafe or inoperable, it shall be placed out of service and the duty officer notified immediately. The spare ambulance will be used to back fill the primary unit as needed.
- E. Staff members assigned to each ambulance shall assure that the ambulance is cleaned and fully stocked when turning it over to the incoming duty crew at the end of their assigned shift.

SCOPE

- A. This policy applies to all on-duty personnel assigned to an ambulance regardless of location of the unit or the EMS providers employment type (i.e. Full Time or Per Diem).
- B. Sections of this policy also apply to call company members when they use the spare ambulance on a call or for a special or outside detail.

PROCEDURE

- A. Unless responding to a call, or following a directive of the duty officer, the ambulance and EMS equipment checks will be the first order of the day to be completed no later than 0900 hrs. The ambulance and EMS equipment check of the spare ambulance may be preformed later during the shift.
- B. Both on-duty EMS providers assigned to the primary rescues (R1 & R2) will participate in the ambulance and EMS equipment checks. The spare ambulance (R3) check will be completed each day by the on-duty personnel assigned to Rescue 2 when that unit is in quarters.
- C. A second apparatus check of the day may be necessary when R3 or any other covering ambulance is deployed during a shift after the primary ambulance has already been checked. The same would hold true if R3 was covering at the beginning of a shift and the primary truck returned later in the day. The primary truck would require its own separate apparatus check when placed back in service.
- D. The trash container will be inspected during the daily inspection, after each call, and emptied as needed.
- E. The ambulance floor should be swept after transferring a patient at the ED prior to placing the cot back in the module.
- F. The sharps containers shall be properly disposed of as needed at the ED whenever possible.
- G. As part of the daily ambulance check, a test EKG strip shall be run and attached to the back of the check sheet each day.
- H. An ambulance check sheet must be completed on each ambulance each day and made ready for submission at the conclusion of the inspection.
- I. The ambulance will be restocked after each call. It must be 'passed on' at shift change to the incoming crew members fully stocked and available for a call.
- J. R-1, R-2, and R-3 will be washed each shift prior to the arrival of the incoming crew members, regardless of need. It shall also be cleaned or rinsed as needed throughout each shift.
- K. At the time the ambulances are washed, the module floors will be swept and washed regardless of need as well as whenever needed throughout each shift.
- L. At least twice annually each ambulance will be waxed and the exterior compartments washed at the direction of the duty officer.
- M. Bug and tar removal should be performed as needed, and may require the use of bug and tar remover followed by re-waxing the affected sections.
- N. Each Saturday day shift, each ambulance will be thoroughly decontaminated including vacuuming and decontaminating the cab section.
- O. The ambulance fuel level shall not be allowed to drop below $\frac{3}{4}$ full before refueling.

- P. The out-of-box medications, narcotics container, and the hospital provided drugs will be inspected for expiration dates and integrity at the beginning of each shift and the Drug Log will be completed at that time. If an entry is missing, the person discovering the missing entry will record the date that the log should have been entered, then draw a line through each section for that day and report findings to the duty officer.
- Q. Upon completion of the ambulance check the bay floor shall be cleaned each shift.
- R. The clipboard that contains the ambulance check sheets will remain in the truck itself under the CPR bench, and will be for the actual unit, (i.e. R-A, B or C vs. the truck's current assigned position, R1, 2 or 3).
- S. When conducting the check of supplies, if you are able to restock to the full amount as listed, record that item as complete/full. Items unable to be restock should be marked as missing or in need of additional amounts. EMS crews should make every attempt to restock supplies to 100% including obtaining needed supplies from the other station's storage area(s).
- T. Restock like items from the hospitals whenever possible.

DEFINITIONS

- A. Ambulance Check is the inspection of the ambulance, its equipment and supplies.
- B. Ambulance Check Sheets are the department forms used to record the status of each item as listed.

RESPONSIBILITIES

- A. It is the responsibility of both on-duty EMS providers to complete the ambulance check list for that day at the beginning of each shift for the ambulances housed in the station to which they are assigned.
- B. It is the responsibility of all EMS crews to keep the ambulances stocked and in a ready a state at all times, and to report any deficiencies or safety concerns to the duty officer.
- C. It is the responsibilities of the on-duty Lieutenant to review the ambulance check sheets, note and address any problem areas, then submit these reports to the D/C of EMS.
- D. It shall be the responsibility of any staff member (Call, Per Diem or Full Time) to assure the ambulance is cleaned and restocked after use at a special detail or on a 'third call'.

REFERENCES

- A. Maine EMS Rules