



# STANDARD OPERATING GUIDELINE

Number 107-01

## Emergency Medical Apparatus Operations

EFFECTIVE DATE: 10/01/2000	REVISION DATE: 08/01/2016	APPROVED BY: RONALD D. ROMBS	PAGE: 1 OF 2
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**PURPOSE:** The intent of this policy is to facilitate the proper operation of medical response apparatus within specified operational limitations.

**SCOPE:** This procedure applies to all providers within the Lincoln County Emergency Medical Services (LCEMS) System.

**PROCEDURE:** Providing a rapid response to emergency calls is an extremely dangerous task. North Carolina General Statutes recognize this fact and provide exceptions to the applicable laws and regulations. The statutes contain a WARNING statement, which does not protect the driver from the consequences of a reckless disregard of the safety of others. All medical response apparatus shall be operated in a safe manner while having due regard for the safety of life and property. Department members operating an apparatus shall not exceed the operational limitations of the apparatus and are responsible for its safe, efficient operation within regulatory statutes established by the state and local governments.

Speed of the apparatus shall not exceed safe limits dependent on the posted speed limit, flow and amount of traffic, time of day and weather conditions. School Zone speed limits shall be strictly followed and at **no time shall a school bus with flashing red lights (loading or unloading) be passed.**

While responding emergency traffic, drivers shall come to a complete stop prior to proceeding through traffic controlled (stop signs, yellow or red lighted) intersections and will proceed with caution when traveling through green-lighted intersections. Passengers shall remain alert and assist with clearing intersections.

When apparatus engines are left running, the high idle switch shall be activated and the parking brake set.

Apparatus shall be maintained in a serviceable condition at all times, fully stocked and clean.

Apparatus shall be backed in to parking spots in ensure apparatus are positioned for a rapid response. A ground guide is required for all backing.

All employees shall maintain, in a continuous current status, a valid driver's license (Class C or higher) from the state of their residence throughout their employment with LCEMS. Employees relocating



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from out of state, shall obtain a valid North Carolina Driver's License (Class C or higher) within 30 days of residence change.

All traffic citations and accidents incurred by employees shall be reported to the Director within 24 hours of the occurrence.

**TRAINING:** Personnel operating LCEMS apparatus shall complete the Emergency Vehicle Driver (EVD) course offered by the North Carolina Fire and Rescue Commission (NCFRC) or by the National Academy of Professional Drivers (NAPD) or equivalent. All LCEMS employees shall provide documentation of successful completion or complete the EVD course offered by the NCFRC or the NAPD or equivalent within 180 days of employment. All LCEMS employees shall be approved by the Training Coordinator on each type of apparatus prior to being allowed to operate that specific type of apparatus for medical responses.

Provider agency personnel shall complete either the EVD course offered by the NCFRC or by the NAPD and be approved by the Chief Officer on each type of apparatus prior to being allowed to operate that specific type of apparatus for medical responses. The Chief Officer on scene shall designate a qualified driver when possible as requested by EMS personnel. Skills verification shall be conducted by all organizations on a bi-annual basis.

**MONITORING:** All LCEMS medical response apparatus may have one of three types of monitoring devices installed. These devices shall be utilized to ensure safe operation, monitor maintenance, reduce maintenance cost, verify response times and provide evidence, which is admissible in court, in the event of an accident.

All data shall be downloaded by the Logistics Officer in accordance with the manufacturers' recommendation, which is typically every 7 days for the BX 1000/BX 3000 systems and every 30 days for the SEON system.

Events shall be reviewed on an 'as needed' basis to include but not limited to motor vehicle crashes, unreported vehicle damage, customer complaints, and investigations. Video recordings shall only be viewed by the Director, Deputy Director, and Training Coordinator or designee(s). Reviewed events shall be documented on the Apparatus Incident Review Form and placed in the employee(s)' file(s), along with any actions taken based on the score assigned.



# STANDARD OPERATING GUIDELINE

Number 107-02

## Vehicle Parking

EFFECTIVE DATE: 02/01/2002	REVISION DATE: 08/01/2016	APPROVED BY: RONALD D. ROMBS	PAGE: 1 OF 1
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**PURPOSE:** The intent of this policy is to facilitate an orderly emergency response while departmental apparatus are parked.

**SCOPE:** This procedure applies to all Lincoln County Emergency Medical Services (LCEMS) System employees.

**POLICY:** All departmental apparatus shall be parked in a manner that allows for a safe and orderly departure when responding to emergency calls.

All emergency apparatus shall be parked in a tactical manner, usually backed in, with the apparatus facing in the direction of travel for emergency responses.

When backing apparatus, drivers shall be aware of blind spots and utilize a spotter. Spotters shall assure that all hazards are identified and communicated to the operator of the apparatus.

Only Emergency apparatus shall be parked in assigned parking spaces at LCEMS facilities.

Privately Owned Vehicles (POV's) shall only be parked in areas designated for POV's and shall not be parked inside of LCEMS facilities and/or designated bay spaces or driveways.

Driveways shall be kept clear at all times.



# STANDARD OPERATING GUIDELINE

Number 107-03

## Delivery of Unit for Maintenance

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**PURPOSE:** The intent of this policy is to ensure units are properly placed out of service, equipment stored, and the unit delivered to the maintenance facility in a timely manner.

**SCOPE:** This procedure applies to all Lincoln County Emergency Medical Services (LCEMS) System employees.

**POLICY:** Notification for vehicle repair needs shall be made by completing a Special Report in emsCharts. The Special Report shall include the vehicle number and a detailed description of the repair needs.

The on-duty Shift Supervisor shall respond to the Special Report, instructing the employee regarding the disposition of the apparatus.

All medical bags, medications, IV fluids, portable suction and the cardiac monitor shall be removed from the apparatus prior to taking the apparatus out of service. All removed equipment shall be secured in the maintenance room at Central Base until the unit is returned to service.

All controlled substances shall be properly transferred from the out of service apparatus and secured in the replacement apparatus. The out of service controlled substance safe keys shall be turned in to the on-duty Shift Supervisor.

The on-duty Shift Supervisor shall ensure all repairs have been completed, the unit is in proper working order and that all removed equipment has been replaced prior to placing the unit back in service.

The on-duty Shift Supervisor shall enter the vehicle maintenance information in the appropriate electronic tracking database.

The Administrative Assistant shall be responsible for entering all repair pricing and invoice data for vehicle maintenance in the appropriate electronic tracking database.



# STANDARD OPERATING GUIDELINE

Number 107-04

## Apparatus and Equipment Inspection Procedures

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**PURPOSE:** The intent of this policy is to establish a standard for ensuring all emergency apparatus are properly stocked and equipped and ready for emergency responses.

**SCOPE:** This procedure applies to all Lincoln County Emergency Medical Services (LCEMS) System providers.

**LCEMS Apparatus**

Unit check-off and inspection shall be the first task completed other than responding to a dispatched emergency call or move up assignments.

**Minimal** equipment that shall be verified (where applicable) prior to an emergency response or move up includes:

- Cardiac monitor, medical jump bag, portable oxygen with regulator, spare medication bag, controlled substance box with keys, stretcher, 2 complete sets of spinal immobilization equipment, portable suction unit and accessories, Broslowe bag, portable radios, cell phone, and laptop computer

At the beginning of every shift, when changing into a replacement unit or when a crew change takes place, the assigned crew shall complete a unit and equipment inspection. A complete unit and equipment inspection includes but is not limited to:

- Verify all medications and supplies are in date (All expired medication or supplies shall be removed from the apparatus and replaced immediately.)
- Equipment is clean and in serviceable condition
- Physical damage to equipment and/or apparatus
- Physical verification of:
  - Appropriate fluid levels
  - Other pertinent items (i.e., fuel, insurance and registration cards, etc.)
  - Functional lights and warning devices
  - Valid OEMS permit
  - Cardiac monitor test indicates "PASS"
  - The operation of all communication devices



# STANDARD OPERATING GUIDELINE

Number 107-04

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Both crew members shall sign and submit the completed unit inspection document to the on-duty Shift Supervisor and the logistics officer via the appropriate electronic data system.

Crews shall report shortages, overages and damaged/missing equipment and supplies in accordance with LCEMS SOG 102-06 as soon as identified. The on-duty Shift Supervisor shall be responsible for investigation of and appropriate disciplinary action in relation to reported equipment/supply issues.

### **Lincoln County Medical Responders**

Assigned personnel shall complete a unit and equipment inspection on all assigned apparatus utilized for medical responses, at least weekly, during the department's scheduled detail.

A complete unit and equipment inspection includes but is not limited to:

- Verify all medications and supplies are in date (All expired medication or supplies shall be removed from the apparatus and replaced immediately.)
- Equipment is clean and in serviceable condition
- Physical damage to equipment and/or apparatus
- Physical verification of:
  - Appropriate fluid levels
  - Other pertinent items (i.e., fuel, insurance and registration cards, etc.)
  - Functional lights and warning devices
  - Valid OEMS permit
  - The operation of all communication devices
  - Functionality of all battery operated equipment (SAED, portable suction unit, flashlights, etc.)

The department Chief/Captain or designee shall be responsible for collecting and maintaining the appropriate weekly inspection form.