

Chapter	II	Operations
Subject	4	Emergency Medical Services
Topic	23	

Purpose:

- A. To establish a standard approach for ensuring that EMS equipment is properly maintained, and stored in a standardized method.
- B. To ensure that equipment is kept in a state of constant readiness.
- C. To ensure that paramedics know the exact location of supplies in drug boxes and rescue units.
- D. To ensure that paramedics are confident that each tour is begun with the standard equipment and medications.
- E. To establish a system to let members know what the minimum levels of paramedic equipment are.
- F. To reduce supply costs to the fire department.
- G. To reduce liability of the Fire Department and its members through a structured maintenance system.

Policy

- A. Standardization of drug boxes
 - 1. Every drug box will be standardized. This standard will be followed by all Paramedic Engine companies, and Rescue units in the layout of their drug boxes.
 - 2. The drug box will be stocked with the minimum quantity of supplies as set by the fire department.
 - 3. Companies can carry additional supplies as long as they are carried in the standard location.
 - 4. Engine company drug boxes will be equipped with a narcotic storage pouch for storing issued narcotics. Rescue units will carry their narcotics in a locked cabinet on the unit. This will be the only difference between engine company and rescue unit drug boxes.
 - 5. Supplies will only be carried in the locations specified in the standardized drawing.
 - 6. Airway and intubation supplies will be kept in a separate zipped intubation kits and sealed. This includes cetacaine, neosynephrine and lidocaine jelly.
- B. Standardization of Rescue Units
 - 1. Every rescue unit will be standardized. All rescue units will carry supplies, medications and equipment in the location designated in department plan.
 - 2. Rescue units will be stocked with minimum supplies.
 - 3. Rescue units may carry additional supplies, must be carried in standard location.

C. Inspection of Equipment

1. Paramedic Engine and Rescue units will fill out a check list every day to ensure they are fully stocked with equipment and medications. These check lists will be stored in a binder for one year.
2. Additional forms are available on the "ALLCFD" drive.
3. Paramedics assigned to the company/unit will check drug boxes daily. Seal numbers will be recorded.
4. Paramedic Engine companies, and Rescue Units will be issued a laminated standardized layout of the drug boxes and rescue units.
5. Monitors will be checked daily, by performing a self-test and discharging the defibrillator into the test module. Test records will be kept for one year in a separate binder.

D. Equipment Maintenance

1. All equipment will be cleaned and disinfected every Friday, and as needed. This includes the monitor, cot, and interior of unit, backboards, reeves stretcher, stair chair, and all other non disposable equipment.
2. Heart monitor batteries will be maintained in accordance with manufacturer guidelines.
3. Glucometers will be checked daily to ensure the testing strips are calibrated for the machine.
4. Preventative maintenance schedule for the rescue unit will be established by the apparatus supervisor. PM-A maintenance does not require a change over. PM-B will require a change over.

E. Periodic Inspections By EMS Supervisors

1. Rescue 1 and Rescue 2 will do periodic inspections to ensure compliance with this procedure.
2. Companies are expected to have the minimum equipment on hand and stocked in the designated spots. Paramedic Engine Companies and Rescue Units shall be maintained the same.
3. Drug seal and daily inspection records will be checked for compliance.