



## Standard Operating Policy and Procedure Guide

<b>Department</b> Operations	<b>Type</b> Operations	<b>Effective</b> 8/15/11
<b>Number</b> 3.5.1	<b>Topic</b> Equipment on Ambulances	<b>Approvals (A/L)</b> DM/WR

### OVERVIEW

Ambulances are organized to a universal uniform standard and should not be reorganized. Equipment should not be removed from units unless instructed to do so by management. Soft good supplies are kept in sealed tubs, to alert you when something has been used. Additional and/or personal equipment may be used if approved by immediate supervisor or other member of management.

Equipment is assigned to each physical vehicle and should remain on the assigned vehicle. Equipment should not be moved from one unit to another without prior approval from a Shift Commander.

Equipment is listed on the Daily Ambulance Inspection Form and should be maintained to that standard. This form should be used prior to each shift and any variances reported to the immediate supervisor.

Oxygen should be maintained at standard levels and turned off after each use.

### SECTION A

ALS equipment (drug box, cardiac monitor, and intubation kit) should be removed from the vehicle and placed in a secured location inside the station .

### SECTION B

#### Logging Out Equipment

It is imperative that all equipment that is left at hospitals be logged out. Any equipment left at facilities should be logged out with Customer Service/Communications.

If equipment is not logged out, becomes missing, and is able to be traced back to a specific crew, they will be subject to disciplinary action, up to and including, dismissal. The crew may be held financially responsible for lost equipment.

All crew members should look for Amerimed equipment in all hospitals they may visit. Please record equipment retrieved with communications and on the Daily Unit Checklist.

## **SECTION C**

### **Hospital-Owned Equipment**

Equipment from the hospital should be returned to the originating facility as soon as possible, but other transports should not be delayed to return equipment, except in the most extreme of circumstances. If a crew is unable to return the equipment, they should notify their immediate supervisor, who can/will meet them in the field to return it. If a supervisor is unable to return the equipment, crews should label the equipment with a piece of tape/paper that identifies the facility, and then make arrangements with the next shift to return the equipment.