



# **SENECA COUNTY**

## **Emergency Medical Service**



### **Seneca County Emergency Medical Services Standard Administrative Guideline**

**Subject: Standard Operations**

**Reference Number: 4**

**Effective Date: 8-2008**

**Review Date: 8-2011**

#### **Purpose:**

The purpose of this guideline is to provide guidance for the EMS duty crew for standard day to day operations.

#### **Background:**

Daily operations in the EMS station, ambulance and community are some of the most common duties in EMS. When not responding to an emergency, EMS workers will commonly stay busy doing station maintenance, cleaning, inventories, and community service.

Due to the nature of volunteer EMS, it is understood that vehicle checks may be done on a weekly basis. All personnel are encouraged to familiarize themselves with all equipment, locations, and supply stockage levels. A designated checklist should be used whenever checking the ambulance in order to create documentation of the event.

#### **Policy & Procedure**

##### **Daily Preventive Maintenance Checks & Services:**

The ambulance/response vehicle shall be checked every morning or at shift change.

The check shall be complete including all medical equipment, tools, oxygen, and basic maintenance (fluid levels, tires and start vehicle).

The proper checklists for vehicle checks shall be provided by local district coordinator or Seneca County EMS director.

Any deficiencies found while checking the vehicle will be replaced immediately and documented.

**Medication Bag check** – check that all seals are green, and all seals are within date.

If any bag is set to expire, notify EMS director for a replacement.

Clean vehicle if necessary – contact EMS director for cleaning supplies.

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