



SENECA COUNTY

Emergency Medical Service



Standard Administrative Guideline

Subject: Backup Ambulances

Reference Number: 6

Effective Date: 3-2009

Review Date: 3-2011

Purpose:

The purpose of this guideline is to define the process of using a Seneca County EMS backup ambulance.

Background:

Seneca County EMS maintains three backup ambulances. These ambulances are utilized during multiple casualty incidents, evacuations, and more frequently when our first run ambulances require maintenance or repair.

Historically, our backup ambulances have been a source of frustration and argument due to missing, or out dated equipment. The backup ambulances were routinely stripped of any usable EMS equipment by members whose motives for stealing this equipment are unknown.

This new guideline is an attempt to eliminate these issues.

Policy & Procedure

1. Seneca County EMS will maintain two Backup ambulances in a "Ready to Respond" state of readiness. One Backup ambulance will be maintained in a "true backup" state of readiness, meaning that it will have NO Medical equipment on-board but will be maintained and mechanically ready in all respects.
2. If your first run ambulance requires service, and it is NOT an emergency. Make an appointment with the EMS office to pick up a backup.
3. If you utilize one of the fully stocked backups, you are advised to bring your portable radios, cell phone, medication bag, and any equipment that you need from your ambulance.
4. The inside cabinets of the backups will be sealed with tamper proof seals.
5. If a seal is broken on an EMS run, replace the equipment used from your station stock as you would on your first run ambulance. If you cannot replace the equipment for any reason a list of the missing equipment shall be turned into the EMS office when you return the backup.

Ken Majors RN, NREMT-P, EMS Director
126 Hopewell Ave. Tiffin, Ohio 44883
Office: 419-447-0266 ■ Fax: 419-448-5064



SENECA COUNTY

Emergency Medical Service



6. **NO SEALS SHOULD BE BROKEN UNLESS YOU RESPOND TO A CALL. If the seals are broken upon return of the backup without a documented need a nominal restock/inventory fee shall be assessed to your squad. These squads are not your personal supply room, and should not be treated as such.**
7. **No equipment shall be removed from the backup ambulance to stock your station or your ambulance. If you need supplies and equipment notify the EMS office, DO NOT STEAL EQUIPMENT FROM THE BACKUPS.**
8. **If equipment is stolen from the backup while it is in your possession, a report shall be filed with the EMS office and an investigation shall be initiated.**
9. **If your squad requires prolonged maintenance or repair, you will be moved into the Unequipped backup. You will move all of your squads equipment into the unequipped backup and this will become your squad until such time that your squad returns.**
10. **Upon going in service in the backup ambulance, your call sign will remain the same (i.e. if you are Squad 401, you are 401 even if you are in Squad 802)**
11. **When utilizing a backup at an MCI or in addition to other county squads, you will then be using the call sign 801 or 802.**

Any questions regarding this policy and procedure should be directed to the EMS Director during normal business hours.

Ken Majors RN, NREMT-P, EMS Director
126 Hopewell Ave. Tiffin, Ohio 44883
Office: 419-447-0266 ■ Fax: 419-448-5064