



# **SENECA COUNTY**

## **Emergency Services**



### **Standard Administrative Guideline**

**Subject:** Standard Operations

**Reference Number:** 4

**Effective Date:** 8-2008

**Review Date:** Annually, 2-2020

#### **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 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 office.

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

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

A tag seal number log sheet shall be maintained by each squad coordinator to ensure medication security. If any bag is set to expire, notify EMS office/Echo Paramedic for a replacement.

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

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