



# **SENECA COUNTY**

## **Emergency Services**



### **Standard Administrative Guideline**

**Subject: Vehicle Checks & Inventory**

**Reference Number: 51**

**Effective Date: 3Mar17**

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

**Purpose: To provide guidance for checking EMS vehicles, daily, weekly, and monthly**

#### **Background:**

**Physical security of each item in any EMS vehicle is important to maintain a state of readiness, and operability. The standards of checking the uniformity, stockage levels, and serviceability of each individual item, or piece of equipment are important to the success of the organization.**

#### **Policy & Procedure:**

- 1: Each EMS vehicle shall be completely checked at the beginning of each shift or at the change of crewmembers.**
- 2: A standard checklist approved by the squad coordinator or EMS director shall be used.**
- 3: All equipment shall be checked for serviceability and operability.**
- 4: All deficiencies shall be corrected immediately, and reported so that replacement items or equipment can be procured.**
- 5: All Medications shall be tag sealed in accordance with State Board of pharmacy guidelines. If any tag seal does not correspond with what is documented the compartment or cabinet shall be immediately inventoried and re-sealed appropriately.**
- 6: All Tag Seals should be checked daily for security.  
Tag Seals shall be replaced at least monthly for inventory and outdate checking of medications.**
  - Any Medication Tag seals that are found to be broken or do not follow the checklist should be documented, and the compartment should be completely inventoried, and re-sealed. Notify your supervisor of your findings for investigation.**
- 7: Tag Sealed compartments or cabinets may be broken for inventory for training, or for familiarization any time a crewmember wishes to do so. Proper documentation of the reason and resealing the compartment must be done when complete.**

**Ken Majors RN, NRP, Emergency Services Director**  
**Dani Gebauer, EMT-P Emergency Services Administrator**  
126 Hopewell Ave. Tiffin, Ohio 44883  
Office: 419-447-0266 ■ Fax: 419-448-5064



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8. **Narcotic/Controlled substance box should not be opened for any reason other than patient care. The compartment is clear; there is no reason to open it for training purposes.**
9. **All compartments on all vehicles shall be checked at least weekly, and emptied, cleaned and sanitized once per month. It is recommended that each compartment be emptied one at a time, cleaned and restocked. That way you don't end up with all your stuff on the ground if a call comes in.**
10. **Checking your vehicle not only helps you, but it also helps oncoming crews to ensure that what you think you have, is actually what you have.**
11. **This guideline is not a suggestion, it is necessary to check all EMS vehicles for EMS operations to be efficient and safe. Please use the monthly checklists supplied online or create ones that work for you and have them approved.**
12. **Echo unit medics shall follow this policy. All equipment in the Echo shall be checked using the Monthly Forms provided on the Echo Shared Folder "Monthly Forms".**

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