



SENECA COUNTY

Emergency Services



Standard Administrative Guideline

Subject: Backup Ambulances

Reference Number: 6

Effective Date: 3-2009

Review Date: Annually; 2-2020 Edited:7/9/2020

Purpose:

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

Background:

Seneca County EMS maintains One backup ambulance. This ambulance is utilized during multiple casualty incidents, evacuations, and more frequently when our first run ambulances require maintenance or repair.

Historically, our backup ambulance has been a source of frustration and argument due to missing, or outdated equipment.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 ONE (1) Backup ambulance in a “Ready to Respond” state of readiness.
2. If your first run ambulance requires service, and it is NOT an emergency. Make an appointment with the EMS office to pick up the backup.
3. If you utilize the fully stocked backup, you are advised to bring your portable radios, cell phone, **Jetpack, Tablet, Charging adapter, Autopulse**, and any equipment that you **want** 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.

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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 BACKUP.**
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. **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 801)**
10. **When utilizing a backup at an MCI or in addition to other county squads, you will then be using the call sign 801 (squad, advanced, or medic as appropriate).**

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

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