



SENECA COUNTY

Emergency Services



Standard Administrative Guideline

Subject: Supply and Equipment Inventory and Replacement

Reference Number: 7

Effective Date: January 2011

Review Date: Annually, 2-2020

Purpose:

The purpose of this guideline is to clarify the process of requesting and receiving supplies from the Seneca County EMS office.

Background:

Seneca County EMS maintains an EMS supply and equipment inventory at the EMS Office. These supplies are secured, inventoried, and maintained to re-supply the seven county squads when necessary. Each squad maintains a small inventory of consumable supplies at each EMS station.

Policy & Procedure

1. Seneca County EMS will maintain a secure supply room at the EMS office.
2. This supply room may only be accessed by Echo Unit Paramedics, Emergency Services Administrator, and the Emergency services director.
3. EMS coordinators should contact one of the above listed personnel in order to gain access to EMS supplies.
4. EMS supplies may be accessed anytime that any of the above personnel are at the EMS office.
5. Any local EMS coordinator may call, fax, email, or contact any of the above personnel with a list of needed supplies, and either has them delivered by the Echo Unit, EMS1, or make an appointment for pick up.
6. Only the EMS coordinator/*Designee* is authorized to order supplies but any member can pick them up or take delivery.
7. The Echo unit maintains a small inventory of consumable supplies that can be replaced following a run if necessary (NRB masks, Nasal Cannulas, IV supplies)
8. Each station shall maintain an inventory of supplies to re-stock their ambulance following a run.
9. Each coordinator is encouraged to maintain an inventory (including expiration dates) of all medications, supplies, IV fluids, catheters, bandages, etc...

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



SENECA COUNTY

Emergency Services



EMS coordinators are encouraged to bring their supply requests/inventory lists to each coordinator meeting to ensure proper equipment/supply procurement.

Any equipment failures, problems, or maintenance issues that arise should immediately be reported to the Emergency Services director for investigation, repair, or replacement.

Major equipment (cots, suction, monitors, pulse ox) is very expensive and we may not have direct replacements on hand. Most equipment can be replaced quickly or we have backups in place (Monitors).

Contact the Emergency Services director or administrator with any questions, concerns, or suggestions to this guideline.

There are supply request forms available on emscharts that you can print and use to either email, or fax to the Echo for supply procurement.

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