Bath Township Fire Department			Standard Operating Guideline	
Section **Operations**	**Referral No.** **O-O2**	**Subject:** **Emergency Medical Incidents**	**Date Issued** **11/02**	**Date Revised** **3/08**

Purpose:

- To provide guidelines for safe emergency response to emergency medical services (EMS) incidents and define the response plan emergency medical calls.

Scope:

- This standard operating guideline shall apply to all personnel.

Responsibilities:

- Officer
  - Ensure that personnel respond properly.
  - Provide direction based on the Incident Management System.
  - Ensure proper reporting and confidentiality measures are taken.

- Personnel
  - All personnel have the responsibility of following direction of the senior EMS provider at an emergency medical incident.
  - All personnel have the responsibility of wearing proper personnel protective equipment.
  - All personnel will function within their scope-of-practice.
  - All personnel will know the F.D. privacy policy and strictly adhere to it at all times

Guidelines:

- **Safety is always our first priority**
- **A "Limited Response" shall be initiated for all Emergency Medical Incidents**
- When dispatched to an emergency medical incident: **SEATBELTS MUST BE WORN AT ALL TIMES**
  - A Medic Unit shall respond in a timely fashion after obtaining any information that the dispatcher received from the caller. *(Goal 30 seconds during the day, 1 minute at night.)*
  - Refer to a map or MDT (Mobile Data Terminal) to assure an efficient route.
  - Two EMS personnel shall report to the station for "back-up crew" per the on-call schedule.
    - Upon arrival they shall announce "station manned" with number of staff and level of training over the radio (ALS or BLS).
  - When responding to the scene or station in personal vehicles, drive in a safe manner and follow all applicable laws. **SEATBELTS MUST BE WORN AT ALL TIMES.**

- The driver of the Medic Unit will be responsible for all driving functions after leaving the station and the passenger will be responsible for operating voice communication equipment as well as the MDT.
- Once dispatched, the Medic Unit will proceed to the scene unless cancelled by another public safety agency including law enforcement.
- All applicable Ohio laws shall be followed at all times regarding traffic as well as patient care and ambulance operations.
- The dispatch center will be notified when the vehicle has reached the scene.
  - If the incident is a call involving weapons or potential violence, the responders will stage away from the scene until it has been secured by law enforcement.
  - If any scene becomes unsafe, the dispatcher will be notified and law enforcement called to the scene for assistance.
- Follow all state protocols and applicable laws if there is any question about who is in charge of the scene.
- A refusal of care (sign-off) will be completed on all patients that refuse EMS treatment and/or transport. (Refer to EMS Protocol)
- A copy of the Bath Township Fire Department privacy policy shall be given to <u>all</u> patients.
- All patients shall sign a HIPAA form, for patients that are unable and/or unwilling to sign a HIPAA form, a documented reason must be provided. NOTE: All patient care information is strictly confidential.
  - Refer to Emergency Medical Run Reporting Guideline
- Upon leaving the scene, advise the dispatch center of your destination and beginning mileage starting with a trip odometer reset to 0.0.
- Contact the receiving hospital with a patient report and/or patient update.
- Advise the receiving hospital of early trauma notification, cardiac arrests, and multiple patients when necessary.
- Upon arriving at the hospital, advise dispatch center of arrival and ending mileage.
- After the patient has been transferred to the emergency department staff, complete all paperwork and restock all supplies used.
  - Attempt to keep time at the hospital to less than 20 minutes.
- Advise dispatch center when the medic unit is returning to the station.
- Refuel the vehicle and ensure that the vehicle is clean and ready for service.
- Any damage or malfunction of any equipment shall be reported to an officer and a repair form filled out.

- ***IT SHALL BE NOTED THAT <u>CUSTOMER SERVICE</u> IS A TOP PRIORITY AND ALL PATIENTS AND THEIR FAMILES SHALL BE TREATED WITH RESPECT AND COURTEOUSNESS AT ALL TIMES.***

- **SPECIAL CONSIDERATIONS:**

  - Upon arrival, if the crew recognizes that additional staff is needed, they shall notify the dispatch center and request additional staff from Bath Township Fire Department or mutual aid.
  - Any issues, concerns or problems with hospital staff, law enforcement, dispatch center or bystanders shall be documented on an incident report form and forward to the Fire Chief.
  - In the event of heavy snow or other related weather emergency, Truck 1305 by escort the medic unit to provide assistance.
  - The driver of the medic unit shall not consume food or drink or talk on a cellular phone while operating the vehicle.
  - Upon arrival at the hospital, the crew shall attempt to locate any equipment belonging to the Bath Township Fire Department and return it to the medic unit.
  - One member of the patient's family may ride to the hospital upon receiving permission from the senior EMS provider.
    - They shall ride in the front seat with seatbelt fastened.
      - Certain instances it may be appropriate for a parent to ride in the back with a small child. In this case they shall be on the cot with all straps secured around both patients.