

Standard Operating Procedure	PEORIA FIRE-MEDICAL DEPARTMENT
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PURPOSE

To insure the operability and readiness of the EMS equipment carried on Peoria Fire-Medical Department Apparatus as well as insuring that adequate EMS supplies are available on each apparatus. Inspection and testing of equipment on a daily basis will minimize the likelihood of equipment failure in the field.

POLICY

This procedure will outline the inspection parameters for EMS equipment carried on Peoria Fire-Medical Department apparatus. This equipment includes at a minimum:

- Heart Monitor/Defibrillator
- Drug Box
- Medical Radio
- O2 Box
- ALS Support Box
- BLS Support Box
- Pediatric Box
- Portable Suction Unit
- Misc. Equipment
- Disposable EMS supplies

Responsibilities

- Company Officer
- It shall be the responsibility of each Company Officer to insure that all EMS equipment assigned to the apparatus under his/her supervision is inspected and tested at the beginning of each shift.
- The Captain shall insure that all proper log entries are made into Target Solutions, verifying that all equipment inspections have been completed and that all EMS equipment is accounted for and is in a ready state.
- Paramedics
- It shall be the responsibility of the on duty paramedics to inspect and test all ALS related equipment. This includes but is not limited to:
 - Heart monitor/defibrillator
 - ALS Drug Box
 - Medical Radio
 - ALS Support Box

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- ALS or BLS Personnel
- It shall be the responsibility of the on duty BLS personnel to inspect all BLS related equipment. This includes but is not limited to:
 - BLS Support Box
 - Suction Unit
 - O2 Therapy equipment
 - C-Spine Stabilization equipment
 - HARE Traction Splints, MAST Suits, etc.

Discrepancies

Any equipment found defective during the daily inspections or during use, shall be immediately removed from service.

- Remove equipment from apparatus.
- Item shall be red tagged and a description of the problem should be listed on the red tag.
- Notify the Battalion Chief, EMS Chief or the EMS Coordinator, if during normal duty hours to obtain a replacement.
- After normal duty hours (i.e. weekends, holidays, nights) notify the on-duty Battalion Chief to obtain a replacement and send an email to the EMS office regarding the equipment issue.

The following procedure is to be followed for any equipment that fails during use:

- Immediately remove equipment from apparatus.
- Red tag the defective equipment as above.
- Keep all accessories (i.e. batteries, cables, etc.) with the failed equipment.
- Notify the Battalion Chief, EMS Chief or EMS Coordinator if during normal duty hours to obtain a replacement.
- After normal duty hours (i.e. weekends, holidays, nights) notify the on-duty Battalion Chief to obtain a replacement.
- Submit a memo (within 24 hours) to the EMS Chief:
 - Summarizing the incident
 - Describing the failure in detail
 - Actions taken to overcome the failure in order to continue patient treatment.

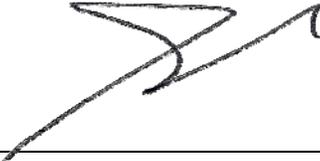
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Adequate supplies should be obtained from station overstock and from re-supply from the ambulances.

Required Equipment

Current EMS equipment lists and EMS supply levels are maintained on the intranet.

Approved:



Bobby Ruiz, Fire Chief

09/15/2015

Date