

14 Equipping and Inspection of all Authorized EMS Response Vehicles.

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14.1 Purpose and Expected Results

To provide a sufficiently stocked ambulance and first response vehicle that meets the requirements of New York State Public Health Law Part 800.

14.2 Circumstances of Applicability

Anytime the ambulance is utilized and equipment is used or inventoried.

14.3 Requisites

Internal and external inventory sheets

14.4 Procedure Description

14.4.1 General Inspection

On a periodic basis, the ambulance and first response vehicles shall be inspected to the inventory sheets that are provided. During this inspection, it is expected that the crewmember will replace any material that is missing from the vehicle. Also, it is expected that any soiled areas be cleaned and disinfected as necessary. If there are any critical items that cannot be replaced, the crewmember is to immediately notify the Captain or Co-captain so arrangements can be made to acquire the item. This inventory sheet is to be filed for review by the Captain.

On a call-by-call basis, it is understood that all material that is used on the current call is replaced at the hospital, or if not available, replaced after the ambulance crew has returned to the station. If a critical item cannot be replaced, the Captain or Co-captain shall be notified so a replacement can be obtained.

Seals may be used. The seal number must be documented on the inventory sheet and the inspector performing the sealing must sign next to the seal number.

14.4.2 ALS Inspection and BLS Medication Inspection

On a periodic basis Owego Emergency Squad's ALS supervisor or appropriate designee shall also inspect the ALS drug bag, the BLS drug container, the advanced airway bag, and cardiac monitors. During this inspection, the crewmember inspecting these items is expected to replace any items that are missing. Drugs shall be rotated so that the earliest to expire drugs are in the primary drug bag, the next earliest in a secondary drug bag, and so on with the longest lasting drugs being in spares' secured storage. Any drugs that are due to

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expire between the inspection time and the end of the month shall be replaced. If expired or missing drugs are found, the appropriate person shall be notified immediately so replacements can be made. This inventory is to be documented in the ALS inventory.

On a call-by-call basis, it is understood that all material from the drug bag and advanced airway bag will be replaced from the hospital, or if not available, be replaced after the ambulance crew returned to the station. If multiple items were used from a drug bag or advanced airway bag, a complete inventory of that bag or kit should be done to make sure these items are ready for the next service call.

Seals for other than BLS drugs ***may*** be used. The seal number must be documented on the inventory sheet and the inspector performing the sealing must sign next to the seal number.

Seals for BLS drugs ***shall*** be used to 'seal' the BLS drug container and documented on the inventory sheet that is with the BLS drug container.

14.4.3 Minimum Inspection Schedule

Vehicles will be inspected as follows:

- Primary ambulance
 - Monday through Friday, excluding Village holidays and weekends, a part 800 check ***shall*** be completed once daily
 - Holidays and weekends, a part 800 check ***should*** be completed daily or per crew shift (i.e., once per weekend shift if there is a call)
- Secondary, any additional ambulances, and first response vehicle
 - ***Shall*** be completed once weekly
 - ***Should*** be completed when any question of compliance is in question or that vehicle has responded to a call.
- All vehicles when returning from an extended maintenance service of three days or more.

14.4.3.1 Schedule Exception

Calls for service and associated paperwork are a higher priority than Part 800 checks. If a daytime Monday through Friday check cannot be completed due to call volume on the primary ambulance, a part 800 sheet (partially or not completed) should be filed with the words "unable to complete due to call volume" or similar. This exception should only be used with the approval of the Captain or Co-Captain