



# CHARLOTTESVILLE - ALBEMARLE RESCUE SQUAD



## STANDARD OPERATING GUIDELINE

<b>TOPIC: Operations At Medical Incidents</b>	<b>S.O.P. # 3.4</b>
Approved by: Lair D. Haugh, Chief	Revised: 2/9/2003 Approved:

### I. PURPOSE

- a. To provide a guideline for safe and efficient operations at the scene of medical emergencies.

### II. POLICY

- a. All personnel shall adhere to general scene safety procedures at all times.
- b. All personnel shall adhere to Body Substance Isolation procedures as outlined in the Infection Control Manual at all times.

### III. PROCEDURE

- a. Ambulance Placement
  - i. The driver shall position the ambulance so as to provide the shortest, easiest, and safest access to the patient.
  - ii. The driver shall position the ambulance so as to avoid the possibility of being blocked in by other vehicles.
  - iii. The driver shall position the ambulance so as to minimize the amount of backing required.
  - iv. If possible, the driver shall position the ambulance so as not to block vehicular traffic on public roadways.
- b. On Scene Operations
  - i. Driver
    1. Acts as EMS Incident Commander
    2. Positions the ambulance appropriately
    3. Develops a plan for the removal of the patient
      - a. Determines equipment needed
      - b. Determines best route
      - c. Disseminates assignments as appropriate
    4. Confers with the AIC to determine the need for additional resources
    5. Assists the AIC with patient care if no 3<sup>rd</sup> person or fire department personnel are available.
    6. Maintains contact with ECC and provides updates as necessary
  - ii. Attendant-In-Charge (AIC)
    1. Obtains patient report from first-responders (if applicable)
    2. Establishes patient contact
    3. Formulates treatment plan
      - a. Communicates the need for additional resources to the driver
    4. Initiates treatment of the patient as necessary
      - a. Delegates tasks to the 3<sup>rd</sup> person or fire department personnel as necessary
    5. Insures complete documentation of the call

- iii. 3<sup>rd</sup> Person
  1. Assists the AIC with patient care
    - a. Oxygen therapy
    - b. Vital signs
    - c. IV set-up
  2. Assists with documentation and the gathering of patient information
- c. At The Hospital
  - i. Driver
    1. Positions the ambulance as appropriate for the unloading of the patient
    2. Directs the unloading of the patient
    3. After the patient has been transferred off of the stretcher:
      - a. Disinfects the cot/equipment as necessary
      - b. Remakes the cot using clean linens
      - c. Replaces the cot in the ambulance
    4. Replaces any disposable equipment used during the call:
      - a. Neck collars
      - b. Non-rebreathers
      - c. Nasal cannulas
      - d. EKG electrodes
    5. Notifies ECC if the ambulance will be out of service (OOS) for an extended period of time
      - a. e.g. Decontamination
    6. Notifies ECC when the ambulance is ready for service
  - ii. AIC
    1. Transfers the patient to the appropriate hospital bed
    2. Gives report to the appropriate nurse
    3. Ensures that all patient paperwork and PPCRs are delivered to the nurse
    4. Ensures that all patient possessions and medications are delivered to the nurse
    5. Is responsible for exchange of the drug box, if necessary
  - iii. 3<sup>rd</sup> Person
    1. Assists in unloading the patient from the ambulance
    2. Assists in transferring the patient to the hospital bed
    3. Assists the driver in preparing the cot
    4. Assists the driver in replacing supplies