EMS Standard Operating Procedures

Policy Title: Equipment Maintenance / Failures / Emergency Notification
Section: Operations
Adoption Date: 10/2000
Date of Most Recent Update: 01/2009, 09/2012, 02/2018
CAAS Criteria Reference: 203.04.01

Purpose:

This policy outlines the procedures for maintaining ambulances for medical response.

Policy:

1. General Vehicle Maintenance

- It is the responsibility of the entire crew on call to restock and clean the ambulance after each use, i.e., all equipment and supplies will be replaced and put away in their designated areas, the patient compartment floor will be cleaned, trash cans emptied, and all reports completed.
- At the end of each call, the crew will be responsible for completing the following:
  - Driver – Cleaning the cot, changing the cot linens, clean the patient compartment, emptying trash, replacing oxygen cylinder, supplies, backboards clean and reorganize patient compartment, sanitize equipment and vehicle as necessary.
  - Primary Care Attendant - Writes the report and fills out other associated reports. This person must be certified at least at the same level as the care provided.
  - All primary hospital ambulances will be fueled when they reach below the ¾ full level. This also applies to any spare city ambulances used in place of a hospital ambulance. This applies to general readiness and does not mean you have to refuel while on a trip or prior to taking the next trip if you fall below the ¾ level.
  - Refueling the ambulance if levels are at or below a half a tank.
All ECPs should help each other as needed to get the ambulance back in service as soon as possible.

Upon returning to the station the driver will make sure the shoreline is plugged in and the ambulance is clean, is without maintenance needs and ready for service. Crews will then replace all supplies which were used, replace oxygen cylinders when at five hundred (500) PSI or less, and replace the spare oxygen bottle if used.

All primary hospital ambulances with the exception of the pediatric ambulance will replace Oxygen M cylinders when the reach below the 1000psi mark. This also applies to any spare city ambulances used in place of hospital ambulances.

2. Preventive Vehicle Maintenance

- Vehicles will be maintained in accordance with the Federal Motor Carrier Safety Regulations. A copy of these regulations can be obtained from the City’s Building and Fleet Manager.
- Any ECP identifying an area of concern relating to a vehicle will complete an incident report and a vehicle deficiency report on Share Point and notify the Division Chief or acting shift supervisor.
  - Any problem/defect which has been identified as a life/safety issue will be immediately reported to the Division Chief on duty and the vehicle taken out of service.

3. Equipment Maintenance

The service will contract with an independent provider for Equipment Inspection and Preventive Maintenance. On-site inspection of medical equipment will occur semi-annually.

- Any ECP identifying medical equipment which needs service or which has malfunctioned will notify the Division Chief and put in Share Point.
  - Any problem identified which has been identified as a life/safety issue will immediately be reported to the Division Chief on duty and the equipment taken out of service.

4. Cot Maintenance

- The service will contract with an independent provider for Cot Inspection and Preventive Maintenance. Onsite inspection of cots will occur semi-annually.
- Any ECP identifying a cot which needs service or which has malfunctioned will put in Share Point.
  - Any problem identified which has been identified as a life/safety issue will immediately be reported to the Division Chief on duty and the cot taken out of service.
After Hours Procedures for Broken Down Vehicle.

The on duty Division Chief or acting shift supervisor shall be notified when a vehicle is disabled.

Departmental Vehicles that are in need of service should be handled according to the After Hours Vehicle Breakdown Flow Chart by the on duty Division Chief or acting shift supervisor.

After Hours Emergency Call-List

Public Work Emergencies (Streets, Sewers, Trees, Snow & Ice, Traffic Signal Outages/Failures, Sign Knock Down) Ops: 515-650-7555

If no response after 10 minutes, call in the following order:

- Mike Coughlon 515-419-1544
- Ron Wiese 515-473-0674
- Rick Knowles 515-240-2359
- Gary Rank 515-835-8262
- Rian Rasmussen 515-782-4948

Park Maintenance Emergencies: Ops: 515-650-7555

If no response after 10 minutes, call in the following order:

- Brian Fowler 515-202-5177
- John Olds 515-608-2213
- Mike Coughlon 515-419-1544
- Ron Wiese 515-473-0674

City Building Emergencies: Gary Rank 515-835-8262

If no response after 10 minutes, call in the following order:

- Chuck Thomas 515-991-2139
- Terry Weeks 515-314-6803
- James West 515-537-7711
- Kevin Hensley 515-468-3094
- Bret Hodne 515-657-3487

City Fleet Emergencies: Rian Rasmussen 515-782-4948

If no response after 10 minutes, call in the following order:
• Chris Ishmael 515-306-6967
• Ed Nelson 515-250-2439
• Tommy Bell 515-249-5625
• Kevin Hensley 515-468-3094

Towing contract: Roy’s Motor Service 515-225-61088

LAST RESORT FOR ANY/ALL PROBLEMS:

Kevin Hensley, Superintendent: 515-468-3094 or Bret Hodne, Director: 515-657-3487