EMS Standard Operating Procedures

<table>
<thead>
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<th>Policy Title:</th>
<th>Ambulance Removal from Operations</th>
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<td>Section:</td>
<td>Operations</td>
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<tr>
<td>Adoption Date:</td>
<td>November 23, 2015</td>
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<td>CAAS Criteria Reference:</td>
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Purpose: To establish a process for equipment removal and replacement when ambulances are up in and out of service to ensure no failures in ambulance readiness.

Policy:

1. West Des Moines EMS crews are responsible for taking ambulances out of service and putting them back in service as instructed by supervisory staff. When an ambulance is taken out of service there are certain items that need removed from that ambulance and secured in a locking cabinet or refrigerator. There are also some items that are not normally stocked in a spare ambulance that need to be moved when switching out ambulances. The following process will be followed.

Taking an ambulance out of service.

- You will go to either Station 17 or Station 19 to pick up your replacement ambulance.
- You will go to the secured cabinet and take out either a City Ambulance, Hospital Ambulance or Specialty Ambulance(Peds) equipment removal check sheet.
- All equipment indicated on the check sheet will be removed from the ambulance going out of service and initialed on the check sheet.
- If the ambulance carries Succinylcholine, it will be removed and placed in the small refrigerator within the supply room at either station. The key to this refrigerator will be in the secured cabinet or if kept in a control access room, no key will be necessary.
• Any items listed on the sheet as “move to replacement vehicle” will be moved to the ambulance you are changing into.
• Once the form is completely filled out, the information on the red lock out tag (located in the secured cabinet) will also be filled out and all three will be placed in the provided plastic bag.
• This plastic bag shall be attached to the ignition key ring in each ambulance with the red zip tie located with the plastic bags.
• The out of service ambulance will then be taken to its assigned location.
• The shift supervisor will log the vehicle status and equipment location within the vehicle status section of Sharepoint.

Putting an ambulance back into service.
• You will take the ambulance to the location where the equipment is located. (Station 17 or 19)
• The attached plastic bag will be removed from the key ring.
• The back side of the form labeled “In Service” will be filled out when all equipment and medications are returned to the ambulance.
• The form and red tag will be placed in the brown station folder which will be retrieved by the shift supervisor.
• The shift supervisor will log the vehicle status and equipment location within the vehicle status section of Sharepoint.

Specialty Ambulance (Pediatric)
The equipment for this ambulance may at times be removed and secured at Methodist. Forms and tags will be available in the Methodist supply cabinet and the equipment will be secured at that location.

You are responsible to make sure the equipment and medications are removed and returned to service as indicated on the forms.