

3.3.4.1 Re-Supply/Procurement of Supplies



YOUR ORGANIZATION
STANDARD OPERATING PROCEDURES/GUIDELINES

TITLE: Re-Supply/Procurement of Supplies

SECTION/TOPIC: Management of EMS Operations

NUMBER: 3.3.4.1

ISSUE DATE:

REVISED DATE:

PREPARED BY:

APPROVED BY:

X

Preparer

X

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

1.0 POLICY REFERENCE

CFR

NFPA

NIMS

2.0 PURPOSE

This standard operating procedure/guideline addresses pre-hospital EMS provider supply and re-supply of expendable medical supplies and medications.

To insure that all Fire Department apparatus have sufficient quantities of EMS supplies, EMS medications, and medical equipment to maintain its readiness for emergency response and meet the requirements of the State Health Services.

3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

4.0 DEFINITIONS

These definitions are pertinent to this SOP/SOG.

5.0 PROCEDURES/GUIDELINES & INFORMATION

5.1 Pre-Hospital EMS Provider Supply and Re-Supply of Expendable Medical Supplies and Medications:

Instructions / Procedures

1. All disposable medical supplies and medications used to treat patients that are transported by Careflite should be re-supplied by the Careflite unit on scene. During situations when it is not possible, document the supplies and amount needed, the patient name, address, date, and time of incident. This can then be turned in to Careflite Station #1 for re-supply at a more appropriate time.
2. All disposable medical supplies and medications used to treat patients that are transported by Cleburne Fire Department shall be re-supplied at CFD Station #2. EMS supplies and medications that become unusable due to damage or expiration dates will be re-supplied by CFD.
3. Oxygen: The large main oxygen cylinders on Medic 1 and Medic 2 will be exchanged for full cylinders when they reach 500 psi or less. The small portable oxygen cylinders can be exchanged for full cylinders at Careflite Station #1.
4. All EMS medications and most EMS supplies have expiration dates on their packaging. These EMS medications and supplies should be removed from service and properly disposed of within 60 days of their expiration date.
5. The generator on the ambulance shall be started daily during radio checks. Generator oil level will be checked every Monday with unit hrs noted on CFD F-15.
6. The use of Safety Seal Tags can be used to assist in inventory control. All sealed compartments will be re-inventoried on the last day of each month.
7. Daily - Paramedics shall check **ALL** EMS supplies and equipment for proper amounts and insure they are in working order, and check **ALL** EMS medications for proper storage, quantities, and expiration dates.
8. (Reusable Equipment) - Missing, damaged equipment, or equipment in need of replacement shall be noted on the appropriate CFD Report and forwarded to the station officer.