

# **Cedarville Township Volunteer Fire Department**

## **EMS Standard Operating Guideline**

### **2023**

1. Personal safety is your first priority.
2. Patient care is your second priority.
3. Members should have Standing Orders, Bloodborne Pathogen, CPR, Hazardous Material Awareness/Operations training, NIMS I700, I100, and I200.
4. Members should be checked off on the specific apparatus they are riding or driving unless ordered by an officer.
5. Minimum ambulance/medic crew must consist of two EMS certified personnel (one being a department member) when transporting.
6. Maximum ambulance/medic crew should consist of a driver and three EMS certified personnel unless directed otherwise.
7. All personnel left at the station once the vehicles have responded should remain at the station until released by command or when the ambulance / medic goes en route to the medical facility. The units at station should contact the ambulance / medic crew on the incident ops or tac channel notifying them of the number and type of certified members at station.
8. Always operate equipment safely and under control. A vehicle **will not move** until all occupants are **seated with seat belts on**. Cell phones should **never** be used while driving, operating equipment, or in any situation where they can cause accidents.
9. Any personnel that may come into contact with the patient should don appropriate PPE.
10. It is not mandatory for the driver to be EMS certified. It is not mandatory for the driver to don gloves unless patient contact is expected.
11. Vehicle designation should be according to the level of care capable of being provided. If a Paramedic is on board, the vehicle should be known as **MEDIC 11 / 13**. For EMT Basics and Advanced, the vehicle should be known as **AMBULANCE 11/13**.
12. An incident involving only Cedarville units should utilize 29CTFOP1 for on scene communications. An incident involving multiple departments should utilize a TAC

channel. If not already assigned, the first arriving unit should request the next available TAC channel.

13. Command should be established whenever necessary. EMS responses involving one or two apparatus may not require a formal command. If a formal command is needed, the fire apparatus should be designated as the command. Ex. Brush 11 on scene, Brush 11 will have South Street command.
14. On a MVA or fire incident, the first arriving unit should establish incident command, preferably a fire officer. The EMS officer is in charge of patient care unless commanded otherwise. EMS personnel should report to command for assignment.
15. If no line officers are on the scene, the senior firefighter, department member, should assume incident command and the senior medical, department member should be in charge of patient care. One person must be in charge in seeing that patient care is being fulfilled.
16. When mutual aid is required, notify dispatch of the number and type of apparatus needed and CAD will send the next available unit.
17. If ALS is needed, have dispatch drop one tone. If no response, run BLS or have an ALS intercept en route to the hospital. The senior medical provider should assess whether it would be better to wait for a paramedic or transport directly to the hospital as directed by protocol.
18. Personnel arriving on the scene should check with command, or the EMS officer, if command has not been established, to see where their service may be needed.
19. Crews may choose to limit radio communications and use the MDT instead. Some information may still be best communicated with the radio.
20. If a passenger is to accompany the patient to the medical facility, they should ride in the front seat of the ambulance / medic **with their seat belt on**. If following the ambulance to the hospital, all traffic laws must be obeyed. Do not follow closely if ER transport.
21. When a passenger is to accompany the patient to the medical facility, notify dispatch.  
EXAMPLE: Medic 11 is non-er to GMH with one patient and one passenger.
22. EMS run report form should be filled out as follows:
  - a. Run number maintained in the upper right corner
  - b. Next to EMS service, write Cedarville Twp. F.D.
  - c. Unit ID is either Medic 11 or Medic 13

- d. The ambulance/medic crew is responsible to keep times.
  - e. Run number for Medic 11 will start with the last two digits of the year plus 001.  
EXAMPLE: 023-001, the next would be 023-002, etc. The number for Medic 13 will follow the same format except before the year number place the number 2.  
EXAMPLE: 223-001, the next would be 223-002, etc.
  - f. Report should be kept as legible as possible; this is a legal document.
  - g. Report should be reviewed by the officer in charge before being signed and turned into emergency department.
  - h. Have the patient sign the ambulance billing authorization form.
  - i. When signing a release for refusal of treatment or transport, the supplemental run report form should be completed, explain the risks of refusal to the patient, have patient sign and date bottom of refusal form, and give a copy of the completed report to the patient.
  - j. Return to service as quickly as possible. If necessary, the PCR may be completed upon returning to the station and faxed to the receiving hospital. Make sure to obtain a signed ambulance billing form before leaving the hospital.
23. The run is not complete until the ambulance/medic is in service and all paperwork is completed and filed. The run log should be filled out legibly with the run number, incident date and times, patient's name, address, nature of call, facility transported to, apparatus assigned, mutual aid given or received, and members that responded.
24. Patient care should correspond to personal training and Greater Miami Valley EMS Council protocol. CTVFD's home hospital is Greene Memorial Hospital. We operate under the medical license of Dr. Linda Bailey.
25. Any equipment that fails to function should be placed out of service and noted to an EMS officer. If an EMS officer is unavailable, contact the fire chief. After returning to the station, tag the equipment with the date, initials, and issue.
26. Ensuring that the apparatus and all equipment is clean is every member's responsibility. Upon returning from a call or training, all vehicles and equipment should be cleaned as needed. The officer in charge will release the crews from the station once all vehicles have been placed in service.
27. Anything not covered in these guidelines, use personal knowledge and good common sense.

Revised January 28, 2002  
Revised January 01, 2003  
Revised June 30, 2005  
Revised March 30, 2007  
Revised April 28, 2008  
Revised August 15, 2016

Revised January 20, 2017  
Revised September 28, 2023

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Date: \_\_\_\_\_

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