

Washington Township Fire Department Standard Operating Procedure

Division 200: Emergency Operations
Section 202: Emergency Medical Services
Subject 202.07: Replacement of EMS Supplies and Equipment
Supersedes : Directive 202.07 dated 10/15/05



Approved By:

Date: December 1, 2005

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PURPOSE:

To establish the procedures for securing replacement EMS supplies and equipment.

RESPONSIBILITY:

It is the responsibility of all station personnel assigned to maintaining the station's EMS inventory to know and understand their duties. All personnel should be familiar with the established guidelines for the replacement of EMS supplies and equipment.

PROCEDURES:

There will be a designated person responsible for maintaining and inventorying supply levels at each station. In most cases, this will be the responsibility of the career station Lieutenant or firefighter/EMT.

Each station that has a designated clean room with a locked supply closet will have an inventory of supplies and equipment to maintain. The career Captain responsible for EMS supply ordering will set and post the minimum supply levels based on usage for each station. A minimum of two (2) weeks supply should be maintained in each supply closet. Station EMS supplies must be inventoried on Monday of each week, except Holidays, in which case the inventory must be completed on the Tuesday following the Holiday. When quantities fall below the designated minimum levels, an "EMS Supply Request" form (Form #49) must be completed and forwarded to Headquarters within 24 hours to the attention of the career Captain responsible for EMS supply ordering. The Captain will be responsible for ordering needed supplies. Supplies will be distributed as received.

Minimum supply levels will be maintained at Headquarters as a backup and will only be accessed to fulfill an immediate need. Only the Shift Commander may access and distribute supplies from Headquarters.

When a removal is made to a hospital, disposable supplies used should be restocked at the hospital, if available. When supplies are used and unavailable for restocking at a hospital or the incident results in a non-removal, disposable supplies must be restocked at the station.