



NORTHAMPTON COUNTY

Department of EMERGENCY MEDICAL SERVICES



STANDARD OPERATING GUIDELINES

TOPIC: Off-Duty Response Procedure	SOG #: 2.5
Status: ACTIVE	Written: 02/05/2001
Written by: Hollye B. Carpenter	Revised: 01/15/2013
Approved by: Hollye B. Carpenter	Adopted: 01/01/2013

PURPOSE

To outline the parameters of response during off-duty hours

SCOPE

All department EMS personnel

CONTENT

In keeping with the Fair Labor Standards Act, all Department of EMS employees are prohibited from volunteerism within the fire and rescue companies of Northampton County, with the exception of administrative duties, fund raising activities and fire-fighting.

However, in an effort to help ensure an adequate EMS response to citizens and visitors of Northampton County, off-duty EMS personnel may respond in the following situations:

1. "Emergency response"; defined as an immediate need of a family member or neighbor, or an incident happened upon by chance.
2. "ALS response"; a specific request from an on-scene BLS ambulance (volunteer or career) for "ALS" (Advanced Life Support) care. ALS care shall be defined as an immediate need for medication administration, large quantity of IV fluid or for at least one of the following ALS procedures: defibrillation/cardioversion, endo/naso-tracheal intubation, cardiac pacing, chest decompression, intraosseous line. The establishment of only a maintenance IV line or Saline Lock will not be considered a need for ALS care.
3. "Manpower response"; a request, made through dispatch, by an on scene ambulance crew or zone, for additional manpower. While our main intent is to provide needed ALS services, we also recognize the shortage of volunteer BLS providers and incidents requiring additional manpower to adequately handle a call.
4. "Critical response"; any call dispatched, by 9-1-1 as a Priority 1.
5. "NCEMS Officer Response"; at any time a NCEMS officer may respond as deemed necessary or call other employees out to respond.
6. "Other"; if a response need falls outside of the above listed circumstances, an off-duty employee may contact the appropriate NCEMS Supervisor, for permission to respond.



NORTHAMPTON COUNTY

Department of EMERGENCY MEDICAL SERVICES



STANDARD OPERATING GUIDELINES

TOPIC: Off-Duty Response Procedure

SOG #: 2.5

The following rules apply in any of the above cases:

- If an adequate number of personnel are available, the off-duty employee will immediately stand down.
- An off-duty response, will be documented through the completion of an EMS Charts Special Report. The Special Report shall include, but not be limited to the following information:
 - Incident # & call location;
 - Times: employee response time and clear time, total time accrued;
 - Type of response, listed above, and any other pertinent related info;
 - Other personnel on scene and/or involved in the call;
 - Brief description of duties related to the call.

Failure to provide appropriate documentation will result in disciplinary action.

- Where applicable, per NCEMS SOG ~ Time and Leave Documentation, the employee will receive additional hours for the exact time worked, either as "compensatory time" or pay.
- Each employee will take into consideration the accrual of compensatory time hinders normal NCEMS coverage, and will in all cases make every effort to minimize time accrual.
- Employees responding in any of the above situations will be considered employees of Northampton County and all personnel policies and procedures and Department of EMS Standard Operating Guidelines will be in effect except for the of wearing of the NCEMS uniform. Consideration of appropriate and professional attire should be made. Identification Card shall be worn at all times.
- Consumption of any alcoholic beverage and/or the use of medications which may affect abilities to drive, operate machinery, or do other things requiring alertness, within the last eight (8) hours, will prohibit response. Examples of medications include, but are not limited to the following:
 - Narcotics used to relieve pain (e.g., codeine, morphine)
 - Certain anti-anxiety medications (e.g., diazepam, lorazepam, alprazolam)
 - Certain antidepressants (e.g., amitriptyline, fluvoxamine)
 - Certain antihistamines, often found in cold and allergy products (e.g., diphenhydramine, chlorpheniramine.)
 - Sleeping Aids.