



# NORTHAMPTON COUNTY

## Department of EMERGENCY MEDICAL SERVICES



### STANDARD OPERATING GUIDELINES

<b>TOPIC: Daily Station Duties</b>	<b>SOG #: 2.7.1</b>
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<b>Status:</b> ACTIVE	<b>Written:</b> 06/08/2001
<b>Written by:</b> Thelma Rippon (rewrite)	<b>Revised:</b> 04/23/2015
<b>Approved by:</b> Hollye B. Carpenter	<b>Adopted:</b> 01/01/2013

**DAILY:** (at the beginning of EVERY shift in addition to the per day duties)

- Supply check all in-service ambulances and zone vehicles
  - ❖ Per NCEMS Form 2.12.1 or 2.12.2 (electronic form in place)
- Ready Rehab-Ensure adequate drinks and add ice to cooler (s)
- Check EMS Charts for flags and review email for NCEMS business
- Wash Exterior and Clean Interior of all vehicles if dirty
  - ❖ Only exception for exterior is poor weather (rain or temperature <45 F)
- Vacuum carpets at all entry doors
- Sweep and spot mop floors as needed
- Other assigned daily duties to be completed by 1000 hours

**SUNDAY**

- Clean Bunkrooms
- Clean Office (s)

**MONDAY**

- Rotate 1<sup>st</sup> & 2<sup>nd</sup> due ambulances @ 0600 hours
- Clean the (new) second due unit inside and outside
- Wash ambulance if only 1 (one) in service –this includes 31-1

**TUESDAY**

- Clean Kitchen
- Clean Bathrooms

**WEDNESDAY**

- Clean Communications Room
- Clean Dayroom

**THURSDAY**

- Clean Utility Room/Areas
- Sweep & Mop Bay Floors

**FRIDAY**

- Sweep & Mop all floors inside of building
- Clean all windows at all entry doors
- Clean out refrigerators

**SATURDAY**

- Clean second due ambulance inside and out
- Rotate 1<sup>st</sup> & 2<sup>nd</sup> due Zone vehicle @ 0600
- Clean 2<sup>nd</sup> due zone vehicle inside and outside



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#### **DAILY:** (at the end of EVERY shift)

- Empty all trash cans, including any cans in the bays-remove to outside dumpster as appropriate
- Check all working areas to ensure everything is in its proper (clean up after yourself)
- Check vehicles to ensure all equipment is in its place, stock is current, and the unit is call ready
- Wash all vehicle windshields
- Ensure all units are **ABOVE  $\frac{3}{4}$**  fuel-if they aren't, fill them up
- Clean the bunk that was used by the NCEMS crew (end of shift)
- Check all station doors and windows to ensure locked and secured
- Turn of all lights and adjust temperature controls back to appropriate settings
- Remove from the unit all NCEMS gear bags and remove from the station (do not leave in stations)
- NOTE: if any daily duty is unable to be completed then the duty supervisor should be contacted and the next NCEMS shift will be responsible for completing that task