

Standard Operating Procedure	NO: 04-01-01	
Scriba Volunteer Fire Department Scriba, NY	Date: 04/15/2017	
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Title: EMERGENCY MEDICAL SERVICES	Revision: 1	Date:02/28/21

PURPOSE:

To establish a uniform guideline related to first response emergency medical operations for providers in the Scriba Fire Department

GUIDELINE:

- The Scriba Fire Department will adhere to the New York State Department of Health, Statewide Basic Life Support Adult & Pediatric Treatment Protocols.
- Members will maintain all medical information entrusted to them in strict confidence.
- Members are not to respond to incidents while under the influence of drugs or alcohol including mind altering prescription medications.
- Scriba personnel will assist the transporting agency whenever possible and transporting agency personnel will be in-charge of patient care.
 - If personnel are requested to ride with the ambulance, 2762 or 2771 will follow to pick-up personnel if the ambulance is unavailable to return.
 - If ALS qualified personnel are requested to assist, assistance is at their discretion since they will have to stay with patient until delivery to higher level of care and they may not be available for that amount of time
- Whenever possible Scriba personnel will not complete patient sign offs, this will be the primary responsibility of the ambulance. If a sign off is completed, an electronic PCR and Central New York refusal form will be completed and signed. Sign offs will only be completed by currently certified EMT's.
- Upon return to the station all EMS equipment used will be decontaminated, restocked, tagged as necessary, and returned to service
- Oxygen Cylinders with less than 1000 psi will be changed. Oxygen Cylinders needing to be recharged will be placed by the door.
- No member will be allowed to carry medical oxygen in their personal vehicle
- Patient Care Reports
 - A PCR/ePCR should be completed each time Scriba is dispatched for any type response if New York State certified EMS Personnel respond. (BEMS Policy Statement 12-02)
 - This includes (but is not limited to):
 - Patients transported (even if Scriba only assists with loading)
 - Patients who refuse care and/or transport
 - Patients treated by one agency and transported by another
 - Calls where no patient contact is made, such as
 - Calls cancelled before reaching the scene
 - Calls where no patient is located
 - When dispatched for a stand by events
 - If an agency is dispatched to a stand-by and while there they treat a patient, two PCRs should be completed. One as a record of the event and one for the patient care provided.

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- The individual indicated as “In Charge” should be the person who provided or directed the care to the patient. There is no requirement that the person in charge be certified as the highest level of care present (BEMS Policy Statement 12-02)
- If Scriba personnel arrive prior to the transporting agency, a “EMS Worksheet” will be completed and turned over to the transporting agency crew.
- PCR/ePCRs will be completed prior to leaving the station after the call, this time shall not exceed 2 hours
- PCR/ePCRs will be completed only on Scriba Fire Department owned computers or IPADS. At no time will members personal devices be utilized.
- PCR/ePCR number shall be noted on the Fire Run Sheet.