

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title:	Vehicle and ALS Supply Security
Policy:	418.00
Purpose:	To ensure the proper security of personnel, vehicles, and ALS supplies.

I. Procedures:

- A. Keys for the vehicles will remain with the crew members while the vehicle is not running.
- B. Under routine (non-emergency) circumstances, parked ambulances must be turned off and securely locked—both the cab and patient compartments.
- C. While on assignment, the unit may be left running during inclement weather to allow the patient compartment to remain at an acceptable temperature. The cab and patient compartment must be locked to maintain adequate security when crews are away from the unit. *NOTE: The only time the ambulance may be left unlocked is when on the scene and being used for patient care and in line of sight of the vehicle or when it is inside a locked station garage.*
- D. When units are at stations they will be backed into the designated parking space at that station and secured as noted above. This will allow for easy egress to the roadway in a safe manner. Units will not, under any circumstance, be parked in an unsafe manner.
- E. Narcotics will remain locked in the vehicle with the paramedic in possession of the keys. If the truck is staffed with two EMT's, then one EMT crewmember is to maintain possession of the key.
- F. Both the oncoming and off going paramedics must sign the narcotics log and review for any errors or omissions as per policy 417.00 Controlled Substances.
- G. ALS equipment (including medications, needles, syringes, and IV catheters) are to be kept in the designated areas of the first in bag and ambulance compartments. The first in bag zippers and compartment doors are to be secured in a closed manner with a numeric tag when not being used. Should a crewmember need to use a piece of equipment, the tag shall be broken and the crewmember retrieve the item. If, after the call, the crewmembers cannot restock the compartment(s) or first in bag, the compartment(s) and first in bag shall be secured with a RED numeric tag. Once the compartment(s) and/or first in bag has been restocked and verified all required items are present, then the crewmember shall secure the compartment(s) or first in bag with a GREEN tag.
- H. At the end of each shift, the crewmembers are to ensure the first in bag and ALS equipment compartment(s) have the proper amount of equipment and an intact GREEN seal in place. That seal number shall be documented on the DSR.
- I. If a crewmember finds the first in bag or ALS equipment compartment(s) tag has been broken and equipment missing, he/she shall immediately report the finding to the on duty Lieutenant. The on duty Lieutenant shall investigate the discovery, document the investigation and results in an incident report, and report the findings to the Operations Captain.
- J. If a crewmember finds a compartment or first in bag secured with a RED tag, as soon as practical the crewmember shall open the compartment and/or first in bag, inventory the items, restock any missing equipment (if needed), and reseal the compartment or first in bag with a GREEN tag.

II. Accountability and Compliance:

- A. It is the responsibility of both crewmembers to ascertain that all compartments of the ambulance are locked when the vehicle is unattended. This includes locking of all compartments when a vehicle is taken out of service at the end of a shift or taken to a service facility for repair.

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- B. Crewmembers are responsible for notifying the on duty Lieutenant if the locks are not functional.
- C. Crewmembers are responsible for ensuring all compartments and first in bags with ALS equipment are properly secured with an appropriate tag at all times.
- D. The EMS Command Staff will perform unannounced unit inspections. Data collected regarding compliance and findings will be entered into a database. Security compliance will be one of the measurements reported. The number of vehicles not secured (numerator) will be compared against the number of units inspected (denominator), resulting in a percentage of compliance. The data will be reported to the EMS Division Chief semi-annually in a report titled *Security Compliance Report*.

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