

Please note that these are guidelines only. Exception may be made at the discretion of the Crew Chief.

If you have any questions, please check with the Training Officer or the President of the Squad.

TABLE OF CONTENTS

I	General Rules of Conduct	PAGE 1
II	Duty Time	PAGE 1
III	Ambulance Response	PAGE 2
IV	Passengers on Ambulance	PAGE 2
V	Fuel for Ambulance	PAGE 2
VI	Wait at Hospital	PAGE 3
VII	Responding to Calls	PAGE 3
VIII	Non-Emergency Transports	PAGE 4
IX	General Information	PAGE 4
X	Duties of Crew Members	PAGE 5
	A Crew Chief	PAGE 5
	B Form Attendant	PAGE 5
	C Driver	PAGE 6
XI	Radio Protocols	PAGE 7
XII	Water Rescue Protocol	PAGE 11
XIII	Back-Up Plan	PAGE 13
XIV	Hazardous Materials Incident	PAGE 14
XV	Living Wills and DNR Orders	PAGE 14
XVI	Safety Protocol	PAGE 15
	A Safety Equipment	
	B Clean-Up of Equipment & Rig	
	C Exposure to Bloodborne Pathogens	
	D Exposure to Airborne Pathogens	
XVII	Personnel Stipend	Page 16

## I. General Rules of Conduct

1. All crew members should wear jumpsuits or appropriate clothing with some form of squad identification at the scene and at the hospital. Vests are available in the ambulance and turn-out coats are at the station.
2. No discussion of calls should be made in public or in front of people outside of the squad. (See Section II of Fairfax By-laws)
3. Try to be very discreet at the scene. Any comments made in front of patient or family should be handled very carefully.

(Appropriate clothing to include slacks, shirt and shoes.)

## II DUTY TIME

Squad Members are required to be available for duty as required in the By-laws. This includes one 12 hour shift per week plus one 24 hour weekend shift per month or the equivalent. Exceptions must be approved by the Board of Directors.

Upon notification by the Scheduling Officer that a member is not meeting minimum requirements as outlined above and under the Squad By-laws, the Board of Directors will meet to determine if further action is required.

The following actions are recommended:

- First violation: Member will be given one month's notice to increase duty time, in writing.
- Second violation: Member placed on suspension for one month.
- Third violation: Member expelled from Rescue Squad.

## III AMBULANCE RESPONSE

1. Ambulance should have at least two members to roll on a call. State law requires that the ambulance have at least two certified members to transport a patient.

2.\*\* Ambulance should leave as soon as two members are on board and/or at the discretion of the Crew Chief. Remaining crew members should respond directly to the scene. Please call Central and have them notify the rest of the crew that the ambulance is enroute to scene have them repeat the directions to the scene for members who are responding direct to the scene.

\*\* For Possible cardiac arrest - first EMT trained for Auto D-fib will take D-fib unit directly to scene and initiate treatment for patient until rig arrives. (Be sure to notify Crew Chief.)

#### IV PASSENGERS ON AMBULANCE

1. Only one non-rescue person allowed to ride in ambulance.
2. Rider must ride in front passenger seat and use a seatbelt. (Exceptions may be made when patient is a child and parent is needed to keep patient calm.)
3. Try to make sure patient will have transport home. (Family members must have their own ride home also.)

#### V FUEL FOR AMBULANCE

1. Town Garage - Crew Chief will supply the key.

#### VI WAIT AT HOSPITAL

1. Ambulance can wait up to one (1) hour for needed equipment, (Mast or quick-strap board) at discretion of Crew Chief.
2. If there is to be a transfer of patient to another hospital, ambulance can wait up to one hour at the Crew Chief's discretion. If the wait will be longer - have hospital call dispatch.
3. If equipment is left at the hospital it is the Crew Chief's duty to see it is picked up and returned to service. If unable to do so personally - please make sure other arrangements are made.

#### VII RESPONDING TO CALLS

1. When responding to out-of town calls: Only the crew goes. No members should be responding in private cars.
2. When ambulance is out on call:
  - A. Central Dispatch should tone out a back-up crew to scene. (Whoever is listening should respond.)
  - B. Crew Chief on duty should contact Central Dispatch, advise as to availability of ambulance or tell them which back-up ambulance to call.
  - C. Fairfax Rescue ambulance will be available when:
    1. Equipment has been loaded and ambulance has been restocked and is:
      - A. At Northwestern Medical Center
      - B. Getting off interstate in Georgia
      - C. North of Milton Village
      - D. West of Westford Village
  - D. Outside of this area, such as at Medical Center - another service should be dispatched.

