

**Standard Operating Procedures Manual**  
**City of Poquoson Fire and Rescue**



**City of Poquoson  
Fire and Rescue**

830 Poquoson Ave.  
Poquoson, VA 23662  
757-868-3510  
F757-868-3514

**EMS OPERATION**

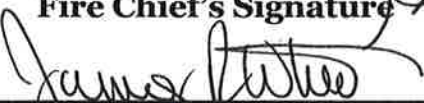
**SOP#:** EMS 3.00

**Title:** EMS Supplies and Equipment

**Effective Date:** 11/30/2008

**Revised Date:** 11/30/2008

  
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**Fire Chief's Signature**

  
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**City Manager's Signature**

  
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**Operational Medical Director**

**EMS SUPPLIES AND EQUIPMENT**

**I. PURPOSE**

The purpose is to establish requirements regarding the management of EMS supplies and equipment.

**II. RESPONSIBILITIES**

**EMS Officer:** shall be responsible for overall management of EMS supplies and equipment.

**EMS Officer or his/her designee :** shall be responsible for ordering and maintaining an inventory of EMS supplies and equipment.

**All Personnel:** shall be responsible for ensuring that medic units to which they are assigned are adequately supplied, clean and that the equipment is maintained according to the requirements of the Virginia Office of EMS and Poquoson Fire/Rescue Dept at all times.

### **III. GENERAL**

#### **Linens, Pillows and Blankets**

- Used and/or dirty linens, pillows and blankets shall be exchanged or replaced at the receiving hospital.
- An adequate supply of linens, pillows and blankets, shall be carried on each medic for incidents involving multiple patients per state regulations (see Ambulance Check Off Sheet for specific quantities).

#### **Hospital Supplies**

- All medical supplies shall be secured in the medic unit per state regulations and shall be exchanged / replaced through the responsible hospitals and according to the procedures established by those hospitals. All disposable and exchangeable items (i.e. oxygen masks, 4 X 4s, cling, bandages, etc.) shall be replaced on a one for one basis at the receiving hospital.

#### **Miscellaneous Supplies**

- All EMS supplies other than oxygen, linen, IV supplies, drug boxes, shall be obtained through the EMS Officer or his/her designee to include any other items that are unavailable from the hospitals.
- Personnel shall inform the on-coming shift of all EMS supplies they were unable to obtain.

#### **EMS Supply Room**

- Replacement of these supplies is obtained from the hospitals on a one for one basis. If supplies are not available at the hospital,

they should be obtained from the Supply Room to maintain adequate inventory (see Ambulance Check Off Sheet for specific quantities.)

- EMS supply storage areas will be inventoried on the 1st and 15th of every month, and when the EMS Officer considers it necessary.
- The EMS Officer or his/her designee is responsible for ordering low inventory items.