

Western Emergency Medical Services



Policies and Procedures

Revised

March 26th, 2019

Western Emergency Medical Services

1 University Circle

Macomb, IL 61455

Western EMS: (309)298-2863

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This manual is the operational source book of Western EMS. The policies and procedures within were first outlined the summer of 1993, during the initial creation of Western EMS.

Changes may be made to this manual at any time by the Captain and Executive Officer, with the approval of the Western EMS Advisor and final approval from the Director of the Office of Public Safety. Members will receive notification of any changes in writing at the earliest business meeting possible.

Members are expected to be thoroughly familiar with the contents contained herein, and will be held to the standards of these policies. Before working any assigned shift, members must have agreed to the policies and procedures contained inside. The policies within the manual are effective as of March 26th, 2019.

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Section 1: Introduction

- 1) Purpose
 - a. The purpose of this manual is to establish educational, operational, and training guidelines for pre-hospital care personnel, provide a system for quality assurance, and offer a structure for didactic and clinical instruction for orientation and familiarization of the University structure.
- 2) Scope
 - a. These educational, operational, and training guidelines are applicable to all volunteers of Western Emergency Medical Service, EMT students, civilian observers, and students.
- 3) Author
 - a. Heather Platt, BA, EMT-P, former Western EMS advisor, and Illinois State EMT Instructor originally authored this document. It was based on guidelines, recommendations and outlined procedural forms from the National DOT Curriculum, Centers for Disease Control, the McDonough District Hospital, the Kent State University Emergency Medical Services, and the Illinois Department of Public Health Division of Emergency Medical Services. Western EMS has made further changes to adapt former SOP and these guidelines into a current document for the service. It should be noted that many of the policies contained herein were formatted by various Western EMS members, University volunteers, as well as outside consultants.
- 4) Objectives
 - a. To outline standards for education, training, and operational performance of Western EMS personnel.
 - b. To outline safety precautions and procedures.

About the University

Western Illinois University is an Illinois state supported university located in the city of Macomb, covers approximately 1,050 acres, and approximately 55 buildings. Macomb is in the heart of West Central Illinois, just 40 minutes east of the Mississippi River and typically enjoys a population of over 20,000 residents.

About the Office of Public Safety

Western EMS is officially a charter member of the Technical Assistance Support Corps (TASC). TASC members are made up of volunteers knowledgeable in various areas of expertise, lending assistance to the Office of Public Safety (OPS). Western EMS members are, in this respect, volunteers.

By state statute, university police department cannot have reserve membership. The creation of TASC allows for OPS to offer services that normal budgetary restrictions would not provide for, such as emergency medical care, translators, and amateur radio operators.

OPS provides assistance to Western EMS in the form of assigning the Western EMS Advisors to act as a liaison between the two agencies and providing dispatching services.

Western EMS Historical Background

The Western Illinois University Association of EMT's was founded in the early 1970's to provide training assistance and support to the Health Sciences Department's EMT training program. The membership occasionally provided EMT's to work Bureau of Cultural Affairs (BCA) presentations.

When operating in this capacity, the EMT's who worked were known as the Western Medics. The Western Medics, operations without and written authorization, institutional or operational standards, were officially disbanded in October of 1992.

In the fall of 1992, the EMT association underwent a six-month period of restructuring. New standards and goals were written, as were the organization's structural guidelines. During that period, the group's advisor, Heather Platt, drafted a proposal for a non-transport, Basic Life Support (BLS) Service. The proposal was submitted to the University in February of 1993, and she was given permission to proceed with the project.

Platt and the remaining members of the Western Medics began to further outline the program guidelines. The problem of finding an appropriate home for Western EMS was solved when Platt approached the Director of Public Safety, Joe Sylvester, with the proposal. When the meeting concluded the first tentative co-agreement between the EMT Association and the Technical Assistance Support Corps was reached.

Sergeant Robert Baxter was assigned to become the first liaison between the two agencies. A formal agreement outlining the relationship between TASC and the EMT Association was presented to the members for a vote. The members were unanimously in favor of the agreement, and the Western EMS was born on April 19, 1993.

Western EMS owes its heartfelt gratitude to all the people who helped make the program possible, "so that others may live."

Special thanks goes to former Association President Heidi Haney, EMT-A, and former Association Secretary, Lisa Farrow, EMT-A, who kept the Association alive during the turbulent era of transition when it looked as if the Association might disassemble.

To the first Executive Board of the new EMT Association, who volunteered so much time and effort toward the creation of Western EMS; Aaron Machek, EMT-A, Dan Hulata, EMT-A, Robert Metzger, EMT-A, Edward Paulson, EMT-A, Chris Pinnow, EMT-A, and Chris Sterricker, EMT-A, both the EMT Association and Western EMS owes a debt that can never be repaid.

It should be noted, that none of these people were ever compensated for their efforts, but instead chose to devote more than a year of their lives in the respected tradition of some of the most dedicated volunteers in the world, those of the EMS profession.

About Western EMS

Western EMS is a professional, volunteer, non-transport Basic Life Support (BLS) Service. Members provide direct patient care to the Western Illinois University population and visitors to the campus.

Western EMS personnel must complete rigorous training, continuing education, and evaluation programs to be eligible for membership. Members are selected on the basis of experience, leadership, dedication, service, and professional performance.

Informational Synopsis

Western EMS is an organization recognized by Western Illinois University. Western EMS consists of people interested in promoting excellence in EMS and in serving the University population by providing supportive medical and educational services

Western EMS personnel provide their services on a volunteer basis with a paid-per-call reimbursement. By policy, membership in Western EMS is limited to individuals who are not under any disciplinary action by the University, are in good academic standing, have passed a background check by the Office of Public Safety, and have completed a mandatory probationary period. This period includes an equipment practical examination, a final written exam, training sessions, and ride along time. Upon successful completion of these requirements, the candidate becomes a full member of Western EMS.

Disciplinary action for the organization is handled through the Office of Public Safety upon request by the EMS officers. Ultimately, the Western EMS Advisor has the final authority to revoke a working membership status if the person does not meet the required professional standards. There is no appeal for this type of disciplinary decision.

When on call, duty crew will report to the Western EMS office to pick up their equipment for that shift. When a call comes into OPS, the dispatcher will record the call information and dispatch it to the duty crew. Upon arrival at the scene, the crew will gain access to the patient's location, assess the scene, institute appropriate medical treatment, and refer the patient to the appropriate medical facility. When the run is completed, the crew will report to OPS to collect the call information, and advise the dispatch of their status. Then, the crew will complete the required paperwork and restock any used equipment.

Western EMS receives its funding through the Office of the Vice President of Student Services and Vice President of Administrative Services. Some disposable supplies are obtained through McDonough District Hospital.

Western EMS personnel are under constant scrutiny of the Western EMS Advisor and the Director of the Office of Public Safety. Western EMS licensed EMT's are monitored by the Illinois Department of Public Health and the McDonough District Hospital EMS System.

Section 2: Conduct Code, Rights, and Responsibility

- 1) All Western EMS members will convey an image of professionalism to the patient, public, and all other people they come in contact with.
- 2) Western EMS members will treat others with respect and dignity regardless of their opinions or feelings. Patient, co-workers, candidates, observers and visitors will be treated with equal respect given to non-service individuals.
- 3) Western EMS members shall share knowledge with others and take pride in staying current in new technologies and techniques. Continuing education is a mandatory part of a health professional's responsibilities. It is the responsibility of all personnel to attend the continuing education offered by Western EMS. Continuing education will follow each business meeting, and will be presented as in *Section 4: Training Sessions of Western EMS Members*. Attendance at these sessions will be handled the same as business meetings, as outlined in *Section 27: Meeting Attendance*.
- 4) All members are expected to be on time to all functions. If a member is more than ten minutes late for a scheduled duty shift, an attempt will be made by the Senior EMT or most senior assistant to contact the individual to check their status. If they are unable to

be reached at that time, an attempt will be made to replace that individual, with an attempt to contact off duty personnel. If an assistant position needs to be filled then the 2nd LT will fill in if deemed necessary by the Senior. If a Senior position needs to be filled then the 1st LT will work as Senior until the position is filled for that evening. If this happens, and is unexcused or without warning, the Western EMS Officers should give the individual a verbal warning, the first time they are late but shows up for shift, and a written reprimand for any future late arrivals or abandoned shifts.

- 5) All members will refrain from smoking in public while in uniform. At no time will on duty members be under the influence of drugs or alcohol, either of which would lead to automatic termination of Western EMS membership status. Any member suspected of being under the influence of alcohol will be subject to a breathalyzer test. The result of this test must be 0.00%
- 6) Members **MUST** notify the WEMS Advisor of any negative interactions with the police. This includes but it not limited to Tickets, Arrests, or Conduct Referrals. Members must also notify the Advisor of any medical conditions they have which may interfere with the member's ability to perform their job or drive. This information will be kept confidential.
- 7) Any member coming into contact with the media for any reason must refrain from making any statements. The Advisor may allow contact with the media in certain situations, but the Advisor must be consulted prior to any statements.
- 8) Members will dress according to the established uniform code at all times. The uniform is considered a non-verbal representation of your professional ability. Poor personal hygiene or dirty uniforms may instill mistrust between the patient and providers. Therefore, the uniforms may only be worn when functioning in an official role for the organization. Anything affiliated with Western EMS is prohibited from entering any establishment whose primary purpose is serving alcoholic beverages.
- 9) Patient confidentiality is of the utmost priority, both legally and morally. Western EMS members should familiarize themselves with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Personnel will keep all patient information confidential, including any information obtained through radio transmissions. Please see *Section 18: Confidentiality* for details about patient privacy.
- 10) At no time is confidential medical diagnosis, impression, or other private information to be given to anyone.
- 11) All members of Western EMS must maintain a minimum semester GPA of 2.25. If a member's GPA falls below this requirement, then that member will be placed on academic probation with Western EMS for one semester. If that member fails to raise their GPA above 2.25 the following semester, then they will be suspended from the organization until the requirement is met. Only the Western EMS Advisor has access to the member's academic status. However, when a member fails to meet the requirements, the Western EMS Advisor will notify the Captain and Executive Officer. At no time will the Western EMS Advisor and Captain and Executive Officer release a member's academic status to anyone for any reason.

Refer to *Section 10: Scheduling and Attendance* for Western EMS attendance policies. Any violation of this policy will be entered as a written reprimand in the member's file. Refer to *Section 21: Discipline and Conduct Code* for further information on reprimand procedures.

Section 3: Application Process for Western EMS Candidate

All candidates applying for membership in Western EMS must:

- Be eligible for student employment
- Be in good academic standing
- Not be under any disciplinary action by the University
- Be enrolled in at least 6 undergraduate credit hours or 3 graduate credit hours
- Have all certifications and licenses on file with the Captain and the Western EMS Advisor
- Sign an agreement to work for at least one semester following completion of the training semester
 - Failure to work for at least one semester may result in a reimbursement fee for the price of the class
- Disclose all police contact
 - Failure to do so will result in termination

In order to ensure a minimum standard of care, all candidates must complete the following before becoming a full member in the organization.

- Interested persons are referred to the Western EMS Advisor, EMS Captain, and the Executive Officer.
- Potential candidates must complete and submit a WEMS application to the Western EMS Advisor and the EMS Captain.
- The EMS Captain will then review the application with the Executive Officer and the Training Officer and then forward them to the Western EMS Advisor. The Western EMS Advisor will then conduct a background investigation on each applicant. Applications are taken only once per semester in order to allow prospective candidates to complete the candidate process at the same time.
- Selected candidates will schedule an interview time with the Western EMS Advisor, EMS Captain, Executive Officer, and Training Officer. All candidates will be informed within a 48-hour period of conclusion of all interviews whether they have been accepted into the organization or not.
- The candidate will then be shown how to access the most up-to-date copy of the Policies and Procedure Manual and be given a copy of the training schedule for the semester. The candidate is then expected to agree and abide by all standards laid out within the Policy and Procedure Manual and is responsible to attend and successfully complete the First Responder and Basic Life Support Courses if required by the Training Officer.
- The candidate must then complete a minimum of 36 hours (3 shifts) of observation time with Western EMS crews before the end of the semester. One of these shifts must be on a Friday or Saturday, and one shift must be with the Captain, Executive Officer, or Training Officer. During the observation time, the candidate will become familiar with members' duties. Throughout the semester, the EMS officers will evaluate the candidates. The Senior EMT and Assistants should report to the Training Officer with any problems encountered with the candidates.

- It should be noted that candidates will have no direct patient contact while on observation shifts unless the Senior EMT requests their assistance and the situation is in need of it.
- Although the Policies and Procedure Manual may not be covered in full detail with the candidates it is expected for them to be proficient with the information included.
- During the first semester, the candidate is in a probationary period in which they may be fired at any time for any reason with review and approval of the Western EMS Advisor
- If the candidate successfully meets all of the requirements, then their consideration for membership will be brought before the EMS officers for review.
- Upon the completion of all of the above, and approval from the Western EMS Advisor, the candidate will become a member of Western EMS, and will be granted rights and privileges as such.

If at any time a candidate exhibits behavior or judgement that the Western EMS Advisor or EMS Captain feels is not up to the standards required by Western EMS, then it is the Western EMS Advisor's responsibility to discontinue the process for that candidate. The candidate must then wait a minimum of one semester before reapplying to the organization.

Section 4: Training Sessions for Western EMS Members

Throughout the semester, the EMS Training Officer and Assistant Training Officer will coordinate training sessions to familiarize members in some of the following areas:

- Protocol changes
- Changes in license status
- Policy and procedure status
- Legal updates
- Liability issues
- Quality assurance
- OSHA standards and updates
- Paperwork refreshers
- Standing Medical Orders
- Others deemed necessary by the Western EMS Executive Board and Advisor

Some sessions will also have a practical element. These practical scenarios will help the members become re-oriented with their skills and practical tests serve to update the members with new techniques and/or equipment. Failure to pass three attempts at the practical element can result in dismissal from the organization. These elements can include:

- Equipment use
- Equipment maintenance
- Personal safety
- Radio procedures
- Patient assessment
- Patient interactions
- Paperwork completion
- Evidence preservation

- Others deemed necessary by the Western EMS Executive Board and Advisor

All licensed EMTs and certified first responders will receive continuing education credit for all training. Each business meeting will be followed directly by continuing education. It should be expected that each semester will have 8 to 10 regularly scheduled continuing education sessions. Attendance at these sessions will be handled the same as business meeting attendance. Additional special sessions may be scheduled throughout the semester. Attendance at these sessions will be optional, though strongly recommended.

Section 5: Administration Positions Hiring Procedure

Consideration for the positions of all Western EMS officers can be evaluated at any time throughout the semester. The Western EMS Advisor and EMS Captain will review each person and review whether or not they have fulfilled the duties of each position.

If it is decided that an officer has not fulfilled their duties, they will not be asked to fill that position for the following semester. They are not being removed from member status, but will no longer be an officer.

If a person fulfills their assigned duties, the Western EMS Advisor and the Captain may, at their discretion, ask them to remain in that position for the next semester.

Any person that has the title “acting” before their rank means that they are in training for a given position.

For any administrative position that needs to be filled, the following procedure will go into effect:

- 1) The position that is open will be posted and all members will be made aware of the opening.
- 2) Applications will be available for a minimum of one week.
- 3) Those interested can write a letter of application and submit it to the Captain by the announced deadline.
- 4) After the deadline has passed, the Captain will review the applications with the Western EMS Advisor and Executive Officer. If need be, the Director of OPS may be included in the review.
- 5) At this point, the Western EMS Advisor, Captain, and Executive Officer will interview the applicants.
- 6) Notifications will then be made to all applicants to inform them of the outcome.

Western EMS Officers do receive a Talent Grant; the amount differs per position, if they meet the University’s GPA standard and complete the required lead series training. Western EMS Officers, as well as any other member that receives a Talent Grant, should realize that they have been put in the position to receive a Talent Grant not only because they have earned it, but also

because they are to do a particular job and have a higher level of dedication towards the organization. If a Western EMS member that receives a Talent Grant fails to meet their full responsibilities for their particular position their Talent Grant and possibly position will be taken away at the discretion of the Western EMS Advisor and Captain.

Section 6: Member Reviews

At the discretion of the EMS Officers, review may be conducted at any point during the semester. This will consist of an anonymous review of the administration, a self-review, and one to three random peer reviews. Members will be assigned peers as randomly as possible while ensuring that the gather the reviews and distribute the results anonymously, in order to prevent personal emotional involvement. The Advisor or a designated person will collect the Administrative Reviews and compile the results.

The purpose of these reviews is to inform each member of the job he/she has been doing, what they need to improve on or have done well, and to get feedback on what each member would like to see the organization do/improve in the future.

Section 7: Ranks and Positions

All qualifications are subject to adjustment in emergency situations.

Western EMS Advisor

- 1) The Western EMS Advisor reports directly to the Director or Public Safety.
- 2) The Western EMS Advisor serves as an advisor to Western EMS. The Western EMS Advisor has the authority to supersede or make revisions to standard operating procedures in situations where such action serves to benefit the service as a whole, or improve operational or administrative aspects.
- 3) The Western EMS Advisor is responsible for approving and revoking membership in Western EMS.
- 4) The Western EMS Advisor is responsible for conducting all background checks.
- 5) The Western EMS Advisor is responsible for overseeing all non-medical related discipline. Medical discipline is to be handled by higher medical authority.
- 6) The Western EMS Advisor is responsible for overseeing the maintenance of all medical equipment.
- 7) The Western EMS Advisor is responsible for acting as a liaison with the Office of Public Safety.
- 8) The Western EMS Advisor is responsible for ensuring the proper radio procedures are maintained.
- 9) The Western EMS Advisor is responsible for ensuring that radio dispatching is performed in a manner consistent with the policies of OPS.
- 10) The Western EMS Advisor is responsible for overseeing the organization of the EMS office.

EMS Captain

- The position of EMS Captain was created to aid in the efficient flow of communication between the Western EMS Advisor, Western EMS Officers, and other agencies.
- This position will be up for appointment each semester or as needed. The appointment of this position follows *Section 5: Administrative Positions Hiring Procedure*.

Qualifications:

- 1) This person must be a Senior EMT
- 2) This person must have been with Western EMS for a minimum of two semesters
- 3) Must have a broad-based knowledge of the Western EMS program
- 4) Must have a broad-base knowledge of entire EMS system
- 5) Must display proficiency in patient care
- 6) Must be able to make important decisions
- 7) Must know when input is needed for important decisions
- 8) Must know which personnel to notify in a given situation

Responsibilities:

Enforce all policies that the Western EMS Advisor and other related agencies create, and to pass the information through the correct chain of command.

- 1) Balance the interests of Western EMS Officers and members with the interests of the Western EMS Advisor.
- 2) Ensure that the Western EMS Officers and members are carrying out their duties as designated herein.
- 3) Arrive at efficient and well thought out solutions regarding Western EMS administrative operations.
- 4) Delegate praise and discipline to the Western EMS membership.
- 5) Be responsible for communication between the Western EMS Advisor, Western EMS Officers, members, and other agencies.
- 6) Be responsible for keeping documentation of members and filling out member evaluations.
- 7) Delegate tasks to the Special Projects Officer and other Western EMS Officers.
- 8) Oversee all other line officers.

Acting Captain

- This position was created to aid in the efficient transfer of command from the outgoing Captain to the Acting Captain. The Acting Captain is an administrative position only. The Active Captain is not a medical authority. The Acting Captain is to report directly to the Captain.
- The Acting Captain is an individual who has been placed in the position by the Western EMS Advisor and Captain following the policy aforementioned in this manual.
- This position will be up for appointment as needed.

Qualifications:

- 1) Must be a Senior EMT
- 2) Must have been with Western EMS for a minimum of one semester.
- 3) Must have a broad-based knowledge of the entire Western EMS program.
- 4) Must display proficiency in patient care.
- 5) Must be able to make important decisions.
- 6) Must know when input is needed for decisions.
- 7) Must know which personnel to notify in a given situation.

Responsibilities:

- 1) The Acting Captain must assume the responsibilities of the Captain in his/her absence.
- 2) Oversee all other line officers
- 3) Will assume the duties of Executive Officer if one does not already exist.
- 4) Will begin training with the Captain to ensure a complete transfer of command. This training shall be at a pace that will ensure complete transfer of command at the time the Captain resigns.

EMS Executive Officer

- The EMS Executive Officer (XO) was created in order to ensure a smooth transition of command in the absence of the EMS Captain. The XO will have the final authority on administrative issues and will serve as a communication link in the absence of the Captain. The XO cannot institute any new policies in the absence of the Captain, but, instead, will enforce those that are already in place.
- The XO will not necessarily fill the Captain's position if he/she resigns, but will take over the Captain's duties until the Western EMS Advisor finds a suitable replacement.

Qualifications:

- 1) Must be a Senior EMT
- 2) Must have been with Western EMS for a minimum of two semesters
- 3) Must have a broad-based knowledge of the entire EMS system.
- 4) Must display proficiency in patient care.
- 5) Must know which support staff to call.
- 6) Must have previously worked as a Senior EMT.

Responsibilities:

- 1) Assume all responsibilities of the Captain in his/her absence.
- 2) Responsible for the vehicle.
- 3) Must oversee the EMS Training Officer, EMS Special Duties Officer and Special Projects Officer.
- 4) Assign coverage for special events.
- 5) Gather members' availability for work schedule.
- 6) Complete the work schedule in a timely manner.
- 7) Must check ensure that all requested equipment is supplied and ready for service
- 8) Will take on additional duties assigned to him/her by the Captain.

- 9) The X.O. will ensure that sexual harassment forms and University ethics forms are completed each year for all existing and new members.
- 10) Ensure all Lieutenant and Candidate waivers are completed and ready for filing.

Acting Executive Officer

- This position was created to aid in the efficient transfer of command from the outgoing Executive Officer (XO) to the Acting Executive Officer. The Acting XO is an administrative position only. The Acting XO is to report directly to the XO in order to ensure the complete transfer of responsibilities by the time the XO leaves the position.
- This position will be up for appointment as needed.

Qualifications:

- 1) Must be a Senior EMT
- 2) Must have been with Western EMS for a minimum of one semester.

Responsibilities:

- 1) The Acting XO must assume the responsibilities of the XO in his/her absence.
- 2) Will begin training with the XO to ensure a complete transfer of command. This training shall be at a pace that will ensure complete transfer of command at the time the XO resigns.

First Lieutenant

- This position was created as the leader of the secondary crew to the duty crews for every night shift. Lieutenant crews can also be scheduled at the discretion of the EMS Captain and/or Executive Officer for special events.
- **The First Lieutenants do not exist to make decisions regarding patient care over the primary crew.**
- The Lieutenant Crew should only respond to a call when requested, either by OPS or the Duty Crew. This policy is designed to allow the Duty Crew room to operate in their normal capacity and to prevent "overcrowding" on calls with too many responders on scene. Typically, the lieutenant crew will only be requested by OPS if the primary crew is tied up on a call and cannot respond to another call.
- This position will be up for appointment each semester or as needed. Appointments to this position will follow established hiring procedures

Qualifications:

- 1) Must be a Senior EMT.
- 2) Must have been with Western EMS for a minimum of one semester.
- 3) Must have a broad-based knowledge of the entire EMS system.
- 4) Must display proficiency in patient care.
- 5) Must know which support staff to call.
- 6) Must have previously worked as a Senior EMT.
- 7) Must own a personal vehicle.

Responsibility:

- 1) Report for their shift at 1830 along with the Duty Crew.
- 2) Lieutenants must wear their full uniforms, or substitute the uniform polo with a WEMS T-Shirt.
- 3) Maintain the proper logs and complete appropriate paperwork.
- 4) Will carry out any orders prescribed to them by the XO, Captain, or Western EMS Advisor.
- 5) Fill out Administrative Interaction Forms (AIF) for any member who does not follow written or verbal policy, codes, protocols, or directions.
- 6) Make sure that the professional attitudes are maintained on their shift.
- 7) The first lieutenant is responsible for call response arrangements (i.e. responding together or meeting at the scene) with the second lieutenant.
- 8) Will carry a radio for the duration of the shift.
- 9) Will stay in the primary or secondary coverage zone and able to respond to a call for service.
- 10) Will not go on runs with their crew unless notified to do so by dispatch or by the Captain or XO or requested by the Duty Crew.
- 11) Must be able to respond to the crew's location or OPS if:
 - a) A call involves multiple patients
 - b) A call involves the death of a patient
 - c) A conflict arises between members and/or the University staff
 - d) A call has the potential to become a disaster situation
 - e) The duty crew requests assistance
- 12) Must notify the Captain in the event of:
 - a) Patient care resulting in injury to the patient, a crewmember, OPS officers, University staff, and/or bystanders.
 - b) Calls involving the death of a patient
 - c) Calls of a sensitive nature that have the possibility of producing prolonged psychological distress for members
 - d) Any calls that are not covered by protocols
- 13) Will be required to work at least one weekend LT shift per month in addition to any other shifts required for other positions they may hold.
- 14) Must complete a waiver for use of personally own vehicle each semester.
- 15) Return all equipment to the Western EMS office in a timely manner once out of service.
- 16) Review all reports written by the Duty Crew.

Second Lieutenant

- This position was created as the assistant of the secondary crew to the duty crews for nights when call volume is high (specifically weekends and special events). Lieutenant crews are scheduled at the discretion of the EMS Captain and/or Executive Officer.
- The Lieutenant Crew should only respond to a call when requested, either by OPS or the Duty Crew. This policy is designed to allow the Duty Crew room to operate in their normal capacity and to prevent "overcrowding" on calls with too many responders on scene. Typically, the lieutenant crew will only be requested by OPS if the primary crew is tied up on a call and cannot respond to another call.

- This position will be up for appointment each semester or as needed. Appointments to this position will follow established hiring procedures.

Qualifications:

- 1) Must be an EMT or First Responder.
- 2) Must have been with Western EMS for a minimum of one semester.
- 3) Must have a broad-based knowledge of the entire EMS system.
- 4) Must display proficiency in patient care.
- 5) Must know which support staff to call.
- 6) Must own a personal vehicle.

Responsibilities:

- 1) Report for their shift at 1830 along with the Duty Crew.
- 2) Lieutenants must wear their full uniforms, or substitute the uniform polo with a WEMS T-Shirt.
- 3) Will carry a radio for the duration of the shift.
- 4) Will stay in the primary or secondary coverage zone and able to respond to a call for service.
- 5) Will not go on runs with their crew unless notified to do so by dispatch or by the Captain or XO or requested by the Duty Crew.
- 6) Must be able to respond to the crew's location or OPS if:
 - a) A call involves multiple patients
 - b) A call involves the death of a patient
 - c) A conflict arises between members and/or the University staff
 - d) A call has the potential to become a disaster situation
 - e) The duty crew requests assistance
- 7) Will be required to work at least one weekend LT shift per month in addition to any other shifts required for other positions they may hold.
- 8) Must complete a waiver for use of personally own vehicle each semester.
- 9) Return all equipment to the Western EMS office in a timely manner once out of service.
- 10) Must review reports written by the Duty Crew

EMS Training Officer

- The position of Training Officer was created to assist in the training of new personnel and to help maintain the proficiency of general members through continuing education.
- The Training Officer must coordinate with the McDonough District Emergency Medical Services System Coordinator to schedule and provide continuing education and the first responder course.
- This Position will be up for appointment as needed and hiring will follow established policies.

Qualifications:

- 1) Must be an Senior EMT
- 2) Must have been with the organization for at least two semesters
- 3) Must be proficient in patient care.

- 4) Must have a broad-based knowledge of the entire EMS system.

Responsibilities:

- 1) Must assess the training needs and goals of the organization as a whole.
- 2) Must provide the Captain, the Western EMS Advisor, and the EMS System Coordinator with an outline covering intended First Responder class topics, including all dates and times. This must be submitted at least sixty days prior to the start of the planned courses.
- 3) Will schedule all training activities at the request of the Captain or XO.
- 4) Will notify members of upcoming training activities.
- 5) Must maintain all training equipment and take responsibility for the equipment.
- 6) Will hold an in-service on infection control each semester.

Acting Training Officer

- This position was created to aid the efficient transfer of responsibilities from the outgoing Training Officer to the Acting Training Officer. The Acting Training Officer is an administrative position only. The Acting Training Officer is to report directly to the Training Officer in order to ensure the complete transfer of responsibilities by the time the Training Officer leaves the position.
- This position will be up for appointment as needed

Qualifications:

- 1) Must be an EMT
- 2) Must have been in the organization for at least one semester
- 3) Must be proficient in patient care.
- 4) Must have a broad-based knowledge of the entire EMS system.

Responsibilities:

- 1) The Acting Training Officer must assume the responsibilities of the Training Officer in his/her absence.
- 2) Will begin training with the Training Officer to ensure a complete transfer of command. This training shall be at a pace that will ensure complete transfer of command at the time the Training Officer resigns.

Assistant Training Officer

- The position of Assistant Training Officer was created to aid in the training of WEMS members.
- The ATO along with the T.O. must coordinate training with McDonough District Hospital to provide a schedule for continuing education each semester.
- The position will be up for appointment as needed.

Qualifications:

- 1) Must be a Senior EMT.
- 2) Must have been with the organization for at least one semester.
- 3) Must be proficient in patient care.

- 4) Must have a broad-based knowledge of the entire EMS system.

Responsibilities:

- 1) Must assess the training needs and goals of the organization as a whole.
- 2) Must provide the Captain, Western EMS Advisor, and the EMS system coordinator with an outline of intended continuing education topics, including dates and time. These documents must be submitted sixty days prior to the start of the planned course.
- 3) Will schedule additional training at the discretion of the Captain, X.O, or T.O.
- 4) Will notify members of any upcoming training activities.
- 5) Will complete CEU cards and return them to the respected members.
- 6) Arrange and carryout senior training proficiencies once a year.

Special Projects Officer

- This position was created to assist the Captain and to create a designated chairperson for the Activities Committee.
- This position will be up for appointment as needed. The appointment will follow established hiring procedures.

Qualifications:

- 1) Must be at least a First Responder.
- 2) Must have been with the organization for at least one semester.

Responsibilities:

- 1) Will report directly to the Captain to complete all tasks designated to them.
- 2) Will serve as Chairman of the Activities Committee and provide the Captain with regular status reports and organize regular committee meetings.
- 3) Will serve as Chairman of the DUI committee. This entails organizing all associated meetings and providing the Captain with regular status reports.
- 4) Will organize any special events with approval from the Captain.
- 5) Must perform as a lieutenant. If an EMT with Senior experience, the SPO will be a first lieutenant, otherwise SPO will be a second lieutenant.
- 6) Coordinate all uniform orders for members of Western EMS.

Activities Committee

- 1) The Special Projects Officer (SPO) is the Chairman of this committee.
- 2) The SPO will be responsible for delegating tasks to committee members.
- 3) The committee will consist of three members, including the SPO. Any member of Western EMS is eligible to be selected for this committee. Volunteers will be evaluated and selected by the EMS Advisor, Captain, XO, and SPO.
- 4) The Activities Committee will be responsible for organizing the Western EMS booth for the Activities Fair each semester.
- 5) The Activities Committee will organize projects and activities for all members to participate in. The goal of these activities is to promote team-building, member morale,

and relationships within the organization, the outside community, and other organizations.

- 6) This committee will be responsible for the organization and production of the Western EMS annual Mock-DUI scenario.
- 7) The Activities Committee shall report to the EMS Advisor, Captain, and/or XO with updates pertaining to activities planned and the Mock-DUI.

Special Duties Officer

- This position was created to assist with keeping stats, inventory, and attendance as they pertain to Western EMS.
- This position will be up for appointment as needed. The appointment will follow established hiring procedures.

Qualifications:

- 1) Must be at least a First Responder.
- 2) Must have been with the organization for at least one semester.

Responsibilities:

- 1) Will serve as the Western EMS office manager by maintaining all paperwork, stats, timecards, filing, assisting the XO with the monthly inventory check, and other duties assigned by the Captain.
- 2) Must maintain certificates and licenses of all members and notify them when refresher courses are needed
- 3) Will record the monthly stats and give a copy to both the Western EMS Advisor and the Captain.
- 4) Will record attendance at all Western EMS meetings and inform the Captain of all absences.
 - a) If a member is unable to attend a meeting they are to contact the Special Duties Officer (SDO) prior to the meeting.
- 5) Will help the XO maintain inventory control over all Western EMS supplies and equipment. This includes the restocking of ordered equipment, submitting requests for new supplies and equipment, organizing the cabinets and supply areas, maintaining the supply/equipment usage form in the equipment closet, and submitting a monthly inventory report to the Captain.
- 6) Must perform as a lieutenant. If an EMT with Senior experience, the SDO will be a first lieutenant, otherwise SDO will be a second lieutenant.

Senior EMT

- Every duty crew will have one member designated as the Senior EMT.
- The position of Senior EMT is an appointed position. Appointments to this position are made as the need arises.
- Unlike other positions that follow the prescribed “Administrative Hiring Procedures”, the Senior EMT positions are filled after the person has:
 1. Passed a test on the MDH EMS BLS Protocols Manual

2. A test in which they completely write out their procedures in a given situation.
- If the person passes both of these tests, then they can be considered for appointment to the Senior EMT position, but first, they must also demonstrate their proficiency in patient care in the presence of an Officer and receive final approval from the Captain, Executive Officer, Training Officer and Advisor.

Qualifications:

- 1) Must have a valid State of Illinois or National Registry EMT license.
- 2) Must have displayed the highest degree of quality involving patient care.
- 3) Must have passed both the protocols and scenario tests.
- 4) Must pass a series of practical scenarios if the Captain deems it necessary.
- 5) Must be able to work one regular duty shift at least every other week unless excused by the Captain.

Responsibilities:

- 1) Will check in with appropriate agencies.
- 2) Will be held responsible for the crew's actions and duties.
- 3) Choose which equipment is taken on a call.
- 4) Perform the primary and secondary assessments on the patient and may assign specific tasks to their assistants.
- 5) Decide who is to drive the vehicle.
- 6) Determine the appropriate choice of treatment.
- 7) Will bring concerns up to the appropriate Officer at any time during the shift.
- 8) Will refill the fuel in the vehicle before the tank reads ½ full.
- 9) Will give the patient report to the ambulance crew.
- 10) Oversee that the crew operates within established policies and procedures while on duty.
- 11) Be responsible for refilling used equipment.
- 12) Will complete the necessary paperwork following a call.
- 13) Will bring bags in the building any time the temperature falls below 55 degrees F, and Trauma One at all times.
- 14) Will help in the training of new candidates while they are on a ride along.
- 15) Will be required to work at least two Sr. EMT shifts and one weekend Sr. EMT shift per month in addition to any other shifts required by any other position they hold when staffing allows.

Assistants

- Each Duty Crew will have two members performing as Assistants to the Senior EMT, unless out-standing circumstances leave only one member to assist.

Qualifications:

- 1) Must be at least a First Responder

Responsibilities:

- 1) Check the vehicle for damage.
- 2) Record mileage for the shift.

- 3) Will drive the vehicle if requested to do so.
- 4) Will assess the patient's vitals and will complete other medically related tasks assigned by the Senior EMT.
- 5) Will record all information on the "Pre-Hospital Sheet" if requested to do so.
- 6) Will check sleeping rooms for inventory and cleanliness.
- 7) Will notify the appropriate Officer if any problems were encountered.
- 8) Will help in the training of new candidates while they are on a ride along.
- 9) Will be required to work at least one assistant shift per month in addition to any other shifts required by any other position they may hold.

Section 8: Talent Grants

Position (# of spots per position)	Amount Awarded (Amounts will vary year to year)
Captain (1)	3/4 Tuition Waiver (of 12 hours tuition)
Executive Officer (1)	1/2 Tuition Waiver (of 12 hours tuition)
Training Officer (1)	\$1000
Assistant Training Officer (1)	\$800
1st Lieutenants	\$500
2nd Lieutenants	\$400
Special Projects Officer (1)	\$600
Special Duties Officer (1)	\$600
EMT	\$300

- The Captain, Executive Officer, and Training Officer will be 1st Lieutenants unless they possess no personal vehicle.
- The SPO and SDO will be 1st or 2nd Lieutenants, depending on previous experience and licensure (See *Section 7: Ranks and Positions*) unless they possess no personal vehicle.
- The Acting Captain, Acting Executive Officer, and Acting Training Officer are as needed positions and will be expected to take on a regular Lieutenant spot while in training for their particular position.
- **No Talent Grant is guaranteed. The University can change these amounts at any time. The University can also reject an application for any Talent Grant based on the Universities set qualifications. Please refer to the Office of Student Activities for further details regarding University Standards for talent grants. The University requires completion of three LEAD Series workshops in order to receive a talent grant.**

Section 9: Dress Codes

All members will maintain an appropriate appearance whenever they are representing the organization.

All Western EMS members will be required to purchase a uniform. The member has the responsibility of maintaining the uniform and any additional approved items while it is in their possession.

Apparel will not be worn by any person not currently a member of the organization.

Apparel will not be worn, on or off duty, to any establishment whose main intent is the sale or consumption of alcohol

Uniform:

The uniform will consist of a grey polo style, short sleeve shirt tucked in and black or navy blue slacks or EMT pants. No jeans will be worn. Black shoes or boots are also to be worn. A black belt will be worn with the uniform. On the left breast of the polo shirt, there will be a Star-of-Life with “Western EMS” written in block letters around it. On the right breast will be the member’s name. This uniform will be worn on all regular duty shifts and by all special duty crews unless specified otherwise by the Captain. No patches or pins should be worn on the required polo shirt.

The required polo must be worn at any staging event scheduled by the Western EMS Advisor and Captain.

The required polo shirt **will not** be worn while off duty with Western EMS.

Members of Western EMS may elect to wear additional clothing while on duty with permission from the Captain and the Duty Crew Senior EMT. This includes, but is not limited to sweatshirts, work shirts, and hats. Additional clothing should be professional in nature and represent Western EMS in a positive fashion.

If a member elects to add any patches to additional clothing, they may do so in the following manner:

- 1) The Western EMS patch should be sewn to the left sleeve, 2 inches below the shoulder.
- 2) A reverse United States flag may be sewn to the right sleeve, 2 inches below the shoulder.
- 3) If the member has obtained National Registry status, the current NREMT patch may be sewn below the American Flag on the right sleeve

Jackets:

Western EMS provides jackets for members to use when they desire. These jackets are property of Western EMS and should be treated with care. Western EMS will be responsible for cleaning and minor repair of the jackets, however, when jackets are used, they will be checked out to the member. The member is then responsible for the jacket, including damage beyond normal wear and/or loss.

Photo ID:

Western Illinois University will provide photo ID cards for members of Western EMS. These ID cards must be carried and displayed while working on duty for Western EMS.

Jumpsuits:

Jumpsuits will be kept in the van at all times. They may be worn on all vehicle accidents and outside night calls if the Sr. EMT deems it necessary. Also, the jumpsuit can be worn whenever the member seeks additional protection.

Any patches, pins, etc. that are not included above must be submitted to the Captain for approval before they are added to the uniform.

Any jewelry besides wedding bands or **stud** earrings is forbidden from being worn while on duty. All jewelry must be taken off prior to the beginning of the shift or approved by the Western EMS Captain or Duty Senior EMT. When reporting for duty, the member will be neatly groomed, including well-trimmed or clean-shaven facial hair for males, and have his or her uniform cleaned and pressed.

If a member doesn't comply with the policy mentioned above then the Senior EMT or 1st LT could remove them from duty, fill out an Administrative Interaction Form, or request they fix any problem with their appearance. For Senior EMTs or 1st LTs not following the policy, the assistants may contact the Captain or XO for disciplinary actions.

Whenever any member is wearing any uniform they must carry at least one pair of gloves and some type of CPR barrier device (pocket mask, micro-shield, etc.), provided by Western EMS for member use.

Traffic vests will be kept in the van at all times. They must be worn on all vehicle accidents and outside night calls if the Sr. EMT deems it necessary rather than the jumpsuit. Traffic vests must be worn anytime a call is in or near roadways.

Section 10: Scheduling and Attendance

Western EMS members are students first and foremost. With the understanding that the member's academic lives are first priority, every effort will be made to accommodate a member's preferences and availability for shifts.

All Western EMS personnel are required to work all regular scheduled duty shifts. In addition to regular duty shifts, Lieutenants are required to work all of their assigned Lieutenant shifts per month. This policy is established recognizing that a member can only **request** days off. There is no promise that a member will not get scheduled on a day requested off.

In the event that a member is sick, or any other unforeseeable circumstances arise, the member must make a trade for their shift unless an immediate need arises. If a trade is not available in an emergency situation, following several requests for coverage, the member will notify the Captain and X.O. of the situation. The Captain or X.O. will contact the Senior working that shift and confer with them about either attempting to find coverage, staffing a two person crew, or using Lieutenant Crew to fill the spot. Once the trade is made, the member must contact the Seniors of both shifts to inform them of the trade as well as the Executive Officer. The member initiating the trade must email the Western EMS email account and update the google calendar.

It is the sole responsibility of the member scheduled to find a replacement for their shift.

Any “abandoned” shifts will not be tolerated at any time. The only time it is permissible for a spot to be left open is with permission from the Captain, or in the event that the Captain’s unavailable, the Executive Officer can be notified.

Any violations of this policy will be entered as a written reprimand into the member’s file.

Scheduling Procedures:

1. Scheduling will be done on a basis deemed proper by the Captain or XO.
2. Duty shifts will be a minimum of twelve and one half-hours, from 1830 hours until 0700 hours seven days a week and 0630 hours to 1900 hours on Saturday and Sunday. Modified scheduling may occur during summer or when the Western EMS Advisor or Captain requests it.
3. Additional duty hours can be filled with prior approval of the Western EMS Advisor and Captain if:
 - a. A written request is received from UHDS
 - b. A written request is made by OPS
 - c. A written request is made by a member
 - d. A written request is made by any student or non-student organization
4. Each special duty crew will consist of no less than one EMT and one First Responder and no more than four members. Please see Section 12.1: Crew Staffing for further explanation.
5. If a member fails to give their schedule request to the XO when he/she requests it, then that member will be responsible to work or trade **any** shifts that may be randomly assigned to them.
6. The Training Officer will submit any training requests to the XO in an attempt to fill empty slots as well.
7. **It is the responsibility of the member, not the XO, to find a replacement for their shift after the schedule is completed.**
8. If a substitute cannot be found, the member must notify the Captain or XO at least twelve hours in advance. The Captain and XO along with the Advisor will determine if the **member’s reason for missing a shift is valid**. If it is determined not to be, then the XO will give a written reprimand to that member.
9. The XO will complete the schedule for the upcoming month within the time frame provided by the Captain.
10. Scheduling is always at the discretion of the Captain, XO, and the posted schedule will be adhered to at all times.
11. It is the decision of the Captain and Training Officer to assign an observer or candidate to a shift.

Charging for Special Events:

In certain requests for special event coverage, the Captain and Advisor, will determine if charging for that coverage is necessary. These will be determined on a case by case basis.

Section 11: Use of Electronic Devices Policy

This policy outlines the proper use of cellular phones and other devices, as well as proper internet behavior.

Cellular phones are only permitted in public for business purposes. The following are examples of acceptable use of a personal cell phone in public:

- 1) Contacting Medical Control
- 2) Contacting the Office of Public Safety for business purposes
- 3) Contacting the Captain, Executive Officer, or Advisor in case of emergency.

Any other use of a cellular phone in public may result in a written reprimand.

No other electronic devices, such as mp3 players, iPods, or other devices should be used in public while in WEMS uniform.

At no time may a member post any information relevant to a Western Emergency Medical Services call or patient on any social networking website.

Section 12: Call Response

- 1) A minimum of an EMT and a First Responder will respond to all calls. A maximum of one observer will be allowed to ride at any time with permission from Western EMS Advisor. A crew will consist of no more than four people.
- 2) Whenever possible, a crew will consist of at least two EMT's
- 3) The crew will respond to all calls requested
- 4) The crew is restricted from going above the fourth floor from the ground level when not on a call
- 5) The crew will be en route to the location within two minutes of dispatch time. En route means all members are in the vehicle and the run is being initiated. The only exception to this is if the crew is committed on a prior call.
- 6) When responding to the call, it is the responsibility of the Senior EMT to determine whether it will be an "emergency" (lights) or "non-emergency" (no lights) run, based on information they received from dispatch. If the lights and sirens are being used, it will be the responsibility of the crew to report any misuses of the vehicle and its equipment and documentation of why the lights and sirens must be submitted to the Western EMS Advisor. When responding to an emergency call, all emergency lights will be on. When responding to a non-emergency run, minimal emergency lights (excluding the light bar) should be activated once on scene. All emergency lights must be activated any time the WEMS van is in reverse. The use of the air horn and siren is limited to the following:
 - a. During emergency runs the siren must be active while the vehicle is in motion with all emergency lights activated.
 - b. At intersections the EMS van will not proceed through each lane of traffic until it is clear of all oncoming vehicles.
 - c. While approaching intersections, the air horn will be sounded in conjunction with the siren in order to clear the intersection of oncoming traffic.

The vehicle will only be operated in a safe manner within legal limits and at a rate which ensures safe operation for the vehicle, passengers, other motorists and pedestrians.

Any violations of this policy will be dealt with by the Director of OPS, the Western EMS Advisor, and the Captain, and if possible, the driver will be issued the appropriate traffic ticket.

- 7) Any exposures to blood and/or body fluids should be reported to either the XO, Captain or Advisor immediately. If exposed, the member should:
 - a. Clean off as much of the fluid as possible using gloves, paper towels, and/or 4X4's
 - b. Remove the uniform as soon as is appropriate, have the uniform sent to the cleaners using drop off services at OPS
 - c. Notify the appropriate Officer
 - d. Make sure that they have properly decontaminated themselves and must put on a clean uniform or jumpsuit.
- 8) The Captain or Executive Officer must be notified if:
 - a. A call is encountered that is not covered by protocols
 - b. Anytime a member is injured while on duty or a civilian is injured due to member negligence.
 - c. A call results in damage to the Western EMS property or private property
 - d. A patient died
 - e. A natural disaster has occurred
 - f. A member needs to be relieved of duty for whatever reason
 - g. A member needs to discuss matters pertaining to Western EMS
 - h. Disciplinary action is desired against the member
- 9) The Western EMS Advisor must be notified if:
 - a. A member or civilian is injured due to member negligence.
 - b. A call results in damage to property
 - c. A patient dies
- 10) Seatbelts must be worn at all times by everyone in the vehicle.
- 11) Traffic laws must be obeyed.

Section 12.1: Crew Staffing

- 1) Western EMS will be staffed with a crew from 1900 to 0700 every night the university is in session for the fall and spring semesters. Special event crews may be assigned when a proper written request has been approved.
- 2) On weekend days and other specially assigned days, a day crew will be in operation from 0700 to 1900 hour during the fall and spring semesters.
- 3) Western EMS will be staffed with a minimum of on IDPH licensed EMT-Basic or EMT-Paramedic that is approved to work a Senior EMT position, and one IDPH certified First Responder. The licensed and certified personnel must be registered to work in the McDonough District Hospital EMS System and approved by the Western EMS executive staff.
- 4) Whenever possible, crews will be staffed with two IDPH licensed EMT-Basics or Paramedics and one IDPH registered First Responder. One EMT must be

approved to work as a Senior EMT, and will fulfill the duties assigned to the Senior EMT.

- 5) If two approved Senior EMTs are scheduled to work the same crew, one will be scheduled as Senior and the other will be an EMT Assistant.
- 6) Crews may accommodate one observer on the duty crew only. This observer must be approved by the EMS Advisor and have all liability forms on file.
- 7) A duty crew will consist of no more than four people.

Section 13: Off-Campus Policy

This policy is intended to inform Western EMS members of the limitations of going off-campus

Western EMS duty crews are permitted to go off-campus with the following limitations:

- 1) The crew must be back in the Western EMS office by 2300 hours unless determined otherwise by permission from the Advisor, Captain or performing duties related to a call for service
- 2) The crew must inform OPS dispatch they will be off-campus
- 3) The crew must stay close to campus in the primary coverage zone.
- 4) There is to be **NO** open alcohol at any location the crew will be at.
- 5) The Western EMS smoking policy will still be in effect while off-campus
- 6) Crews should not stay off campus for extended periods of time. The Senior EMT should use **EXTREME** discretion when off-campus, and should consider response time to potential calls. The Senior EMT should also consider the railroad tracks and potential train delays.
- 7) When off campus, the crew must have a valid reason for being off-campus.

Examples of such are:

- a. MDH
- b. Training
- c. Assisting another agency
- d. The crew may also go off-campus for a legitimate personal reason. A legitimate reason may be defined by the EMS Advisor or Captain. If there is any question if it a reason is acceptable, contact the head officer for the shift.
- e. Crews must stay together at all times while off-campus

Non Call Related Activities

The duty crew is allowed to be out of the office when they have a task or specific location they are heading to. These can include training activities, food pick-up on campus, picking up supplies from the hospital, or sporting events. The crew is not allowed to drive the van around campus without a valid reason.

Section 14: Equipment Purchasing Policy

- 1) This policy exists to provide a way for Western EMS members to purchase equipment for Western EMS.
- 2) Requests for purchasing should be brought to the attention of the XO.
- 3) The XO makes a list of what is to be purchased, and should include description, quantity, place of purchase, price per unit, and total price.
- 4) The completed list is given to the captain.
- 5) If approved by the captain, it will be submitted to the Western EMS Advisor for their approval, if approved, on to the Director of OPS.
- 6) The XO will order all approved items.
- 7) The XO will check the order for accuracy and quality when it is received.
- 8) If needed, inventory control numbers (large dollar items, uniform components, hard supplies) will be placed on the items.
- 9) A list of received items will be given to the Western EMS Advisor and the Director of OPS.
- 10) The XO will keep all account numbers.
- 11) Nothing with a University Property tag will be disposed of

Section 15: Use of Equipment

Western EMS purchases equipment with funding from the Office of the Vice President of Student Services, Vice President of Administrative Services, and from donations. The equipment has been purchased for the safety of the patient and members alike. Whenever possible, the organization's equipment should be used.

While on duty, the equipment is the responsibility of the crew. While it is understood that normal wear and tear will occur, any damage or irregularities not noted on inspection form will be the responsibility of the duty crew for that shift. If a piece of equipment is malfunctioning, lost, or used and not replaced, then it should be brought to the attention of the Executive Officer or Captain **immediately**.

Use of personal equipment is not prohibited, but discouraged. All personal equipment must have prior approval from the Captain. If a member chooses to use personal equipment, any damages occurring to Western EMS equipment or their own equipment will be the responsibility of the member. That member will be held responsible for all replacement and/ or costs.

Section 16: Liability Coverage

The University provides liability coverage. All members must complete an I-9 form with the Advisor prior to observer ride along in order to be compensated for service. This compensation allows for workman's compensation coverage.

Western EMS Coverage:

- The Western EMS Advisor will ensure that coverage is updated and current.
- Before special duty coverage is granted, liability coverage is verified.
- If a problem arises, contact the Western EMS Advisor or Captain.

Training and CEUs:

- After the program has been approved, the Captain and Western EMS Advisor will verify coverage.
- Any concerns are to be directed to the appropriate personnel.
- All liability coverage must be ensured before advertisement of program.

Section 17: Alcohol, Substance Abuse, and Smoking Policy

It is the goal and policy of Western EMS to provide an environment that is substance free. The use and misuse of controlled substances is grossly inconsistent with the behavior expected for our members. It subjects our members, patients, and observers to unacceptable safety risks, and undermines the entire mission of Western EMS. In this connection, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance while participating in any Western EMS function is strictly prohibited. Such activities are also prohibited during non-working hours.

Western EMS is concerned only where safety, job performance, or attendance is affected. Western EMS does not wish to intrude in an individual's private life. However, when on or off duty activities affect a member's ability to satisfactorily perform their duties or affects the condition in which a member reports for duty, Western EMS is rightfully concerned. It is the expectations of Western EMS that maintaining satisfactory job performance is the responsibility of all members. **A person will not consume alcoholic beverages within twelve hours of his/her shift.** The decision to acknowledge substance abuse problems and seeking assistance is also the member's responsibility. All members must have a blood alcohol content of 0.00% while on duty.

Members who violate any part of this policy do so with the understanding that they may be subject to disciplinary action up to, and including, removal from Western EMS. Chemical dependency is regarded as a treatable disease and Western EMS can help provide channels for assistance while maintaining confidentiality.

Smoking and chewing tobacco are considered dangerous risks to the health of both the tobacco user and the people in their vicinity. Therefore, Western EMS feels that a health care worker who smokes or chews tobacco is engaging in a behavior that is inconsistent with the profession.

Although the intent of this policy is to not invade the privacy of a member, **it is mandated that when a member is working for Western EMS in any capacity or wearing any part of the uniform, smoking, chewing tobacco, consuming alcohol and other substances that can alter a member's judgment is prohibited.** This policy is intended to portray a professional image and to be considerate of coworkers while on duty. It is the responsibility of the Senior EMT to enforce this policy. Please see *Section 21: Discipline and Conduct Code* for more information.

If a violation or reasonable suspicion to believe a member is under the influence of alcohol, a controlled substance or illegal drugs during the work period, the member must submit to an alcohol or drug test.

The final responsibility lies with each member.

Section 18: Confidentiality

Patient confidentiality is mandated and enforced through federal legislation. Western EMS members should familiarize themselves with the Health Insurance Portability and Accountability Act (HIPAA) of 1996; a link may be found on the Western EMS website. Members should also consult the McDonough District Hospital EMS System Manual for the hospital's privacy policy. Any member who knowingly or intentionally violates patient confidentiality will be subject to severe disciplinary action, as well as being subject to both criminal and civil retribution.

Examples of Violations:

- Reading confidential reports without a “need to know”
- Revealing a patient's name or condition to anyone other than receiving personnel
- Talking about a patient in front of others that don't have a “right to know”
- Allowing written information to be seen by any person who is not authorized to receive that type of information
- Talking to the press about any situation
- Speaking to a patient's family without permission of the patient if they are of adult age (18 or older)

Officials with a need to know:

- Police
- Beu Health Center
- Patient's parents or guardian if under 18
- Ambulance personnel

Types of information that can be elicited:

- Patient's name
- Patient's date of birth
- Patient's address
- Location of response
- Location of transport
- Crew's names and Ranks
- Western EMS Advisor's name and office phone number

The preceding information can be given if they are directly involved at the scene and/or have a “need to know.”

At no time should any diagnosis, prognosis, or opinions be given to anyone.

Section 19: Complaints and Internal Conflicts

This policy exists for the resolution of any complaints or conflicts involving Western EMS members. This policy is not intended to be used when violations of the PPM and discipline occur. It is a guideline for members to follow when faced with a problem. **It isn't intended to be applicable to all situations; steps taken will be determined by the Captain, XO, and Western EMS Advisor.** However, the following policy must be adhered to if:

- 1) A member wishes to file a formal complaint against another member
- 2) The complaint is potentially harmful to Western EMS

- 3) The complaint is made by another organization or another party outside of Western EMS

Policy:

- 1) Ask first if the problem is personal or professional.
- 2) The person, whom the complaint is filed against, should first be confronted by the complainant in a verbal or written manner that mentions the incident. If available, an officer will sit in on the meeting to note and document and mediate if necessary.
- 3) If the second step fails to resolve the problem, the complainant can then take the issue to the Executive Officer or the Captain. The Executive Officer and/or Captain can decide whether or not it is a professional matter.
- 4) Next, the Captain and/or XO will call a meeting with the complainant and the member involved in the incident and mediate the dispute. The results of this meeting are documented and turned into the Western EMS Advisor for personnel files.
- 5) If the complainant isn't satisfied with the outcome of this meeting, they will then talk to the Western EMS Advisor, and the Western EMS Advisor will set up a closed meeting between the individuals involved and the Captain.
- 6) The Western EMS Advisor notifies the EMS Captain of the time of the meeting, and the Captain notifies the involved parties.
- 7) The closed meeting may be recorded both with minutes and audio devices for future reference.
- 8) After hearing the presentation of the issues, the Western EMS Advisor holds the final authority on what the outcome should be and then notifies the Captain.
 - a) If the accused is exonerated, then the letter of clearance will be entered in their personnel file. This letter means that if similar charges or any other charges arise, the recently dismissed actions can't be used against them.
 - b) If the resolution involves disciplinary action, the member is informed that he/she will have to appear in front of the Western EMS Advisor and Captain to hear the disciplinary action to be brought against them. The information is then placed in their personnel file.
 - c) If the resolution doesn't involve disciplinary action, but the complaint has merit, the Western EMS Advisor notifies the Captain so that the Captain may monitor the situation. The matter is then closed, and information involving the incident is placed into the personnel files which only the Western EMS Advisor, Captain, and XO have access to.
- 9) If either party isn't satisfied with the outcome, then they must file an appeal to the Captain within ten calendar days.
- 10) The Western EMS Advisor, Captain, and XO review the appeal and make a decision.**
- 11) The parties are informed of the decision.
- 12) If the original decision stands, the case is then closed. If either party chooses to continue pursuing the issue, they will be subject to disciplinary action.

All complaints will be dealt with on an individual basis.

Complaints involving criminal activity will be turned over to the appropriate authorities.

At any time, the member may meet directly with the Captain and bypass the initial steps of the policy, if they feel it is necessary.

Western EMS Advisors will have final say in any and all disciplinary decisions at all times regardless of the thoughts or ideas of others.

Section 20: Service Recognition

1) Semester Awards

a. Officer's Awards:

- i.** At a business meeting prior to the end of the semester, the general membership will nominate officers for awards.
- ii.** The nominated officers will then be presented to the general members for a vote.
- iii.** After all of the votes have been collected, the Captain and Western EMS Advisor will calculate the votes and make a final decision on who will receive the award.

b. General Membership Award:

- i.** At a business meeting prior to the end of the semester, the general membership will nominate officers for awards.
- ii.** The nominated members will then be presented to the general members for a vote.
- iii.** After all of the votes have been collected, the Captain and Western EMS Advisor will calculate the votes and make the final decision on who will receive the award.

c. Other Awards

i. Letter of Commendation:

- 1.** A Letter of Commendation is the highest recognition that can be provided to a member. This letter serves to commend actions of those involved in an incident that someone feels was handled with a degree of professionalism, disregard for personal loss, and/or selflessness.
- 2.** A Letter of Commendation can be initiated by anyone who witnesses a situation mentioned above by simply informing the Captain of the events. The Captain and Western EMS Advisor will actually write the letter once the decision has been made on its validity or necessity.

ii. Letter of Acknowledgement:

- 1.** A Letter of Acknowledgement serves to recognize a consistent or extra effort made by a member while performing assigned or miscellaneous duties.
- 2.** This letter will again be initiated by anyone who feels a member deserves this distinction. The Captain and Western EMS Advisor will actually write the letter once a decision has been made on its validity or necessity.

Section 21: Discipline and Conduct Code

It is the responsibility of every member to observe the policies and procedures established by Western EMS. Ignorance of these policies is not an acceptable excuse for violations.

Procedure:

- 1) All non-medical discipline will be handled by the Western EMS Captain and Executive Officer. Discipline and Write-ups will be given by the Senior, Lieutenants, Captain, and Executive Officer.
 - a. Any First Responders wishing to file a formal complaint can follow the procedures laid out in *Section 19: Complaints and Internal Conflicts*
- 2) All medical discipline will be handled by a higher medical authority, usually the McDonough District Hospital EMS System Coordinator.
- 3) The Administrative Interaction Form (AIF) or written reprimand will be used to inform the correct responsible party. It is preferred that the Senior or higher authority complete all discipline during duty crews. If any discipline beyond a verbal warning is needed, the XO, Captain or Advisor should be contacted for the discipline. Additionally, if a verbal warning is given by the senior, he or she should complete the AIF and inform the XO, Captain or Advisor of what happened.
- 4) **FORMS OF DISCIPLINE**
 - a. NONE- no discipline given
 - b. VERBAL WARNING- a verbal warning is a form of discipline which is generally applied to correct minor misconduct. An AIF will be filled out by the supervisor giving any verbal warning during the **same shift** as the incident. The AIF will then be submitted to the Executive Officer and Captain to review with the Advisor to determine if proper procedure was followed or if further discipline is needed.
 - c. WRITTEN REPRIMAND- a written reprimand is a disciplinary action generally taken after the verbal warning. The written reprimand reinforces the fact that unacceptable behavior/attitudes must be corrected. This written reprimand will be signed by the member, Executive Officer, Captain and Advisor to ensure that executive staff as well as the member is aware of the incident, the discipline action taken and steps taken to correct the issues.
 - d. CHANGE IN MEMBERSHIP STATUS- this is a change from one position to another position. This decision is made by the Advisor, Captain, XO, and may be made at any time at their discretion.
 - e. OTHER- other is used for any other type of discipline that may be used (i.e. Suspension, termination, etc)
- 5) The level and type of discipline assessed in any situation will be based upon the total circumstances surrounding the incident. Progressive discipline may or may not be applied in a specific situation, according to severity of the violation.
- 6) **By being a member of Western EMS you agree to sign all Administrative Interaction Forms and write-ups that you are given. This is a requirement only because signing the form does not admit guilt but only serves as an acknowledgment that you have read and understand why the written reprimand or AIF was issued.**
- 7) Any disagreements with why a person was disciplined will be handled in a closed meeting between that person and the Captain.

- 8) If a member receives three written reprimands within one academic year that member will come up for review by the WEMS Advisor and Captain. This review will be to determine what type of “other” discipline will be administered. **WEMS reserves the right to remove any member from membership status for this reason alone.**
- 9) All non-medical disciplinary investigations will be carried out by the Western EMS Advisor, and disciplinary action handled by the Western EMS Advisor. The EMS Captain, EMS Executive Officer, and the Western EMS Advisor will be notified.
- 10) For patient care, all discipline will be handled by a higher medical authority. It will be the medical authority’s responsibility to make final disciplinary decisions for any patient care violations.

Western EMS Advisor has the right to skip the above procedure for any reason that they see fit.

EXAMPLES OF MISCONDUCT

The following are some examples of misconduct that will subject members to disciplinary action, including dismissal. This list is not all-inclusive; it is merely a guide to be used to illustrate the type of misconduct, which are unacceptable. Because all types of misconduct cannot be listed, there may be misconduct for which a member is disciplined for that is not listed below.

- 1) Smoking in uniform
- 2) Failure to carry out specific instructions
- 3) Inappropriate dress including clothing and accessories
- 4) Tardiness
- 5) Absenteeism
- 6) Leaving the office unclean after a duty shift
- 7) Failure to bring bags inside during times of in climate weather
- 8) Leaving a shift early without permission
- 9) Arguing or disciplining a partner in front of patients or bystanders
- 10) Creating or contributing to unsafe or unsanitary conditions
- 11) Stealing equipment
- 12) Leaving equipment in an unready condition
- 13) Breaking traffic laws while driving a University vehicle
- 14) Fighting while on duty or while representing Western EMS
- 15) Using abusive, obscene, or threatening language towards the Western EMS Advisor, EMS Officers, EMS members, patients, bystanders, or support staff
- 16) Inconsiderate treatment of patients
- 17) Falsifying records
- 18) Possessing, wielding, or threatening to use any weapons
- 19) Breaking confidentiality
- 20) Inappropriate representation of Western EMS without clearance
- 21) Wearing uniform for non-approved functions
- 22) Giving medical advice
- 23) Sleeping is prohibited while working in the public view
- 24) Failure to work an assigned shift
- 25) Failure to carry out assigned duties as outlined in the policies and procedures manual
- 26) Misusing the Western EMS computer
- 27) Violators of the law while off duty

Any and all other actions deemed to be inappropriate by the Western EMS Advisor, Captain, or other members may be reviewed for disciplinary action.

All forms of disciplinary action must begin within a timely manner of notification of the Captain otherwise it will be considered void unless special circumstances exist for delays in starting the procedures. This includes, but is not limited to university closings or breaks. This also includes incidents which supervisors were not made aware of. All future proceedings will be handled in a timely fashion with consideration of varying schedules of all involved parties.

A member who has committed a serious offense may be immediately relieved from duty by either the Captain, Executive Officer, Western EMS Advisor, or Director of the Office of Public Safety.

Section 22: On Call Rooms

There is always a bunk room available for the purpose of providing the duty crew with a place to sleep. The room is provided as a courtesy and should be treated as such.

Reasons:

- 1) To provide beds for the duty crew
- 2) To place crew members in the same geographic location area to minimize response time
- 3) To provide showering area in the event of exposure to blood/bodily fluids
- 4) To provide a comfortable, relaxed area to reduce stress and the possibility of burnout

Policy:

- 1) The rooms are for on duty members only
- 2) Members must leave the room in a clean condition
- 3) Any damage to the room must be reported to the Executive Officer, Captain, or Advisor.
- 4) Members will be held responsible for lost keys
- 5) Members must obey all UHDS policies while in the residence hall
- 6) Visitors are prohibited while the crew is on duty. This includes members who are working Student Patrol.
- 7) Western EMS personnel may only visit the office for business purposes. When their business is completed, the personnel are the required to leave the office.

Section 23: Radio Communication

Radios are provided for use by Western EMS personnel. They are property of Western EMS, and must be treated as such. Each radio will be checked out to on duty personnel and they are responsible for the radio. Members holding a radio should be cautious of the radio's location so the transmit button is not bumped or held open when not intended. The senior EMT will be the primary communicator unless otherwise instructed or special circumstances arise. The duty Senior EMT and Lieutenant Crew will also carry pagers to aid in the response of crews.

The current Motorola radio layout is as follows:

- Channel 1: OPS Digital 2
- Channel 2: OPS Digital 1
- Channel 3: OPS Tac 1

- Channel 4:OPS Old Primary
- Channel 5: OPS Digital Talk Around
- Channel 6: Beacon
- Channel 7: Rec Center
- Channel 8: Physical Plant
- Channel 9: Macomb Primary
- Channel 10: MPD Digital 1
- Channel 11: MPD Digital 2

The current Merci radio layout is as follows:

- Channel 1: Merci MDH
- Channel 2: Macomb Local
- Channel 3: McDonough County Jail
- Channel 4: Emmet-Chalmers Fire
- Channel 5: Blandinsville fire
- Channel 6: Good Hope-Sciota Fire
- Channel 7: Go West Bus
- Channel 8: Hancock County Sherriff
- Channel 9: Schuyler County Sherriff
- Channel 10: Knox County Sherriff
- Channel 11: Henry County Sherriff
- Channel 12: Warren County Sherriff
- Channel 13: IPS 2
- Channel 14: ISP 4
- Channel 15: Point to Point
- Channel 16: ISPERN
- Channel 17: IREACH
- Channel 18: McDonough County Sherriff
- Channel 19: Macomb Fire

Rules for Radio Use:

- 1) Radios should be operated on Western EMS Repeater Frequency at all times unless there is a specific reason to be operating on another frequency.
- 2) Proper English must be used on the radio conforming to FCC guidelines.
- 3) No names will be used over the radio.
- 4) When communicating, Depress the transmit button, pause, and then state who you are calling, followed by "EMS" (Example: "Western from EMS")
- 5) If 10-codes are used, they must conform to university standards.
- 6) During incidents of a Mass Casualty or Multiple Victim response, members should not use radio codes. Instead, they should use plain English.
- 7) At the end of each shift, radios must be returned to the charger. Verify the light is showing that the radio is charging.

Section 23.1: Phonetic Alphabet

- A Adam
- B Boy
- C Charles
- D David

E	Edward
F	Frank
G	George
H	Henry
I	Ida
J	John
K	King
L	Lincoln
M	Mary
N	Nora
O	Ocean
P	Paul
Q	Queen
R	Robert
S	Sam
T	Tom
U	Union
V	Victor
W	William
X	X-Ray
Y	Young
Z	Zebra

Section 24: Communicable Disease and Exposure/Injury Care

- 1) A new set of disposable gloves will be worn before every new patient contact.
- 2) Contaminated clothing, bedding, needles, or any other item are to be handled with extreme care and should be placed in isolation bags or sharps container and properly marked for cleaning or disposal.
- 3) A mechanical device such as a pocket mask or manual resuscitator shall be utilized when respiratory assistance is necessary. Protective eye-wear, masks, and gowns are to be utilized if there is the possibility of splash from bodily fluids.
- 4) Hand washing with soap and water is to be accomplished after each patient contact.
- 5) Medical equipment is to be properly sterilized or decontaminated after contact with patient's bodily fluids. The equipment can't be put in service until it is decontaminated.
- 6) Large equipment should be washed with disinfectant solution approved for hazardous agents and allowed to air-dry.
- 7) Delicate equipment will be wiped down and air-dried.
- 8) Resuscitation equipment should be washed in a disinfectant solution and air-dried. Disposable equipment will be discarded if any possibility exists that it was exposed.
- 9) As mentioned earlier in this manual, all clothing should be removed as quickly as possible.

Levels of Exposure:

- 1) **Level I**

- a. Contact limited to merely being in the presences of a person suspected of having a communicable disease.
- b. No special action required
- 2) **Level II**
 - a. Contamination of clothing or equipment by victim's blood or fluids.
 - b. Decontamination
- 3) **Level III**
 - a. Exposure to non-intact skin or mucous membrane with blood or bodily fluids.
 - b. Complete Exposure Report, Contact the Executive Officer, Captain, Western EMS Advisor, and SDO immediately, decontaminate, and seek medical care as needed.

Section 25: Implementation of Policies and Procedures

- 1) All policies and procedures will come into effect as of the "revised date" on the front cover of every manual.
- 2) All members, regardless of rank, will be required to follow every policy that pertains to them contained within this manual.
- 3) **No member will be "grandfathered" out of any material contained within this manual simply because they became a member before the actual policy came to existence or went into effect.**
- 4) **It is up to each individual member to keep an up to date copy of this manual. Not knowing a new policy exists is not an excuse for disobeying any policy or procedure contained herein.**
- 5) All members must complete the attached form acknowledging they have received, read, and agree to follow the policies and procedures contained in this manual. The signed form will be kept on file in the personnel files

Section 26: Changes to the Policy and Procedure Manual

Changes can be made to this manual at any time by the Captain and Executive Officer, with the approval of the Western EMS Advisor. Members seeking to make changes to this manual shall contact the Captain or Executive Officer, who will decide whether to entertain the proposed change with the Advisor.

Section 27: Meeting Attendance

Meeting attendance is a mandatory part of Western EMS. If a member fails to attend meetings then that member will not be fully informed of news concerning Western EMS.

- 1) All members of Western EMS must attend a minimum of 1/2 of all regularly scheduled meetings.
 - a. If a member happens to have another regularly scheduled member during Western EMS' meetings, it is the responsibility of that member to sit down with a member of the Executive Board to go over the proceedings of the meeting. This meeting should occur within a week of the missed meeting.
- 2) All officers will not miss more than two meetings in a given semester regardless of excused or unexcused. Special permission can be given via permission from the Advisor or Captain.

- 3) The times for both of these meetings will be announced within the first two weeks of each semester.
- 4) Attendance will be taken at each meeting and kept in a permanent file by the Special Duties Officer.
- 5) If a member knows that they will be unable to attend a meeting then that member will be held responsible to contact the Special Duties Officer (SDO) prior to the meeting to inform him/her of their absence.
- 6) Any variation from this policy may be entered as a written reprimand for that member.
- 7) Special arrangements may be made with the Captain if this policy cannot be followed because of classes or other unforeseen reasons. It is the Captain's decision as to whether or not the excuse is valid.
- 8) If a member misses more than **two** meetings without contacting the Special Duty Officer, Executive Officer or Captain with a valid reason, an automatic written reprimand will be issued.
- 9) If a member misses more than three meetings and has contacted the Special Duty Officer, Executive Officer or Captain but provided an invalid excuse, an automatic written reprimand can be issued.

Section 28: Death of a Patient

If a patient of Western EMS dies while being treated, or after treatment, is pronounced dead then:

- 1) All appropriate personnel within the organization will be notified.
- 2) A new crew will replace the crew that was on scene during the death. This will be done in one of two ways:
 - a. The XO or Captain will find a replacement crew.
 - b. The Training Officer, XO, and or Captain will assume the role of Senior EMT and assistant for the remainder of the night.
 - c. If there is a Lieutenant crew in service, then that crew will assume the role of main crew for the remainder of the night.

Section 29: Emergency Leave of Crew

If at any time a Senior EMT needs to leave his/her assigned shift for purpose of illness, or other personal emergency **including response for another emergency agency** the EMT must assure the following:

- 1) There is a member of equal or greater rank available on the premises to take over assigned duties
 - a. This person must be the rank of Senior EMT or First Lieutenant but shall not already be assigned a duty for the shift
 - b. Relief worker must make contact with the duty crew and be ready to respond to any calls

If at any time an assistant needs to leave his/her assigned shift for purposes of illness, or other personal emergency **including response for another emergency agency** the assistant must assure the following:

- 1) There is at least one EMT and one assistant available for the duty. It is for this reason that main crew is scheduled as one Senior EMT and two assistants.
 - a. Relief worker must make contact with the duty crew and be ready to respond to any calls

Section 30: Mass Casualty or Multiple Victim Response

In the event that an incident develops into a Mass Casualty response, McDonough District Hospital should immediately be notified along with a casualty estimate. In addition, the Senior EMT should request that the Lieutenant crew is dispatched to the scene along with the Captain, XO, and Training Officer if needed. The executive staff should have training in incident command, and can also provide extra skills in triage and treatment.

If additional resources beyond that capabilities of a Western EMS response, area Fire Departments can also provide mutual aid assistance.

It is imperative that early request for resources are made, along with accurate patient counts. This will assist incoming resources and allow receiving hospitals to clear beds and call in staff.

Once a Mass Casualty Incident has been recognized, the Senior EMT will assume medical command until replaced by a higher authority. Incident Command is then responsible for requesting and directing incoming personnel to the incident.

Please see McDonough District Hospital EMS System Manual for system guidelines of a Mass Casualty Incident or Multiple Victim Response.

Section 31: Monthly Checks

Each month there will be a list of checks that the assigned member must complete. These checks are designed to ensure that all equipment is present and in working order. The monthly check list will be issued in the first week of the month in order to give a member time to complete. If a member fails to complete their assigned "check" by the end of the assigned month, the member will be issued a written reprimand

Section 32: Parking

When members come to the office for shift, training, or other duties, they may park in non-reserved spots in Lot 3 if they are assigned a Western EMS parking pass. The pass must be checked out in the equipment check out form and must be returned. If the member fails to return the parking pass, it may result in a written reprimand. If there are no parking passes available for the member then they must park in an open lot. If a member parks in a reserved lot without a pass it may result in a ticket from parking services. All duty shift members must be clear from Lot 3 by 0730 hours the morning shift ends or will open to be ticketed by parking services.

Lieutenants that live on campus may park in a “Reserved Service Parking Spot” or other unreserved spot while on duty to ensure a quick response. The LT must vacate that spot by 0730 hours or will be open to be ticketed by parking services. A LT must use a Western EMS parking pass that will be held at OPS. If a LT fails to return a pass, then they may be issued a written reprimand.

At no time will a Western EMS member use a Western EMS parking pass for non-WEMS related activities

Section 33: Laundry

Western EMS provides comforters, blankets, and jackets for use of the members while on shift. At the beginning of each shift, each duty crew member must assess the laundry situation and clean articles noted above if needed. There will be a laundry card kept in the office along with detergent to be used to clean the articles noted above. At no time is a member allowed to use the Western EMS laundry card to clean their own laundry. A violation will result in a written reprimand and member evaluation by the executive board.

Clean sheets will be kept in the laundry room and dressers in each sleep room. Sheets should be restocked on a weekly basis. All dirty sheets must be taken down to the laundry room and placed in the designated location for the Building Service Workers to clean.

Policy and procedure manual agreement

I, _____, have received a copy of the Western Emergency Medical Services Policy and Procedure Manual. I agree to read it in its entirety, and to adhere to all policies within. I understand that failure to follow these procedures will result in disciplinary action, and may jeopardize my position within this organization.

Member Signature

____/____/_____

Date Signed

Officer Signature

____/____/_____

Date Signed