



SUBJECT: DAILY EMS EQUIPMENT & SUPPLY CHECK

PURPOSE: To ensure EMS equipment is checked daily and kept in a standardized state of operational readiness.

SCOPE: All response personnel.

PROCEDURE:

1. Check lists will be completed by any on-duty firefighter, if questions arise consult with the highest level of certified member present or contact EMS Captain/EMS Program Assistant.
2. While performing the morning rig check, use the daily medication guide to list any missing supplies. Check boxes appropriately. When finished, if missing medications are present, follow procedures listed below. The laminated daily guide will include the trade names and chemical names of medications. Please clean daily guides when finished. Laminated daily guides will be kept on station equipment carts.
3. Attempt to replace disposable supplies equipment with the on-scene ambulance. If you are unable to retrieve used supplies with the on-scene ambulance, restock supplies from the EMS supply cabinet at each station. For immediate equipment needs, contact the on-duty EMS Captain/EMS Program Assistant or on-duty BC as needed.
4. Decontamination of kits and an inventory of each stations replacement EMS supplies should be performed on a weekly basis, as assigned as appropriate by the EMS Captain.
5. To request non-immediate supplies for station inventory, complete the appropriate Station Medical Replacement Supplies Sheet and forward it to EMS Captain/EMS Program Assistant.
6. Medication expiration dates will be checked on the 1st of every month. Medications due to expire will be replaced with shelf stock from Station cache when available. Expired medications not available or depleted shelf stock levels will be listed on the appropriate Station Medical Replacement Supplies Sheet and forwarded to the EMS Captain/EMS Program Assistant.