

GENERAL CREW RESPONSIBILITIES

The crew system as approved by the squad June 1972 will be followed as outlined below:

- A. Crews would consist of 4-5 members.
- B. Three or four members will ride the rig.
- C. One member of the crew will handle radio coverage.
(These jobs can alternate or one person can volunteer to constantly be the crew's radio operator.)
- D. Crews will be on call for emergency service from 6 p. m. to 6 a. m. each weekday. There will be a crew for each individual weekday, Monday to Friday. Persons will serve on one weekday night for a period of one year or until circumstances make it necessary to change nights. There will be five (5) permanent crews.
- E. Weekend duty is from 6 p. m. Saturday night to 6 a. m. Monday morning. Weekend duty will be rotated among the five permanent crews. Each fifth weekend will be duty weekend for one crew. Crews respond to emergency calls on weekends to which they are assigned.
- F. One member of each crew will act as crew chief. That person will be selected by the Captain, in consultation with the crew members. The decision of the Captain is final.

The duties of the crew chief are as follows:

1. Coordinate the first aid activities for emergency calls.
2. Appoint the driver, attendants and radio operator to their positions.

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3. Supervise the preparation of the call sheet.
 4. Supervise and see that all first aid equipment is in readiness for the next call.
 5. Report any instances of questionable first aid conduct at the scene to the Captain.
 6. Make certain that each member of the crew upholds his/her responsibilities to the crew and the squad.
- G. The weekend crew will wash the rigs and clean the building. (Persons unable to take a permanent crew assignment will be expected to participate in the weekly clean-up activities at least once every five weeks.

FURTHER:

1. Members are responsible for reporting on their duty nights or arranging for substitute prior to their absence.
2. All weekend crews are responsible for cleaning the rigs thoroughly, inside and out. This includes washing all rigs unless they have been washed in the last day or so and have not been used since, and waxing each ambulance when necessary. The bay floor is also to be swept and washed. All members should participate in the general clean-up, and put away your cleaning supplies when finished. Leave the building looking nice, after all, it's your squad building.

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3. The crew chief will be notified of any transportations on weekends or evenings. If the crew chief wishes to take transports, there must be a full crew on hand to respond to any emergency call that might coincide with the transportation. Transportations will otherwise be set up by the transportation officer.
4. Supplies, oxygen and equipment should be checked each time the rigs are used and at the 6 p. m. check out. A thorough check of supplies and equipment is to be made on Saturday and any malfunctions or shortages are to be reported to the captain or assistant captain and noted in the log book and signed by the person doing the checking. The crew chief or his appointee is responsible for reporting said shortages or malfunctions.
5. On crew nights and weekends at least two (2) members of the duty crew will be on the rig. The senior member may solicit other members if there is a duration of time before the rest of the crew can respond. (5 minutes time) Balance of duty crew will respond in second ambulance.
6. The duty crew is to be in uniform. (White coat-orange jacket, etc.)
7. Particularly in situations where discretion is paramount, appropriate radio codes should be used.
8. Seniority on calls is Captain, Assistant Captain, 1st Lieutenant, Alternate Crew Chiefs and fully certified members with lowest dispatcher number.

DRIVERS

In general all emergency drivers shall be 21 years of age, and have been approved by the Captain as drivers.

Qualified drivers shall have been "Trainees", and shall have completed the Defensive Driving Course, and have been road tested, and must have a valid drivers license.

DRIVERS SHALL:

1. Drive in such a manner as to minimize disturbance to affected parts, maximize comfort, prevent shock, allow freedom of breathing and avoid further damage to patient's condition.
2. Know and abide by laws and traffic regulations pertaining to ambulances.
3. Exercise emergency privileges properly.
4. Make proper use of lights and sirens.

If a qualified driver 21 or older is not available, it is the crew chief's (or senior member's) responsibility to select a qualified driver.

DRIVER TRAINEES

Driver Trainees will be approved by the Captain and after an initial road test will gain experience in handling the rigs in non-emergency situations under the direct supervision of a crew chief. Before appointed as a driver a final road test will be required.

CREW CHIEFS: DUTIES AND RESPONSIBILITIES

It is the responsibility of the crew chief to see that the following functions are carried out:

1. Prompt and efficient care of the patient before transport, e. g. :
 - . Analyze total situation
 - . Recognize and evaluate problems
 - . Attend to life threatening emergencies first
 - . Provide for safety and protection of patient
 - . Care for all injuries
 - . Provide care before extricating/moving patient
 - . Continue care when extrication is delayed
 - . Avoid undue haste and mishandling
 - . Search for medical identification emblems
2. Control of the accident scene, e. g. :
 - . Anticipate enroute possible hazards posed by the location and type of emergency
 - . Exercise precaution in parking ambulance
 - . Remove patient from situations threatening lives of patient or rescuer
 - . Avoid assuming functions of police or other authorities when present but do not permit their actions to compromise care of the patient
 - . If alone, control bystanders and manage relatives
 - . Assume subordinate but cooperative role if physician is present
3. Extrication (light) and preparation of patient for transport, e. g. :
 - . Do not engage in extrication or rescue procedures when qualified rescue personnel are present
 - . Correct life threatening problems and immobilize injured parts before extrication
 - . Extricate patient in such a way as to minimize damage to injured parts
 - . Continue to administer essential care during extrication
 - . Ensure optimal preparation before decision to transport
 - . Prevent disturbance and exhaustion before transport
 - . Protect patient's valuables
 - . Respond to patient's need for religious comfort in the face of death
 - . Handle deceased in accordance with local ordinances and procedures
4. Safe and efficient transport and continuing care of the patient on the way to the hospital, e. g. :
 - . Ride in compartment with patient
 - . Continually observe and protect patient
 - . Administer care as indicated or instructed
 - . Report changes in patient's condition

 - . Drive in such a manner as to minimize disturbance to affected parts, maximize comfort, prevent shock, allow freedom of breathing and avoid further damage to the patient
 - . Know and abide by laws and traffic regulations pertaining to ambulances
 - . Exercise emergency privileges properly
 - . Make proper use of lights and sirens

5. Orderly transfer of patient and patient information to hospital emergency department, e. g. :
 - . Communicate vital information regarding patient to emergency department while enroute and upon arrival
 - . Deliver patient to emergency department
 - . Alert emergency department regarding high priority patients
 - . Assist emergency department as needed or as requested
 - . Maintain a courteous and understanding attitude toward emergency department personnel
 - . Follow prescribed procedures for returning or exchanging equipment or supplies
 - . Comply with hospital regulations
 - . Depart from emergency department when assistance is no longer required

6. Communications, e. g. :
 - . Dispatch and control movement of ambulances (performed by dispatcher)
 - . Request supplementary resources, i. e. , medical rescue, police or fire
 - . Advise emergency care personnel on care of patients at scene and during transport (performed by emergency room personnel or dispatcher)
 - . Alert emergency room personnel of expected arrival and condition of patient
 - . Distribute patients to appropriate medical facilities
 - . Coordinate as necessary and/or as required with police, fire departments and other emergency resources
 - . Follow FCC regulations regarding communication equipment

7. Reporting and record keeping, e. g. :
 - . Maintain a log of ambulance calls including locations, time of dispatch, arrival at and departure from scene and delivery to emergency department; other items as required
 - . Interrogate patient, relatives or bystanders; observe circumstances; collect suicide notes, etc. , in order to be able to provide the following types of information:
 - . Medical: identification of patient; type of accident or nature of illness; rescue measures preceding emergency care; care given at scene and during transport; changes in vital signs; accidents during transport
 - . Legal: circumstances in suicide, homicide or rape; animal bites; dying statements; statements of patient or others that may serve as testimony
 - . Health: identification and circumstances required by coroner or medical examiner in case of death at scene or during transport; animal bites; radiation, chemical or gas hazards

3. Care of vehicle and equipment, e. g. :
 - . Maintain the vehicle and all medical, safety and communication equipment in a state of operational readiness
 - . Replenish supplies
 - . Sanitize and decontaminate vehicle and equipment routinely and after exposure to communicable diseases