

SUBJECT: EMS RESTOCKING
REVISED: FEBRUARY 12, 2008

SECTION: 302.07
PAGE(S): 1

PURPOSE

To establish guidelines for restocking EMS supplies from the restock cabinets.

POLICY

It shall be the policy of the Reading Fire Department that all EMS personnel making emergency medical runs restock any and all equipment/supplies used during the course of an EMS incident so as to maintain the proper minimum levels of supplies on all vehicles.

PROCEDURE

- A. On duty personnel
 1. Restock supplies used during each incident upon returning to the station for ALS83 and E83.
 2. Notify the shift supervisor and other unit personnel if no restock equipment/supplies are available from restock cabinets.
 3. A referral shall be forward to the EMS supervisor regarding the lack of supplies available.
- B. Squad personnel
 1. Restock supplies used out of the squad from the restock cabinets.
 2. Prepare the squad for the next emergency run by cleaning and replacing equipment to its proper storage location.
 3. Notify the shift supervisor and other unit personnel if no restock equipment/supplies are available from restock cabinets.
 4. A referral shall be forward to the EMS officer regarding the lack of supplies available.
- C. Equipment left at hospital
 1. At times, equipment needs to be left at the hospital to facilitate patient care.
 2. If equipment is left at the hospital, squad personnel shall list it on the patient care report in the appropriate location.
 3. It shall also be marked on the dry erase board located on the side of the EMS restocking cabinets. This should include the item left, date, and hospital.