
S.O.P. #: 600-11

SUBJECT: INVENTORY, INSPECTION AND MAINTENANCE OF MEDIC UNITS AND EMS VEHICLES
DIVISION: EMERGENCY MEDICAL SERVICES

Objective: To assure our EMS units are functional and adequately equipped to respond to emergencies. Each crew member shall be responsible for the inspection and maintenance of all equipment. This SOP provides guidance for the inspection of EMS equipment, supplies, maintenance of EMS units and equipment.

NOTE: For all vehicle service and preventive maintenance refer to SOP 400-09.

Section 1: Daily check and inspection:

A. The following equipment shall be inspected by each oncoming shift.

1. General condition of medic unit
2. Oxygen supply, both fixed and portable
3. Suction equipment
4. Medical bag and supplies
5. Cardiac bag and supplies
6. I.V. supplies (solutions, administration sets, needles, etc.)
7. Medication
8. CDS (to include medication is sealed & expiration date)
9. Portable radio (2)
10. Trauma supplies
11. Fracture splints
12. All emergency and operational lights
13. LP-15 – All cables and batteries
14. Lucas Device - Batteries and Suction Cup
15. King Vision - Batteries
16. CF-33 (Field Bridge) inspected and a sync performed
17. Stretcher – Batteries, 4 point harness and all straps/buckles
18. Stair Chair – All Straps
19. Knox Box Key

Section 2: Equipment

A. Equipment carried on the medic unit shall be in working order, kept clean, and inspected for damage. All equipment and supplies shall be carried in accordance with the established medical supply inventory.

1. Medical supplies not specifically authorized by the Baltimore County Fire Department EMS Division are strictly forbidden to be carried or used.
2. All medications carried and utilized by the career or volunteer medic units are to be kept in their original packaging.
3. Equipment that requires replacement or repair shall be immediately brought to the attention of the company commander and the EMS District Officer. All items are replaced or repaired in accordance with the Departmental policy.

4. All stretchers shall be inspected and cleaned in accordance with the manufacturers recommendations.
5. All stretchers in need of repair shall be “tagged” and sent to Logistics for repairs. A detailed description that outlines the problem or area needing repair shall accompany the stretcher.
6. All PPE shall be inspected and maintained in accordance with departmental policy
7. Glucose meters shall be inspected daily and calibrated on the first day of each tour, in accordance with manufacturer’s recommendation. At a minimum, each unit shall be evaluated for high/low readings. The results shall be recorded in Operative IQ.
8. A Defib/Packing cable load test shall be performed on the first day of each tour and the results recorded in Operative IQ.

Section 3: Cleanliness of the Ambulance/Medic Unit

Oncoming shifts (as well as during changeover) shall inspect the medic unit for cleanliness and damage. Damage to the unit or equipment shall be reported immediately, per established Departmental guidelines.

A. The cab

1. Shall be kept clean and free of all trash.
2. All beverages shall be secured to prevent spillage onto electronic equipment.
3. Under no circumstances shall bio hazardous waste be transported in the cab.

B. Chassis and patient compartment

1. All interior and exterior compartments shall be kept clean.
2. Equipment shall be secured to prevent damage of the unit or bodily injury to occupants.
3. The medic unit shall be thoroughly washed, inside and outside, as needed. This includes sweeping and mopping the patient compartment floor and the inside of compartments.

C. CF-33

1. Cleaned only with approved solvents.

Section 4: Inventory Procedures

A. Career Medic/Ambo Operative IQ Inventory

1. All personnel shall be trained and have proper knowledge of how to log and inventory items in Operative IQ.
2. A full inventory will be completed according to below schedule.
3. Prior to inventory all units shall be restocked.
4. The officer in charge working day work on the “Inventory completed by end of day (EOD)” schedule shall be responsible to ensure that inventory is complete by the end of the day.
5. The inventory shall be completed utilizing Operative IQ on a desktop or the mobile app.
6. Expiration dates shall be checked on all medications. Stock should be rotated so that items are not allowed to reach their expiration date.

	Station	Inventory Completed by EOD	Delivery
1/EMS1	Towson	Tuesday	Wednesday
2	Pikesville	Tuesday	Wednesday
3/EMS8	Woodlawn	Tuesday	Wednesday
4	Catonsville	Tuesday	Wednesday
5/EMS2	Halethorpe	Tuesday	Wednesday
6	Dundalk	Wednesday	Thursday
7	Essex	Wednesday	Thursday
8/EMS6	Fullerton	Wednesday	Thursday
9	Edgemere	Wednesday	Thursday
10	Parkville	Wednesday	Thursday
11	Hillendale	Wednesday	Thursday
12/EMS4	Middle River	Wednesday	Thursday
13	Westview	Tuesday	Wednesday
14	Brooklandville	Tuesday	Wednesday
15/EMS3	Eastview	Tuesday	Wednesday
16	Golden Ring	Wednesday	Thursday
17/EMS7	Texas	Tuesday	Wednesday
18	Randallstown	Tuesday	Wednesday
19/EMS5	Garrison	Tuesday	Wednesday
54	Chase	Wednesday	Thursday
55	Perry Hall	Wednesday	Thursday
56	Franklin	Tuesday	Wednesday
57	Sparrows Point	Wednesday	Thursday
58	Back River Neck	Wednesday	Thursday
60	Parkton	Tuesday	Wednesday

- B. Volunteer Units shall be responsible for inventory control of their units.
- C. Officer in charge shall assure compliance of EMS Inventory as outlined in Section 1-A and 1-B of this SOP.
- D. Quarterly Medic Unit Inspection Program:
1. Quarterly Medic Unit inspections of each transport unit will be conducted per the below schedule.

Month	January	April	July	October
Shift	A	B	C	D

2. Operative IQ shall be utilized to record the Quarterly Medic Unit Inspection. Any deficiencies or damaged noted will be photographed and documented in Operative IQ.
3. The EMS District Officer will ensure completion of the Quarterly Medic Unit Inspection by the respective Paramedic First Class.
4. The EMS Captains shall review the completed Quarterly Medic Unit Inspections in Operative IQ for their designated units.