



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

General Order Number: 05-29	Effective Date: January 14, 2021
Division: Emergency Medical	
Chapter: Ready-Reserve Transport Unit(s)	
By Order of the Fire Chief: Tiffany D. Green 	Issue Date: January 14, 2021

POLICY

This policy outlines the procedures for the placement of Emergency Medical Services (EMS) Ready-Reserve Transport Unit(s) into service. During specific periods of time, system demand, pending weather, or other circumstances, the Department may need to add additional EMS transport units into the EMS system.

Exclusion: This policy is not intended for Special Events Unit (SEU) deployment of resources for contracted special events.

DEFINITIONS

Ambulance – A BLS Emergency Medical Services Transport unit that is fully stocked as outlined in *General Order 05-06, EMS Equipment Standardization*.

Paramedic Ambulance/Medic – An ALS Emergency Medical Services Transport unit that is fully stocked as outlined in *General Order 05-06, EMS Equipment Standardization*.

Emergency Medical Services Duty Officer (EMSDO) – An EMS shift supervisor.

EMS800 – The on-duty EMS shift commander.

Reserve Transport Unit – A transport unit available for use when the station's front-line ambulance is temporarily out of service. The unit is unequipped with the essential EMS supplies. These units are typically located at Apparatus Maintenance (AMD).

Ready-Reserve Transport Unit – An EMS transport resource with essential EMS equipment, available for the Department to meet the needs of EMS care to the County.

Surge – Adding an EMS transport resource into the EMS system during peak demand periods.

Unit Supervisor – The Fire/EMS Department employee/member that has been delegated the authority to be in charge of a BLS or ALS Ready-Reserve Transport Unit. This person will typically be a volunteer/career officer and/or the primary care provider.



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

PROCEDURES / RESPONSIBILITIES

I. Overview

- A. The Department will maintain two (2) Ready-Reserve Transport Units fully stocked at AMD. These units are assigned to AMD and their responsibility to maintain. These units are designated as EMS Ready-Reserve Transport Units and will be available for both advanced scheduled and limited-notice scheduling times at the discretion of the Duty Chief.
- B. Units will be available through the Fire/EMS Department master calendar at all times. This will ensure that the Duty Chief and all supervisors have awareness of resource availability.
- C. Utilization of EMS Ready-Reserve Transport Unit(s):
 - 1. Surge Unit
 - a) Transport unit(s) assigned solely to AMD can be utilized during peak demand and/or pre-scheduled service increase deployment.
 - b) Surge unit staffing may consist of a suppression unit responding to AMD to place the EMS transport unit in service, overtime, or volunteer staffing.
 - 2. Reserve Unit
 - a) Transport unit(s) assigned to AMD can be utilized as a reserve unit provided **NO** other transport unit is available.
 - b) When the vehicle is utilized as a reserve, all equipment will remain on the unit. It is the responsibility of the Station Officer to secure the equipment of the out-of-service unit.

II. Coordination

- A. Preplanned use of unit(s)
 - 1. Scheduled a minimum of 72 hours in advance through EMS800.
 - 2. The request will include date, time period, and supervisor responsible for the unit.
 - 3. EMS800 will confirm availability, enter event on the master calendar, and make notification to the AMD and Southern EMSDO through the appropriate email distribution list.
 - 4. Unit(s) will be placed into service based on advanced scheduled time periods and other situational requirements as dictated by the Duty Chief. Examples could include, but are not limited to, a volunteer station that has dedicated staffing availability,



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

coordinated events not being covered by the Department's SEU, and any other situation directed by the Deputy Fire Chief.

5. Unit(s) deployment location and response area will be based on system demand and directed by the Duty Chief.

B. Limited-Notice Scheduling

1. Scheduled with less than 72-hour notice to EMS800.
2. The request will include date, time period, and supervisor responsible for the unit.
3. EMS800 will confirm availability, make the request to the Duty Chief, who will approve or deny the request. Those that are approved will be entered onto the master calendar by EMS800.
4. EMS800 will make notification to the AMD and the Southern EMSDO through the appropriate email distribution list.
5. Units will be placed in service based on situational requirements as dictated by the Duty Chief. Examples could include, but are not limited to, multi-casualty, pending weather related event, or a daily peak time demand. At certain times, the unit will also be available to any station wishing to up staff an additional ambulance.

III. Check Out/In Process

- A. Fire/EMS Department members utilizing a Ready-Reserve Transport Unit will report to the AMD. AMD personnel will be responsible for check-out/in process during normal hours, and the Southern EMSDO will be responsible during afterhours. Unit(s) will be returned to AMD prior to midnight (unless held over on an incident) or after 0700 the next duty day.

B. Check Out Process

1. Unit supervisor will contact the Southern EMSDO. The Southern EMSDO will only release the unit after verification on the master calendar.
2. AMD personnel or the Southern EMSDO will assist the unit supervisor with access to the cabinet that houses the EMS Reporting Toughbook, radio, and all equipment listed on the unit check-out/in form (Attachment A). The form will have to be signed by the unit supervisor with date/time, with verifying AMD personnel or the Southern EMSDO signature.
3. The unit supervisor is responsible to complete the checkout list (Attachment B), which will be signed verifying the responsibility of the unit and its equipment.



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

4. The unit supervisor utilizing the unit will be responsible for replacing any and all supplies used.

C. Check In Process

1. When returning unit(s), a Fire/EMS Department member must check in the equipment through AMD personnel during normal business hours or the Southern EMSDO during afterhours.
2. The unit supervisor will inspect the Ready-Reserve Transport unit for cleanliness and minimum equipment requirements (Attachment B).
3. The check-out/in form (Attachment A) will be completed and signed by the Fire/EMS member returning the unit, complete with verifying AMD personnel or Southern EMSDO signature.
4. The unit supervisor that utilized the unit will be responsible for replacement of any missing supplies and/or equipment.
5. The unit cannot be returned without the appropriate equipment/assets that it had during check-out without authorization of the EMS Commander or Duty Chief. Examples include, but are not limited to: stair chair, stretcher, radio, Toughbook, suction unit, AED, and pharmaceuticals.
6. Missing/lost equipment will be reported by the unit supervisor in accordance with Department policies and procedures.

IV. Ready-Reserve Responsibility

- A. Apparatus Maintenance will maintain responsibility and accountability of Ready-Reserve Transport Unit(s), supplies, and equipment.
- B. The Southern EMS Duty Officer and Logistics will assist AMD in maintaining the Ready-Reserve Transport Unit(s) to ensure they are in a constant state of readiness.

REFERENCES

N/A

FORMS / ATTACHMENTS

Attachment A – Check Out/In Form
Attachment B – Unit Check Sheet

PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT
BLS READY-RESERVE UNIT
CHECK OUT/CHECK IN

ATTACHMENT A

Unit: _____ M#: _____

Check Out Date: _____ Time: _____

Check Out By: _____
Print Name and Fire Department ID Number Signature

Verified By: _____
Print Name and Fire Department ID Number Signature

This equipment is noted in Gray on Full Unit Check Sheet

Items verified by Southern EMSDO	OUT
(2) Portable Radios w/Holster & Lapel Mic	
Toughbook Computer & Charging Cord	
AED 1000	
Suction Unit	
Aid Bag	
Portable Oxygen Bag	

Deficiencies/Loss/Damage of Supplies or Equipment: _____

Check In Date: _____ Time: _____

Check In By: _____
Print Name and Fire Department ID Number Signature

Verified By: _____
Print Name and Fire Department ID Number Signature

This equipment is noted in Gray on Full Unit Check Sheet

Items Checked in by Southern EMSDO	IN
(2) Portable Radios w/Holster & Lapel Mic	
Toughbook Computer & Charging Cord	
AED 1000	
Suction Unit	
Aid Bag	
Portable Oxygen Bag	

Deficiencies/Loss/Damage of Supplies or Equipment: _____



PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT BLS READY RESERVE (SURGE) UNIT CHECK SHEET

UNIT :	CHECK OUT Date/Time	CHECK IN Date/Time
VEHICLE M NUMBER :		
Checked Out By: Print Name/ID Number Initial	Checked In By: Print Name/ID Number Initial	
Verified By: Print Name/ID Number Initial	Verified By: Print Name/ID Number Initial	

****Items in Gray are Picked Up From and Returned To Locker Located in FSB****

UNIT CAB	OUT	IN
MOBILE PG PSC/EMRC RADIO		
(2) PORTABLE RADIOS w/HOLSTER & LAPEL MIC		
(2) RADIO HEADSETS/HEARING PROTECTION		
PANASONIC CF-19 COMPUTER W/ POWER ADAPTER		
CLIPBOARDS, DOCUMENTATION/REFUSAL		
GERMICIDAL TOWELETTES - VIONEX		
HIGHWAY SAFETY VESTS - MIN. 2		

OUTSIDE DRIVER'S COMPARTMENT #1	OUT	IN
WHEEL CHOCK		

OUTSIDE DRIVER'S COMPARTMENT #2	OUT	IN
(2) DOT FIRE EXTINGUISHER		
DOT REFLECTIVE TRIANGLES		
FLARES - MIN. 12		

OUTSIDE DRIVER'S COMPARTMENT #3	OUT	IN
(3) LONG SPINE BOARDS		
REEVES STRETCHER		
SHORT SPINE BOARD		
KED DEVICE		
ADULT TRACTION SPLINT		
CHILD TRACTION SPLINT		
(2) 54" PADDED SPLINTS		
(2) 36" PADDED SPLINTS		
MEGAMOVER (WHITE)		
SAFE GUARD TRANSPORT SEAT (GRAY)		

AIRWAY DRAWER	OUT	IN
NASAL AIRWAY KIT SIZES 24,26,28,30,32FR		
MIN (10) LUBRICANT PACKETS		
ORAL AIRWAY KIT SIZES 0-5		
(2) SAFETY GLASSES		

MEDICATION DRAWER	OUT	IN
(4) ORAL GLUCOSE GEL		
(16) ASPIRIN 81MG - CHEWABLE		
(4) ACTIVATED CHARCOAL - AQUA		
(8) ACETAMINOPHEN LIQUID CUPS		
(1) 2MG/2ML NARCAN w/ATOMIZER		

OUTSIDE OFFICER'S COMPARTMENT #1	OUT	IN
PORTABLE OXYGEN KIT		
(2) ADULT NON-REBREATHES		
(2) PEDIATRIC NASAL CANNULA		
(2) PEDIATRIC NON-REBREATHES		
OXYGEN BOTTLE WRENCH		
PORTABLE SUCTION UNIT - OPERATIONAL		
CANISTER W/ LID		
YANKAUER SUCTION CATHETER W/ TUBING		
SUCTION CATHETERS - 10, 14, 18FR		
STERILE WATER BOTTLE		
(2) SUCTION UNIT BATTERIES OR CHARGER		
(2) FACE SHIELDS & GLOVES		
AED - OPERATIONAL		
(2) SETS DEFIB PADS		
(1) SET PEDIATRIC PADS IN PEDIATRIC CASE		
(1) RAZOR		
PT. ISOLATION KIT (1-L,2-XL,1- XXL) BLUE BAG		

OUTSIDE OFFICER'S COMPARTMENT #2	OUT	IN
"H" OXYGEN BOTTLE - MIN. 250 PSI		
STRYKER STAIR CHAIR		

3 SHELF COMPARTMENT (DRIVER SIDE)	OUT	IN
(4) 15" PADDED SPLINTS		
(6) 9' RESTRAINING BELTS/STRAPS		
(2) HEAD ROLLS/IMMOBILIZERS		
(3) ADULT ADJUSTABLE COLLARS		
(3) PEDIATRIC COLLARS		
PEDI-MATE RESTRAINT FOR STRETCHER		

COMPARTMENT OVER ACTION SHELF	OUT	IN
(2) ADULT BVM		
(2) CHILD BVM		
(2) INFANT BVM		
(2) 10FR SUCTION CATHETERS		
(2) 14FR SUCTION CATHETERS		
(2) 18FR SUCTION CATHETERS		
(2) YANKAUER RIGID SUCTION		
(6) ADULT NON-REBREATHES MASK		
(6) ADULT NASAL CANNULA		
(6) PEDIATRIC NON-REBREATHES MASK		
(6) PEDIATRIC NASAL CANNULA		



PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT BLS READY RESERVE (SURGE) UNIT CHECK SHEET

CABINET OVER BENCH SEAT (DRIVER SIDE)	OUT	IN
BOX OF BAND AIDS		
(1) ARTERIAL TOURNIQUET		
(2) 1" TAPE		
(2) 2" TAPE		
(2) 3" TAPE		
(6) 4" KLING		
(6) 6" KLING		
4X4 GAUZE PADS - MIN 40		
2X2 GAUZE PADS - MIN 20		
(4) EYE PADS		
(12) TRIANGULAR BANDAGES		
(6) SANITARY PADS		
(5) BURN SHEETS		
(5) COLD PACKS		
(2) OB KITS		
(6) TRAUMA DRESSINGS		

UNDER BENCH (DRIVER SIDE)	OUT	IN
SPARE SHEETS		
SPARE BLANKETS		

ACTION WALL	OUT	IN
OXYGEN FLOW LITER DEVICE -MIN 25LPM		
FIXED SUCTION UNIT		
CANISTER w/ LID		
YANKAUER CATHETER w/ TUBING		
BOX OF TISSUE		
BOX OF SMALL NITRILE GLOVES		
BOX OF MEDIUM NITRILE GLOVES		
BOX OF LARGE NITRILE GLOVES		
BOX OF EXTRA LARGE NITRILE GLOVES		
ADULT BP CUFF		
LARGE ADULT BP CUFF		
CHILD BP CUFF		
STETHOSCOPE		
TRAUMA SHEARS		
EMESIS BASIN/BAGS		
STRETCHER BATTERY CHARGER		
SPARE STRETCHER BATTERY		
ALCARE DISPENSER		

INSIDE COMPARTMENT (OVER O2)	OUT	IN
SPRAY NINE OR EQUIVALENT		
GALLON BLEACH		
PAPER TOWELS		
GERMICIDAL TOWLETTES (OPTIONAL)		

INSIDE COMPARTMENT (UPPER OFFICER SIDE)	OUT	IN
EMERGENCY RESPONSE GUIDEBOOK		
(2) VEHICLE ACCIDENT PACKAGE		
(2) COMPLETE INJURY PACKAGE		
SMOKE ALARM & FORMS		
SPARE FORMS		
PROTOCOL BOOK		

CABINETS OVER BENCH SEAT (OFFICER SIDE)	OUT	IN
(4) 500CC STERILE WATER		
RING CUTTER		
HEMOSTATS		
TWEEZERS		
BOX OF SIMPLE FACE MASKS		
BOX OF SURGICAL/VISOR MASKS		
(10) N99 MASK		

UNDER BENCH (OFFICER SIDE)	OUT	IN
PLASTIC BASIN		
(10) RED BAGS		
(10) YELLOW BAGS		
(10) TRASH BAGS		
(2) SCRUB BRUSH		
(5) ISOLATION GOWNS		
PAPER TOWELS		
SPARE SUCTION CANISTERS & LIDS		
BOX OF BUBBLE TUBING		
MARYLAND TRIAGE KIT (TAGS AND TAPE) RED		

IV COMPARTMENT (END OF BENCH SEAT)	OUT	IN
ALCOHOL PREP PADS (MIN 20)		
FINGER LANCETS (MIN 20)		
BAND AIDS		

INTERIOR GENERAL	OUT	IN
STRETCHER w/APPROPRIATE STRAPS		
BLANKET/SHEET		
WASTE BASKET w/BLACK LINER		
(2) SHARPS CONTAINERS (DRAWER)		



PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT BLS READY RESERVE (SURGE) UNIT CHECK SHEET

AID BAG	OUT	IN
ORAL AIRWAYS 0 - 5		
NASAL AIRWAY KIT SIZES 24,26,28,30,32FR		
(5) STERILE LUBRICANT PACKETS *IN NA KIT		
ADULT BVM		
ADULT BP CUFF		
LARGE ADULT BP CUFF		
CHILD BP CUFF		
STETHOSCOPE		
(2) TRAUMA PADS		
(4) 4" KLING		
(4) 6" KLING		
MIN (20) 4X4 GAUZE PADS		
MIN (10) 2X2 GAUZE PADS		
(4) MATERNITY PADS		
(2) 1" TAPE		
(2) 2" TAPE		
(2) 3" TAPE		
(4) TRIANGULAR BANDAGES		
(1) ARTERIAL TOURNIQUET		
(2) EYE PADS		
BANDAIDS (MIN 10)		
BOTTLE STERILE WATER		
(2) ICE PACKS		
(1) ADULT EPI PEN		
(1) EPI PEN JR.		
(2) ORAL GLUCOSE GEL		
(8) ASPIRIN 81MG CHEWABLE		
(1) NARCAN 2mg/2ml w/ MAD NASAL ATOMIZER		
PULSE OX - OPERATIONAL		
ADULT SENSOR		
PEDIATRIC SENSOR		
GLUCOMETER- OPERATIONAL		
BOTTLE TEST STRIPS (MIN 10)		
FINGER LANCETS (MIN 10)		
ALCOHOL PREP PADS (MIN 10)		