



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

General Order Number: 02-02	Effective Date: April 8, 2024
Division: Apparatus and Equipment	
Chapter: Apparatus and Equipment Checks	
By Order of the County Fire Chief: Tiffany D. Green <i>TG</i>	Prior Revision Date: N/A

POLICY

This General Order shall set forth a policy and procedure to be followed when performing the daily, weekly, and monthly apparatus checks. These procedures apply to all Emergency Fire/EMS apparatus authorized to operate within Prince George's County.

SCOPE

This General Order shall affect all career and volunteer members responsible for conducting apparatus and equipment checks in the Prince George's County Fire and Emergency Medical Services (EMS) Department.

DEFINITIONS

AED – Automated External Defibrillator

Apparatus – For the purposes of this General Order, all emergency Fire/EMS vehicles, which are authorized to operate within Prince George's County, excluding support vehicles.

ePCR Computers – Selected computer device used by the Fire/EMS Department with the primary responsibility of completing State mandated patient care reports.

Mobile Data Terminal (MDT) – Vehicle mounted computer that may also be used for the completion of an ePCR.

Tablet Computer – A ruggedized tablet/notebook style computer such as the ePCR Computer used for completing ePCRs. All EMS transport units and ALS equipped engines are assigned a tablet computer and an AC power adapter.

Tour of Duty – Career – The employee's time at work.

Tour of Duty – Volunteer – The time a volunteer is available to participate in emergency operations.

Vector Check It – Software used to complete apparatus checks and inspections on a daily, weekly, and monthly basis.

Vector Solutions – Software used by the Fire/EMS Department, formally known as Target Solutions.

Support Vehicle – For the purposes of this General Order, sedans, pick-up trucks and support utility vehicles assigned to Fleet Maintenance for maintenance and repairs.



PROCEDURES / RESPONSIBILITIES

I. General Guidelines

A. All apparatus must be checked and completed by 0930 hours daily or when a vehicle is returned to service from repairs. The apparatus will be checked daily, and the weekly apparatus check will be completed every Wednesday or as assigned by the station officer. The monthly apparatus check will be completed on the last Wednesday of every month or as assigned by the station officer to ensure proper operation of the apparatus and equipment assigned to the unit. The Apparatus Check Sheets will be completed and maintained using Vector Solutions and the Vector Check It program.

B. Responsibilities

1. The Vehicle Operator

a) The vehicle operator shall conduct daily, weekly, and monthly apparatus checks, complete the check sheets on Target Solutions using Vector Check It, and notify the Station Officer of any deficiencies. Any noted findings or repairs that cannot be completed at the station level will be reported to AMD.

2. ALS Providers

a) ALS providers assigned to a unit shall check ALS equipment and supplies and notify the station supervisor of any deficiencies.

3. Station Supervisors

a) Station Supervisors shall be responsible for confirming the condition and operability of the equipment assigned to the units in their station every day. They shall ensure that apparatus checks are conducted, and the check sheets are completed daily. Upon receiving notification of deficiencies, the Station Officer shall notify AMD.

4. Battalion Chiefs

a) Battalion Chiefs shall be responsible for the daily review of check sheets on Vector Check It by 1000 hours to ensure proper completion of apparatus and equipment checks.

C. Apparatus and Equipment Checks

1. The daily apparatus and equipment check shall be conducted at the beginning of each tour of duty, to be completed by 0930 hours.

2. The weekly apparatus and equipment check shall be conducted at the beginning of the tour of duty on Wednesday of every week or as assigned by the station officer, to be completed by 0930 hours.



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3. The monthly apparatus and equipment check shall be conducted at the beginning of the tour of duty on the last Wednesday of every month or as assigned by the station officer, to be completed by 0930 hours.

II. Procedures

A. Report Completion

1. A Daily/Weekly/Monthly Apparatus Check Sheet shall be filled out on Vector Check It. The Daily/Weekly/Monthly Apparatus Check Sheets are available on Vector Solutions by clicking on Vector Check It. The Station Supervisor is responsible for ensuring that all apparatus and equipment checks are performed. Once the Apparatus Check Sheets are complete, they are to be confirmed by the Station Supervisor as outlined above.
2. Personnel will begin the apparatus and equipment check at the beginning of their tour of duty.
3. Apparatus and equipment checks shall be completed by 0930 hours.
4. Apparatus checks shall be completed following Form #4628 (see attachment for reference). The apparatus check will include all tools and supplies assigned to the unit, in addition to:
 - a) Mobile Data Terminal
 - b) Portable Radios
 - c) ePCR Computers
 - d) Stryker LIFEPAK 15
 - e) Automatic External Defibrillators (AED)
 - f) Lucas Device
 - g) Ballistic Vests
 - h) Tactical Emergency Casualty Care (TECC) bags
5. ALS and BLS equipment checks shall be conducted following the attached check sheets.
6. Personnel will log in to Vector Solutions and use Vector Check It to report the completion of apparatus and equipment checks by 0930 hours daily.
7. The apparatus and equipment check sheets shall be completed in such a manner as to provide an accurate daily history of the apparatus assigned to the station.

B. Reporting Damage

1. Personnel assigned to the unit will use the ePCR Computer to log in to Vector Solutions and use Vector Check It to track custody, condition, and operability of all apparatus and equipment assigned to the unit.



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2. The ePCR Computer's custody, condition, and operability will be recorded in accordance with the attached SOP.
3. Personnel will update Vector Check It with any changes to personnel or device conditions during the tour of duty.
4. Personnel will confirm the condition and operability of equipment as:
 - **“Operable, no damage,”**
 - **“Operable, minor damage,”**
 - **“Operable, major damage, or**
 - **“Inoperable.”**
5. Personnel will note any minor damage in the provided field. Personnel will notify the Station Officer and be responsible for ensuring the immediate completion of a Loss/Damage Report. The station officer will notify the appropriate personnel and/or vendors to facilitate repair or replacement of the apparatus and/or equipment.
 - a) Examples of minor damage include, but are not limited to:
 - Missing components that do not hinder overall operation of the equipment.
 - Damaged or inoperable charger
6. Devices found to have minor damage will be immediately reported for repair or exchange during the tour of duty.
7. If major damage is found, it shall be noted in the provided field, if possible. Personnel will notify the Station Officer and be responsible for ensuring the immediate completion of a Loss/Damage Report.
8. The Station Officer will be responsible for completing an investigation to determine the nature and origin of the damage and forwarding all documentation through the Chain of Command. The Station Officer will notify all appropriate personnel and/or vendors to facilitate the repair or replacement of damaged apparatus and/or equipment.
 - a) Examples of major damage include, but are not limited to:
 - Extensive damage to housing of device or equipment
 - Cracked screen
 - Failure of screen
 - Missing keys, or components
 - Any issue that prohibits intended use of the device or equipment
 - Issues with wireless card operability, if applicable
9. If the device or equipment is found to be inoperable, personnel shall use the station computer to log into Target Solutions and use Vector Check It to report the condition of the device or equipment.



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10. Personnel will notify the Station Officer and be responsible for ensuring the immediate completion of a Loss/Damage Report and contacting the appropriate EMSDO to request an exchange of the damaged device for a loaner device.
11. The Station Officer will be responsible for completing an investigation to determine the nature and origin of the damage and forwarding all documentation through the Chain of Command to include the appropriate EMSDO by the end of the tour of duty.
12. Personnel will include all assigned components of the damaged device or equipment when exchanging a device or equipment.
13. Failure to report damage may result in disciplinary action to the personnel who most recently had custody of the device or equipment.
14. Willful or negligent behavior leading to damage to the device may be subject to disciplinary action.
15. All exchanges of damaged devices or equipment will be completed one-on-one.

REFERENCES

Apparatus Check Procedures

FORMS / ATTACHMENTS

Attachment 1: Daily/Weekly/Monthly Apparatus Check Sheets (Form#4628)

Attachment 2: ALS Check Sheet

Attachment 3: BLS Check Sheet

Attachment 4: SOP- Custody Tracking for ePCR Computers



PRINCE GEORGE'S COUNTY FIRE/EMS DEPT. ALS UNIT REFERENCE SHEET

****FOR REFERENCE ONLY- DOES NOT REQUIRE PRINTING OR FILING****

THIS SHEET IS LAMINATED TO ALLOW PERSONNEL TO MAKE NOTATIONS TO COMPLETE CHECK SHEET FOR FILE (GO 5-6)

STATION OXYGEN SUPPLY	
2 FULL "E" BOTTLES	
1 FULL "H" BOTTLE	

UNIT CAB	
Mobile PG PSC/EMRC Radio	
(2) Portable Radios	
(1) CO MONITOR (Driver's Radio Strap)	
(2) RADIO HEADSETS/HEARING PROTECTION	
PANASONIC COMPUTER W/CHARGER	
CLIPBOARDS, DOCUMENTATION/REFUSAL	
HAND SANTIZER ALCOHOL BASED or VIONEX	
AREA MAP BOOKS	
STATION BAY DOOR OPENER	
PAT COLLECTOR RING	
HIGHWAY SAFET VESTS - MIN. 2	

OUTSIDE DRIVER'S COMPARTMENT #1	
OFFICER'S PROTECTIVE EQUIPMENT	
DRIVER'S PROTECTIVE EQUIPMENT	
WHEEL CHOCK	

OUTSIDE DRIVER'S COMPARTMENT #2	
(2) COMPLETE SCBA	
(2) HANDLIGHTS	
JUMPER CABLES	
DOT FIRE EXTINGUISHER	
FLAT HEAD AXE	
HALLIGAN BAR	
SHOVEL	
DOT REFLECTIVE TRIANGLES	
FLARES - MIN. 12	

OUTSIDE OFFICER'S COMPARTMENT #1	
(2) SPARE "E" OXYGEN BOTTLES	
STAT PACK	
PEDIATRIC BAG	
PT. ISOLATION KIT (1-L,2-XL,1- XXL) BLUE BAG	

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

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

PORTABLE OXYGEN KIT	
"D" OXYGEN BOTTLE - MIN. PSI	
OXYGEN BOTTLE WRENCH	
(2) ADULT NASAL CANNULA	
(2) ADULT NON-REBREATHER	
(1) PEDIATRIC NASAL CANNULA	
(1) PED. NON-REBREATHER	
(1) ADULT BVM	
(1) CHILD BVM	
NASAL AIRWAY KIT SIZES 24,26,28,30,32FR	
ORAL AIRWAY KIT SIZES 0-5	

PORTABLE SUCTION UNIT - OPERATIONAL	
CANNISTER W/ LID	
YANKAUER SUCTION CATHETER W/ TUBING	
SUCTION CATHETERS - 10 ,14, 18FR	
STERILE WATER BOTTLE	
(2) FACE SHIELDS & GLOVES	
BATTERIES OR CHARGING DEVICE	

AUTOVENT 3000	
CONTROL MODULE	
WHITE PT. VALVE SUPPLY TUBING	
PATIENT VALVE ASSEMBLY	
GREEN OXYGEN SUPPLY LINE	
ONBOARD OXYGEN HIGH PRESSURE OUTLET	
(2) SINGLE PT USE VENTILATION CIRCUIT*	
*NON-REBREATHING VALVE	
*CORRUGATED HOSE	



PRINCE GEORGE'S COUNTY FIRE/EMS DEPT. ALS UNIT REFERENCE SHEET

FOR REFERENCE ONLY- DOES NOT REQUIRE PRINTING OR FILING

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

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

UNDER BENCH (DRIVER SIDE)	
SPARE SHEETS	
SPARE BLANKETS	

ACTION WALL	
(2) OXYGEN FLOW LITER DEVICE -MIN 25LPM	
FIXED SUCTION UNIT	
CANNISTER 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	
BITE STICK	
STRETCHER BATTERY CHARGER	
SPARE STRETCHER BATTERY	
ALCARE DISPENSER	

COMPARTMENT OVER ACTION SHELF	
(2) ADULT BVM W/ FACEPIECE	
(2) CHILD BVM W/ FACEPIECE	
(2) INFANT BVM W/ FACEPIECE	
(2) CPAP DEVICES	
(4) ADULT TUBE HOLDER	
(2) PED TUBE HOLDER	
(2) 10FR SUCTION CATHETERS	
(2) 14FR SUCTION CATHETERS	
(2) 18FR SUCTION CATHETERS	
(1) 18FR SALEM SUMP TUBE	
(1) 14FR SALEM SUMP TUBE	
(1) 8/10FR SALEM SUMP TUBE	
(1) TOOMEY SYRINGE	
(2) YANKUER SUCTION CATHS	
(6) Adult NON-REBREATHER	
(6) ADULT NASAL CANNULA	
(4) PEDIATRIC NASAL CANNULA	
(4) PED. NON-REBREATHER MASK	
(6) NEBULIZER KITS	
(2) NEBULIZER-BVM ADAPTERS	
(6) ADULT AEROSOL MASKS	
(4) PED. AEROSOL MASKS	
(5) ET CAPNOGRAPHY	
(10) NASAL CAPNOGRAPHY	

LIFEPACK 15 MONITOR	
4 LEAD PATIENT CABLE	
12 LEAD PATIENT CABLE	
ADULT NIBP CUFF	
XL LONG ADULT NIBP CUFF	
ADULT/PED ECG ELECTRODES-MIN 4pks(10ea)	
(2) ADULT COMBO PADS	
(1) PEDIATRIC COMBO PAD	
SPO2/SPO2-CO SENSOR ADULT	
SPARE ROLL OF EKG PAPER	
(2) NASAL CAPNOGRAPHY CIRCUITS	
(2) ET CAPNOGRAPHY CIRCUITS	
RC4 SENSOR CABLE	
SpO2 ADULT SENSOR	
EKG TRANSMITTER UNIT	
LIFEPACK DAILY DOWNLOADING	
LIFEPACK WEEKLY SANITIZING	



PRINCE GEORGE'S COUNTY FIRE/EMS DEPT. ALS UNIT REFERENCE SHEET

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MEDICATION DRAWER	
(4) ATOMIZER (MAD) DEVICE	
(5) ADENOCARD 6MG/3ML	
(10) ALBUTEROL BULLETS 2.5MG/3ML	
(5) ATROVENT BULLETS 500mcg/2.5ML	
(3) AMIODARONE 150mg	
(1) PREMIXED AMIODARONE 150mg/100ml	
(MIN 20) ASPIRIN 81MG - CHEWABLE	
(2) ATROPINE 1MG/10ML	
(1) CALCIUM CHLORIDE 1GM/10ML	
(1) DILTIAZEM KIT	
(3) DEXAMETHASONE 10mg	
(3) DEXTROSE 10% 2501ml bag	
(3) EPINEPHRINE 1:1,000 1MG/1ML	
(10) EPINEPHRINE 1:10,000 1MG/10ML	
(1) EPINEPHRINE 1:1,1000 30MG/30ML	
(1) GLUCAGON w/ solution 1MG/1ML	
(3) GLUTOSE ORAL GEL TUBE	
(2) HALDOL 5 MG/1ML	
(2) LIDOCAINE 100MG/5ML	
(1) LIDOCAINE 4%	
(1) MAGNESIUM SULFATE 4GMS/100ML	
(4) NARCAN 2mg/2ml	
(4) NITRO PASTE PACKETS w/ paper	
(1) NITRO TABLETS (bottles)	
(2) ONDANSETRON (ZOFRAN)	
(1) SODIUM BICARBONATE 50Meq/50ML	
(4) TYLENOL (Acetaminophen) 160mg/5ml	

AIRWAY DRAWER	
(1) BAAMS	
(2) BVM/NEB 15mm/22mm ADAPTOR	
(1) 2.5MM ENDOTRACHEAL TUBE	
(1) 3.0MM ENDOTRACHEAL TUBE	
(1) 3.5MM ENDOTRACHEAL TUBE	
(1) 4.0MM ENDOTRACHEAL TUBE	
(1) 4.5MM ENDOTRACHEAL TUBE	
(1) 5.0MM ENDOTRACHEAL TUBE	
(1) 5.5MM ENDOTRACHEAL TUBE	
(2) 6.0MM ENDOTRACHEAL TUBE	
(2) 7.0MM ENDOTRACHEAL TUBE	
(2) 8.0MM ENDOTRACHEAL TUBE	
(2) 9.0MM ENDOTRACHEAL TUBE	
(2) 6FR STYLET	
(2) 14FR STYLET	
(1ea) King Airway SIZES 3,4,5,	
(2) 10CC SYRINGES	
(MIN 10) STERILE LUBRICANT PACKETS	
(2) NASAL AIRWAY KIT SIZES 24,26,28,30,32FR	
(1) ORAL AIRWAY KIT SIZES 0-5	
(2) SAFETY GLASSES	
(4) FACE MASK W/VISOR	

CABINET OVER BENCH SEAT (OFFICER SIDE)	SUN
(6PKS/10) MIN. ADULT/PED ELECTRODES	
SPARE ROLL ECG PAPER	
(2) SPARE ADULT COMBO PADS	
(1) SPARE PEDIATRIC COMBO PADS	
(4) 500cc STERILE WATER	
(2) DISPOSABLE SAFETY RAZORS	
(2) 60gtts/ml ADMINISTRATION SETS	
(10) 10gtts/ml ADMINISTRATION SETS	
(4) 1000ml LACTATED RINGERS	
(4) 500ml LACTATED RINGERS	

UNDER BENCH (OFFICER SIDE)	
TRIAGE TAG/TAPE KIT	
PLASTIC BASIN	
(10) RED BAGS	
(10) YELLOW BAGS	
(10) TRASH BAGS	
(2) SCRUB BRUSH	
PAPER TOWELS	
BOX OF SURGICAL/VISOR MASKS	
(10) N99 MASK	
(2) SPARE SUCTION CANNISTERS & LIDS	

INSIDE COMPARTMENT [RF]	
EMERGENCY RESPONSE GUIDEBOOK	
(2) VEHICLE ACCIDENT PACKAGE	
(2) COMPLETE INJURY PACKAGE	
SMOKE ALARM & FORMS	
SPARE FORMS	
PROTOCOL BOOK	



PRINCE GEORGE'S COUNTY FIRE/EMS DEPT. ALS UNIT REFERENCE SHEET

****FOR REFERENCE ONLY- DOES NOT REQUIRE PRINTING OR FILING****

IV COMPARTMENT (END OF BENCH SEAT)	
(4) 14GA IV CATHETERS	
(4) 16GA IV CATHETERS	
(10) 18GA IV CATHETERS	
(10) 20GA IV CATHETERS	
(10) 22GA IV CATHETERS	
(4) 24GA IV CATHETERS	
(10) 1CC SYRINGE	
(10) 3CC SYRINGE	
(10) 10CC SYRINGE	
(2) 20CC SYRINGE	
(2) 30CC SYRINGE	
(2) 60CC SYRINGE	
(2) IO MANUAL ADULT 15G	
(2) IO MANUAL PEDIATRIC 18G	
(2) CHEST DECOMPRESSION KITS	
(2) BLOOD DRAW KITS (**acquire from ED**) **	
(5) 21GA NEEDLE	
(5) 25GA NEEDLE	
(10) BLUNT NEEDLE 18G	
(10) SALINE FLUSHES	
(10) IV EXTENSION SETS	
(10) TOURNIQUETS	
BOX OF ALCOHOL PREPS	
(5 EA) INJ. PORTS (NEEDLE & LUER)	
(4) BETADINE SWABS	
(MIN 25) FINGER LANCETS	
(10) BIOCLUSIVE DRESSINGS	
(1) HUBER NEEDLE TO ACCESS PORT	
(2) 3-WAY STOP COCK	
(2) 9" ARMBOARDS	
(2) INFANT ARMBOARDS	

CABINET OVER 'H' BOTTLE	
ALCARE	
SPRAY BOTTLE OF DISINFECTANT CLEANER	
(3) GOGGLES/ANSI EYE PROTECTION	
GERMICIDAL TOWLETTES	

INTERIOR GENERAL	
STRETCHER w/ APPROPRIATE STRAPS	
BLANKET/SHEET	
WASTEBASKET w/ RED LINER	
(2) SHARPS CONTAINERS	
WEEKLY UNIT SANITIZING	

LUCAS DEVICE ****PA UNITS****	
LUCAS DEVICE IN CASE	
LUCAS UNIT W/BATTERY	
SPARE CHARGED BATTERY	
AC CHARGER (2 PIECES)	
12V CHARGER	
BACK PLATE	
NECK STRAP	
(2) ARM STRAPS	
SPARE SUCTION CUP	

**** Please ask ED staff for set up and appropriate color tubes****



PRINCE GEORGE'S COUNTY FIRE/EMS DEPT. ALS UNIT REFERENCE SHEET

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PEDIATRIC BAG

TOP POUCH

Infant BVM	
Pediatric BVM	
Asst. size of BVM Face Pieces	

FRONT POUCH

Stethoscope	
Infant BP Cuff, Child BP Cuff MANUAL	
INFANT BP CUFF LP15	
Infant SpO2 Adhesive Sensor LP15	
Slender SpO2/CO Sensor LP15	
(2)EZ-IO 15MM (Red)	

RIGHT POUCH

Adult ET Tube Holder	
Child ET Tube Holder	
Roll of 1" tape	

LEFT POUCH

Nebulizer Kit	
(2) Pediatric Nasal Cannulae	
(2) Pediatric non-Rebreather Mask	
Pediatric Aerosol Face Mask	

INSIDE RED POUCH

Meconium Aspirator	
50 MM Oral Airway	
5 FR Feeding Tube** deleting- replacing 8fr	
2.5 MM ET Tube	
(2) 3.0 ET Tube	
(2) 3.5 ET Tube	
6 FR Intubating Stylet	
Bulb Syringe	
3-way Stop Cock	
10 cc Syringe	
IV Extension Set	
12 FR Nasopharyngeal Airway	

INSIDE PURPLE POUCH

3.5 ET Tube	
4.0 ET Tube	
4.5 ET Tube	
6 FR Intubating Stylet	
10 FR Suction Catheters	
60 MM Oral Airway	
3-way Stop Cock	
10 cc Syringe	
IV Extension Set	
18 FR Nasopharyngeal Airway	

INSIDE BLUE POUCH

KITS ARE CHECKED ON SUNDAY AND AFTER EACH USE

Inside Top Pouch

Trauma Pad	
(4) Visor/ Surigical Mask	
#0 Miller Laryng. Blade	
#1 Miller Laryng. Blade	
#2 Miller Laryng. Blade	
#1 Macintosh Laryng. Blade	
#2 Macintosh Laryng. Blade	
Larngscope Handle - Large operational	
Larngscope Handle - small operational	
Large Magill Forceps	
#14 FR Salem Sump Pump	
#18 FR Salem Sump Pump	
Toomey Syringe	
Broselow Tape	
Hat	
Pen Light	

INSIDE YELLOW POUCH

4.0 ET Tube	
4.5 ET Tube	
6 FR Intubating Stylet	
10 FR Suction Catheters	
60 MM Oral Airway	
3-way Stop Cock	
10 cc Syringe	
IV Extension Set	
20 FR Nasopharyngeal Airway	

INSIDE WHITE POUCH

4.5 ET Tube	
5.0 ET Tube	
6 FR Intubating Stylet	
10 FR Suction Catheters	
60 MM Oral Airway	
3-way Stop Cock	
10 cc Syringe	
IV Extension Set	
22 FR Nasopharyngeal Airway	



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5.0 ET Tube	
5.5 ET Tube	
14 FR Intubating Stylet	
10 FR Suction Catheters	
14 FR Suction Catheters	
70 MM Oral Airway	
3-way Stop Cock	
10 cc Syringe	
IV Extension Set	
24 FR Nasopharyngeal Airway	

INSIDE ORANGE POUCH

5.5 ET Tube	
6.0 ET Tube	
14 FR Intubating Stylet	
10 FR Suction Catheters	
14 FR Suction Catheters	
80 MM Oral Airway	
3-way Stop Cock	
10 cc Syringe	
IV Extension Set	
26 FR Nasopharyngeal Airway	

INSIDE GREEN POUCH

5.5 ET Tube	
6.0 ET Tube	
6.5 ET Tube	
14 FR Intubating Stylet	
14 FR Suction Catheters	
80 MM Oral Airway	
3-way Stop Cock	
10 cc Syringe	
IV Extension Set	
30 FR Nasopharyngeal Airway	



PRINCE GEORGE'S COUNTY FIRE/EMS DEPT. BLS UNIT REFERENCE SHEET

****THIS SHEET IS LAMINATED TO ALLOW PERSONNEL TO MAKE NOTATIONS TO COMPLETE THE ONE PAGE CHECK SHEET TO BE FILED PER G.O. 5-6**

UNIT CAB	
Mobile PG PSC/EMRC Radio	
(2) Portable Radios	
(1) CO MONITOR on Driver's Radio Strap	
(2) RADIO HEADSETS/HEARING PROTECTION	
PANASONIC CF-19 COMPUTER W/ Charging Cord	
CLIPBOARDS, DOCUMENTATION/REFUSAL/SIGNATURE FORMS	
HAND SANTIZER, ALCOHOL BASED/VIONEX	
AREA MAP BOOKS	
STATION BAY DOOR OPENER	
PAT COLLECTOR RING	
HIGHWAY SAFET VESTS - MIN. 2	
APEX Supply Card and Lanyard	
Med-Star Linen Key Fob	

OUTSIDE DRIVER'S COMPARTMENT #1	
OFFICER'S PROTECTIVE EQUIPMENT	
DRIVER'S PROTECTIVE EQUIPMENT	
WHEEL CHOCK	

OUTSIDE DRIVER'S COMPARTMENT #2	
(2) COMPLETE SCBA	
(2) HANDLIGHTS	
JUMPER CABLES	
DOT FIRE EXTINGUISHER	
FLAT HEAD AXE	
HALLIGAN BAR	
SHOVEL	
DOT REFLECTIVE TRIANGLES	
FLARES - MIN. 12	

OUTSIDE DRIVER'S COMPARTMENT #3	
(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	
SAFE GUARD TRANSPORT SEAT (Gray Device)	
(1) Orthopedic - Stretcher	

OUTSIDE OFFICER'S COMPARTMENT #1	
PORTABLE SUCTION UNIT - OPERATIONAL	
CANNISTER W/ LID	
YANKAUER SUCTION CATHETER W/ TUBING	
SUCTION CATHETERS - 10 ,14, 18FR	
STERILE WATER BOTTLE	
SUCTION UNIT BATTERY or CHARGING DEVICE	
(2) FACE SHIELDS & GLOVES	

AED - OPERATIONAL	
(2) ADULT DEFIB PADS	
(1) PEDIATRIC DEFIB PADS	
(1) RAZOR	

QuickLook BLS Bag * see page 3 for contents
Tidal Volume Oxygen Bag* see page 3 for contents

PPE ISOLATION KIT (BLUE DUFFLE) 1-L, 2-XL, 1-XXL	
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OUTSIDE OFFICER'S COMPARTMENT #2	
"H" OXYGEN BOTTLE - MIN. 250 PSI	
STRYKER STAIR CHAIR	

3 SHELF COMPARTMENT DRIVER SIDE	
(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 (burgundy)	

INTERIOR GENERAL	
STRETCHER w/ APPROPRIATE STRAPS	
BLANKET/SHEET	
WASTEBASKET w/ RED LINER	
WASTE BASKET w/BLACK LINER	
(2) SHARPS CONTAINERS	
WEEKLY UNIT SANITIZING	

LUCAS DEVICE IN CASE **not on all units**	
LUCAS UNIT W/BATTERY	
SPARE CHARGED BATTERY	
AC CHARGER (2 PIECES)	
12V CHARGER	
BACK PLATE	
NECK STRAP	
(2) ARM STRAPS	
SPARE SUCTION CUP	



PRINCE GEORGE'S COUNTY FIRE/EMS DEPT. BLS UNIT REFERENCE SHEET

(2) OB KITS	
(5) COLD PACKS	
(6) SANITARY PADS or 8x10 Combine Pads	
(5) MYLAR BURN/SURVIVAL BLANKET	
(8) TRIANGULAR BANDAGES	
(6) 4" KLING	
(6) 6" KLING	
(2) 1" TAPE	
(2) 2" TAPE	
(2) 3" TAPE	
(4) EYE PADS	
BOX BANDAIDS	
(1) ARTERIAL TOURNIQUET	
4X4 GAUZE PADS - MIN 40	
2X2 GAUZE PADS - MIN 20	

COMPARTMENT OVER ACTION SHELF	
(2) ADULT BVM W/ FACEPIECE	
(2) CHILD BVM W/ FACEPIECE	
(2) INFANT BVM W/FACEPIECE	
(1) BAG OF 4 ASSORTED PED. FACE PIECES	
(2)10FR SUCTION CATHETERS	
(2)14FR SUCTION CATHETERS	
(2)18FR SUCTION CATHETERS	
(2) YANKUER SUCTION CATHS	
(6) Adult NON-REBREATHER	
(6) ADULT NASAL CANNULA	
(6) PEDIATRIC NASAL CANNULA	
(6) PED. NON-REBREATHER MASK	

ACTION WALL	
OXYGEN FLOW LITER DEVICE -MIN 25LPM	
FIXED SUCTION UNIT	
CANNISTER 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	
PENLIGHT	
TRAUMA SHEARS	
THERMOMETER	
EMESIS BASIN	
STRETCHER BATTERY CHARGER	
SPARE STRETCHER BATTERY	
ALCARE DISPENSER	

IV COMPARTMENT (END OF BENCH SEAT)	
ALCOHOL PREP PADS (MIN 25)	
FINGER LANCETS (MIN 20)	

(16) ASPIRIN 81MG - CHEWABLE	
(4) Activated Charcoal- w/o Sorbitol (100g total)	
(8) ACETAMINOPHEN LIQUID	

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

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

INSIDE COMP. OVER BENCH SEAT (OFFICER SIDE)	
BOX OF SIMPLE FACE MASK	
(10) SURGICAL MASKS W/ VISOR	
(10) N99 MASK	
(4) 500CC STERILE WATER	
RING CUTTER	
HEMOSTATS	
TWEEZERS	

UNDER BENCH (OFFICER SIDE)	
MARYLAND TRIAGE TAG KIT	
PLASTIC BASIN**	
(10) RED BAGS**	
(10) YELLOW BAGS**	
(10) TRASH BAGS**	
(2) SCRUB BRUSH**	
(5) ISOLATION GOWNS**	
(1) URINAL	
(1) BED PAN	
SPARE SUCTION CANISTERS & LIDS	
BOX OF BUBBLE TUBING	
SPARE RED BAGS	
SPARE TRASH BAGS	

****ITEMS CAN BE IN KIT**

UNDER BENCH (DRIVER SIDE)	
SPARE SHEETS	
SPARE BLANKETS	

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



PRINCE GEORGE'S COUNTY FIRE/EMS DEPT. BLS UNIT REFERENCE SHEET

BLS QUICKLOOK BAG	
LEFT ZIPPER POCKET	
ADULT BP CUFF	
LARGE ADULT BP CUFF	
RIGHT ZIPPER POCKET	
STETHOSCOPE	
GLUCOMETER- **	
BOTTLE TEST STRIPS (MIN 10)**	
FINGER LANCETS (MIN 10)**	
ALCOHOL PREP PADS (MIN 10)**	
BANDAIDS (MIN 10)**	
2X2 GAUZE PADS (MIN 10) **	
FRONT INTERIOR CLEAR POCKET	
PENLIGHT	
TRAUMA SHEARS	
(1) TRAUMA PADS	
(4) 8x10 STERILE DRESSING or EQUIVALENT	
(4) FACE/VISOR SHIELDS	
(4) FACE MASKS	
ASSORTED SIZES OF NITRILE GLOVES	
LARGE ZIPPER CASE	
(4) 4" KLING	
(4) 6" KLING	
MIN (20) 4X4 GAUZE PADS	
MIN (10) 2X2 GAUZE PADS	
(1) 1" TAPE	
(1) 2" TAPE	
SMALL ZIPPER CASE #1	
(2) MYLAR BURN/SURVIVAL BLANKET	
(4) TRIANGULAR BANDAGES	
(1) ARTERIAL TOURNIQUET	
SMALL ZIPPER CASE #2	
(1) ADULT EPI PEN**	
(1) EPI PEN JR. **	
(2) ORAL GLUCOSE GEL	
(1) Bottle ASPIRIN 81MG Min. 12 pills	
(2) NARCAN 2mg/2ml**	
(2) MAD NASAL ATOMIZER**	
INTERIOR MAIN COMPARTMENT W/3 CASES	
PULSE OX - OPERATIONAL WITH	
ADULT & PEDIATRIC SENSORS**	
(2) COLD PACKS	
(1) 1 QUART SHARPS CONTAINER	
FRONT EXTERIOR POCKET	
OB KIT Revised: November, 2020	

OXYGEN	
FRONT ZIPPER	
TOP POUCH	
(2) ADULT NASAL CANNULA	
MIDDLE POUCH	
(2) ADULT NRB MASK	
BOTTOM POUCH	
(1) PED NASAL CANNULA	
(1) PED NRB MASK	
TOP MESH ZIPPER COMPARTMENT	
ADULT BVM	
CHILD BVM	
OROPHARYNGEAL AIRWAYS (Multiple Sizes)	
NASOPHARYNGEAL AIRWAYS (Multiple Sizes)	
LOWER COMPARTMENT	
SIZE 'D' OXYGEN CYLINDER	
REGULATOR- OPERATIONAL	
OXYGEN WRENCH	

**** ITEMS & TECC EQUIPMENT ARE TRANSPORT UNITS ONLY**



PRINCE GEORGE'S COUNTY FIRE/EMS DEPT. BLS UNIT REFERENCE SHEET

TECC-EMS BAG

Inside Top

Cylume Sticks (2)

Chest Compartment

Chest Seals (4)

Needle Decompression Device (2)

Airway Compartment

28F Nasal Airways (4)

Bandage 2 Compartment

Trauma Pads (2)

Celox Rapid Hemostatic Gauze (2)

Ace Bandages (2)

Combat Eye Shield (1)

Bandage 1 Compartment

H Pressure Dressings (3)

Inner Side Straps

Tourniquets (4)

Under Airway Compartment

Outside Front Pocket Zipper

Permanent Marker (1)

Trauma Shears (1)

Duct Tape (1)

Rear Compartment

Black Hawk Victim Carrying/Dragging Device

TECC-APLS LITTER

(1) TECC APLS Thermal Guard (Tan Litter)



**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT
STANDARD OPERATING PROCEDURE**

Standard Operating Procedure: 24-01	Effective Date: January 26, 2024
Subject: Getac Computer Deployment	
By Order of the County Fire Chief: Tiffany D. Green	Expiration Date: After Issuance of GO 02-02

POLICY

This Standard Operating Procedure (SOP) is being disseminated as a temporary policy until General Order 02-02 is distributed, *Apparatus and Equipment Checks*.

SCOPE

This SOP applies to all EMS Clinicians in the Fire/EMS Department.

DEFINITIONS

Getac Computer – A ruggedized tablet/notebook-style computer such as the Getac Computer is used for completing ePCRs. All EMS transport units and ALS-equipped engines are assigned a tablet computer and an AC power adapter.

Emergency Medical Services Duty Officer (EMSDO) – EMS supervisors strategically assigned throughout the County, overseeing the delivery of Basic Life Support (BLS) and Advanced Life Support (ALS) treatment and transportation services.

Vector Check It – An application in Target Solutions. Software is used to complete daily, weekly, and monthly apparatus/equipment checks and inspections.

PROCEDURES

I. Overview

- A. The Getac computers were newly purchased to replace the Panasonic Toughbook.
- B. Each unit currently assigned a Panasonic Toughbook will receive a new Getac computer to complete ePCR reports.

II. Inspection

- A. Vector Check It
 - 1. This application will be used to track devices, inventory, and conduct inspections of Getac computers.
 - 2. When conducting inspections, the EMS Clinicians shall:
 - a) Log into Target Solutions
 - b) Select Vector Check It
 - c) Select *Apparatus* on the left tab
 - d) Select “PGFD” from the drop down menu
 - e) Search for the appropriate “M” number in the “Search equipment/apparatus” box



**PRINCE GEORGE'S COUNTY, MARYLAND
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STANDARD OPERATING PROCEDURE**

- at the top left of the screen
- f) Select the M# of the apparatus you are checking
 - 1) Select "Start Check"
 - 2) Select the appropriate (daily/weekly/monthly) check sheet
- g) Complete Getac Section
 - 1) Select "Select Item"
 - i) If no Getac computer is assigned, select "Other"
 - ii) Select the Asset number for the Getac device in your possession.
- h) Complete Daily Inspection

B. Daily Inspection

- 1. The Getac computers shall be inspected during daily apparatus checks and documented in the Vector Check It application in Target Solutions.
 - a) EMS Clinicians shall confirm that all components of hardware are present and operable (i.e.: stylus, charger, and port covers)
 - b) EMS Clinicians shall confirm the condition and operability of the device as:
 - 1) Pass:
 - i) Operable or
 - ii) Operable - minor damage. Note any missing items in the note section.
 - 2) Failed:
 - i) Operable, major damage
 - ii) Inoperable

III. Equipment Loss, Damage, or Stolen Reporting

- A. If minor damage is found, the EMS Clinician shall note the damage in the provided field.
 - 1. Minor damage is defined as, but not limited to:
 - a) Missing stylus
 - b) Damaged or inoperable charger
 - c) Damaged or missing port cover
- B. If major damage is found, the EMS Clinician shall note the damage in the provided field.
 - 1. Major damage is defined as, but not limited to:
 - a) Extensive damage to the housing of the device
 - b) Cracked screen
 - c) Failure of touchscreen
 - d) Missing keys, or
 - e) Any issue that prohibits the intended use of the device
 - f) Connectivity Issues
- C. If the device is found to be inoperable, the EMS Clinician shall note the condition in the provided field and immediately contact the appropriate EMS Duty Officer for a loaner device.
- D. Any Fire/EMS Department property that is lost, damaged, or stolen shall be reported via the chain-of-command to the Risk Management Office within 48 hours per General Order 08-05 (Vehicle Accident and Loss Damage Reporting)

- 1. The following forms will be used:
 - a) A Notice of Loss or Damage Report (PGC Form #556).



**PRINCE GEORGE'S COUNTY, MARYLAND
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STANDARD OPERATING PROCEDURE**

- b) An Accident Review and/or Theft Report (PGC Form #2842), providing as much detail as possible.
- c) If the property is stolen, a police report is required.
- d) The Risk Management Office will forward the completed forms to the appropriate agencies/offices.
- e) The supervisor shall follow up with the appropriate disciplinary action related to theft, malicious destruction, misuse, loss, or unauthorized use of Fire/EMS Department Property.

IV. Documentation

- A. All major and inoperable conditions of the device shall require a Loss/Damage Report when obtaining a loaner device from the appropriate EMS Duty Officer.

V. Loaner, Exchange, Allocation, and Restock

- A. If the Getac device requires the EMS Clinician to obtain a loaner device from the EMS Duty Officer.
- B. All exchanges shall be done on a one-for-one basis.

RESPONSIBILITIES

I. EMS Duty Officers (EMSDO)

- A. Shall be responsible for facilitating the exchange of ePCR devices.
- B. Shall be responsible for taking possession of the damaged device and the Loss/Damage Report from the EMS Clinician.
- C. All damaged or inoperable devices shall be delivered to the EMS Billing Office or designated location during regular business hours.
- D. Each EMS Duty Officer shall maintain two (2) loaner devices to facilitate the exchange with clinicians and shall ensure a complete inventory of loaner devices before the close of business.
- E. Once notified, the EMS Duty Officer shall return all repair devices to the appropriate station and do a one-for-one exchange for the loaner device, maintaining the inventory of devices.

II. EMS Clinicians

- A. Shall complete a daily inspection of the Getac computers during daily apparatus checks.
- B. Shall document this inspection in the Vector Check It application.
- C. Shall complete all prescribed training in Target Solutions about this SOP.

III. EMS Billing Office

- A. The EMS Billing Office/Billing Vendor will manage the inventory of Getac devices in Vector



**PRINCE GEORGE'S COUNTY, MARYLAND
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STANDARD OPERATING PROCEDURE**

Check It.

- B. Shall facilitate all exchanges with the EMS Duty Officer to replenish inventory.
- C. Shall serve as the primary point of contact with the Billing Vendor's Office.
- D. Provide a monthly report to the executive leadership on the condition of all Getac devices.

IV. Special Events Unit (SEU)

- A. Each primary EMS Clinician assigned to the SEU shall take possession of the Getac device from the Apex Machine.
 - a. The Clinicians shall complete an inspection of the device and record the condition in Vector Check It while conducting the apparatus check.
- B. Any change in the condition or operability of the device shall be reported immediately to the SEU OIC, who will be responsible for ensuring the completion of a Loss/Damage Report and, if applicable, an investigation into the origin of the damage to be forwarded through the Chain-of-Command, and to the EMS Duty Officer.
- C. If a device exchange is required, the provider will include all assigned components of the damaged device, including:
 - a. Stylus
 - b. Charger

V. Ready Reserve Units

- A. All Clinicians using the Ready Reserve Unit shall make the request following the procedures in General Order 05-29 (Ready Reserve).
- B. A Getac device shall be assigned to the unit by the EMS Duty Officer or appropriate Apex Vending Machine, as instructed by the EMS Duty Officer.
 - a. The Clinicians shall complete an inspection of the device and record the condition in Vector Check It while conducting the apparatus check.
- C. At the end of use, the primary Clinician shall return the Getac device to the EMS Duty Officer or Apex Vending Machine, as instructed by the EMS Duty Officer.
- D. Any change in the condition or operability of the device shall be reported immediately to the EMS Duty Officer following the procedure in the Inspection Section of this SOP.
- E. If a device exchange is required, the provider will include all assigned components of the damaged device, to include:
 - a. Stylus
 - b. Charger