



WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

Title: Pre-EMS Essentials

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Our service in Washington County has long been major providers of the emergency medical care to the ill and injured citizens of our state. When people are in physical distress, even on the verge of dying, they look for the reassuring red, and white flashing lights of emergency vehicles. The citizens of Washington County count on the Fire -Rescue-EMS Services for emergency care.

Training for the provision of emergency care is vital to the life-saving mission of the EMS agencies.

Programs have been developed to train rescuers as EMT-A's, CRT, EMT-P etc. These programs consist of certifying you as a emergency provider, and the concept of the Pre-EMS Essentials program is to help you become familiar with the operational parts to apply your skills.

A positive organized training program will help improve the quality of emergency care provided in Washington County.

MISSION STATEMENT (Emergency Focus Group)

As partners in Washington County Emergency Services, we will be a unified, organized group of emergency care providers. Our goal is to provide excellent emergency care in a patient oriented, consumer driven approach; exceeding all local, state, and national standards. Our commitment is to be progressive and proactive in our approach to fulfilling the emergency care needs of our community, and to be efficient in the utilization of our resources.



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ORIENTATION/REVIEW PREPARATION FOR AN EMERGENCY

CLASS #1

Type of Lesson: Lecture

PURPOSE:

The purpose of this class is to ensure that company members know their rules and responsibilities before any emergency response.

MATERIALS

- Blackboard/chalk
- Visual Aids/overhead
- Flipchart with lists of desirable traits
- Handouts

PRESENTATION

1. Discuss company's rules and regulations for station and membership.
 - A. Company meetings
 - B. County meetings
 - C. Company Training
 - D. Station Tour
2. Standard operating procedures:
 - A. Chain of command
 - a. Discuss chain of command to emergency care field operations.
 - b. Officers
 - c. Responsibilities of officers
 - B. Explain service areas.
 - a. First due response area.
 - b. Mutual aid response area.
 - C. Describe requirements for riding company apparatus.
 - D. SOP's
 - a. Training
 1. required
 2. schedule



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- b. Duty
 - 1. crews
 - 2. officers (if applies)
 - c. Uniforms/appearance
 - d. Apparatus
 - 1. manning
 - 2. unit identification
 - 3. unit purpose
 - e. Vehicle operation
 - 1. requirements for driver
 - 2. responsibilities of driver
 - 3. operation while on emergency call
 - 4. maintenance
 - 5. vehicle failure
 - f. Radio Communications
 - 1. fire radio
 - 2. EMS radio
 - g. Transport procedure (emergency vs. non-emergency)
 - h. Handling of deceased persons
 - i. review equipment replacement
 - j. Company reports/MAIS runsheets (video)
 - 3. Explain disciplinary procedures
 - a. Company level
 - b. County
 - 4. Explain responsibility of emergency care crew at :
 - a. Medical emergencies/injured victim
 - b. Vehicle collisions
 - c. Rescues
 - d. Fire scene
 - e. Haz Mat incident
 - f. Disaster situations
 - 5. Discuss relationships of emergency care crew and fire suppression unit.
 - 6. Explain any specific company policies related to emergency procedures



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CLASS INSTRUCTOR: It is recommended that whenever possible the instructor of this drill be certified to the level of First Responder or higher. A company line officer with experience in both fire and rescue would be the ideal instructor.

CARDIOPULMONARY RESUSCITATION

CLASS #2

Type of Lesson: Didactic and practical

PURPOSE:

To be sure everyone responding on an emergency call can perform CPR as needed.

MATERIALS:

- Instructor from American Heart Cert.
- Manikins
- VCR
- Pencils
- Classroom type setting

EQUIPMENT FAMILIARIZATION

Class #3

Type of Lesson: Demonstration/Lecture

CLASS INSTRUCTOR:

It is recommended that the instructor conducting this class be certified to the level of First Responder or higher. A company line officer and/or apparatus technician would be ideally suited for this lesson.

PURPOSE:

The purpose of this class is to ensure that company members know apparatus equipment location and can maintain it in the best manner possible.

MATERIALS

- Company's emergency care/rescue equipment and vehicle(s)
- VCR and Pyxis system tape



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PRESENTATION

1. Demonstrate emergency care equipment and briefly describe usage.
2. Explain maintenance requirements of equipment.
3. Explain proper procedure to follow concerning broken or damage equipment.
4. Explain procedure for replacing disposable items.
5. Divide class into groups with an officer or senior member assigned to group. Group is then “walked-around” each vehicle. The proper location of each piece of equipment or tool is noted along with any special instructions for its removal or storage on the vehicle.
6. Explain how training on new equipment is handled, and inform students of location of instruction manuals for equipment.
7. Explain patient exchange items and view pyxis system video.
8. Radio equipment (Fire and Med radio)
9. Sirens and lights
10. Map books

SUMMARY

1. Review the content matter of this class by asking questions of company members base on the following objectives:
 - a. Identify emergency care equipment and its location on the emergency apparatus.
 - b. Explain company policy for the care and maintenance of this equipment.
2. Ask for and answer any questions the members may have about his drill.



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PROTECTIVE CLOTHING AND EQUIPMENT

CLASS # 4

Type of Lesson: Lecture

PURPOSE:

To explain and demonstrate all the protective clothing and how it relates to emergency calls.

MATERIALS:

- Slide presentation
- Eye protective equipment
- Head protection
- Hand protection
- Body protection

1. Medical (Infectious disease and sanitary procedures)

A. Gloves:

B. Eye protection – goggles

C. Mask

D. Disposable gowns- when necessary

E. Cleaning of equipment

F. Hearing protection

G. Using red bags for soiled linen, equipment (Sanitary handling procedures for medical supplies)

H. Equipment necessary on Haz Mat scenes

2. Protective Equipment for Rescue Operations



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- A. Helmet - chin strap, ear flaps, safety shield, safety goggles, and ear plugs (hearing protection)
 - B. Coat - snaps, buckles, collar, liner, and the limitations
 - C. Bunker pants and boots - snaps, buckles, liners, protective limitations, and safety features.
 - D. Gloves - approved rescue gloves, and using disposable gloves
 - E. Disposable protective clothing (Haz Mat)
 - F. Identify dangerous situations found on emergency calls and how it Relates.
 - G. Goggles and mask

MAIS RUNSHEETS

CLASS # 5

Type of Lesson: Lecture

PURPOSE:

The purpose of this lesson is to ensure that company members know their role in information collection and documentation.

MATERIALS:

- Run sheets
- VCR
- MAIS Run sheet Video
- MAIS user's manual
- Pencils

PRESENTATION:

1. View the MAIS Run sheet video
2. Review the MAIS user's manual and follow along with run sheet
3. Review information gathering



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4. Required documentation

5. Review the confidentiality of run sheets and patient information.

COMMUNICATIONS

CLASS # 6

Type of Lesson: Didactic, practical, and tour

PURPOSE:

To ensure that the new company member can use radio appropriately, efficiently and effectively.

MATERIALS:

Apparatus with radios.

PRESENTATION:

1. Review operations of:

A. Alerting system:

1. Rescue calls are BLS calls, these dispatches require a BLS crew at least one EMT-A
2. Medic calls are ALS calls, these dispatches require an ALS provider & an EMT-A/ driver.
3. Scratch time The unit has five (5) minutes to respond once five minutes are up the Wash. Co. Fire & Rescue communication center question if unit responding then immediately dispatches the next due unit. If the unit responds before nine minutes it can be counted as a late response and the next due unit canceled if the original unit is fully staffed. At ten (10) minutes or longer the original unit has failed and if the original company does get out after the ten minutes they should determine if they are still the closest unit to the scene. Snow emergency plan: during snow emergency plan there is a seven (7) minute response time.

B. Building alerting system

1. Klaxton



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2. Speakers
 3. Lighting

C. Alerting tones

D. Base Station

2. Review standard operating procedures for using radio

FIRE BAND RADIO: Location and purpose of this radio

A. Unit identification based on the highest certification on board that unit.

1. EMT-A Ambulance (123)
2. CRT Medic (123)
3. EMT-P Paramedic (123)

B. Review and understand the County standards regarding undermanned units.

C. Understanding the appropriate phrases in responding to an emergency Call

1. Washington County Fire and Rescue Communications is referred to as Headquarters in any transmissions directed to them.
2. RESPONDING Identify unit Ambulance, Medic, Paramedic *(123) responding
3. ON THE SCENE Identify unit Amb. Medic, Paramedic (123) ON THE SCENE

“reminder of the importance of actually on the scene”

4. ENROUTE TO THE HOSPITAL Identify unit Ambulance, Medic, Paramedic (123) Enroute to WCH or exactly which hospital you are going to
5. AT THE HOSPITAL Identify unit Ambulance, Medic, Paramedic (123) is at the hospital.



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6. AVAILABLE Identify unit Ambulance, Medic, Paramedic (123) is available.

7. OFF THE AIR (IN QUARTERS) - (according to the Communication Manual Off the Air means a unit is unable to have two-way communication via radio 5.04).

D. Review the Washington County Communications Manual Standard Authorized Words & Phrases. Section 5 page 5.03 - 5.04 & 5.05.

E. Headquarters and their conditions:

Normal radio procedure "CONDITION A"

"CONDITION B" indicating extremely heavy radio and telephone traffic, Keep radio traffic to a minimum and non-essential traffic eliminated. Do not repeat yourself if headquarters is unsure if your company is responding they will ask. Times will be given when condition B lifted. Routine "on the air" and "off the air" status will be deleted.

"CONDITION C" Communication will re-locate to Alternate Communications Center All procedure initiated under "Condition B" will apply.

"CONDITION D" This condition means Headquarters has become totally in-operable and Personnel are unable to activate the alternate site.

MED RADIO: Location and purpose of this radio

A. Procedure on contacting WCF&R Communications for requesting patch for med channel

B. Procedure on connecting to the med channel and acknowledgment of waiting. "On channel 30 (call 2) This is (Ambulance, Medic, Paramedic) 123 to Washington County Communications on Call 2, when headquarters answers (Ambulance, Medic, Paramedic)123



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requesting a patch to what ever hospital for a priority # patient .
Headquarters will then assign you a med channel when you get to
med channel identify unit (Ambulance, Medic, Paramedic) 123
standing by on MED (whatever number they assigned you).

2. Tour Washington County Fire and Rescue Communication Center.

INFECTIOUS DISEASE

CLASS # 7

Type of lesson: Lecture & video

PURPOSE:

To ensure new members awareness of exposure control plan.

MATERIAL:

Exposure Control Plan

PRESENTATION:

1. Review the Exposure Control Plan

- a. Introduction
- b. Exposure
- c. Patient Care practices
- d. Cleaning and decontamination procedures

2. Review the Infectious Disease Exposure Report

3. Review the Infectious Disease Exposure Notice

4. Review your responsibility and know the companies responsibility to you.

5. Identify procedures to avoid exposures.

6. Review all the procedures necessary upon exposure.

7. Review Hep B program offered by the County Association.



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HAZARDOUS MATERIAL EMERGENCIES

CLASS # 8

Type of Lesson: Lecture, slide, didactic

PURPOSE:

To ensure that the new company member can appropriately identify a hazardous incident and recognize the need for specialized apparatus.

MATERIAL:

- Slide presentation
- Emergency response guidebook
- Wash. Co. MD. HIRT SOP's

PRESENTATION:

1. Review the response action in identifying a hazardous incident.
 - a. approach cautiously
2. Review the use and location of Emergency Response Guidebook.
3. Review the ways of identifying hazards.
4. Review responsibility of the ambulance crew on hazardous material incidents.
 - a. securing the scene
 - b. rehab sites
5. Review some indicators in locations and type of information available on hazardous incidents.
 - a. placards
 - b. MSDS
6. Explain the different types of certification for Haz Mat and review the response of those individuals.



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7. Review procedure for environmental spills:

a. Types of spills

1. Surface
2. Water Way
3. Water System

b. Types of responses

1. Level I
2. Level II
3. Level III
4. Water System Spills
5. Water Way

c. Notification of levels

d. Review some Equipment on Haz Mat Unit

EVERYONE IS TO HAVE HAZ MAT AWARENESS TO RESPOND ON AMBULANCE CALLS !