GUIDELINES FOR VOLUNTEER RESCUE SQUADS
WITHIN CARROLL COUNTY, VA

**Equipment Response:** what and what type of equipment/manpower is appropriate for response to different type calls.

A. Excessive manpower shall be avoided.

B. An appropriate number of appropriately credentialed persons shall be responding to the scene or with all emergency vehicles when responding to an emergency call. If the appropriate number of persons is not available, a properly credentialed person may take an emergency vehicle and respond to an emergency call in a first response role.

C. The dispatch center will be notified ANY TIME an emergency vehicle leaves the station and when it returns.

D. Approval must be obtained from the Emergency Director before an emergency vehicle is taken outside the county unless it is for pre-approved activity (e.g., emergency calls and patient transports).

E. All ambulances shall remain equipped with no less than the state required equipment at all times when available for call. All equipment on emergency vehicles shall remain in working order or be replaced with appropriately working equipment. Carroll County reserves the right to inspect emergency vehicles for appropriate and working equipment at any time and if found deficient will be removed from service until it is approved for service by the Emergency Director.

F. Rescue Squad members shall not respond to emergency calls on I77 with or in a personally owned vehicle.

G. The primary role of responding rescue squads resources shall be patient care. Therefore, ambulances and or first response vehicles shall be the primary response type before other types of resources (e.g., crash trucks, ATVs and such like). When it is known that enough ambulances and required personnel are responding to cover the call, then the other types of resources may be utilized when needed.

H. When dispatched to an emergency call, responding personnel shall keep radio traffic to a minimum.
**Squad Member Qualifications:** Before responding to emergency calls, each member shall:

A. Be currently credentialed in Healthcare Provider CPR (or an equivalent).

B. Be a currently credentialed EMT-B or higher with the Virginia Office of EMS. (All current members as of January 1, 2009 are encouraged to obtain a Virginia OEM certification but will not be required as long as they remain active members of their respective volunteer rescue squad).

C. Be currently credentialed in an approved course of emergency vehicle operations.

D. Be familiar with the current equipment specific to his certification level stocked on all ambulances within the squad.

E. Be approved by the Emergency Director following a criminal background check performed by or through the office of the Emergency Director.

All persons having access to a squad facility shall have a criminal background check performed by or through the office of the Emergency Director within prior of initial association with the squad.

**Captains Qualifications:**

A. All captains must be ALS certified.

B. Must live in Carroll County full time.

C. Must live within your coverage area.

**Note:** The Emergency Director may approve exceptions to B. and C. when appropriate.

**Disqualifiers for Carroll County Rescue**

The following is a list of disqualifiers for fire and rescue. Any of these items discovered during the investigation shall be grounds for dismissal from emergency services.

1. A conviction of Driving Under the Influence in the past five years, or more than one conviction of Driving Under the Influence in the applicant’s lifetime.
2. Any felony conviction.
3. Any use of cocaine, heroin or any other controlled substance listed in Schedule I or Schedule II of title 54.1 of the Code of Virginia in the applicant’s lifetime.
4. The use of any illegal drugs during the last twelve months.
5. Illegal sale of any drugs or narcotics.
6. Documented untruthfulness on applicant’s application.
7. Conviction of any domestic violence.
8. Upon any police investigation until the outcome.
Disciplinary Action:

1. Members may be barred from using any Emergency Service Equipment and banned from the premises of any Emergency Services property that’s owned by the County for any violation of (Professional Attitude and disqualifiers section).

Appeal

Appeal to the Emergency Service Board within 60 days.

Type Specific Call Response:

A. Emergency calls which fall under ALS response guidelines shall require that EMT-Intermediate or EMT-Paramedic certified personnel respond as part of the Volunteer squad or be dispatched as mutual aide.

B. The following emergency call types fall under ALS response guidelines:
   1. Chest pain
   2. Respiratory Distress
   3. Major trauma
   4. Stroke
   5. Altered level of consciousness
   6. Seizure
   7. Drug Overdose

When responding to a call:

A. At no time can a driver answer the radio before an EMT or higher answer the call.

B. It is preferred that the ambulance have two personnel before leaving the building.
   1. Prior to patient care two personnel must be available of which one is an EMT or higher.

C. If an ambulance leaves the station with an EMT and DRIVER only they must tell c-com this is a BLS AMBULANCE responding.
   1. If it is an ALS call Carroll Fire Rescue will be toned out with the responding agency.

D. When a CRASH TRUCK is responding there must be at least two certified personal available on the truck before leaving the station.

E. All drivers must obey all state laws when responding to an Emergency.

F. To ensure that adequate and legal documentation of calls is completed in a uniform and standardized format, the following procedures will be followed:
1. A Pre-hospital Patient Care Report (PPCR) shall be completed for each unit dispatched and/or responds to a call.
   - Documentation of dispatch and response is required.
   - Specific patient information unavailable to you is not required.
   - An individual PPCR shall be completed for each patient assessed except under such circumstances as a Mass Casualty event when a Virginia State Triage tag shall serve as a substitute.

2. When a patient is transported to medical facility.
   - The transporting unit shall record all needed information about patient assessment and treatment performed.
   - A copy of the PPCR (or equivalent worksheet) shall be given to the appropriate person of the receiving facility when possible.

3. When a patient refuses care and/or transport to medical facility.
   - Documentation of assessment findings and informed refusals shall be completed for each patient refusing care on a separate PPCR.
   - When possible, attempts should be made to obtain a witness signature from someone other than responding EMS and/or Fire personnel; Law enforcement staff is the preferred witness when available.

4. In the event that responding unit(s) are cancelled prior to arrival, an appropriate PPCR shall be completed documenting dispatch, response, and cancellation circumstances.
   - On the PPCR you must document agency and person that canceled the responding unit prior to arrival and that no contact was made with the patient on all calls including a DOA reported.

5. When a patient is determined DOA (Dead on Arrival)/Code Blue per the following presentations and/or circumstances:
   - Decomposition
   - Rigor Mortis (do not confuse with stiffness due to cold environment)
   - Dependent lividity
   - Decapitation
   - Unwitnessed cardiac arrest of traumatic cause
   - Any cardiac arrest of patient with severe injury that is not compatible with life.
   - Incineration
   - Submersion greater than 1 hour
   - In cases where CPR was initiated, but medical control physician is convinced that any further efforts will be futile and orders termination.
   - In cases where valid Virginia DNR (Do Not Resuscitate) papers are present for patient in cardiac or respiratory arrest, and/or within guidelines specified by the patients document.
In the event of these circumstances, documentation of dispatch, response, available patient information, assessment findings, treatments/procedures performed, and specific notifications made to law enforcement/medical control/medical examiner are required.

6. Relevant Additional paperwork required.
   - Each crew is to place completed paperwork only in the designated locations after returning to quarters and before end of tour of duty.
   - Items to be kept with original PPCR.
     - Patient information data sheet from hospital.
     - Insurance billing authorization form, signed by patient or patients’ legal representative.
     - In cases of inter-facility transfer copy of transfer orders.

7. Controlled Substance Usage: Anytime scheduled medications are used.
   - Either the receiving Physicians signature is to be obtained on the PPCR (signifying him/her being informed of the administration).
   - Or a copy of the Transfer Orders (with ordering Physician’s signature) shall be kept with the original copy of the PPCR.
   - This paperwork is to be placed in the locked metal box inside the supply cabinet.
   - All other paperwork related to the tracking of medication pouches shall be completed in a timely and complete manner.

Mutual Aide:

A. No agency or rescue squad personnel shall respond to an emergency call outside their primary response area unless requested or allowed by 911 Communication Dispatch Center.

B. When requested and Incident Command has been established:
   1) Incident Command shall:
      a. Be quickly established by first responding medical unit. Collaboration with Police and Fire Departments is absolutely necessary
      b. Call for additional help as needed
      c. Designate staging area for ambulances an emergency equipment
         1. With a major wreck between exits 8 and 1, staging areas would be exits 8 and 1
         2. Have Dispatch to inform all responding units to report to the staging areas and not to enter the scene until instructed to do so by incident command.

   2) Responders shall:
      a. NOT enter the scene in personal vehicles.
      b. Keep radio traffic to a minimum
         1. When two members of a squad check in route to the building, all others refrain from using the main radio frequency.
2. When ambulance is in service, notify dispatch of response and arrival at staging area.
3. After arrival at staging area switch to V-tach 1 and contact incident command for instructions on further response.

3) Triage shall proceed as follows:
   a. Begin triage as soon as a medically trained person is available.
1. With a wreck of more than just a few vehicles it will be necessary to mark cars instead of individuals.
2. Use triage tape on the outside of the vehicle in a conspicuous place, e.g., antenna.
3. Mark all cars with no injuries with orange triage tape
4. Mark any cars with injuries with colored triage tape for the most serious injury within the vehicle.
   
   b. Notify Incident Command:
1. …immediately of a critical patient – location, color of vehicle and brief condition of patient.
2. …of number of injured when completely through the scene.
   
   c. Assist with locating patients and directing resources to where it is needed.

**Insurance Issues** – For an individual to be covered under Carroll County Liability and Malpractice Insurance, all the following apply:

A. The individual’s name must be part of the current roster held by the office of the Emergency Director.

B. The individual is operating within his scope of practice and treatment protocols.

C. The individual has been approved to respond to emergency calls by the Emergency Director.

**Post Accident/Injury Investigation and Testing Policy:**

A. To ensure that Rescue Squads operates in the safest possible manner at all times. Therefore Carroll County will test for the presence of alcohol and drugs in certain circumstances and when deemed necessary by administration. Carroll County will also investigate all work related accidents and injuries.

1. Work Related Accident shall mean:
   a. Accident in which an employee is operating a County vehicle and has caused or contributed to property damage regardless of costs.
b. An accident in which an employee required medical attention and/or care regardless of whether or not the employee requiring care caused or contributed to the accident.

2. Work Related Injury shall mean:
   a. Any injury that occurs to an employee while on County premises, work-site location, or is off site, and while engaged in activities for or on behalf of the County and the employee caused or contributed to the injury, or the injured employee requires medical attention at a medical facility.

3. Causes or contributes to a work related accident or injury shall mean:
   a. Any rescue squad member whose actions or inactions contributed to the accident or injury as determined by the investigating police officer or Emergency Services.
   b. In making this determination consideration will be given to all potentially involved Rescue Squad members.
   c. In all cases, if the accident occurs on public roads while driving a vehicle, determination of fault will be made by the police officer.
   d. At other locations determination of fault will be made by the Emergency Service Director.

**Required Police Investigation/Report**

1. A police report is required for all accidents that occur on a public road, and/or involve non-departmental persons or property, and/or involve injury to department personnel, and/or involve a moving vehicle. And/or involve damage to County property that would cost $500.00 or more to repair as estimated by the investigating officer.

**Responsibilities:**

**All personnel are responsible for:**

1. Reporting, as soon as possible, job related accidents and injuries to their immediate Captain.

2. Cooperating in the investigation of the accident/injury.

**Department Captain’s are responsible for:**

1. Insuring that appropriate medical care is provided to injured persons.

2. Reporting, as soon as possible, job related accidents or injuries, to the Emergency Services Director.
3. Obtaining a police report when required.

4. Completing and submitting to the Emergency Service Director required paperwork in a timely and accurate manner.

5. Cooperating in the investigation of the accident/injury.

**Emergency Services Director is responsible for:**

1. Investigating the accident or injury to determine facts surrounding the incident, determine individuals involved, determine individuals at fault or contributing to the accident or injury, identify corrective measures that may be taken to prevent or reduce the probability of similar accidents/injuries in the future.

2. Completing and filing all appropriate paperwork for the incident.

3. Insuring that individuals identified in the investigation as causing the accident/injury are tested in accordance with the County Drug Testing Policy.

4. Where practical, implementing the corrective actions identified in the investigation.

**Professional Attitude:**

1. To ensure that all staff of Rescue Squads conducts themselves at all times in a professional manner, both to the public and to other staff members. To ensure that the Rescue Squad is held and viewed by the public as a professional organization.

2. All staff members are expected and required to present a professional attitude at all times while on duty with their Rescue Squad.

3. Rude unprofessional behavior and attitude towards fellow staff members and administration will not be tolerated at any time and in any form.

4. Cursing and abusive language toward the public, and or staff will under no circumstances be tolerated at anytime from any Rescue Squad member.

5. Rumors or false statements about other Rescue Squad members is to be considered unprofessional conduct and will not be tolerated.

6. Any Rescue Squad member that violates any part of the guidelines will be immediately subject to disciplinary action as per policy and as administration deems appropriate.
Dress Code:

1. To ensure that all staff of Rescue Squads present themselves in a professional manner.

2. To ensure that all members are easily identified by citizens and present a uniformed image to the general public.

Personal Hygiene

1. Rescue Squad members are expected, when responding to a call to do so in a clean hygiene manner and to present a clean professional image at all times.

Approve, Board of Supervisors

______________________________  __________________________
Chair, Carroll County BOS          Date