

Sandy Ridge Rescue Squad Inc, Standard Operating Guide

This Manual is intended as a general guideline for all Squad Members. It is to be used along with the constitution and By-Laws and incorporated in the normal operations of the Squad.

Job Title: Volunteer Pre-hospital Provider

Purpose: To provide responsible pre-hospital emergency care to clients. Promote and advance the squads goals through training, fund raising, public education and community well-being. Responsibilities: To devote adequate time and support to agency objectives; respond to emergencies, training and public education projects. Actively participate in organizational functions: business meetings, training sessions and other special activities, as required by the squad. Time Required Assigned duty shifts, special details (unit and building maintenance), and meetings (business, training and committee) as required. Additional time will be required during the initial probationary period to become familiar with the work of the squad.

Qualifications and Special Skills:

A minimum of 18 years of age and a person of mature judgment as attested to by Sandy Ridge Rescue Squad. Clean and neat appearance (including hair, facial hair, jewelry, and personal hygiene). Of sound physical and mental condition, capable of performing all assigned duties. Able to read, write and speak the English language. Not addicted to the use of any drugs or intoxicating substances. Personnel agree to willingly participate in random drug testing. Never convicted of any felony or a crime of moral turpitude. Never convicted of any other act which is a felony under the laws of the state or the United States, except that such felon is eligible for EMS certification if no additional felonies have been committed within five (5) years after the date of final release from incarceration.

Required training program during probationary period.

Other requirements as imposed by the SRRS or governmental agency that directly or indirectly regulates the Squad (i.e.. VAOEMS, OSHA etc..) Supervision: provided by line officer(s) and/or designated members as stated in the By Laws of Sandy Ridge Rescue Squad.

Benefit:

Upon successful completion of probationary period or its equivalent, volunteer prehospital provider may become a full member of the squad with all responsibilities and privileges accorded by the agency. Special recognition and awards may be achieved.

SANDY RIDGE RESCUE SQUAD
EMERGENCY MEDICAL SERVICES VOLUNTEER
VOLUNTEER STATEMENT OF COMMITMENT

As a member of the Sandy Ridge Rescue, I hear-by made a commitment to:

- 1. Work assigned duty details***
- 2. Attend membership meetings as scheduled.***
- 3. Attend training sessions as scheduled.***

As a member, I understand that I am part of the staff of the SRRS and therefore, I can be asked to resign from membership. Causes for dismissal from the volunteer staff include:

- 1. Failure to comply with the bylaws of the organization.***
- 2. Failure to comply with the policies and procedures of the organization.***
- 3. Failure to complete the required training programs; for example:***

A. EMT

B. CPR

C. EVOC

D. Vehicle Extrication

E. Others as required by the SRRS or other regulatory agencies.

- 4. Failure to work minimum time per month.***
- 5. Failure to attend in-service training programs.***
- 6. Breach of confidentiality.***
- 7. Unethical behavior.***
- 8. Unwillingness to follow the directions of the officers.***

As a volunteer, I am also required to provide evidence of:

- 1. Current drivers license and DMV driving transcript.***
- 2. Current certification from VA. Office of EMS***
- 3. Copy of criminal records check, etc..***

Prospective members to the Sandy Ridge Rescue must meet the requirements of the personnel policy prior to their application being brought before the membership.

- 1) I agree to be responsible for the duty assigned to me by the membership officer.
- 2) I agree to attain and maintain a valid Virginia EMT certification, or any other certifications deemed necessary by the SRRS.
- 3) I agree to obtain (if necessary) a valid Virginia Drivers License with required endorsements.
- 4) I agree to perform the following physical requirements:
 - a. Must be able to carry an ambulance cot with approximately 150 pounds. patient up and down a flight of stairs. **
 - b. Must be able to lift an ambulance cot from folded position to extended position with an approximate 150 pounds patient.*
 - c. Must be able to carry the Hurst Tool or an equivalent weight over a distance of 20 yards.*

*You may have one Squad member as an assistant during the performance of these requirements.

Duties

Number of Persons Per Duty

Each duty will consist of a maximum of 4 and not less than 2 assigned members, each duty will have 1 EMT assigned. Duty personnel assignments may be changed by the membership Lt. according to the needs of SRRS and to maintain the proper number of persons per duty.

Filling a Duty Vacancy

In the event a vacancy occurs on a specific duty, the membership Lt. or his designate will first reassign a person from a duty containing more than four persons. Should no one from this duty volunteer, then the person being reassigned from one duty to another will have the least seniority in the Squad from that duty. All assignments of personnel will be made on a priority basis. The duty having the least number of assigned persons will receive the next available person. (New members will be assigned a duty. No requests unless all duties contain equal staffing.) The duties having vacancies will be posted and those duties can be designated by the membership Lt. or his designate as duties to be used as makeups.

Absence From Duty

Each member (probationary and full member) is obligated to contact the membership Lt. a minimum of 24 hours prior to a duty being missed. Shorter notice is accepted in event of sudden illness or emergency. If you are unable to reach the membership Lt. If unavailable, contact one of the following in order listed: Captain, Training Lt., or Equipment Lt. You must also notify your senior duty partner if possible or one of your other duty partners. You must attempt to find your own replacement for the duty you are missing. Failure to comply with this will result in the member being assigned 1 extra duty for each missed duty. The membership Lt. will post a monthly list for duties needing personnel. You may sign up to cover one of the duties posted.

PERSONNEL POLICY
SANDY RIDGE RESCUE SQUAD

Meeting and Duty Attendance Guideline

Each member of Sandy Ridge Rescue has an obligation to attend all regularly assigned duties and scheduled meetings. This is recommended so each member can be well informed on all issues pertaining to the Squad, and to meet the commitment made when you applied for membership in the Squad. The following guideline is established to remove all confusion on the Sandy Ridge Rescue Policy pertaining to attendance.

Meeting Attendance:

Each senior and probationary member is obligated by the by laws of the organization to attend all regularly scheduled and called business meetings and training drills. The meetings are held on the first and third Thursday of each month. Only the membership lieutenant or his / her designate may excuse a member from attending a scheduled or called meeting. The acceptable reasons for not attending a meeting are.

- *Primary Job*
- *Family*
- *Church*
- *Illness **

Unexcused absence is defined as missing a meeting for reasons not listed above or not informing the membership lieutenant or the lieutenants designate of your impending absence

A member who will not be at a regularly scheduled meeting for any of the above listed reasons must call the membership lieutenant or the lieutenants designate prior to the meeting being missed. Failure to do so will result in the member being marked unexcused. The membership lieutenant has the option of accepting an excuse for missing a meeting at the lieutenant's option.

* A member using illness for excused absence on an excessive basis will be reviewed by the executive committee. This review may result in loss of using illness as an excused absence by that member. As stated in the by laws absence from two consecutive meetings is grounds for dismissal from the Squad. Any member who has two consecutive unexcused absences from meetings will be referred to the executive committee for disciplinary action. The definition of consecutive meetings is as follows.

- Unexcused absence from Business and training meeting in same month.
- Unexcused absence from two consecutive business meetings.
- Unexcused absence from two consecutive training meetings.

If a member has an ongoing conflict with scheduled or called meetings for the above Listed reasons they should use the following procedure:

- Work related: submit a letter to the membership lieutenant from the member's primary employer on the company letterhead stating the reasons of conflict.
- Family or Church: Submit a letter to the membership lieutenant stating the reasons you cannot be at the meetings.

The membership lieutenant will review the letter and if in his/her opinion the letter warrants approval the lieutenant will submit it for approval to the executive committee. The executive committee may accept or reject the letter. The membership lieutenant will then Inform the member in writing of the committee's decision.

CREDIT FOR TRAINING DRILLS FOR ATTENDING OUTSIDE TRAINING:

Sandy Ridge Rescue has a standing policy to allow credit for the training drill of the month that a member attended a class related to EMS OR REQUIRED Squad TRAINING. This would include but is not limited to ACLS, refresher classes, basic or instructor classes, EVOC, Extrication. The member will only receive credit for the current months drill unless, the class occurred after the training drill for the previous month. The member must request credit for the class from the training Lt. who will then will notify the membership lieutenant of acceptance or rejection of the class for drill credit If a member is in a class lasting several months, the member must request credit each month that the class is meeting. The member must supply proof of attendance in a class for the month credit is being requested.

DUTY ATTENDENCE

Duty Assignments:

Each member is assigned a biweekly duty on a shift rotation. A duty rotation is defined as a particular day or night of the week; night duty would be considered a separate duty rotation from day duty. Each duty rotation is assigned a shift supervisor. All duties will consist of a 12-hour shift. All day duties start at 06:00 and end at 18:00 hrs. All night duties start at 18:00 and end at 06:00 hrs. Members are responsible for covering all their assigned duties with out exception. The only excused absence from an assigned duty is for the following reasons. • *Primary Job* • *Church* • *Family* • *Illness*

Reporting an Absence:

If a member is going to miss an assigned duty for any of the above. They must inform the Membership Lt. and their shift supervisor a minimum of 24 hours in advance of the missed duty (except in the event of illness which must be reported as soon as possible before the start of the duty). The member is responsible for finding his or her own replacement to cover the missed duty. Failure to comply will result in the following disciplinary actions.

- Missing one duty will result in one extra duty to be assigned by the Membership Lt.
- Missing a second duty will result in two extra duties and referral to the executive committee for disciplinary action to be decided by the executive committee
- Missing three duties will result in suspension and referral to the executive committee for disciplinary action. This could include referral to the Board for dismissal.

Missing Duty for Primary Job:

If a member works a rotating shift on his or her primary job, and will be absent due to work, that member must find another member to take their place on the duty to be missed. It is the members responsibility not the shift supervisor or membership lieutenants responsibility to find a replacement. Failure to have a replacement will require that member to pull an extra duty for each duty not attended. Even though primary job is an excused absence you are still obligated to fulfill your commitment to the Squad and community.

Missing a duty for Church or Family:

If a member is going to miss a duty for reasons of church or family, that member must find another member to take their place on the duty to be missed. It is the members responsibility not the shift supervisor or membership lieutenants responsibility to find a replacement Failure to have a replacement will require that member to pull an extra duty for each duty not attended. Even though church and family are reasons excused absence you are still obligated to fulfill your commitment to the Squad and community.

Credit for Duty Attendance:

Each member must sign in at the beginning of each assigned duty on the attendance sheet to receive credit for the duty. The member will have 5 days from the time they are notified of a missed a duty to supply signed documented call sheets from the duty in question. Failure to produce signed call sheets will result in that duty being counted as an unexcused absence and the above disciplinary action will apply. A member missing a duty for any reason not listed above will be notified by the membership Lieutenant by telephone, in writing, or in person at the discretion of the membership lieutenant.

Shift Supervisor Responsibility:

Each shift supervisor is responsible for insuring that his or her duty rotation is covered for the month. An example of this would be the Sunday day shift supervisor would insure that each Sunday for the month of January had coverage. The members assigned to his rotation could switch around as required or agreed upon by the members assigned to Sunday day and the shift supervisor. Each shift member must have the required amount of duties each month. These must be from assigned duties not from extra duties pulled on other nights. A member may pull extra duties on other shift rotations at the members discretion and if acceptable to the shift on duty at the time. The shift supervisor will supply the membership Lt. a copy of the completed months schedule by the 1 5th of the preceding month to be scheduled. For purposes of reporting a missed duty the shift supervisor is to be considered the membership lieutenants designate. The shift supervisor will have no authority to discipline a member for missing a duty but will report infractions to the membership lieutenant.

PERSONNEL POLICY

SANDY RIDGE RESCUE SQUAD

Duty Responsibility

Each member is responsible to pull his/her assigned duty and to comply with the bylaws and standard operations guideline of SRRS, all local, state and federal laws and regulations pertaining to them as a citizen and EMS provider.

Each member will sign in at the beginning of each duty. The senior member of the duty is responsible for accuracy of this form. If a member must leave duty early, it is the senior members responsibility to document how long member leaving was on duty. If a member leaves duty without just cause, the senior member is responsible for reporting in writing to the membership Lt. the members dereliction of duty. The member will be referred to Executive Committee for disciplinary action.

Each person on duty is responsible for checking trucks and all related equipment as outlined on the equipment check list. (1) form for each truck should be filled out each duty.

Proof of Pulling Duty

The membership Lt. shall post a list on the quarterly business meetings of the number of duties credited to each member, If a member disagrees with the numbers posted, it is up to the member to provide proof of duty attendance. This can be done in the following manner

1) Providing a copy of a call sheet with your name as attendant from duty in question to the membership Lt., 2) Have senior member of duty advise membership Lt. you were present on that duty.

Standbys

The membership Lt. or his designate is responsible for accepting and posting standbys. All members of the SRRS have an obligation to assist in covering standbys as part of their membership obligation. Standbys include but are not limited to local festivals, picnics, parades, sporting events, concerts, etc. Members wishing to pull a standby must sign up on sheet posted on bulletin board. The membership Lt. may set a maximum number of members allowed on any standby.

Example: Race LPR 4 members maximum. The membership Lt. will also assign a duty value to a standby using the following guideline.

Anticipated standby length up to 4 hours = 1/4 duty

Anticipated standby length up to 6 hours = 1/2 duty

Anticipated standby length up to 8 hours = 3/4 duty

Anticipated standby length greater than 8 hours = full duty

Other time spent in the service of SRRS will be considered by the Membership Lt.

Changing Duties

A member may change duty assignments by requesting a duty transfer in writing to the membership Lt.

This transfer will be reviewed by the Membership Committee and either granted or denied based upon the needs of the SRRS and the member requesting the transfer. No member may transfer from a duty with only 2 members on that duty except by mutual agreement of both persons on that duty and only if a suitable replacement is found.

PERSONNEL POLICY SANDY RIDGE RESCUE SQUAD

Squad Call Responsibility

The duty Squad must run calls if not tied-up on another call. If duty Squad is not available who ever accepts a call is responsible to see that it is answered. If you are in the building and needed to go on a call

you are to respond. The most senior member is responsible to dispatch equipment and personnel needed however the highest degree of training is in charge of the call. He/She is responsible for all aspects of patient treatment, handling, care and order of transport. Under the law he/she is in command of the operation. Each patient that we come in contact with must have a call sheet written up on them. If they refuse treatment or transport the refusal must be filled out and then signed by the patient or guardian, then witnessed by another person at the scene. If the patient(s) are transported each patient must have a separate call sheet written up and the pink copy is left with the patients records clerk. Call sheets must be filled out in full as described in the *PRE-HOSPITAL CARE REPORT USER MANUAL* on file in the office at the building.

The senior person on the call is responsible to see that the call is written-up. Standbys and demonstrations should be written up also. Sandy Ridge Rescue is not a convalescent transport service, all direct admit patients (unless a Squad family member) should be referred to a private service. All calls received should be answered as any other Squad call, once on scene the Squad on the call should make the judgment if the patient needs immediate transport to nearest hospital or if a private service needs to be called. If a private service is summoned, the Squad at the scene must stay with patient until the private service arrives and takes control of the patient. All patient care will follow guidelines as set forth by the Operational Medical Director (OMD), of Sandy Ridge Rescue, and as outlined in the latest printing of the Southwest Virginia EMS. A copy of the protocols are in the patient care area on each ambulance. If a call you respond to has the possibility of going to court, (i.e. shooting, stabbing, accident, etc..) you should be extra specific on call sheet. Also, it would be a good idea to write all details as you remember them, either on the back of the call sheet or make notes to keep with you for future reference. When requested to respond as a back-up unit by Squad unit in route or on the scene, you are to respond non-emergency unless first arriving units require immediate assistance.

PERSONNEL POLICY
SANDY RIDGE RESCUE SQUAD
ORIENTATION OUTLINE

Each probationary member must complete one full orientation class prior to being voted on for full membership into the squad. The orientation classes are to be scheduled as needed. They will be under the direction of an orientation chairperson appointed by the captain. The orientation class will contain the

following material.

1. Overview of SRRS bylaws and operations manual:

- a. *Patient confidentiality*
- b. *Talking to media (PRESIDENT OR CAPTAIN)*
- c. *Responding to calls driving policy*
- d. *Command structure of Squad*
- e. *Other items as determined by board.*

2. Training requirements:

- a. *Blood born pathogens overview*
- b. *Not exceeding level of training*
- c. *Scene safety*
- d. *Hazmat situations*
- e. *On scene clean-up (sharps etc..)*
- f. *Other items as determined by training officer.*

3. Overview of equipment:

- a. *Review of location and type of equipment on ambulance*
- b. *Review of location and type of equipment on rescue truck*
- c. *Review of location and type of equipment on support truck*
- d. *Other items as determined by equipment officer.*

4. Membership requirements:

- a. *meeting attendance*
- b. *Duty requirements*
- c. *Standbys*
- d. *Running with other duty Squads*
- e. *Grievance policy*
- f. *Other items as determined by membership officer.*

5. Physical Requirements:

- a. Carry an ambulance cot with approximately 150 pounds. up and down flight of stairs
- b. Must be able to lift an ambulance cot from folded position to extended position with an approximate 150 pounds.
- c. Must be able to carry the Hurst tool or equivalent weight over a distance of 20 yards. (No assistance may be given.)

You may have one Squad member as an assistant during the performance of these requirements.

PERSONNEL POLICY
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TRAINING

For membership in the SRRS, the basic level of training will be E.M.T. All members must be certified as a minimum E.M.T.

Other required courses

Vehicle Extrication, EVOC, CPR, Blood Borne Pathogens ,Infection Control,
Orientation Class (one time only for all new members)

Advanced levels of training encouraged and required for some levels will be (but are not limited to)
ACLS, BTLS, PALS, NALS, PHTLS, Basic & Light rescue Other rescue classes as deemed necessary

**NOTE: IT IS THE RESPONSIBILITY OF THE INDIVIDUAL MEMBER TO MAINTAIN
REQUIRED CERTIFICATION AND TO PLAN AND ARRANGE FOR RECERTIFICATION.**

The Training Officer will see that enough classes are offered so that members can certify and/or
recertify in required courses in a timely fashion. Advancement in training to the next level will have the
following requirement: You must have documented practice of one year (12months) at each level before
starting a class to advance to the next level. All statements of documented practice will be reviewed by the
training officer. Variances to this requirement will only be granted on an individual basis by the Training
Officer and the Operational Medical Director . Cost of the basic level of EMT training will be provided by
the Squad for all members. Cost of all other courses will be reimbursed provided the following
requirements are met:

Achieve and maintain current Squad membership

Successfully pass the course

Submit the bill for the cost of the course and one textbook to the training officer for reimbursement
approval.

Only the cost of tuition, required test and testing fees will be covered. Cost of retest due to failure or
reentry will be covered one time only. Travel to out of town test sites will be the responsibility of the
student. Students who do not complete a class and test will not be reimbursed.

Classes such as BTLS, ACLS, NALS, PALS, PHTLS and others are offered both regionally and at the
Squad. Squad members will not be required to pay tuition when the Squad is hosting the class.

Reimbursement for tuition & test can be obtained when the member must travel out of town and the classes
are requirements for their current level of training or are required for an advancement level of training the
member is enrolled in. All requests for reimbursement must be approved by the training officer and
presented to the board for reimbursement.

PERSONNEL POLICY

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STATE RECERTIFICATION REQUIREMENTS

State recertification requirements have changed significantly in the past year. Please note the following
facts: CE can be obtained by attending selected classes such as ALS Course Hours and Cardiac courses in
the region. NOTE Intermediate and PM personnel can get most of their CE's in a Shock Trauma course. It

should be pointed out that ALS personnel must attend ALS courses for CE credit. To receive credit for attending class ask the instructor for a CE scan card to be filled in with a #2 pencil and mailed to OEMS in Richmond.

Regardless of whether the OMD waives your state test requirement, you MUST complete all state continuing education requirements and mail in a completed and signed purple application signed by the OMD.

If you fail to complete these CE requirements and either

a) return the VA EMS certification application (purple form) with the test waiver box signed by your agency OMD (Agency # and OMD # must be completed and correlate.)

or

b) take the written state test by your current expiration date, then you automatically revert to EMT status for up to two years while you may work to complete your ALS requirements

PARAMEDICS—There is usually a paramedic refresher offered each year in the area. It is strongly suggested that you have a current ACLS and either a BTLS or PHTLS card prior to taking this course. Remember even though your VA certification is good for 3 years your National Registry still requires refresher training every two years.

PERSONNEL POLICY SANDY RIDGE RESCUE SQUAD

LEAVE OF ABSENCE

A full senior member may request up to a six month leave of absence in writing as outlined in the Bylaws Article I section F. A member may request and be granted one thirty day leave in a ninety day period. If more time is required the member must request an extended leave up to 6 months. Any member requesting an extended leave for any reason must turn in all Squad issued equipment, this includes but is not limited to: Uniforms, Badges, coats, jackets, pagers, radios, etc.. All items issued to member by Squad must be

accounted for and checked off by the Equipment Lt. or his designate before the leave is granted. If equipment is not checked in the member must reimburse the cost of the missing item prior to being granted a leave.

While on leave of any length a Squad member will not be allowed to respond to calls in Squad vehicles or represent themselves as a Squad member in any manner. They will not ride in Squad vehicle to go out to eat with other Squad members. The member on leave cannot vote on Squad matters. A member on leave may attend classes for maintaining certifications, but they will be responsible for cost of class and any materials. The cost of the class will be reimbursed to the member after they have returned to active duty for a period of sixty days and with Board of Directors approval.

Prior to returning to active status from leave a member must show proof of all certifications required by the Squad and governing agencies. If certifications are not current the member will be placed on probationary status for a period determined by the Executive Board to be reasonable for obtaining proper certifications. If during this time a member fails to obtain required certifications the member will be referred to the Board for dismissal from the Squad.

If leave was for medical purpose the member must provide the Squad with a medical release froth their attending physician that they are fit for Squad duty.

A Squad member who takes more than a thirty day leave relinquishes hislher position on a given duty assignment. The Squad member returning from leave will be assigned to the next available duty needing personnel as outlined under filling duty vacancy.

PERSONNEL POLICY
SANDY RIDGE RESCUE SQUAD
GRIEVANCE PROCEDURES:

Within Squad.

If you have a complaint against another Squad member, verbal or written take it to the Captain.

The Captain can decide to either take the complaint verbally or, if it is a serious problem, request it in writing.

If the complaint is to a specific department, go to that Lt. (example duty problem go to Membership Lt., training , go to Training Lt. etc..).

If line officer cannot work out the problem, either the Lt. or complainant or both should go to the Captain. If the problem is with the Captain, The complainant should go to the President of the board.

If it is deemed necessary for the Executive Committee to take action, both parties will be notified and have the right to explain their side of the story. If the action taken by the Executive Committee does not satisfy either party, they may request a hearing with the Board of Directors. Again both parties have the right to appear and give their story. The Board of Directors may either uphold the Executive Committee's decision, drop the decision, or deem a more severe or extensive action. The Board of Directors decision is final.

If either party of the complaint is an Executive officer or Board Member, they will only be in the meeting to give their story and will not vote

OUTSIDE GRIEVANCE:

If someone calls or comes to the building with a complaint, please try to be courteous and do not disagree or argue, even if you know they are wrong.

Refer them to either the captain or the President. The Captain or President should ask the person if they would write down the complaint such as time and date, names and problem, but not demand it in writing. The complaint should then be taken by the Captain and handled as explained by our procedure.

NOTE Any complaint must be submitted to the Captain within 10 days of the occurrence or there will be no action taken.

PERSONNEL POLICY SANDY RIDGE RESCUE SQUAD

INQUIRY OF CALLS:

When someone (other than Squad members) call requesting information on call sheets, inform them we are not allowed to give out such information.

Take their name and number if it is necessary that they have the information, tell them the captain will get back in touch with them, get date and time of the call and give the information to the Captain for him to follow up.

If a news agency calls about a Squad call or just for public information, refer them to the Captain.

PROTOCOL AT MEETINGS:

Business Meetings:

All members shall follow the by-laws and the constitution of the SRRS Do not speak when someone is speaking. If a member wishes to speak, he is to raise his hand and be recognized by the person conducting the meeting.

Address all remarks to the chairperson and Squad as a whole, not to an individual.

DRILLS:

Roll is to be taken on drill nights anytime during the drill. Any announcements that need to be made by officers should be done first then turned over to the training comm. All members are expected to participate in drills.

SMOKING POLICY:

Sandy Ridge Rescue has adopted a smoking and chewing only in designated area policy. No smoking is allowed in any Squad vehicle. Members violating this policy will be referred to the Executive comm. for discipline.

PERSONNEL POLICY

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SLEEPING IN SQUAD BUILDING:

Beds are provided primarily for the duty Squads.

Sleeping quarters are coed and if your duty is coed please wear proper attire.

If you wish to stay in the Squad building, other than during your duty, you must get permission from the duty Squad. If you stay and are needed to respond on a call, you will be expected to go.

When you leave, you are responsible to see that you leave the building in order. The senior person on that duty Squad is responsible to see that this is done. This applies for night and day duty.

When sleeping on a bed, either use a sleeping bag or sheets. If you do not have either one, contact the

captain to obtain what is needed. Do not use hospital sheets
No sleeping after 10:00 am unless you are on duty.

DONATIONS:

Mail-in:

Make check payable to:

Sandy Ridge Rescue

P.O. Box 550

Nora, Virginia, 24272

Presented in Person:

Complete as much of the information asked for on the envelope.

Issue a receipt and give to donor.

Thank Them Very Much.

Put donation in envelope and place in donation box.

PERSONNEL POLICY

SANDY RIDGE RESCUE SQUAD

LEAVING THE BUILDING:

If you are the last to leave the building, either on a call or just leaving, be sure side doors and bay doors are shut Especially during wintertime.

If you are last to leave do not leave a non- Squad member in the building. Also, please turn off the lights, TV, etc.. If you are in the building and needed on a call you are expected to respond.

VISITORS:

Visitors are not allowed at the Building after 11:00 p.m. Junior Squad members need to be home after 11 p.m. unless on a call. Non-Squad members are not to be left alone in the building, unless there for Squad reasons, (business, repairs etc..). If you have to leave or go on a call the visitor(s) should be asked to leave. Assist all visitors in any help they need. if you are not sure of what they want, refer them to the captain. If trustees are at the building, someone should be there with them. If a trustee dose leave, notify the Sheriff Dept. immediately.

PRIVATE VEHICLE PARKING:

Duty Squad has priority of vehicle parking at the building. Cars may not block or interfere with Squad units. No vehicle will be locked while in the building and the keys are to be left in the ignition. If a member wishes to wash or work on his vehicle, he must get permission from the duty Squad. If a car is to be left in the building more than one duty shift because repairs cannot be finished or for some other reason, it should be cleared by a line officer and every effort should be made to complete repairs as soon as possible.

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WASHING VEHICLES:

Each duty Squad is to wash at least one Squad unit, inside and outside, if a unit requires cleaning. No vehicles other than Squad units or Squad members private vehicles are to be cleaned at the building. Permission by the duty Squad must be given before a member is to wash his private vehicle.

HORSEPLAY:

Horseplay in the Squad building will not be tolerated at any time (water balloons, pillow fights, wrestling, etc..) Any damage to any Squad property, due to this fighting, will be paid for by the participants and severe disciplinary action will be taken by Executive Committee. If problems occur between Squad

members, go to the Executive Committee for assistance.

GUNS:

No Squad member on fly call (in unit, searches, shootings, etc..) representing the Squad shall carry a gun. No Squad members are to have guns in the building at any time for any reason. A Squad member, who is a police officer while on police duty, may wear a gun in the building, but it must be kept on the person. Squad members violating the above will be suspended for 30 days.

PERSONNEL POLICY
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BOARD OF DIRECTORS AGENDA:

This procedure is not intended to restrict any person's access to the Board, nor to create an unnecessary hardship on any one. It is intended to provide for as orderly and timely meeting as possible and insuring that the members of the Board are as informed as possible so the best decisions regarding issues of importance to Sandy Ridge Rescue can be made this procedure is subject to revision should the need become apparent.

As always meetings of the board are open to the members, and the membership is encouraged to attend. Any Squad member having an item that needs to come before the board of directors must use the following guidelines:

Agenda item (topic) must be given to the Secretary by noon on the Monday before the scheduled

board meeting.

All written documentation, comparisons or other pertinent information must be submitted at this time. Information packets will be prepared for each board member to review by the end of the day Monday. Items requiring expenditure of funds must be submitted in writing, in detail showing three (3) or more comparison costs, compliance with our needs, quantity required, etc.. If only one (1) bid provided, the person requesting should be prepared to explain the reason(s).

Someone should be present at the board meeting to answer any questions the board may have regarding the submitted topic.

A regular agenda slot will be reserved for each line officer. Line officers must submit any topics to be discussed as outlined above. Failure to submit these may result in passing over that item. Items not reported for placement on the agenda by the Monday deadline can be considered for addition to agenda at the beginning of the board meeting. anyone having any item of this nature will need to be present at the start of the meeting to request being added to the agenda. You will be expected to have any necessary documentation available at that time, with ten (10) copies available.

PERSONNEL POLICY
SANDY RIDGE RESCUE SQUAD

SQUAD EQUIPMENT:

No Squad property shall leave the building on loan unless authorized through the proper officer:

Captain - House Equipment

Training Lt. - Training Equipment

Equipment Lt. - Vehicle Equipment or Supplies

Fleet Lt. - Unit use

The officer is to sign the equipment out, show who received it, date let out, and date due back.

When equipment is returned, either return it to the officer that checked it out, or at least notify that officer, any damage to the property shall be the responsibility of the person or group that used it.

Squad equipment or property is not to be used or worn, and the Squad emblem will not be displayed in any manner, when working with a paid service or working for personal profit outside of the Sandy Ridge Rescue.

PERSONNEL POLICY
SANDY RIDGE RESCUE SQUAD
EQUIPMENT PROBLEMS:

SQUAD UNITS

If a Squad unit breaks down on a call, try to get the unit out of traffic. Get the call taken care of first. Call dispatch to get another unit to cover call. This must be Primary concern. Contact the Equipment Lt. or his designate as to where to take the unit. If you are unable to contact either, call closest wrecker and return unit to the building.

Equipment:

If a problem develops with a piece of equipment, notify equipment committee. Either repair or replace this equipment out of the 2nd run unit and place a note on the steering wheel of that unit to notify anyone getting in that unit.

Accidents:

On each accident regardless of type or seriousness, the driver of the vehicle will submit a written report

within 48 hours of the event to the safety comm. containing the following information.

- 1) Name and address of all persons involved including witnesses.**
- 2) Description and tag number of other vehicle(s) involved, if applicable**
- 3) Name of police officer and dept. investigating.**
- 4) Brief written report with the following:**
 - a. Conditions contributing to cause, i.e. weather etc..
 - b. Time of day
 - c. Road conditions
 - d. Traffic conditions
 - e. Diagram of accident (see report forms in glove comp.)

The safety comm. should interview all persons named in the accident report. The committee has at least two (2) weeks for the investigation. When the committee meets, the driver and everyone else involved is invited to add anything they consider pertinent to the investigation. The committee will decide if the driver will be charged and recommend a punishment, this will be presented to the executive committee. The executive committee will rule on the accident and punishment. This will be reported to the Squad at the next business meeting by the safety committee.

UNIFORMS:

While on Squad duty or when representing the Squad for any reason, you must be identified as a Squad member. If you have Squad duty, you are expected to have your uniform and to wear it any time you leave the building in a Squad unit. (Jacket alone is not acceptable). uniforms are to be kept clean and in good repair. Please use discretion in clothing, other than uniforms, worn on Squad calls. Remember, you represent SRRS. If you need a uniform go to the Equipment Lt. Uniform will be a grey shirt, black pants furnished by the squad. Black shoes or boots and a black belt. Summertime tee shirt with Squad emblem on it may be worn. Wintertime members can wear a black toboggan and a black turtleneck. After 23:00 hours you may wear SRRS tee-shirt or sweat shirt that displays Squad emblem with Squad pants. Line Officer uniform must display badge and bar when representing the Squad. Uniforms will be as follows: Flag on the right shoulder, one certification on the right shoulder with approved rocker, Squad logo on the left shoulder only. Name tags are optional, if worn, they are to be silver with black lettering and displayed over right pocket or gold depending on rank. Class A uniforms are for special functions, announced by the Captain or Board. Black pants, white shirt, black shoes, gloves and belt. Service pins are optional with Class A uniforms only. Class A's are given with one year of continual service. Anyone for any reason leaving the building in a Squad unit will wear a uniform. The only exception to this is if you are responding from the pager off the Street and there is no time to go to the building and change into a uniform or jumpsuit. If your uniform is not at the building, there are extra jumpsuits for you to use. These are only to be used if your uniform is not here, if you get one dirty please take time to wash it when you are through. If it is not dirty, please hang it back in the hall so it is available when someone else needs it, These extra uniforms are not to be taken home or used to work on vehicles in. - Any one failing to have a uniform on in a Squad unit (unless you respond from a pager) or wearing a uniform belonging to another member will receive one warning. The second time, you will be assigned an extra duty by the Membership Lt. Any further violations will be brought o the executive committee. No part of the Squad uniform is to be worn while working for another service or for personal gain out side the Squad.

DAILY PROCEDURES
SANDY RIDGE RESCUE SQUAD
Sandy Ridge Rescue Driving Policy

To drive any Squad vehicle a Squad member must be a full senior member in good standing. The member must have successfully completed a SRRS approved EVOC course and have appropriate drivers license as required by their state of residence, obtaining any required endorsements.

A full senior member may authorize a senior probationary member to drive a Squad vehicle providing that the full member is riding in the unit with them. In an emergency situation where the Squad is at the scene of a call and needs help or more equipment and all that is available at the building is a probationary member, the senior member on scene may authorize the probationary member to respond with a unit to the scene.

A line officer may authorize a senior probationary member, to drive a Squad unit for a need if no one else is at the building to respond with them.

Also included in the driving policy are sections B, D, F, G, & J of Article VIII in the bylaws of SRRS.

Transports out of town (Local 30 mile radius, Norton, Big Stone, Clintwood, Leabanon) must be authorized by the captain or line officer.

DAILY PROCEDURES
SANDY RIDGE RESCUE SQUAD

Risk Control

Department of Motor Vehicles Transcript Evaluation Requirements

Class A Violation

An individual who has a Class A violation within the past three (3) years normally receives a license suspension from the Department of Motor Vehicles which issued the license. In addition VFIS guidelines call for suspension of driving privileges for anyone convicted of a Class A violation for a period of eighteen (18) months. Additionally, any of these individuals would also be required to attend an approved driver-improvement program, or equivalent training, and be re-certified to operate emergency vehicles.

Class B Violation

Any individual who has a combination of two (2) Class B moving violation convictions and/or chargeable accidents in a three (3) year period will be issued a warning letter from the chief officer or administrative officer of the emergency service organization. Any individual who has a combination of three (3) moving violation convictions and/or chargeable accidents in a three (3) year period will be issued a suspension of driving department vehicles for a period of ninety (90) days by the chief officer or administrative office of the emergency service organization. Any individual who has more than three (3) moving violation convictions or three (3) chargeable accidents or any combination of more than three (3) of the formerly stated violations in a three (3) year period will be issued a suspension of driving department vehicles for a period of one (1) years In addition, the same individual would be required to complete an approved driver improvement program and be re-certified to operate emergency vehicles.

Note: Unusual circumstances with individual cases would be evaluated on a one-to-one basis.

SANDY RIDGE RESCUE SQUAD

Risk Control

Violations

Designation of Type A and Type B violations are based on a survey of state point systems. Violations receiving higher numbers of points are classed as Type A.

Type A Violations

1. *Driving while intoxicated.*
2. *Driving under the influence of drugs.*
3. *Negligent homicide arising out of the use of a motor vehicle (gross negligence).*
4. *Operating during a period of suspension or revocation.*
5. *Using a motor vehicle for the commission of a felony.*
6. *Aggravated assault with a motor vehicle.*
7. *Operating a motor vehicle without owner's authority.*
8. *Permitting an unlicensed person to drive.*
9. *Reckless driving.*
10. *Hit and run driving.*

Type B Violations

All moving violations not listed as Type A violations. (Exceeding posted speed limit is a Type B violation).

Note: Unusual circumstances with individual cases would be evaluated on a one-to-one basis.

SANDY RIDGE RESCUE

Purpose

Responding to any emergency call, the **PUBLIC** places a great deal of responsibility on the drivers of our emergency vehicles. Not only must emergency vehicle drivers provide prompt conveyance of the apparatus, equipment, and personnel to provide service to those in need, but as importantly, must accomplish this task in the safest and most prudent manner possible. Emergency vehicle drivers have in their care, custody and control most of the major assets possessed by this organization (the vehicle, portable equipment, personnel). Emergency vehicle drivers also have a higher standard of care to provide to the general motoring public and must make every attempt possible to provide due regard for the safety of others. Drivers must constantly monitor and reduce the amount of risk and exposure to potential losses during each and every response. Safe arrival at the emergency scene shall be, and must always remain, the first priority of all emergency vehicle drivers. In order to accomplish this enormous task all emergency vehicle drivers shall become familiar with, and constantly abide by the following policies and procedures.

1. Circle of safety

Prior to entering the cab and starting the vehicle, the emergency vehicle driver shall make a circle of safety around the vehicle to see that all equipment is secured, that all compartment doors are securely closed and any physical obstructions moved out of the way. During the circle of safety the emergency vehicle driver shall encircle the vehicle and visually inspect all 4 sides and the top of the vehicle before entering the cab. He/she should also verify right side and rear clearance with the person riding in the officer position. This shall be conducted prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or a non-emergency.

2. Warning devices and true emergencies

When responding to a true emergency, all audible and visual warning devices will be operated at all times regardless of time of day and/or traffic conditions. All emergency vehicle driver's must understand that warning devices are not always effective in making other vehicle operators aware of your presence. Warning devices only request the right-of-way, they do not insure the right-of-way. 'The definition of a true emergency is a situation in which there is a high probability of death or serious injury to an individual or significant property loss, and actions by an emergency vehicle driver may reduce the seriousness of the situation.

3. Vehicle control and right-of-way

All drivers shall attempt to maintain control of the vehicle that they are operating in such a manner as to provide the maximum level of safety for both their passengers and the general public. Emergency vehicle drivers should be aware that the civilian vehicle operators may not react in the manner in which is expected or felt to be appropriate. An attempt should be made to have options available when passing or overtaking vehicles. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver can not force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you. The emergency vehicle driver shall be aware of his/her rate of closure on other vehicles & pedestrians at all times to make sure that a safe following distance is established and maintained. All drivers shall follow the rule for safe following distance and allow 1 second of following distance for every 10 feet of vehicle length for speeds under 40 mph and add 1 additional second for speeds over 40 mph.

4. Response speeds

When responding to a true emergency only, drivers shall operate the vehicle they are driving at as close to the posted speed limit as possible, but not to exceed ten (10) miles per hour over the posted speed limit, conditions permitting. Examples of conditions requiring slower response speeds include but are not limited to:

- *slippery road conditions*
- *inclement weather*
- *poor visibility*
- *heavy or congested traffic conditions*
- *sharp curves*

5. Intersection Practices

Extreme care should be taken when approaching any intersection as intersections are the locations responsible for a large percentage of major accidents involving emergency vehicles. Drivers are required to

practice the organizations intersection operating guidelines during all emergency responses.

Uncontrolled intersections

Any intersection that does not offer a control device (stop sign, yield or traffic signal) in the direction of travel of the emergency vehicle or where a traffic control signal is green upon the approach of the emergency vehicle all emergency vehicle drivers should do the following:

- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast etc.).
- Observe traffic in all 4 directions (left, right, front, rear)
- Slow down if any potential hazards are detected and cover the brake pedal with the drivers foot.
- Change the siren cadence not less than 200' from intersection
- Avoid using the opposing lane of traffic if at all possible

Emergency vehicle drivers should always be prepared to stop. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver can not force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you.

Controlled intersections

Any intersection controlled by a stop sign, yield sign, yellow traffic light or a red traffic light requires a complete stop by the emergency vehicle driver. In addition to bringing the vehicle to a complete stop these additional steps must be followed as well;

- Do not rely on warning devices to clear traffic
- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast etc.) as well as driver options
- Begin to slow down well before reaching the intersection and cover the brake pedal with the drivers foot, continue to scan in 4 directions (left, right, front, back)
- Change the siren cadence not less than 200' from intersection
- Scan intersection for possible passing options (pass on right, left, wait etc.) avoid using the opposing lane of traffic if at all possible
- Come to a complete stop
- Establish eye contact with other vehicle drivers; have partner communicate all is clear; reconfirm all other vehicles are stopped.
- Proceed one lane of traffic at a time treating each lane of traffic as a separate intersection

Railroad intersections

At any time an emergency vehicle driver approaches an unguarded rail crossing he/she shall bring the apparatus or vehicle he/she is operating to a complete stop before entering the grade crossing. In addition the emergency vehicle driver shall perform the following prior to proceeding:

- turn off all sirens and air horns
- operate the motor at idle speed
- turn off any other sound producing equipment or accessories
- open the windows and listen for a train's horn

6. Non-emergency response

When responding to a call in a non-emergency response mode or normal flow of traffic (non- code 3 or when not responding to a true emergency) the vehicle will be operated without any audible or visual warning devices and in compliance with all state motor vehicle laws that apply to civilian traffic. At no time should any emergency vehicle be operated during response with only visual warning devices.

7. Ordinary travel procedures

All drivers shall obey all traffic laws and traffic control devices when driving any fire department vehicle under ordinary travel conditions. Any driver observed breaking any traffic laws or driving any vehicle in an aggressive manner will be subject to disciplinary action including, suspension of driving privileges.

8. Riding policy

The department requires all persons riding on tire apparatus to be seated in approved riding positions and be secured to the vehicle by seat belts whenever the vehicle is in motion. The emergency vehicle driver and/or the person riding in the officer position shall verify that all personnel are properly seated and in seat belts before the vehicle is moved. Standard communication signals should be formulated and utilized by all personnel.

The department prohibits the riding on tailsteps, sidesteps, running boards, or any other exposed position. Personnel who perform emergency medical care while the vehicle is in motion should be secured to the vehicle by a seat belt or safety harness designed for occupant restraint.

9. Backing

The department recognizes that backing emergency vehicles is made hazardous by the fact that the driver cannot see much of where he/she intends to go. The department recommends that whenever possible drivers should avoid backing as the safest way to back up a vehicle is not to back it up at all. When it is necessary to back-up any departmental vehicle all drivers shall follow one of the two following measures should be taken. The department's first choice of backing procedures is that before any vehicle is put into reverse and backed that a spotter be put in place near the rear of the vehicle. The spotter should be safely positioned so that the emergency vehicle driver can see them at all times. If at any time the emergency vehicle driver loses sight of the spotter, he/she shall stop immediately until the spotter makes himself/herself visible again.

If conditions exist that make use of spotters impossible, all drivers, before attempting to back up any fire department vehicle, shall will make a circle of safety to see that; no person or person are directly behind the vehicle or in its intended path of travel; all equipment is secured and that all compartment doors are securely closed; any physical obstructions are moved Out of the way. The emergency vehicle driver should also note all potential obstructions in the intended path of travel.

10. Response in private owned vehicles

When any member responds to the station or to the scene of an emergency in his/her private vehicle, each member must strictly adhere to all applicable motor vehicle Laws. Privately owned vehicles are not provided with the same exemptions that are provided to emergency vehicles. No member of the organization will be permitted to violate any motor vehicle Laws, including but not limited to;

- Speed limits
- Going through traffic control devices
- Passing in an unsafe manner

While it is recognized that timeliness in response to an emergency is important, it is imperative that all drivers understand that their private vehicles are not emergency vehicles and therefore are afforded any exemptions or special privileges under state law. Any driver observed breaking any traffic laws or operating any vehicle in an aggressive or unsafe manner will be subject to disciplinary action including, suspension, loss of driving privileges and withdrawal of courtesy light permit.

Under age 21

Due to lack of general driving experience and considering the amount of training and related activities of a young member of an emergency service organization, all staff under the age of eighteen (18) should not be allowed to driver emergency vehicles under any circumstances. No Exceptions.

2. All new candidates to become driver trainees shall be subject to periodic medical evaluation as determined by the governing body of the emergency service organization. The purpose of the physical examination is to determine if the candidate has the physical ability to adequately perform his or her duty as an operator of emergency vehicles.

3. Between the ages of eighteen (18) to twenty-one (21), any candidate who has demonstrated exceptional abilities with their personal driving, may become an emergency vehicle operator trainee. The individual shall remain on this trainee list until their twenty-first (21st) birthday. During this time candidates will meet the requirements of a training program established by the local emergency service organization.

The training program should include, but not be limited to, the following: Preventive Maintenance, Record Keeping, Legal Requirements, Defensive Driving and Unusual Circumstances Driving. Specific training of vehicle functions -- such as Vehicle Systems, Pumps, Tanks, Aerial Devices, Hydraulics, etc. should be included as determined by the emergency service organization. The candidates will also demonstrate their driving ability to the officer of the emergency service organization with the following conditions.

a) The trainee's driving of emergency vehicles shall be limited to training and non-emergency activities. Exception: If an emergency situation occurs and there is not a certified operator present at that time, and the trainee has been trained sufficiently and approved by the officer in charge to act in this capacity, the trainee may operate the vehicle during that emergency.

b) Detailed training records shall be kept on all trainees during their training period. The training records should include, but not be limited to, hands-on experience and classroom time on theory, (four (4) hours classroom ten (1) hours "hands-on" minimum annually). The VFIS Emergency Vehicle Driver Training Program can be used to complete both hands-on and classroom training. The VFIS record keeping forms also can be used.

c) A Department of Motor Vehicles check should be done on every trainee upon initial entry to training phase and annually thereafter until trainee turns twenty-one (21). This report is to be secured from local

sources by the insured. This report should reflect not more than two (2) Class B and no Class A violations in a three (3) year period (see Evaluation Requirements).

Requirements For Vehicle Operators age 21 to 65

Drivers should meet the following:

1. All new candidates for, or existing operators of, emergency vehicles shall be subject to periodic medical evaluation as determined by the governing body of the emergency service organization. The purpose of the physical examination is to determine if the candidate or driver has the physical ability to adequately perform their duty as an operator of emergency vehicles.
2. Four (4) hours of classroom training for all new driver training candidates. Periodic classroom training for experienced operators should be performed at the discretion of the chief operating officer.
3. New candidates should have sufficient hands-on training to effectively demonstrate their capability of handling emergency vehicles necessary to perform their duties, ten (10) hours minimum. Experienced drivers should receive annual retraining based upon their actual hands-on emergency vehicle driving activity. The amount of training is to be determined by the chief operating officer.
4. Meet the requirements of a training program established by the local emergency service organization. The training program should include, but not be limited to, the following:
Preventive Maintenance, Record Keeping, Legal Requirements, Defensive Driving and Unusual Circumstances Driving. Specific training of vehicle functions -- such as Vehicle Systems, Pumps, Tanks Aerial Devices, Hydraulics, etc. Should be included as determined by the emergency service organization.
5. A Department of Motor Vehicles check should be done on every trainee upon initial entry to training phase and annually thereafter until trainee turns twenty-one (21). This report is to be secured from local sources by the insured. This report should reflect not more than two (2) Class B and no Class A violations in a three (3) year period (See Evaluation Requirements).
6. The emergency service organization driver training program and procedure should be based upon current recognized safety standards and policies as well as manufacturer's suggested procedures.

Requirements For Vehicle Operators age 65 and older

Drivers over age sixty-five (65) should not be permitted to driver emergency vehicles in emergency situations. If it is necessary for an individual over sixty-five (65) to operate emergency vehicles, the following must be adhered to:

Meet all requirements for operators in the twenty-one (21) to sixty-five (65) year class (see Evaluation Requirements,).

2. An annual physical shall be completed by a licensed physician stating the operator is physically capable of driving an Emergency Vehicle in an emergency situation. A signed copy of the completed physical examination must be kept in the member's file. The physical should include, but not be limited to, the following.
 - a) No impairment of the use of foot, leg, hand, arm or fingertips, or any other structural defect or limitation likely to interfere with safe driving.
 - b) Does not have diabetes mellitus to a degree presently requiring the use of insulin for control.
 - c) Has no heart condition likely to cause loss of consciousness or sudden death.
 - d) Has no respiratory ailment likely to interfere with safe driving.
 - e) Has no arthritic, rheumatic, muscular or vascular condition which interferes with the ability to drive safely.
 - f) Does not have epilepsy or any other condition Likely to cause sudden loss of consciousness or loss of ability to control a vehicle.
 - g) Has no mental, nervous, organic, or functional disease, or any psychiatric condition likely to interfere with safe driving.
 - h) Must meet the following minimum vision requirements: At least 20/40 (Snellen) in each eye and in both eyes together, with or without glasses; at least seventy (70) degrees side vision in each eye; the ability to distinguish red, green, and yellow (Or amber).
 - i) Meet hearing requirements by perceiving a forced whisper at five (5) feet with the better ear, or meet specified requirements as measured by a testing device, with or without a hearing aid.
 - j) Evaluate medication (if taken) to determine if any chemical impairment would result and interfere with their ability to operate an emergency vehicle.
 - k) Must not be diagnosed as an alcoholic.
3. A copy of the Physician's Certificate must be sent to VFIS. 42

TRAVEL POLICY
OPERATING GUIDELINES
SANDY RIDGE RESCUE

The purpose of this policy is to provide consistency in travel regulations and reimbursements to cover authorized travel. It is the intent of this policy to assure fair and equitable treatment to all individuals traveling on Squad business at Squad's expense.

A. In the interpretation and publication of this policy, the term “traveler” or “authorized traveler” shall mean any Squad member or employee whose travel was authorized in accordance with this policy. “Authorized traveler” shall not include the spouse, children, or other relatives, friends, or companions accompanying the authorized traveler on Squad business, unless such person or persons otherwise qualify as an authorized traveler under this policy.

B. Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the Squad. Reimbursable expenses shall include expenses for transportation, lodging, meals, registration fees, conferences, conventions, seminars and other actual necessary expenses related to official business as determined by the Board of Directors or designee. The Board of Directors reserves the right to limit those expenditures that are to be reimbursed if the travel could be deemed as not being solely for the benefit of the Squad, i.e. training seminars or conferences that are not part of the certification requirements of the Squad membership.

C. Authorized travelers can request either a travel advance for the projected cost of the authorized travel, or advance billing directly to the Squad for registration fees, air fares, meals, lodging, conferences and seminar expenses. Squad credit card will be provided for authorized expenses when deemed appropriate. Authorized traveler will be expected to reimburse the Squad for any expenditure made in excess of authorized amounts.

D. Travel advances are available only after completion and approval of the authorization for travel form. This form must have the Board of Directors or designees approval. This form will also be used to document all expense claims.

E. To qualify for reimbursement, travel expenses must be:

1. Directly related to the conduct of the Squad business for which travel was authorized;
2. Actual, reasonable, and necessary under the circumstances, the Board of Directors or designee may make exceptions for unusual circumstances.

F. Claims of \$5.00 or more require a receipt except for taxi fares, parking & tolls.

G. Any person attempting to defraud the Squad or misuse Squad travel funds is subject to disciplinary action and legal action for recovery of fraudulent travel claims and / or advances.

In order to assure reimbursement for official travel, an approved request for travel form is required. All costs associated with the travel should be reasonable estimated and shown on the request for travel form. An approved request for travel form must be obtained before advanced expenses are paid for travel advances are authorized. A copy of the conference program, where applicable, should be attached to the form.

It is the responsibility of the authorized traveler to

1. *Prepare and accurately describe their travel*
2. *Certify the accuracy of their reimbursement request*
3. *Submit receipts as required.*

The authorized traveler is responsible for filing their request for reimbursement within (10) ten days of their return.

TRANSPORTATION

When practical and available, a Squad vehicle should be used for transportation. If a personal vehicle is used, reimbursement at a rate of 30 cents per mile shall be made. The miles for reimbursement shall be paid from origin to destination and back by most direct route. Claims for reimbursement must be related to official Squad business as approved. If a Squad vehicle is used, the traveler is responsible for seeing that the vehicle is used properly and only for official business. The traveler will be reimbursed for expenses directly related to actual and normal use of the Squad vehicle. Fines for traffic and parking violations will not be reimbursed by the Squad. Reasonable tolls will be allowed when the most direct travel route requires them. Use of a rental car or air travel is not permitted unless specific approval is secured in advance from the Board of Directors or designee. When an individual travels, reasonable fares will be allowed for necessary ground transportation when the member does not have a vehicle at their disposal, riding with other agency. Claims for taxi or other ground transportation reimbursement must be listed separately on the travel expense report with the destination and amount of each fare claimed. Parking fees being claimed should be reported in this manner also.

LODGING
OPERATING GUIDELINES
SANDY RIDGE RESCUE

Travelers should take advantage of the special rates for conferences, conventions or seminars that are offered. Expenses incurred are allowable only for the exact amount of the receipt. Travelers are expected to

seek lodging at reasonable rates and obtain government rates when available. Alternate lodging will be considered for larger groups, i.e. condo, chalet, ect if cost is comparable or less than for motel / hotel.

MEALS

Receipts are not required for meals. The authorized traveler may be reimbursed the daily amount based on the applicable rate schedule and the authorized length of stay. The per diem meal amounts are expected to cover meals, tips and incidental expenses. The authorized travel will not be reimbursed in excess of this amount.

Eligibility to claim meal allowances will be determined by the time the traveler leaves and returns to the squad building or home. Any traveler at their home or at the squad during these times shall not be entitled to reimbursement.

Breakfast 7:00AM to 8:00AM

Lunch 11:00AM to 1:30PM

Dinner 5:00PM to 6:30 PM

A meal allowance of \$30.00 will be provided. When partial day travel is involved, the \$30.00 limit will be allocated as follows.

Breakfast \$5.00

Lunch \$10.00

Dinner \$15.00

Reimbursement for meal expenses incurred during official Squad Business and not involving overnight travel is eligible for reimbursement with Board of Directors or designee approval.

MISCELLANEOUS EXPENSE ITEMS

Registration fees for approved conferences, conventions, seminars, meetings, ect.. will be allowed and will generally include cost for official banquets, meals, lodging, and registration for conferences, conventions, seminars and other education programs. Registration fees should be specified on the original request for travel form and can include a request for preregistration fee payment. The traveler may be reimbursed for long distance telephone calls pertaining to official business or emergencies when properly documented. All other phone charges will be considered personal. Within ten (10) days of return from travel the traveler is expected to complete and file the travel authorization form for reimbursement. It is to be certified by the traveler that the amount due is true and accurate. Receipts must be attached to the form.

The Board of Directors or official designee will address special circumstances and issues not covered in this policy on a case by case basis.

Violation of travel rules can result in disciplinary action for members and employees. Travel fraud can result in criminal prosecution of same.

OFFICIAL DESIGNEE

The official designee where indicated in this policy shall be the President of the Board of Directors and the Captain, acting together.

It has been the general policy of the Squad that members seeking reimbursement for certain seminars, rescue colleges, ect. have been required to teach classes related to the field of study upon their return. The Board of Directors expressly reserves the right to continue this requirement as they deem appropriate.

REQUEST FORM TRAVEL REIMBURSEMENT

DATE: _____ NAME: _____

TRAVEL FROM: TO: _____

PURPOSE OF TRIP: _____

DATES OF TRIP: _____

Indicate names of others who will accompany you. If more room is needed, use back of this form.

NAME: _____ NAME: _____

NAME: _____ NAME: _____

NAME: _____ NAME: _____

ESTIMATED EXPENSES:

Transportation _____

Squad Vehicle \$ _____

Personal Car miles 0 .30 per mile \$ _____

Auto Rental \$ _____

Air Travel \$ _____

Other _____ \$ _____

Lodging

Place: _____

Location _____

#Days At \$ perday \$ _____

Meals

Days _____ @ \$30.00 per day \$ _____

Taxi/Other \$ _____

Conference Registration / Fees \$ _____

Total Estimated Expenses \$ _____

Cash Advance Requested S _____

Actual Expenses Incurred \$ _____

Amount Due Traveler/Squad (Circle One) S _____

Submitted By: _____

Approved By: -- _____ Date: _____

LODGING
OPERATING GUIDELINES
SANDY RIDGE RESCUE

RESTOCKING TRUCK

All supplies used on a Squad call should be restocked at the hospital. The senior member of each duty Squad is responsible for insuring all trucks are checked on their duty. All members of a duty Squad will check the trucks at the beginning of their duty. Each truck will have a check list filled out on each duty. The check list can be found in the control room. Any item listed on the check list and not on the truck will be

placed on the vehicle by the Squad checking it. If the item missing can not be restocked at the Squad building, the missing item should be noted as missing on the check list and reported to the equipment Lt. or his designate, so it may be replaced. Any malfunctioning equipment should be removed from set-vice and reported to the Equipment Lt. so it may be repaired. The malfunctioning equipment should be replaced from the last run truck and a note placed on the vehicle as to the equipment removed and placed on the first run vehicles. The completed check list must be placed in the Equipment Lt. box in the office.

FUELING VEHICLES

Each squad vehicle should have a minimum of 1/2 tank of fuel at all times. If you are using a squad vehicle and it has 1/2 tank of fuel or less you must refuel the vehicle prior to returning to the squad building.

HAZARDOUS MATERIALS PROTOCOLS:

If a hazardous material incident is suspected do the following:

Secure the scene. Without entering the immediate hazard area, do what you can to isolate the area and assure the safety of yourself other people in your immediate area and the environment. Move and keep people away from the scene and the perimeter. Allow enough room to move and remove your own equipment.

IDENTIFY PLACARDS IF POSSIBLE, Without placing yourself or others in danger identify the placards, or container labels, shipping labels and knowledgeable persons at the scene. Then consult the recommended guide page from emergency response book before you place yourself and others at risk.

OBTAIN HELP, Advise dispatch to notify appropriate hazardous materials teams. Supply dispatch with the information obtained above if possible and the type of container, rail car or truck number, local conditions.

AVOID CONTACT, Above all, Do not walk into or touch spilled material. Avoid inhalation of fumes, smoke and vapors, even if no hazardous materials are known to be involved. Do not assume that gases or vapors are harmless because of lack of smell. Stay up wind. Do not become part of the problem.

BLOOD BORNE PATHOGEN & BIOHAZARD

EXPOSURE

In the event a Squad member is exposed to blood or other biohazard materials they should document the events leading up to the exposure and seek medical attention as outlined in the Blood Borne Pathogen Guidelines found in the control room at the Squad building. All Squad members are required to be familiar with this document and its location. All Squad members are required to report exposure incidents.

All exposed material used while treating a patient must be placed in a red biohazard bag or other appropriate container and disposed of at the hospital according to the hospital procedures. NOTHING should be left on scene, one member of the Squad on scene should be given the assignment of securing all exposed materials. ***SHARPS MUST SE PLACED ONLY IN A SHARPS CONTAINER.*** Any questions should be directed to the Training Lt.

TELEPHONE Emergency calls

EMS CALLS:

NAME:

ADDRESS:

PHONE NUMBER

DIRECTIONS IF NOT SURE OF LOCATION

TYPE OF PROBLEM

FOR WRECK CALLS

ALL ABOVE INFORMATION

IF ANYONE IS PINNED

NUMBER OF VEHICLES INVOLVED

NUMBER OF INJURIES

IF POSSIBLE HAZMAT SITUATION

Shootings, Stabbing, Fights, Domestic & Other incidents Police are needed.

Be sure dispatch has officer from appropriate police department en route before leaving on call.

RADIO OPERATIONS

All radio transmissions are to be brief, professional and use basic phrases (ie. "Squad 46 is on scene" etc..)

Always open monitor before transmitting.

A full senior member.

No probationary members are to use the radios unless directed by senior member.

Units should always try to call hospital direct or relay through appropriate county dispatch.

AT NO TIME is a name or other patient information to be given over dispatch channel. If someone from another unit or base should ask, advise them you will call them on the phone when you can.

Please no chatter from unit to unit. You have a tac channel for this purpose.

If you have equipment problems or other questions, don't discuss them on the air, notify proper people when you return to the building.

PAGING:

Set pager off once

Give message twice

Give type of call & location.

Advise if help needed at scene or at building.

EXAMPLE Attention Sandy Ridge Rescue we have a (type of call) at (location) need members to respond to (scene or building). Page all full arrests, heart attacks and wrecks, give location, announce whether units are responding or if help is needed at the building. If you respond to a page, try to let dispatch know you are going to the scene or the building. If you are first at the building, check with dispatch to see if any one else is responding. If not notify dispatch to get you fire department assistance.

If others are responding wait for them. A unit should not leave the building with one person. If you are pulling out and see someone coming in, wait for that member, at the same time, when you have enough people to run the call, go on.

PAGING INDIVIDUAL MEMBERS:

Before paging a member, try their home or work number first. If unable to reach: • Type message and give them time to respond.

SQUAD CALL PROCEDURE

STAND-BYS:

All stand-bys are to be referred to the Membership Lt. Only he is to accept them. Membership Lt.

Assignees manpower Equipment Lt. Assigns equipment. Members that take a unit are responsible to see that the unit is clean and ready for calls when they return to the building. Ranking Officer, his/her designate or Senior person on stand-by is responsible for unit and to see that the call is written up. There is a maximum of three persons per unit unless more are deemed necessary by Membership Lt. If the unit is needed for a call, it is to respond. Members covering a stand-by will be credited for stand-bys as outlined in the duty section of this manual. Pulling a stand-by will not excuse a member from his/her assigned duty with Out prior approval from the Membership Lt.

BILLING PROCEDURE

SRRS Billing will follow the national rate of charge to the insurance company we will employ a "soft billing" method. Soft billing is sending out a bill and collecting only what we can no going to court for collections.

Each Call Sheet must have: Social Security Number

Present Address

Top Sheet from Hospital

Date and Time
Doctor name on calls
Doctor name and signature on all ALS
and calls where medication is given.
Patients signature on back of call sheet when able
Mileage from time Patient is picked up

SQUAD CALL PROCEDURE
RULES FOR USING UNIT 47

- 1) No duty Squad members are to use 47 if an ambulance is available.
- 2) Duty Squads running errands must use an ambulance.
- 3) No one is to respond from building in 47 if an ambulance is available.
- 4) No Transports.
- 5) Any call not backed by an ambulance, 47 is responsible for call sheet.
- 6) Check all equipment before leaving building.
- 7) No probationary members are to drive 47 except as stated in the by-laws.
- 8) If a member takes 47, advise duty Squad.
- 9) Use calendar to sign up for 47 and advise dispatch who has unit and where.
- 10) Respond to building and get ambulance if practical.
- 11) Use 47 for Squad business only
- 12) 47 is not to be used for transportation to in town classes with out prior permission from the Fleet Lt.

SQUAD CALL PROCEDURE
MED FLIGHT II WINGS AIR RESCUE PROTOCOL

Who Can Call:

Pre-Hospital Provider, Law Enforcement, Fire Service Officials, Physicians.

When To Call:

When Helicopter evacuation would be appropriate to patient care (based on severity of illness I injury).

When Response by EMS agencies is delayed and A.L.S. Helicopter could appropriately treat and transfer patient.

When number of patients exceeds the capabilities of EMS agency.

When inter-hospital transfer of critical patients is needed.

How To Call:

Med Flight II First if not available call Wings

If on call and Med Flight II or WINGS AIR RESCUE is needed notify Central Dispatch and provide the following information:

- a. Name of person, level of training and agency making request
- b. Location of incident and appropriate landing site location.
- c. Assessment of patient (i.e. auto accident with head trauma)
- d. Call back phone number or radio frequency to be used at incident site.

Landing Zone:

- a. Select a large open area at least 100 feet (40 paces in diameter i.e. football, baseball field, parking lot.
- b. Make sure there are no wires over head or other obstructions in landing zone.
- c. Station (3) three emergency vehicles 40 paces apart forming a triangle, turn red lights on and head lights off.
- d. Keep all people back, do not use flares or lights, do not shine any lights at helicopter.
- e. Have someone with radio available to provide information or landing instructions to flight Squad.
- f. Follow instructions.

SQUAD CALL PROCEDURE

MULTI-SQUAD RESPONSE

The first squad that arrives at the scene takes charge of the scene.

For wrecks or other calls where more than one squad responds, they are to assist one another. Our primary goal is patient treatment, not who gets there first or “who is the incident commander” of the scene. As always the highest trained is in charge of the call regardless of which squad they are from.

On searches, drowning etc.. if it’s ours - work with our officers and help other squads, if they need it. If we are assisting another squad, our officers should go to their officers and determine where we may assist them. At no time are we to allow so many units out of our area as to jeopardize it.

CONFINED SPACE RESCUE

If not certified on Confined Space Rescue do not enter area, notify dispatch to send closest Confined Space Team. Respond to scene, Do not enter, get the information that is needed. Have dispatch page trained personnel to the scene. **NEVER ENTER WITHOUT PROPER TRAINING.**

VERTICAL RESCUE

If not certified in Vertical Rescue, do not attempt rope rescue. Contact dispatch for certified vertical rescue personnel.

TRENCH RESCUE

If not certified in Trench Rescue, do not attempt rescue. Contact dispatch for certified personnel.

AIRPLANE CRASH

Dispatch unit to verify (unless already verified). Advise the captain or line officer if it is a major crash or if a search might be involved (follow search protocol if search is required). let the unit at the scene decide equipment and manpower needs until officer arrives.

Get as much information as possible i.e. plane size, plane number, the number of passengers / survivors.

The dispatch station should notify the following individuals:

Virginia State Police 1-800-542-4716

Airport Traffic Control 1-423-323-6279

F.A.A. 1-423-323-4284

If no answer call Airport Traffic Control (1-423-323-4279)

Treat and transport the survivors.

Cover D.O.A.’S.

Rope off area. Keep yourself and anyone else out of the area until proper authorities arrive. DO NOT MOVE any parts of the plane more than necessary to care for the survivors.

SEARCHES:

If the Squad receives the initial call:

Get all information available, i.e. location, last seen, how long the person has been missing, name, type clothing person was wearing, physical description of person, plane number if plane missing.

Dispatch a unit to the scene of the caller to verify. While en route have dispatch notify Captain or ranking officer of response.

After verification, responding unit should stand-by and have dispatch notify the captain (or ranking officer). He is to decide if the search should start immediately or wait for better conditions (weather, day light,

patients condition, etc.). If the search is to start immediately, have dispatch set pager off and announce search is active, for everyone to report to the building.

The officer should collect portables needed to take on the search. Leave at least one portable with duty Squad. When the officer has enough manpower, proceed to the location with unit #47. If the Squad at the scene is the duty Squad, or members who went to verify but cannot remain, the officer is to also take an ambulance so first unit may return. At the scene, Squad members should not get out of voice contact with other members or radio contact with the command post. If the person is found, or the officer feels he should stop the search until Conditions improve, all members should report back to command post. Return to the building, clean and check the equipment and have it ready for the next use. If another squad or police department calls the Squad for assistance in a search, contact the captain (or ranking officer) and follow above procedure.

DROWNING:

First Responders To Drowning Site: Verify and notify dispatch.

Pinpoint drowning site and find nearest location to launch boats, notify dispatch of launch location.

Control spectators until authorities arrive.

Place markers for drag areas and spot landmarks across water.

No swimming in area by anyone.

Start call sheet. This is to be turned over to officer when he arrives.

If responding Squad has duty or members who are unable to stay, they are to return to the building when others arrive.

If call received at building or through dispatch, get all information available, i.e. location, how long ago, name and phone number of caller, best way to get to the spot from the road.

duty Squad is to respond to verify drowning. If other members are available at the building, they may respond in the place of the duty Squad. But this is the choice of the duty Squad.

If nothing is found by responding unit, set pager off and announce 10-22 to drowning.

If verified dispatch should notify:

- 1) Captain or line officer
- 2) Proper law authority.
- 3) Game and fish

People at the building can get #47 and first set of boats ready while waiting.

Notify dive team if needed.

No units other than the first responding unit to verify the drowning are to run emergency traffic. All members are to report to the officer when arriving at the scene, get instructions and area of drowning from him. When the body is recovered, it is to be turned over to the proper authorities. Clear the shore of spectators before bringing body to shore. All personnel are to remain at the scene and help load equipment and check with officer before leaving. Upon return to the building, All personnel will help unload and clean equipment and prepare it for the next time. All wet gear will be cleaned, hung to dry and put back in place when dry.

FIRE CALLS

The Squad is to respond with the fire department on fire calls.

One ambulance should respond . A support truck should also respond if personnel are available.

Park units so they will not block other emergency equipment, so Squad equipment can leave if required on another call. Do not endanger the units or other Squad personnel. Upon your arrival to the scene, the senior person should go to the senior fire officer and advise that the Squad is there. Ambulance and support truck attendants are to remain with the units unless asked to help the firemen. If units have to respond to another call, someone should notify the firemen before you leave. The fire fighting equipment on the rescue truck is there for firemen. If there are off duty firemen at the scene, they have priority of the equipment. If the firemen ask Squad members to assist them, the Squad members should use turnout gear.

WRECK CALLS

One ambulance should respond. If personnel are available 1 crash truck should also respond.

If the ambulance arrives and deems either crash truck or its personnel are not needed, the ambulance is to advise the crash truck to either (disregard) or to back down traffic to regular traffic and continue. If the crash truck is not needed at the scene, it should continue on so as not to cause congestion at the scene.

No more than 4 persons per ambulance and 4 persons in unit #47, rescue personnel shall wear full turnout gear when extrication is required. Three persons in unit # 45 or four persons in unit #46. At no time is anyone to ride outside vehicles. If confirmation of multiple injuries, a second ambulance should also

respond. If manpower is not readily available at the building have dispatch respond backup agency. Sandy Ridge Fire department will respond a pumper to all wreck calls.

CARDIAC CALLS

If possible full arrest, try to have at least 3 or 4 members to respond.

The highest degree of training at the building should respond with the ambulance.

If a paramedic or cardiac technician is at the building, they should respond.

Once basic or advanced life support has been started, the patient is to be transported to the emergency room.

Current ACLS protocols will apply.

D.O.A.'S

SRRS does not transport D.O.A.'S on a regular basis, possible exceptions are:

- 1) Publicly viewed areas
- 2) Funeral home and/or ambulance service is not available within a reasonable time.
- 3) Senior member at the scene to judge any other condition where we might transport D.O.A.

Once basic or advanced life support technique has been started the patient must be transported to the Emergency Room. If any foul play is suspected, Squad members are not to move or touch anything at the scene. Keep everyone out of area until the proper law enforcement authorities have arrived.