



Orange County Emergency Services
Standard Operating Guidelines

SOG Name: Daily Vehicle Checkout and Re-supply

SOG Number: EMS-011

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I. OBJECTIVE

1. To ensure that all Orange County EMS system units are properly equipped and stocked to respond to any anticipated emergency and/or non-emergency situations.

II. SCOPE

1. This guideline applies to all Orange County EMS staff and staff operating OCES system units.

III. PROCEDURE

1. Assign positions:
 - a. 0 = paramedic
 - b. 1 = EMT
 - c. 2 = Third/Cadet
2. EMT Responsibilities include vehicle and non-ALS equipment.
3. Paramedic responsibilities include ALS equipment and supplies.
4. Third-person responsibilities falls under EMT:
 - a. Cleanliness and sanitation
 - b. Vehicle Systems
 - c. Non-ALS equipment
5. Start-of-Shift Checkout:
 - a. Each crew, paramedic and/or EMT, will conduct a daily check-off of their assigned vehicle and equipment using the appropriate vehicle form.
 - i. Diagram of equipment placement is clearly labeled on check-sheets
 - ii. Diagram of supplies
 - b. The checkout includes both the presence of the correct amount of the items and that the stock is prior to its expiration date.
 - c. Any deficient equipment or supplies will be either immediately corrected or reported to the EMS Supervisor for re-supply.
 - d. Any mechanical deficiency with the vehicle will be reported as soon as possible to the EMS Supervisor and will be documented in webEOC. Providers will document the deficiency as thoroughly as possible.

6. ALS Package Compartment Sealing:
 - a. Some segments of each package of ALS equipment may be sealed by paramedics to expedite the daily checkout of the equipment.
 - When this is done, the specific compartment will be inventoried against the printed compartment label or checkout sheet, and the earliest expiration date of any dated materials will be written clearly on the seal.
7. Restocking After Use:
 - a. Each crew is responsible for restocking the specific supplies and equipment used during response incidents.
 - b. Inventories of commonly used supplies are located at assigned EMS stations to expedite the re-supply of on-duty units.