



Virginia Beach Department of Emergency Medical Services



## EQUIPMENT, VEHICLES AND FACILITIES

### APPARATUS AND EQUIPMENT STANDARDIZATION POLICY

**PURPOSE:** To provide guidance for the procurement and deployment of apparatus and equipment related to patient care delivery

**APPLICABILITY:** This policy shall apply to all members of the Department of Emergency Medical Services and associated volunteer rescue squad agencies.

### VEHICLE/APPARATUS PROCUREMENT

#### ADDITIONAL VEHICLES ABOVE CURRENT INVENTORY

No vehicle, new or used, will be added to the Department of EMS/City of Virginia Beach inventory without prior written approval of the Chief of EMS. This requirement applies to any type of rolling stock intended for use during response activities, including all-terrain vehicles, trailers, etc.

A rescue squad corporation may purchase auxiliary vehicles that are insured, maintained and fueled solely by the squad. These vehicles shall not be equipped with emergency lighting, may not respond to emergency incidents and will not be parked inside City-owned facilities. Auxiliary vehicles with exterior markings must clearly indicate their non-emergency and non-governmental nature.

#### REPLACEMENT VEHICLES

With prior written approval of the EMS Chief, existing vehicles in the Department of EMS and City of Virginia Beach inventory may be replaced with a similar apparatus under the procedures outlined below. The EMS Chief has the authority to delay or deny approval of a replacement project that will result in significant cost increases, negative operational impacts or sustainability concerns.

Rescue squads are strongly encouraged to consult with the EMS Chief or his designee early in the replacement planning process. The department has access to a wealth of experience and information that can assist with planning.

No vehicle replaced may be retained within the Department of EMS/City of Virginia Beach inventory without prior written approval of the EMS Chief.

## **AMBULANCE RE-MOUNTS**

No ambulance “remount” project is permissible without prior written approval of the EMS Chief. Consideration of these requests will only be made when the process will be performed by the original manufacturer of the patient care module.

## **PROCEDURES FOR THE PROCURING VEHICLES**

Before entering into any purchasing process, the Squad Commander shall notify the Deputy Chief of EMS for Operations. The Deputy Chief or his designee will assist with integrating the new equipment into the organization by ensuring the following steps are taken:

1. Verification of approval for the process by the EMS Chief.
2. Verification that the apparatus meets the recommended list of approved cabs/chassis combination requirements.
3. In conjunction with the City’s Public Works Automotive Services Division, ensure the apparatus specifications meet the department’s Technical Asset System Integration Requirements (TASIR).
4. Ensure that all required operational equipment such as radios, MDTs, monitors, etc. have been included in the project plan. This step shall include a written plan identifying which items are provided by the department and which, if any, will be provided by the rescue squad.
5. Ensure adequate funding is available. Squads are encouraged to seek grant funding to supplement local donations. If the rescue squad desires to obtain a loan from the City of Virginia Beach, the Squad Commander shall coordinate with the assigned Division Chief to ensure the proper paperwork is submitted to City Council. City loans are not guaranteed until formal adoption by City Council.
6. Prior to the apparatus being placed in service, ensure it is delivered to Public Works/Automotive Services for proper processing into the City inventory. This activity will include assignment of an inventory number, fuel system access, radio programming, etc.
7. Prior to the apparatus being placed in service, ensure appropriate equipment, supplies, labeling, etc are in place.

8. File the appropriate applications for temporary permits from the Virginia Office of EMS and assist in coordinating with the Office of EMS for a formal inspection.

## **MEDICAL EQUIPMENT/DEVICES PROCUREMENT**

### **NEW EQUIPMENT/DEVICES**

1. No new equipment/medical devices may be added to the department or rescue squad inventories without written approval of the EMS Chief and EMS Operational Medical Director.
2. At a minimum, the following shall be reviewed before such equipment is approved:
  - a. Training requirements
  - b. Labeling
  - c. Deployment/vehicle placement
  - d. Equipment alternative specifications
  - e. Equipment replacement/maintenance
  - f. Funding

The Chief of EMS may designate officers or teams to assist with the review process.

3. As feasible, the department will assist with funding initial deployment of new equipment. The rescue squads may be required to provide funds for sustainment of the equipment. Written guidance regarding financial obligations will be provided by the Chief of EMS or his designee.
4. The equipment will not be deployed until appropriate training has been completed department-wide.

### **REPLACEMENT EQUIPMENT/DEVICES**

1. Response vehicles will carry baseline equipment and supplies in compliance with Virginia Office of EMS regulations. The Department of EMS will provide a list of additional equipment required to operate as part of the Virginia Beach Emergency Response System.

2. When applicable, specific brands or style of medical devices will be specified by the department.

## **REQUIREMENTS AND SPECIFICATION DOCUMENTS**

The following supporting documents are incorporated in this policy for reference:

- Required Vehicle and Medical Equipment List
- Technical Asset System Integration Requirements (TASIR) Document
- New Vehicle Contract Checklist
- New Vehicle Intake Process Checklist

### **ORDERED:**



EMS Chief

10/26/2018

Date

## **Attachment A**

### **Required Vehicle and Medical Equipment List**

- Medical Bags (Jump Bags)
- Broselow Bags
- Capnography Supplies
- LifePak Defib and supplies (electrodes, defib pads, etc.)
- AEDs
- King LTS-D Airways
- Mercury Medical Flow Safe II EZ CPAP kits and alternate size masks
- Ascensia Contour Glucometers and Test Strips
- Backboards, CIDs and Straps
- OB Kits
- Pulse Oximeters
- Suction Devices
- LUCAS Devices
- Stryker Stretchers
- Stair chairs
- Intubation gear
- Pediatric Holsters for both Stretcher and/or Seats (Unless seats come manufactured into the ambulance seats)