STANDARD OPERATING PROCEDURES

[On Shift Responsibilities]

BRIGHTON
Volunteer Ambulance

Department: Operations	SOP#105	**Applicable to:** All Staff
Effective Date: 1Mar 2020	1 Page	**Authority:** Chief of Operations
Applicable CAAS Standard:		**Revised Effective Date:**

Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding the expectation of personnel while on shift.

Scope:

The scope of this document applies to all personnel. All personnel are expected to contribute to the advancement of the agency while on shift, which falls to a number of areas.

Guideline:

1. Clock in using the provided electronic time clock.
2. Review and understand the day's staffing levels and dispatch procedures.
3. Complete a pre-shift vehicle inspection utilizing the provided documentation format.
4. Respond to emergency calls and complete care reports within the specified time.
5. Always maintain situational awareness. Be mindful of run order/status/call types of other crews.
6. Ensure at least one additional unit is responding in a non-emergency manner to any "echo" level calls.
7. Complete the daily duties as assigned by the Facility Chore Log.
8. Complete any other assignments that are directed by the shift supervisors.
9. Decontaminate any soiled durable goods upon return from calls.
10. Complete expected end of shift duties.
    - 10.1. Wash exterior of the vehicle
    - 10.2. Mop patient compartment
    - 10.3. Mop crew compartment
    - 10.4. Ensure fuel and oxygen levels are above the minimum specified levels.
        - 10.4.1. M Tank: 500 psi or greater
        - 10.4.2. D Tank: 1,000psi or greater
        - 10.4.3. Fuel: 1/2 Tank or greater
    - 10.5. Ensure all applicable points are sealed with tag, date, and initials.
    - 10.6. Empty all trash and personal belongings.
11. Provide written notice to shift supervisor why any of the above is not completed.
12. Any additional tasking as assigned by agency management.

This document supersedes any documents on the topic dated prior to the effective date noted above.

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1