

# STANDARD OPERATING PROCEDURES

## Security of Vehicles and Supplies

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**Department:** Operations

SOP#126

**Applicable to:** All Staff

**Effective Date:** 1 Dec 2020

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**Authority:** Chief Of Operations

**Applicable CAAS Standard:**

**Revised Effective Date:**

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### **Purpose:**

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (Agency) regarding the proper securing of vehicles and equipment, and ensuring compliance with Bureau of EMS standards.

### **Scope:**

The scope of this document applies to all staff.

### **Guideline:**

1. Vehicle Security
  - a. Agency vehicle's will be shut off and locked when not attended, **regardless of their location.**
  - b. To prevent theft, the following should occur
    - i. Engage anti-theft if so equipped
    - ii. Remove the key and lock the vehicle with a key fob, or other locking mechanisms
2. Supply and Equipment Security
  - a. By practicing proper vehicle security, supplies and equipment will be secured as well.
  - b. In addition, all unattended ALS medication and supplies must be locked in a secondary locking compartment, and access to these areas will be restricted to those certified to use the equipment. These areas must be secured by a separate mechanism, either by key, cipher, RFID, or biometrics.
  - c. BLS Supplies and Equipment will be sealed in their place with plastic, tamper-evident seals.

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