



Thurston County Fire Protection District 8

DISTRICT PROCEDURE MANUAL

POLICY TITLE:	Ground EMS Transport
PROCEDURE NUMBER:	2-50-PR-01
REVISION:	0
DATE ISSUED/REVISED:	DRAFT
FIRE CHIEF APPROVAL:	

1. **Scope:** This applies to all District personnel involved in ground EMS transport to medical facilities.
2. **Staffing requirements and training levels for ground EMS transport:** Staffing of ambulances for ground EMS transport shall consist of:
 - a) Two current Washington State certified Emergency Medical Technicians (“EMT”), both of whom shall be protocolled in Thurston County.
 - b) The driver of the ambulance shall be currently emergency vehicle incident prevention (“EVIP”) certified and be approved to drive by the District Battalion Chief of Training.
 - c) Additional personnel in the ambulance:
 - i. Other District personnel: the number of District personnel allowed is dependent on the number of seatbelts on the ambulance.
 - ii. Students: Students will assist in patient care under the direct supervision of certified EMTs. They must be currently enrolled in the Thurston County Medic One EMT course, be member of the District or another Thurston County agency under District Procedure 2-61-PR-03 and be authorized for ride along time by EMT course senior EMT instructor. They will be limited to tasks (e.g. taking vital signs) that are appropriate for an EMT student.
 - iii. Observers: observers must have a valid ride-along form per District Procedure 2-61-PR-03. They may not provide or assist in patient care in any way. They may be required to ride outside the patient compartment (e.g., the right seat of the cab) during transport if requested by patient or responsible District member.
3. **Communication and documentation:** Communication to receiving medical facilities:
 - a) Contact receiving facility as early as possible for critical patients.
 - b) Any unit transporting a patient is required to contact the receiving facility to give a short verbal report. If patient condition changes significantly while enroute, the receiving facility should receive an updated report as soon as possible.
 - c) Verbal and written documentation of patient care:
 - i. A verbal report must be given at every handoff of a patient.
 - ii. The EMS provider who performs the hands-on exam is responsible for documenting the physical examination and shall provide a written report to the receiving hospital. The provider performing the examination shall ensure the narrative (“SOAP”) portion of the report is complete and accurate.
 - d) Internal documentation: The Fire Chief shall be notified of all District ground EMS transports monthly constituting of:
 - i. Date;
 - ii. District incident number;
 - iii. Times: iiia) Initial dispatch, iiib) Aid Unit dispatch, iiic) depart from scene, iiid) arrival to destination, iiie) clearing hospital, and iiif) total time at hospital;
 - iv. Which District Aid Unit responded;
 - v. Destination; and

vi. Short explanation of justification for transporting patient.

4. **Private Ambulances:** A private ambulance is the first choice for ground EMS transport of medical patients within District boundaries. This guideline/procedure is intended to provide District personnel the information to make decisions on the use of District ambulances for ground EMS transport to a medical facility. The private ambulance companies in Thurston County are:
- a) Olympic Ambulance, and
 - b) American Medical Response.
5. **District Ambulances:** District ambulances can be utilized for ground EMS transport under any of these circumstances:
- a) Both private ambulance companies have no ambulances available;
 - b) The ambulance that is enroute has an ETA of more than 20 minutes and a District ambulance is on scene;
 - c) The patient is a District member and/or their direct family member;
 - d) ALS rendezvous;
 - a. Transporting an ALS patient after an on-air consult and it is determined the District ambulance is closer to the facility;
 - e) Stroke patients needing immediate ground transport to the closest facility;
 - a. Consideration of a rendezvous with private ambulance for stroke patients needing to be transported out of county; or
 - f) Training purposes.