

Nelson Ledges Race Way Policy and Procedure

At Nelson Ledges the policy and procedure for operation of ambulances varies from other raceway operations. This is due to the ownership and management of the track. The track has been under new ownership for the last 3 years and many changes have been made and construction continues therefore policy and procedures adapt to those changes.

Opening Procedure

- All staff are to be at the track no later than 7:30am on race days unless otherwise specified. On special occasion, races will be in the evening. It will be up to the discretion of the track management as to what time crews are to be in service.
- Please note that it is unacceptable to be late to events and that tardiness will delay races and cause the track to lose contracts. If an employee is unable to come to work they must call off 24 hours in advance and attempt to find a replacement.
- Upon arrival employees are to sign in on the provided sign in sheet with sign in time at the front gate.
- When beginning a shift, employees are to complete the truck check sheet and run the ambulance for a period of at least 30 minutes. All items on the truck check must be completed every shift- no exceptions. If an item is missing it is to be restocked and materials are unavailable it must be written on the order sheet located on the drug cabinet. If equipment is to be found non-operational management must be contacted immediately.
- When preparing the trucks, employees are to sign out drug boxes from the locked drug cabinet with the drug log. At the end of a shift drug boxes are to be returned to the drug cabinet and signed back in. Cabinet is to be locked,
- After truck check, employees are to report to the main control tower and obtain at least one radio. Please contact management for the location of the radio. Radio check and battery check are to be completed at that time.
- Employees are to report to ambulance post 15 minutes prior to the start of track operations. Please remain courteous. There may be times when ambulance post is changed due to the nature of the event.
- The radio is to remain on and at a reasonable volume to hear all communications. Below you will find language that is used by various track officials during races. Multiple radio checks will be sent to crews throughout

the race. Failure to respond will cause the closing of the track until employees can be located.

Response Procedure

- **Green-** The track is “Hot” or operational. All cars are in compliance, all corner workers are at post and the event is underway.
- **Yellow-** An accident, equipment failure or rule has been violated and cars are to move at a slow pace in position until it has been remediated. There are minimal times when ambulance crews will respond on a yellow track, this generally only happens during a 24 hour race. **Due regard always applies and response must be done with the use of emergency lights only.**
- **Red-** The track is at a full stop. This is generally due to an accident or fuel/gas leak. Units will be called to respond with the orders as follows “Medic Standup”, this will indicate that lights will be turned on from the unit and that the crew will respond “ are we clear to move”, once cleared the crew will indicate if they are moving forward track or counter track.
- Crew is to indicate to control that they are “on scene”.
- Crew is to indicate, “Code -6 when not needed” along with “clear and returning”.
- Crews are to work with the patient as quickly and safely as possible. In the event of serious trauma- The track officials NO LONGER HAVE command of the track and crews are to complete assessment, extraction and all other care however they see fit. The scene is to be controlled by the crew regardless of any demands.
- If a patient requires transport by ground the crew is to contact **Community Ambulance as a 911 call**. In the case that flight is required it is to be requested through the 911 for Garrettsville Fire.
- When returning the crew is to indicate that “Medic returning to post”
- Once clear of the track the unit is to indicate they are “Medic- clear of the track.”
- Refusals must be completed by crew in the event of any serious indications which include:
 - Encroachment in the cab of more than 12 inches.
 - Spider of the windshield.
 - Roll over of the vehicle.
 - Any serious bleeding or airway complication.
- It is up to the discretion of the crew to determine if a refusal is needed. Please remember that is your card on the line if a patient does not sign a refusal and is then treated for a serious injury later on.
- Refusals are to be can be done via paper or digital charting and it strongly encouraged that the following indicators be documented:
 - Position in which the patient was found

- Examination that was completed
 - Statements that were made by the patient
 - Indication that the patient was informed that at any time they may return to the unit for care.
 - When the patient was released from crew.
 - What damages were observed on the scene.
 - Crews are to indicate to the track staff at the end of shift that they are done and clear.
- Radios are to be returned to the control tower when the day is complete.
 - Unit is to be fueled when at ½ a tank.
 - Unit is to be secured, plugged in and locked when leaving the track.

General behavioral policy-

- All crews are to be awake and near the front of the cab at all times. There is to be **NO LAYING OR SLEEPING IN THE BACK OF THE UNIT**.
- Crews are to respond on the radio at all times. Radio communications are to be started with **“Medic to control”**.
- There are to be no appendages hanging out of windows.
- Smoking or Vaping must be done outside the cab of the truck and cigarettes butts are to be disposed of properly.
- Crews are to come to work dressed in a clean uniform including: duty pants, work polo or issued track shirt and work boots and be prepared for the day.
- Crews are to refrain from any negative communications with track staff. Including conversations about equipment and track personnel. All issues are to be brought to the attention of track management.
- All documentation is to be completed by the end of shift without exception and placed in the completed charts file before leaving.
- Personal information for patients is to remain at the track and may not be taken home under any circumstances.
- All documentation, refusals and charts are to be placed in the completed bin located in the drug cabinet at the end of every shift.
- Bathroom breaks during a hot track will require that both crew members to walk to the bathroom and that one crewmember remain with the radio.
- If coming infield to use the restroom from corner 4 -the crew must contact control if the track is hot.

- Crews may **NEVER** cross a hot track.
- Crews may hand out Band-aids and other items without report.

Please remain helpful, communicative and kind with all track staff and visitors of the track.

Have a wonderful season!

For issues with the employee website contact:

Rachael Madden (330) 883-1020

Calendar of event will be provided via paper along with employee schedule. Crews will be informed if lunch will be available on site: **packing food is recommended for every race.**