

EMS Vehicle Restocking & End-of-Shift Accountability Policy

Purpose

To ensure all EMS response vehicles remain fully stocked, clean, and ready for immediate deployment during race operations by establishing consistent procedures for equipment accountability, supply replacement, and vehicle cleaning.

Policy

Beginning of Each Shift

At the start of every shift, assigned EMS personnel shall:

- Complete the **Truck Accountability** inspection using the designated **Truck Accountability** link.
- Verify that all required medical equipment and supplies are present and in their designated locations.
- Confirm that critical equipment is operational and ready for use.
- Identify any missing, damaged, or expired supplies.

Restocking Medical Supplies

Medical supplies are stored in the **metal supply cabinet located in the garage**.

Staff are responsible for restocking any supplies used during the shift before leaving duty whenever replacement stock is available.

If a required item is unavailable or if an item has expired:

- **Do not remove expired medical supplies from the truck.**
- Leave the expired item in its assigned location until it can be replaced.
- Record the needed replacement on the **Supplies Request Form** before the end of the shift.

End-of-Shift Cleaning

At the conclusion of each day, the assigned crew shall ensure the EMS vehicle is left clean and ready for the next response by:

- Removing all trash from the vehicle.
- Sweeping the patient compartment.
- Disinfecting the patient compartment and all commonly touched surfaces using approved disinfectants.
- Returning all equipment to its proper storage location.

Documentation

Before ending the shift, personnel shall:

- Complete the **Truck Accountability** checklist.
- Submit a **Supplies Request Form** for any missing, damaged, or expired supplies or equipment requiring replacement.
- Report any equipment deficiencies or vehicle issues to the EMS Supervisor as soon as possible.

Responsibility

All EMS personnel assigned to race track operations are responsible for maintaining vehicle readiness throughout their shift. The on-duty crew is accountable for ensuring the vehicle is fully stocked, clean, and prepared for the next response before leaving the track.