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| Section: Organizational Planning and Preparedness 102.00 |
| SOP # 102.02 | Subject: Staging | Page: 1 of 2 |
| Effective: 02/17/2022 | Authorized: Tiffany Lamp- Asst. Director |
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 Rural Pope County Emergency Medical Services

 Standard Operating Procedures

102.02.01 Purpose

The purpose of this SOP is to provide employees of Rural Pope County Emergency Medical Services of the policy regarding staging of the emergency vehicle on non-medical scenes.

102.02.02 Application

This SOP applies to all personnel. In regards to non-medical scenes and staging procedures.

102.02.03 Policy

Rural Pope County Emergency Medical Services is required to stage at both fire scenes within the county and school sporting events.

Fire Scenes

1. Once the Fire Department is dispatched the unit is to obtain the address from dispatch to the location of the fire and stage on the scene.
2. Units ARE NOT to run priority one or two (code responses) to the scene of a fire in which there are no medical needs at the time of dispatch. If dispatch has a patient they will inform the unit to upgrade its response.
3. Once arriving on the scene employees are to park the unit in a manner that can be easily removed from the scene if needed as staging does not take the unit out of service for other medical calls.
4. If parking the unit in the roadway the unit is to turn on its emergency lights ONLY to warn drivers that they are on the roadway.
5. If a call comes out while staging on a scene employees are to immediately leave the scene complete the call required and return to the scene until firefighters have cleared the scene.
6. If administration is on scene of a fire and personnel on duty are informed to leave the scene and return to the station administrations orders will be followed.
7. The chain of command is still in effect on a fire scene just as any other scene. Fire department officers are only to give EMS personnel orders if no administration is present on the fire scene.
8. Fire personnel will be treated like any other patient in the event of injury.

School Sporting Events

1. School sporting events are scheduled by the school and given to the assistant director to inform staff. If an event is going on that was rescheduled and the crew is informed of this, they are to immediately report to the school until the conclusion of the event.
2. It is the responsibility of the crew to check the schedule to find out if a sporting event is being held, failure to arrive at scheduled events or events the crew was informed of on shift by administration or others will result in disciplinary action.
3. Crews will stay at the school until 3 minutes prior to the end of the event.
4. Crews are to show up at the event at the time posted on the schedule, no later.
5. If a call comes out while at an event the crew is to complete the call and return to the school until the event is completed.
6. The first in bag with a c-collar is required to be taken into the school with the personnel along with a portable radio.
7. Personnel will inform dispatch of arrival and departure of the event and that they can be reached by portable radio or telephone.