

**TOWN OF WATERTOWN FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

**SECTION: Alarms and Response Guidelines
SUBJECT: Emergency Medical/First Responder Responses
REVISED: 12/2019**

PURPOSE:

To establish Fire Department policy for "First Responder" calls and comply with established protocols.

POLICY:

- A. This Department provides EMS "First Responder" service to residents in our response area in conjunction with the Town of Watertown Ambulance Service and/or other any other agency that could be called in as mutual aid.
- B. All EMS personnel in the Department must be trained to at least Emergency Medical Technician Basic and/or CPR/AED.
- C. A response of an apparatus must be attempted when First Responders are dispatched. Certified personnel holding medical training, such as NYS Certified EMT and/or AED/CPR, have the authorization to respond to the scene based on the call type corresponding to the responders' scope of practice. Personnel that do not have the minimum requirements to meet any scope of practice do not have the authorization to respond alone to any First Responder calls.
- D. Medical personnel shall have priority in the responding vehicle over non-medical personnel. If there is room for non-medical people after all Medical personnel are on-board, then non-medical people may ride.
- E. To limit road congestion and bottle necking, all personnel are to park on the same side as the incident. Try to limit the number of people that enter residence, story, etc. to 2 personnel, unless otherwise directed by EMT in charge.
- F. Any medical personnel/EMT who is operating as a first responder shall notify the incoming ambulance of any pertinent updates on patient status when possible.
- G. All BLS bags will remain sealed unless being utilized for First Responder/ Fire calls. If seals are broken in the event of the calls, notify the Department Medical Officer so it can be inventoried and resupplied. All BLS bags must maintain minimum stock to be considered in service.
- H. All AEDs must be maintained in order to be considered in service. If any deficiencies arise with the equipment, the Department Medical Officer shall be notified as soon as possible.
- I. A NYS Pre-hospital Care Report (PCR) will be completed for each patient seen. The PCR will record only that care provided by Department EMS personnel, thus ending on arrival of an ambulance. A PCR shall be completed after every call to include stand-by situations waiting for patrols. Only NYS Certified EMTs (Basic, Intermediate, Critical Care and Paramedics) shall be writing a PCR. The completed PCR should be placed in the locked PCR box and when possible the

yellow hospital copy should be given to TWAS or the transporting agency. The PCR box will be located in common areas, and will remain locked. Only the medical officer and the assistant medical officer shall have access to the box.

- J. The following precautions should be followed as basic Infection Control/sanitary measures applicable to the handling of all patients:
1. Assume that all patients may have a communicable (infectious) disease;
 2. Assume that all blood and bodily fluids are potentially infected;
 3. For patients known to have a communicable disease, inform other medical personnel to include incoming ambulance (if applicable)
 4. Always exercise caution in administering any life support procedures which result in contact with any bodily fluids.
 5. Gloves will be worn when treatment involves contact with patient's blood, body fluids, secretions, or excretions in order to avoid accidental contamination of open lesions or wounds. Goggles and/or masks should be worn if there is a possibility that such fluids could be sprayed or otherwise thrust at the face.
 6. Exercise care to avoid accidental wounds or punctures from sharp instruments, metal, or glass.
 7. After coming into contact with a patient, avoid touching your mouth, nose, eyes, or other mucous membranes until you have washed your hands thoroughly.
 8. Use of a BVM with reservoir, a manually triggered resuscitator or pocket mask is preferred for patients in cardiac/respiratory arrest.
 9. Wash hands after every call.
 10. Place items that can be sterilized in a red "bio-hazard" plastic bag and turn them into the hospital for sterilization.
 11. Place disposable items which have been contaminated into a red "bio-hazard" bag and turn into the hospital for proper disposition.
 12. Clean equipment that cannot be sterilized, but was in contact with the patient's body fluids, using a 10% sodium hypochlorite (household bleach) solution.
- K. All personnel have the right to HBV vaccinations/boosters free of charge if they so desire. Any person requesting not to have the vaccination/booster shall sign a HBV declination form. Any person has the right at any time after signing the declination form to have the HBV vaccination/booster if they so desire. Contact the Medical Officer to arrange for the HBV vaccination/booster.
- L. Ryan White Act: If any member feels they may have been exposed to an infectious disease, contact the Medical Officers, who will query the hospital to that effect and inform them of the results. Provide name of patient, date, PCR Number and suspected exposure.
- M. All personnel are to adhere strictly to HIPAA policy set forth. Under no circumstances will any personnel divulge any information about any patient. This is to include, name, address, date of birth, social security, phone number or any information that identifies any patient.

DEFINITIONS:

- A. **Basic Life Support (BLS):** The management of basic life threatening emergencies, especially involving bleeding, breathing and pulse. All personnel trained as first responders at the EMT-B level of training are capable of providing care at this level. Those certified in CPR/AED are capable of providing chest compressions/ventilating patients and if determined by AED, shocking patients in cardiac/respiratory arrest. The Town of Watertown First Responders is not an ALS first responder agency. No intravenous medications, electrocardiography, or invasive procedures such as endotracheal intubations shall be attempted as BLS first responders.
- B. **Infectious Disease:** Any disease that can be transmitted from one individual to another. In EMS we are chiefly concerned with those that can be passed via body fluids, including (but not limited to) AIDS, Hepatitis B, and Tuberculosis. All personnel should use proper personal protective equipment to include gloves, gowns, goggles and masks when necessary.
- C. **Scope of Practice:** The procedures, actions, and processes that a healthcare provider is permitted to undertake in keeping with the terms of their professional license/certification that the individual legally can, and cannot, do.

RESPONSIBILITY:

All fire department members are responsible to follow these guidelines to ensure proper procedures and protocols are followed for First Responder calls. It is also the members' responsibility to report any violations of these guidelines to the Department Officers.