



Suggested Operating Guidelines

Contents

A- Non-Emergency &Administrative Procedures

- 1-Purpose and Definitions
- 2-Job Descriptions and Chain of Command
- 3-Employee Incentives
- 4-EMT Orientation
- 5-Health and Safety
- 6-Digital Media
- 7-Uniform
- 8-Training Requirements
- 9-Tream Dynamics

B- Emergency Procedures

- 1-Emergency Vehicle Operations & Response
- 2-Ambulance Backing
- 3-Personal Vehicle Response
- 4-Ambulance Placement
- 5-Traffic Safety Vest

C- Incident Management

- 1-Incident Command
- 2-Communications

D- Dispatch Policies

E- EMS Operations

- 1-Protective Clothing and Equipment
- 2-Infection Control
- 3-Ambulance Operations
- 4-PCR
- 5-NARC
- 6-EMS delivery Model

F- Special Situations

- 1-Backcountry
Packs
- 2-CISM

San Juan County Emergency Medical
Services Suggested Operating Procedures

SOG#
A-1

Chapter: Non-Emergency & Administrative
Subject: Purpose and Definitions
Revised: 12//06/2024

PURPOSE

This guideline outlines purpose of the Department SOGs and also covers definitions and chain of command.

RESPONSIBILITY

All employees of San Juan County EMS have the responsibility to learn and follow this guideline.

GUIDELINE

Purpose of Department SOGs

San Juan County Emergency Medical Services is a department within the San Juan County government. As such it and its employees are subject to County policies and procedures. SJCEMS is unique enough that special situations have arisen that determined the need for a specialized set of policies and guidelines to help promote a safe work environment and provide the best care possible to our patients. These guidelines (Suggested Operating Procedures, SOGS) along with the Department Clinical operating guidelines (COGS) and the county Policy and Procedure manual form the basis of what guides and directs the department and its employees. If any conflict is found between those documents the stricter will apply until clarification can be made by the Department Director and the County Human Resources Director.

Definitions

Active Employment: Means the status of an employee who is On-Call for an average of 4 shifts per month or more and attends 75% of the available trainings.

Backup: Refers to the status of an additional employee being On-Call and assigned to respond as an EMT to emergency calls during a specified period of time.

Bureau: Means the State of Utah, Department of Health, and Bureau of Emergency Medical Services.

CME: Means continuing medical education hours.

Commercial Events: Refers to a paid, organized event within San Juan County area of jurisdiction, for which employees are paid at a higher pay rate for providing ambulance services.

County: Means San Juan County Government.

COGS: Refers to our Department Clinical Operating Guidelines approved by our Medical Director.

Crew Lead: The ranking officer on the ambulance also called a Lieutenant.

Day Crew: Refers to the persons assigned to be On-Call from 0600 to 1800.

Department: Means San Juan County Emergency Medical Services.

Emergency Medical Technician (EMT): Means an individual certified by the Bureau through the successful completion of a Bureau-approved EMT course at any level.

San Juan County Emergency Medical
Services Suggested Operating Procedures

SOG#
A-1

Chapter: Non-Emergency & Administrative
Subject: Purpose and Definitions
Revised: 12//06/2024

Employee: Means an employee of San Juan County Emergency Medical Services.

MCI: Multiple casualty incidents.

Night Crew: Means the persons assigned to cover an On-Call shift from 1800 to 0600 (next day).

Officer: Refers to anyone of rank within the Department (Director, Full time)

Station: Means the building that houses the Ambulances, this location is also the central point of information for employees.

Chain of Command

Director of EMS:

The Department Director acts under the authority of the San Juan County Commission. As such, the director coordinates and is responsible for all department operations including supervising daily operations, developing policies and procedures, addressing employee duties and concerns, handling personnel issues, developing the annual budget, coordinating with the Department Medical Director and other cooperating agencies, and all other department issues except for matters which are determined and defined by the Medical Director. The Director may delegate authority to other employees as appropriate, in order to accomplish any of the above tasks.

Full Time personal:

Acts under the authority of the Director

Training Officer:

Acts under the authority of the Director and shall have authority to create and implement policies and strategies to maintain a high level of educational standards within the department.

San Juan County Emergency Medical
Services Suggested Operating Procedures

SOG#
A-1

Chapter: Non-Emergency & Administrative
Subject: Purpose and Definitions
Revised: 12//06/2024

Medical Director:

The Department Medical Director plays a crucial role within the Department. This role is defined in the Bureau Administrative rules. Some of their job is to approved department COGS (clinical operating guidelines), periodically review the Department performance as it relates to patient care, suspend anyone from practice who shows a lack of competency, and serve on the department Performance Review Committee. (see appendix for Medical Director Job Description)

San Juan County Emergency Medical
Services Suggested Operating

SOG#
A-2

Chapter: Non-Emergency & Administrative
Subject: Job Descriptions & Requirements
Revised: 12/06/2024

PURPOSE

This guideline outlines requirements for paid on call Emergency Medical Technicians, Paramedics, and Rescue staff.

RESPONSIBILITY

All employees of San Juan County EMS have the responsibility to learn and follow this guideline.

GUIDELINE

Employees

Individuals interested in being a paid-on call employee with San Juan County EMS must follow the hiring process outline.

The San Juan County Emergency Medical Services Department will consist of staff who have passed the commitment period of 180 days and who have each shown that he or she is willing and able to be a participant in the organization.

Each employee will attend training as required by the department Training Officer and will participate in the duties outlined within their job description. Employees will have a good working relationship with other employees of the department, the local hospitals, local police department, San Juan County Sheriff's Office (SO), San Juan County Search and Rescue (SAR), and National Park Service (NPS).

Applicants accepted for employment with the department will obtain and keep current a State of Utah driving license and current state of Utah EMT, AEMT or EMT-P certification.

All employees will be subject to a random check of the employees' drivers' licenses and records as well as random drug testing.

Minimum shift coverage requirements

Employment with the department is based on being willing and able to cover shifts. New employees will be required to cover at least 4 main shifts per month and meet a yearly average of 4 shifts per month, for their first year of service. Current employees are required to cover one main shift per month and meet a yearly average of 4 shifts per month (any combination, which may include 2 back up shifts). Averages will be calculated twice annually. After the first year of service new employee requirements will be the same as other employees.

Employee Training Requirements

Employees with the department are required to attend a minimum of 75% of the available local trainings (roughly 9 of the 12 offered per year).

Exceptions will be reviewed and approved by the department Director; exceptions will only be granted for individuals who are currently running on an ambulance in another agency.

San Juan County Emergency Medical
Services Suggested Operating

SOG#
A-2

Chapter: Non-Emergency & Administrative
Subject: Job Descriptions & Requirements
Revised: 12/06/2024

Termination

Employment in the San Juan County EMS Department will be terminated as decided by the Department Director and County Human Resources Director for unlawful or illegal behavior, unprofessional conduct, not meeting training or shift coverage standards, or other matters as deemed necessary. Employees may also be terminated from the service due to being charged with or convicted of a felony or any crime that is not pursuant to the well-being of San Juan County EMS. If a employee is absent from six consecutive meetings or drills without notifying an Officer, or if they have 2 consecutive 6 month periods with less than 4 shifts per month average their employment with the service will be terminated.

JOB TITLE: EMERGENCY MEDICAL TECHNICIAN (BASIC, ADVANCED, PARAMEDIC):

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the department reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position.

Qualifications:

- Be at least 18 years of age
- Pass an annual physical fitness test
- Current State of Utah EMT certification

Temperament:

The job of an Emergency Medical Technician (EMT) is a challenging one. EMTs must be able to respond quickly and coordinate their activities to function as an effective work team. EMTs must demonstrate good human relations, organization and leadership skills. They must be capable of adjusting to all types of clients and show sincere interest in meeting their needs. EMTs should be flexible in working towards compromise in problematic situations with both clients and co-workers.

Duties:

EMTs perform work activities in a number of areas, including, but not limited to:

- Life Safety Programs
- Public Relation Programs
- Emergency Medical Care
- Technical Rescue
- Disaster response (catastrophic events such as earthquakes, floods or other disasters).

EMTs are considered part time employees but serve in a paid call capacity. When not

San Juan County Emergency Medical
Services Suggested Operating

SOG#
A-2

Chapter: Non-Emergency & Administrative
Subject: Job Descriptions & Requirements
Revised: 12/06/2024

responding to emergency events, EMTs can be engaged in maintaining the ambulance, equipment and the EMS station, assisting the department Director with special projects or participating in public relations events. The general work schedule requires a 12-hour shift commitment. These shifts are from 0600-1800 and 1800-0600. When not engaged in emergency calls or station duties.

Training Requirements:

EMTs must have at least a State Of Utah EMT certification, and obtain 25 hours of continuing education each year.

Working Conditions:

EMTs encounter many challenges in providing Emergency Medical Care, such as identifying the appropriate actions to perform in mitigating further injury to victims and assisting with technical rescue situations. Tasks can include operating for extended times in extreme weather conditions, and working in confined spaces with limited vision.

Emergency Medical Care can be very physically demanding:

EMTs carry heavy equipment such as backboards, AEDs, and O₂ cylinders. The work may include climbing many flights of stairs or many switchbacks on trails, and/or carrying patients up or down said stairs or switchbacks. EMTs work at heights and in confined spaces to provide aid and rescue victims.

Annual Physical Fitness Test:

TBD

San Juan County Emergency Medical
Services Suggested Operating

SOG#
A-3

Chapter: Non-Emergency & Administrative
Subject: Paid On-Call EMT Incentives
Revised: 12/06/2024

Event pay for EMTs is \$20.00/hr for non commercial events @30.00/hr for commercial events.

1. Holiday Pay: For EMTs covering the following holidays EMTs will be paid their regular hourly rate for 8 hours of the shift plus any run time.

Independence Day
Pioneer Day
Thanksgiving day shift
Christmas eve night shift
Christmas day shift
New Year's Eve night shift
New Years Day shift

San Juan County Emergency Medical
Services Suggested Operating

SOG#
A-4

Chapter: Non-Emergency & Administrative
Subject: EMT Orientation
Revised: 12/06/2024

PURPOSE

This procedure outlines the subjects a probationary EMT should be familiar with prior to the completion of the end of the 180-day commitment period.

RESPONSIBILITY

1. All officers of San Juan County EMS are responsible to comply with and ensure that the personnel under their command are adequately trained.
2. All employees of the SJCEMS have the responsibility to learn and follow this guideline.

GUIDELINE

A department officer will review the following subjects with the probationary EMT at the end of the 180-day commitment period. The department officer and probationary EMT will then sign a copy of the orientation sheet showing that the new EMT understands and is familiar with the following material:

-Department History & Organization

-Incident Command System

(see SOG C-1 for ICS structure and SJCEMS required ICS trainings)

- Unity & Chain of Command
- Span of Control
- Components of ICS
- Unified Command

-Training Standards

(see SOG A-1, A-2, A-8)

- EMS Certification
- Specialty Courses
- Re-certification
- Incentives
- Schedule

-Safety

(see SOG A-5, B-1, B-2, B-5, C-1, E-1, E-2, E-3)

- Personal Protective Equipment (PPE)
- POV Response
- Ambulance Safety
- Emergency Scene Safety
- Accountability

San Juan County Emergency Medical
Services Suggested Operating

SOG#
A-4

Chapter: Non-Emergency & Administrative
Subject: EMT Orientation
Revised: 12/06/2024

- Accident Reporting
- CISM

-Dispatch Protocol & Paging

- 9-1-1 System
- EMS Assignment
- Unit Designation

-Communications

- Radio Frequencies used
- Emergency Communication
- Hospital Reporting

-Station Overview & Access

-Ambulance Overview

Department Officer Name

Signature/Date

Probationary EMT

Signature/Date

San Juan County Emergency Medical
Services Suggested Operating

SOG#
A-5

Chapter: Non-Emergency & Administrative
Subject: Health & Safety
Revised: 12/06/2024

PURPOSE

It is the intent of San Juan County EMS to place the safety of our EMTs as the highest priority. This will be done through developing, implementing, evaluating and training on department SOGs.

RESPONSIBILITY

The occupational safety and health program is a responsibility that starts with each employee and follows up through the chain of command. The Department Director will be responsible for administering the program.

GUIDELINE

The Department is committed to providing a work environment in a manner that will ensure the safety of employees, and the community served. It is the policy of the SJCEMS to conduct all operations in a manner that provides the highest level of safety and health for all employees. The prevention of accidents, injuries and occupational illnesses is a primary goal of the SJCEMS, and all personnel shall conduct their activities accordingly.

Laws, Codes, and Standards

The policy of the Department is to follow nationally recognized standards, but not limited to the applicable OSHA regulations, Utah Administrative Codes, and ANSI standards.

Records

Safety and accident records will be maintained for analysis to identify and correct potential safety problems and to support ongoing Department safety program development.

Accident Prevention

Department Standard Operating Procedures and Guidelines along with training plans have applicable safety and health procedures incorporated into them. Pertinent or stand-alone safety procedures could be required for emergency operations. Employees are encouraged to report safety & health hazards to their supervising officer. Any imminent hazard should be reported immediately.

Accident Investigation, Procedures and Reviews

All accidents (vehicle, equipment and personnel) are to be reported immediately to the Director or Assistant Director in his/her absence. The Director will be notified *after* the appropriate emergency response is dispatched, depending on the severity of the injury or accident.

Facility Safety & Inspection

Station inspections will be done routinely by the Director. All deteriorating conditions, hazards, or potential hazards are to be reported and repaired in a timely manner.

San Juan County Emergency Medical
Services Suggested Operating

SOG#
A-5

Chapter: Non-Emergency & Administrative
Subject: Health & Safety
Revised: 12/06/2024

Infection Control Policy and Program

Refer to SOG E-2.

Critical Incident Stress Management

Refer to SOG F-2

Post-Incident Analysis/Risk Management

To ensure that safety and health issues during an event are addressed and/or corrective actions developed, an analysis of incidents will be held. Lessons learned from the critiques will be shared during training meetings.

Drug & Smoke Free Workplace

San Juan County EMS is committed to the preservation of a drug, alcohol, and smoke-free workplace for the protection of its employees and the Department as a whole. Participation by employees in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance must not occur. There will be no alcohol consumption or use of unauthorized drugs or tobacco products during working hours, on Department premises, or while responding to a call.

On-duty personnel must not be under the influence of alcohol, unauthorized drugs, or legally controlled substances, which detrimentally affect their judgment or their ability to perform their duties in any way. Employees must not cover shifts within 8 hours of consuming an alcoholic beverage of any kind. All of these strategies are for the protection of the health and welfare of employees, as well as the citizens they serve, and to protect the department from avoidable liabilities.

Reasonable and prudent use of prescription drugs (as directed by a physician) and/or “over the counter” drugs is not a violation of this policy, although such use must not affect the individual’s ability to perform their job duties.

Employees may be subjected to medical testing involving urine or blood analysis or other similar or related tests for the purposes of deterring and discovering possible drug or alcohol abuse if objective evidence exists establishing reasonable suspicion to believe a employee’s work performance is impaired due to drug or alcohol abuse, random testing will also be performed.

Appearance & Grooming

All Department personnel will maintain personal habits of cleanliness and good hygiene. Personnel shall maintain their physical appearance in a manner to project a professional image at all times.

San Juan County Emergency Medical
Services Suggested Operating

SOG#
A-5

Chapter: Non-Emergency & Administrative
Subject: Health & Safety
Revised: 12/06/2024

Sexual Harassment

All Department personnel are responsible for assuring that the workplace is free from sexual or other unlawful harassment. This Department will not tolerate any action by its employees that may constitute any form of harassment. Any employee/employee of the Department who commits, or condones such activity will be terminated.

This Department strictly prohibits any conduct of a sexual or other unlawful harassing nature. Such conduct includes, but is not limited to:

- a. Unwelcome sexual advances
- b. Requests for sexual acts or favors
- c. Any verbal or physical conduct of a sexual and/or harassing nature
- d. Display of sexually suggestive objects, materials, or pictures

Should any Department personnel believe they are being sexually or otherwise harassed at work by anyone, including superiors, they should first let that individual who committed the offense know that it is offensive and that it should stop immediately. If this does not remedy the problem, then the Director and the County HR representative should be notified.

Any such report of sexual or other unlawful harassment and all findings with regard to the investigation, as well as the investigation itself, will be confidential in nature, both with regard to the accused, as well as the accuser. Any violation of this confidentiality by any person or persons involved will not be tolerated. Any charge of sexual or other unlawful harassment under these rules does not prohibit the filing of a complaint by an employee with any federal, state, or local agency.

Physical Fitness

It is the intent of San Juan County EMS to have physical fit employees. San Juan County EMS offers paid time for PT of one hour per shift. "PT must be completed during shift to be considered work paid time"

Chapter: Non-Emergency & Administrative
Subject: Digital Media & Social Networking
Revised: 08/07/13

PURPOSE

This guideline outlines digital media and social networking use for emergency medical technicians sending and posting images and video related to SJCEMS activities.

RESPONSIBILITY

All personnel of the San Juan County EMS are required to comply with this guideline.

GUIDELINE

Employees of San Juan County EMS are reminded that their conduct on and off duty must meet a high standard. This includes, but is not limited to, conduct related to materials posted on the internet or disseminated electronically. No employee will allow or permit any digital media to be posted to the internet that:

- Violates patient and victim privacy laws (*Health Insurance Portability and Accountability Act – HIPAA*).
- Could reasonably be interpreted to express the opinion of SJCEMS. A employee may comment on a subject of general interest and of value and concern to the public provided that, in doing so, the employee does not suggest or imply that the views expressed are those of SJCEMS.
- Has both a reference to the employee being affiliated with SJCEMS and which contains content that is unprofessional, unbecoming or illegal, such as lewd sexual conduct, excessive alcohol consumption or similar behaviors. Employees are reminded that courts may scrutinize material posted on the internet.
- Could be reasonably interpreted as having an adverse effect upon agency morale, discipline, and operation of the agency, safety of staff or perception of the public.
- Contains any recording, including images, obtained while engaged in the performance of emergency medicine, rescue, and other emergency activities, unless approved by the Director.

Photos not violating any of the above criteria may be allowed. Clarification on appropriate postings, if needed, shall be given by the Director.

Violation of any of these guidelines will be grounds for discipline up to immediate termination.

Appropriate times should be chosen to take pictures if doing so on scene, patients come first. Unless otherwise approved by the director, photos of scenes may not be shared with any hospital staff.

Chapter: Non-emergency and Administrative
Subject: Uniform Policy
Revised: 12/06/2024

A7

PURPOSE

To establish a guideline for uniform dress to be worn by all San Juan County EMS staff.

RESPONSIBILITY

1. All officers of the San Juan County EMS Department are responsible to comply with and ensure that the personnel under their command are adequately trained, and comply with this guideline.
2. All employees of the SJCEMS have the responsibility to learn and follow this guideline.

GUIDELINE

It is in the best interest of SJCEMS to have all employees maintain a consistent and appropriate uniform dress standard. The image SJCEMS portrays as a medical service not only affects patient impressions, but also contributes to on-scene personnel safety, increases community awareness and builds professional pride.

All employees of SJCEMS will be issued t-shirts, polo shirts, ball caps, a jacket, and will be given the opportunity to purchase boots and pants through the Department.

Main uniform colors are navy pants with either a gray or navy SJCEMS shirt. Other acceptable pant colors are khaki and black. Pant style should be either tactical, EMS, military or other similar styles. No yoga pants or jeans will be permitted, unless extenuating circumstances prevents the employee from changing.

Cargo or EMS style shorts may be worn during the months of June, July and August. Colors that are approved are Navy, Black or Khaki.

Utah State EMS patches may be sewn on to issued coats or jackets. No other insignia or patches should be showing or sewn onto department issued items. Exceptions can be approved by the Department Director.

The standard footwear is a dark colored boot or shoe, no open toes or crotch style shoes will be allowed on calls. Backcountry calls may require different type of footwear.

Some EMT's might be issued other clothing or operational items based on director decision and needs of the department.

Use your judgment and look professional

Chapter: Non-Emergency & Administrative
Subject: Training Requirements
Revised: 12/06/2024

PURPOSE

This guideline outlines the training requirements for paid on call Emergency Medical Technicians, Paramedics, and Rescue staff.

RESPONSIBILITY

All employees of San Juan County EMS have the responsibility to learn and follow this guideline.

GUIDELINE

Department CME meetings

Department planned CME meetings will outline the goals of SJCEMS and will provide enough hours for employees to recertify. Meetings will be held on the third Thursday of every month. Meeting times are generally from 1800 to 2100. For those employees who are active they will be paid for the time they attended the department meetings. Department CME meetings are open to the public unless specified by the Department Director. The department training officer is responsible for updating CME records for active employees; others attending the training will be responsible to track their own records.

Ultimately it is the employees' responsibility to ensure that he/she has enough CME hours to recertify.

Department Sponsored classes and local trainings

From time to time San Juan County EMS sponsors additional trainings and other certification classes; these include ACLS, PHTLS, PEPP, PALS EMT Advanced and others. For active employees currently running with the department the cost associated with each class will be covered by the department. This only applies to an every two year expiration cycle. For others wishing to attend the courses they may pay the associated fee.

State Level Conferences

Conferences that are within the state of Utah may be attended at the departments expense by anyone in the department who has complete an average of 8 shifts a month including backups and attended at least 50% of the available trainings for the previous 6 month period. The Department will pay any conference admission fees and hotel room and provide use of a Department vehicle or rental car for attendance at these conferences. The Department will not reimburse for any travel expense if the employee chooses to take their own vehicle. Food expense will be reimbursed according to the County policy. Attendance at state training officer or course coordinator classes will be decided on by the Director. Full time employees must have prior approval from the Department Director to attend any conferences. If any employee wishes to attend any conference, they need to submit their intentions in writing to the Director via E-mail.

San Juan County Emergency Medical
Services Suggested Operating

SOG#
A-8

Chapter: Non-Emergency & Administrative
Subject: Training Requirements
Revised: 12/06/2024

National or other Conferences

The Department may from time to time choose to send certain individuals to other conferences or trainings. These will be at the discretion of the Department Director; the same rules apply to these conferences as the State Level Conferences.

Chapter: Non-Emergency & Administrative
Subject: Team Dynamics
Revised: 12/06/2024

PURPOSE

To set guidelines as to how our teams interact with each other to create an environment where learning and growing are encouraged.

RESPONSIBILITY

1. All officers of the San Juan County EMS are responsible to comply with and ensure that the personnel under their command are adequately trained, and comply with this guideline.
2. All employees of the SJCEMS have the responsibility to follow this guideline.

GUIDELINE

Team dynamics is just as critical to the success of San Juan County EMS as the appropriate implementation of protocols and development of necessary infrastructure. We have the ability to make or break our professional success individually and as an organization with how we manage team dynamics.

There are several critical areas where team dynamics are created and developed in our organization, initial training, on the job training and mentoring, teamwork and debriefings after ambulance calls, ongoing training setting, and in our casual interactions outside the formal ambulance run and training settings. With this in mind we are committed to a few core principles:

1. Create a safe learning environment in all areas, where it is ok to make mistakes and learn from them. Parameters for that safe environment will differ from the wide-open safety of the classroom setting to the tighter learning and experience parameters that must govern actual patient care in the field.
2. Learn to understand and respect the variety of personalities, patient management styles, leadership styles and experience/knowledge levels that make up our team.
3. Utilize the "Speak up" principle. When potential problems arise with scene management, assessment, diagnosis and or treatment of patients it is all of our responsibility to speak up in a way that respects those we are speaking to. This principal is also utilized in the classroom setting.
4. Develop debriefing skills to include:
 - a) Acknowledgement of complications and emotionally difficult aspects of any given scene.
 - b) Allowing/encouraging individual team employees to identify personal weak areas without creating a "gotcha" approach.

San Juan County Emergency Medical
Services Suggested Operating

SOG#
A-9

Chapter: Non-Emergency & Administrative
Subject: Team Dynamics
Revised: 12/06/2024

- c) Empowering teammates to verbalize lessons learned in any settings and cheering progress in our organization.
- 5. Be able to step into any team configuration in our service and interact effectively with other employees.
- 6. Practice the concept of “moving responsibility upwards” whether in learning or practice, where leadership (Administration, full time, parttime) take responsibility for the environment that is created on their shifts.
- 7. Minding basic manners in our casual interactions committing to not degrade or belittle or otherwise undermine our teammates and the goals of the department.

Chapter: Emergency Operations
Subject: Emergency Vehicle Operations & Response
Revised: 12/06/2024

PURPOSE

To provide for the safe operation of Department vehicles in emergency and non-emergency situations.

RESPONSIBILITY

1. All officers of San Juan County EMS are responsible to comply with and ensure that personnel under their command are adequately trained, fully understand, and comply with this guideline.
2. All employees of the SJCEMS have the responsibility to learn and follow this guideline.

GUIDELINE

Driving Requirements:

All drivers of San Juan County EMS vehicles must be age 21 or older and possess a valid Utah driver's license (officers can approved exceptions to this during emergent situations), and a current EVO certification. Driving an ambulance is a significant amount of responsibility. *"Speed does not save lives."*

It is the responsibility of the driver of each Department vehicle to drive safely and prudently at all times. Vehicles should be operated in compliance with the Utah Motor Vehicle Code Title 41 chapter 6a section 212. (see appendix for copy of code) This code provides specific legal exceptions to regular traffic regulations that apply to Department vehicles only when responding to an emergency incident or when transporting a critical patient to a medical facility. The driver of the emergency vehicle is responsible for its safe operation at all times.

When responding to emergencies, warning lights must be on and sirens must be sounded to warn drivers of other vehicles as required by the Utah Motor Vehicle Code. The use of sirens and warning lights does not automatically give the right-of-way to the emergency vehicle. These devices simply request the right-of-way from other drivers, based on their awareness of the emergency vehicle presence. Emergency vehicle drivers must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected, inappropriate actions of others.

Intersections present the greatest potential danger to emergency vehicles. When approaching and crossing an intersection with the right-of-way (green light), drivers shall slow down and be sure all traffic sees them.

Chapter: Emergency Operations
Subject: Emergency Vehicle Operations & Response
Revised: 12/06/2024

When emergency vehicles must use center or oncoming traffic lanes to approach controlled intersections, (traffic light or stop sign) they must come to a complete stop before proceeding through the intersection.

When approaching a negative right-of-way intersection (red light, stop sign) the vehicle should come to a complete stop and may proceed only after the driver accounts for all oncoming traffic in all lanes yielding the right-of-way. Changing the siren sound at intersections can aid in gaining the attention of other motorists.

Emergency response is authorized only in conjunction with emergency incidents. Unnecessary emergency response should be avoided.

Drivers should avoid backing whenever possible. See SOG B-2 for backing procedures.

All SJCEMS personnel are required to use seat belts at all times when operating a vehicle equipped with seat belts. The driver will confirm that all personnel and riders are on board (including the ambulance box), are properly seated with seat belts on before the vehicle is moved. When patient care dictates that personnel not be seated with seat belt fastened, drivers will be extra cautious around corners. Calling out turns, bumps and other sudden maneuvers is strongly encouraged.

The unique hazards of driving on or adjacent to the emergency scenes requires the driver to use extreme caution and to be alert and prepared to react to the unexpected. Drivers must consider the dangers their moving vehicle poses to responding personnel and spectators who may be preoccupied with the emergency, and may inadvertently step in front of or behind a moving vehicle. When stopped at the scene, vehicles should be placed to protect personnel that may be working in the street and warning lights should be used to make approaching traffic aware of the incident. At night, vehicle mounted floodlights and any other lighting available should be used to illuminate the scene. See SOG B-4 for ambulance placement.

Emergency Response Policy

SJCEMS vehicles shall be operated in a manner that provides for the safety of all persons and property. Safe arrival should always have priority over unnecessary speed and reckless driving en route to an emergency incident. It is of little help to the potential patient if you create and are involved in another accident on the way to the scene.

Prompt, Safe Response Will Be Attained By:

- Leaving the station in a standard manner
- All personnel on board, seated and belts on
- Station doors fully open during egress and access
- Driving defensively and professionally at reasonable speeds based upon conditions

San Juan County Emergency Medical
Services Suggested Operating

SOG#
B-1

Chapter: Emergency Operations
Subject: Emergency Vehicle Operations & Response
Revised: 12/06/2024

- Knowing where you are going
- Using warning devices to move around traffic and to request the right-of-way in a safe and predictable manner
- Completely stopping before proceeding at all red lights and stop signs

Chapter: Emergency Operations
Subject: Ambulance Backing
Revised: 12/06/2024

PURPOSE

To provide for the safety of all personnel when department vehicles are being operated in the reverse or backing-up mode.

RESPONSIBILITY

1. All officers of San Juan County EMS are responsible to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.
2. All employees of SJCEMS have the responsibility to learn and follow this guideline.

GUIDELINE

Backing of department vehicles, especially ambulances, should be avoided whenever possible. Where backing is unavoidable a spotter should be implemented. In addition, a spotter should be used when vehicles must negotiate forward turns with restrictive side clearances and where height clearances are uncertain.

Under circumstances where the vehicle is manned by only the driver, the driver should attempt to utilize any available department or other personnel to act as spotters. Where no personnel are available to assist, the vehicle driver should get out of the vehicle and make a complete 360° survey of the area around his/her vehicle to determine if any obstructions are present.

The lead spotter should be located at the left rear corner (driver's side rear) of the ambulance. Additional spotters will be totally clear of the vehicle and will only assist the lead spotter. The lead spotter will do all communications directed to the driver. The driver of the vehicle should be watching the lead spotter. The lead spotter should in turn be paying attention to any other spotters.

The vehicle's emergency lights shall be operating during all backing maneuvers (except into the station). Spotters are not permitted to ride on tailboards while backing department vehicles. The lead spotter will discuss the backing plan with the driver before proceeding. Driver's side window will be rolled down to allow for maximum communication/hearing between the spotter and driver.

Any distractive equipment (radio, music radio, etc.) will have the volume turned down or be eliminated prior to backing.

The vehicle should not be backed until the spotter is in position and has communicated his/her approval to start the backing. The spotter will remain visible to the driver. Anytime the driver

San Juan County Emergency Medical
Services Suggested Operating

SOG#
B-2

Chapter: Emergency Operations
Subject: Ambulance Backing
Revised: 12/06/2024

loses sight of the spotter the vehicle should be stopped immediately until the spotter is visible, and the communication to continue backing is conveyed.

Ambulance Spotter Signals:

Straight back: One hand above the head with palm toward face, waving back. Other hand at your side. (Left or right hand optional)

Turn: Both arms pointing the same direction with index fingers extended. (Driver will advise the spotter which way the turn will be made. The spotter then assists the driver in backing ambulance. The driver's intention should be verbally communicated to the spotter).

Stop: Both arms crossed with hands in fist. Be sure to yell the stop order loud enough that the driver can hear the warning.

Night backing:

Signals will be the same. The spotter will assure that the spotlights on rear of ambulance are turned on before allowing the ambulance to be backed. A flashlight may be carried, but at no time will it be directed toward the vehicle's side mirror.

Chapter: Emergency Operations
Subject: Privately Owned Vehicle (POV) Response
Revised: 12/06/2024

PURPOSE

To establish guidelines governing the response to department events/incidents in privately owned vehicles (POVs).

RESPONSIBILITY

1. All officers of San Juan County EMS are responsible to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.
2. All employees of SJCEMS have the responsibility to learn and follow this guideline.

GUIDELINE

Direct response to an emergency scene in a POV should be avoided whenever possible.

POVs should not obstruct emergency traffic when on scene of an incident. Use of emergency lighting in a POV is prohibited. If responding to the scene in a POV employees must make contact with their crew or department OIC, to inform the crew the employee will meet them on scene.

Personnel must operate their privately owned vehicles in a safe and prudent manner when traveling to and from the station, meeting locations, and, in rare events, incident scenes to reduce injury, property damage and deaths. Flashers are not necessary while responding in your POV to the Station or Scene.

When responding to the station or to the scene of an incident in a POV it is the responsibility of the driver to drive safely, taking road conditions into account at all times. POVs should be operated in compliance with all Utah State Motor Vehicle & Traffic Laws. San Juan County and San Juan County EMS are neither responsible nor liable for any damage or theft to/from a POV driven to an incident scene.

Highway incidents are particularly hazardous, and personnel in POVs should use extreme caution, and park off the highway in a safe location, preferably in front of the accident well off the road. **POV response to a highway incident is highly discouraged and will only be allowed under rare circumstances.**

Chapter: Emergency Operations
Subject: Ambulance Placement
Revised: 12/06/2024

PURPOSE

San Juan County Emergency Medical Services will place Department vehicles for maximum advantage, depending on their function. ***Safety is always the number one priority when considering the placement of a vehicle.***

RESPONSIBILITY

1. All officers of San Juan County EMS are responsible to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.
2. All employees of San Juan County EMS have the responsibility to learn and follow this guideline.

GUIDELINE

Vehicle function should regulate placement. Ambulances and Quick Response Vehicles (QRVs) serve different functions. Many times we reverse this rule by virtue of poor placement. EMTs operate with a natural inclination to drive the ambulance as close to the scene as possible. Many times this results in positioning of the rigs that is both dysfunctional and dangerous. The placement of all vehicles on any scene should be a reflection of one of the following:

- A pre-arranged staging procedure
- A direct order from command
- A conscious decision on the part of the crew based on existing or predictable conditions.

Fireground standby:

When you are requested by the Fire Department for a standby, prior to leaving the station contact the Fire Department IC and request a staging location. If radio traffic prohibits communication stage a block away and inform dispatch of your location. When there is an injury, report to the scene but ensure that the ambulance is parked out of the way of approaching Fire Department apparatuses.

Highway Vehicle accidents:

In responding to an accident be sure to gain as much information about the scene as possible. Ambulance drivers are responsible for correct ambulance placement on scene. Position the vehicle in such a way as to maximize visibility for approaching traffic and to shield ground crews in case of another accident. Keep all warning lights on for greater visibility. It is a good idea to “curb” ambulance wheels turning them out towards the traffic lane in case the ambulance is struck by oncoming traffic. By turning the wheels out, if the ambulance is hit, it

San Juan County Emergency Medical
Services Suggested Operating

SOG#
B-4

Chapter: Emergency Operations
Subject: Ambulance Placement
Revised: 12/06/2024

will continue forward out into the traffic lane away from the scene. Be aware of what you are responding to – in the event of a semi-truck accident look for hazard placards. There is a book to look up specific hazard placard numbers in each ambulance.

As per SOG# B-5, traffic vests should be donned by crew employees when responding to a motor vehicle accident for increased visibility and safety.

Chapter: Emergency Procedures
Subject: Traffic Safety Vest
Revised: 12/06/2024

Purpose

To describe the required personal protective apparel to be worn by San Juan County EMS Department employees when working at an incident that places the employee in or near moving traffic. Incidents such as vehicle collisions/injury crashes, extrications and dangerous conditions are typical situations where this policy is applicable.

Responsibility

1. All officers of San Juan County EMS are responsible to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.
2. All employees of SJCEMS have the responsibility to learn and follow this guideline to ensure the safety of personnel and citizens.

Guideline

For incidents where exposure to the hazards of moving traffic is present for department personnel working on foot, this department procedure can be summarized in the statement. **"If your feet are on the street, your vest is on your chest."** Conforming to this policy places the employee in compliance with Federal law 23 CFR Part 634 and applicable provisions of the Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD).

1. PROCEDURE

Specifically, when the nature of the incident requires the employee to work in or near moving traffic, the following personal protective apparel shall be worn:

- ANSI 107-compliant Class II vest, Class III Highway Safety garment, or ANSI207 Public Safety vest

2. NON-VEST INCIDENTS

Several unique incident types may be encountered where the donning of a highway safety vest may actually increase risk of injury for the department employee or where wearing of a vest may in fact be otherwise impractical. Under these limited situations, the requirement for donning ANSI-compliant vests by employees directly involved in hazard area, or "Hot Zone," activities is modified.

The exemptions for wearing a highway safety vest applies only to employees directly involved in activities within an established "Hot Zone" and only when the Hot Zone is protected from the hazards of moving traffic by apparatus blocking, lane closures, etc.

All employees on-scene performing duties or involved at activities other than those listed above are required to don ANSI-compliant vests when working in or near moving traffic.

San Juan County Emergency Medical
Services Suggested Operating

SOG#
B-5

Chapter: Emergency Procedures
Subject: Traffic Safety Vest
Revised: 12/06/2024

Employees directly involved in technical rescue activities as listed above who have completed their activities within the designated Hot Zone are required to don ANSI-compliant vests once finished or when they leave the immediate Hot Zone area of the incident scene.

San Juan County EMS will provide ANSI-compliant vest in every department Vehicle. It is the employees' responsibility to know where these vest are located, but typically there will be one in the drivers and passengers door, and another one in the tall cabinet next to the portable suction.

San Juan County Emergency Medical
Services Suggested Operating

SOG#
E-1

Chapter: Emergency Medical Service Operations
Subject: Protective Clothing and Equipment
Revised: 12/06/2024

PURPOSE

To designed procedures to minimize risk to responders and to implement aspects of safety at an emergency medical incidents. This procedure meets OSHA and NFPA requirements.

RESPONSIBILITY

1. All officers of the San Juan County EMS are responsible to comply with and ensure that the personnel under their command are adequately trained, and comply with this guideline.
2. All employees of the SJCEMS have the responsibility to follow this guideline.

GUIDELINE

All San Juan County EMTs will have protective clothing and equipment available to them. This will outline the selection, use, and disposal of emergency medical protective clothing and equipment.

GENERAL:

At emergency medical incidents personnel shall wear long pants (except during June, July, August when shorts are permitted) and boots or shoes (no open toe shoes or sandals at any time of year). Identifying SJCEMS clothing should also be worn, such as SJCEMS shirts, hats and jackets. If these items are not available, a safety vest must be worn. Refer to SOG#A-7 regarding uniforms.

The following personal protective equipment (PPE) shall be used as appropriate:

1. Protective Latex (or latex free) gloves. Change gloves between patients. (Triage is an exception for changing gloves between patients as it would be too time consuming)
2. Eye protection and face shields required when appropriate.
3. HEPA masks should be worn anytime significant coughing exist or when potential for an airborne illness exist.
4. Gowns shall be worn when a significant splash hazard exist.
5. Hearing protection is required when appropriate.
6. Rescue coveralls.

Bio-hazard bags shall be used for disposal of all contaminated material and equipment.

San Juan County Emergency Medical
Services Suggested Operating

SOG#
E-1

Chapter: Emergency Medical Service Operations
Subject: Protective Clothing and Equipment
Revised: 12/06/2024

Motor Vehicle Accidents (MVAs):

Those rescuers performing patient care inside of vehicles must be wearing long pants or rescue coveralls, helmets and eye protection are also required. Hearing protection would be necessary during long extrications.

Backcountry:

Anytime a fall hazard exist helmets should be worn, a good pair of leather or synthetic gloves should be worn when working with ropes or with a litter. EMTs should also have their personal backcountry kits. When riding in a ranger or on a 4-wheeler, a helmet and safety glasses need to be worn.

Chapter: Emergency Medical Service Operations
Subject: Incident Infection Control
Revised: 12/06/2024

PURPOSE

To establish procedures for the managing of infectious hazards that may pose a risk to responders and patients. This procedure meets OSHA and NFPA requirements.

RESPONSIBILITY

1. All officers of San Juan County EMS are responsible to comply with and ensure that the personnel under their command are adequately trained, and comply with this guideline.
2. All employees of SJCEMS have the responsibility to identify and manage potentially infectious patients.
3. It will be the responsibility of all personnel to report to the officer in command at an incident any bodily fluid or sharps exposure. The officer will be responsible for appropriate documentation and reporting of exposure incidents.

GUIDELINE

1. Assume that all patients may have a communicable disease and that all body fluids are potentially infected, taking universal precautions.
2. Notify receiving hospital of patients with known communicable diseases.
3. Gloves should always be worn when coming into contact with a patient. Additional PPE should be taken into consideration when large amounts of bodily fluid are present.
4. Exercise care to avoid accidental wounds or punctures from sharp instruments, metal or glass. Dispose of all medical sharps in an appropriate labeled container. All crew members should be warned when a sharps hazard is present.
5. Always wash your hands after coming into contact with a patient. Avoid touching your mouth, eyes, and nose until you have washed thoroughly.
6. Disinfect all equipment that comes into contact with a patient.
7. OSHA approved HEPA masks will be worn if patient is coughing, spitting or has a possible airborne disease or infection.
8. Place disposable masks, gloves, gowns, linens and any contaminated articles of clothing, not intended to be reused, in a bio-hazardous bag and dispose of properly.
9. Document and report any exposure to the Director immediately.

San Juan County Emergency Medical
Services Suggested Operating

SOG#
E-2

Chapter: Emergency Medical Service Operations
Subject: Incident Infection Control
Revised: 12/06/2024

10. The EMT should report to Emergency room for blood draw for possible exposure.
11. All potential exposure will be reported as an injury for insurance.

In the case of an exposure involved employees must to fill out OSHA form 122 “WORKER’S COMPENSATION EMPLOYER’S FIRST REPORT OF INJURY OR ILLNESS” found at <http://www.usu.edu/hr/files/uploads/Forms/wcf%20form.pdf> as soon as possible. It is possible to fill this document out online. The department Director will then fill out State of Utah form 350 “Emergency Medical Service Provider Exposure Report Form.” These two forms must be submitted together to the state. Both forms can be located in the appendix.

Chapter: Emergency Medical Service Operations
Subject: Ambulance Operations
Revised: 12/06/2024

PURPOSE

To establish guidelines for the crew behavior in the patient compartment, securing the patient and equipment and the use of hazardous equipment during transport.

RESPONSIBILITY

1. All officers of San Juan County Emergency Medical Services are responsible to comply with and ensure that the personnel under their command are adequately trained, and comply with this guideline.
2. All employees of SJCEMS have the responsibility to follow this guideline and to remain within his/her scope of practice.

GUIDELINE

Behavior:

All EMTs will act in a professional, mature manner while in the patient compartment, and on an incident scene. Personal talk and conversations with other EMTs will be kept to an absolute minimum in the ambulance while transporting a patient. Conversation should concern patient care and operations. Personnel will be discreet when discussing patient condition with other crewmembers and hospital staff.

Securing:

All patients and EMTs should be wearing seatbelt restraints while riding aboard the ambulance unless patient care absolutely dictates otherwise. There are three buckle restraints on the gurney that should remain secured during transport. Pediatric patients that require a car seat should also be restrained according to the car seats manufacturer. If the child's parent or care giver is present and able ask them to secure the car seat.

Equipment:

All equipment bags and monitors should be placed into the appropriate compartment during transport or secured with seat belts. All sliding and rolling doors should be kept closed when not being accessed, so that rolling or falling equipment does not injure patients or EMTs. Radio & Pager volume should be kept at a reasonable setting.

Occupancy:

No ambulance should transport ideally more than 2 patients at a time, unless during a time of disaster. Non injured persons (family or others) may ride in the passenger seat of the cab of the Ambulance, only parents or legal guardians of child less than 8 years old should be allowed to ride in the box of the ambulance, at the crew leads discretion. Interpreters that are necessary to gain medical information may also ride in the box at the crew leads discretion. At no time should the number of occupants in the Ambulance exceed the number of seat belts available.

San Juan County Emergency Medical
Services Suggested Operating

SOG#
E-3

Chapter: Emergency Medical Service Operations
Subject: Ambulance Operations
Revised: 12/06/2024

Hazardous Equipment:

The ambulance should be stopped in a safe location when there is a need to use the defibrillator. All used sharps will be immediately identified to other crew members and placed in a sharps container.

Patient Confidentiality/HIPPA:

All information regarding patient contact and emergency incidents is confidential in nature, and not a matter of public record. All requests for information regarding patient contacts or employee information must be referred to the Director. All information is protected in accordance with the Health Insurance Privacy and Portability Act (HIPPA). While medical personnel will frequently discuss cases as a learning or quality improvement tool, it must be realized that this information must not be discussed outside the Agency. In no case, including learning or quality improvement, should the patients' names or personal information be used. Demographic information may be released to law enforcement when the possibility of a crime exists. The Director must approve all on-scene photos taken before being distributed for use. Refer to SJCEMS digital media policy, SOG# A-6, for additional information regarding digital media on incident scenes.

Chapter: Emergency Medical Service Operations
Subject: Patient Care Reporting
Revised: 12/06/2024

PURPOSE

Procedures identifying when reporting is necessary and minimum data needed for patient care reporting (PCR).

RESPONSIBILITY

1. All officers of San Juan County Emergency Medical Services are responsible to comply with and ensure that the personnel under their command are adequately trained, and comply with this guideline.
2. All employees of the SJCEMS have the responsibility to follow this guideline and to complete incident and patient documentation.

GUIDELINE

All documentation will be turned in to the EMS report file as soon as the incident is complete.

Utah EMS Incident Report:

This form should be filled out completely for every emergency medical incident. SJCEMS utilizes the Image Trend Elite system to complete EMS incident reports.

If a patient agrees to be assessed but refuses transport, the refusal must be signed and filled out as well as an EMS incident report. If a patient refuses to sign a form you and another EMT, or witness, need to document the situation.

EMS incident report narratives should follow the standard form of CHART this will enhance the department's ability to gather data and provide a more uniform approach to documentation

Chief Complaint: The patient's primary complaint.

History: History of present illness; significant medical history, current health status; review of systems.

Assessment: General impression; vital signs; physical examination; diagnostic test; field diagnosis.

Rx (treatment): Standing orders or protocols; direct orders from online medical direction

Transport: Effects of interventions; mode of transportation; ongoing assessment findings.

Notice of Privacy Practice and Billing:

San Juan County Emergency Medical
Services Suggested Operating

SOG#
E-4

Chapter: Emergency Medical Service Operations
Subject: Patient Care Reporting
Revised: 12/06/2024

This form must be filled out on all patients. If a patient refuses to sign, document the situation. If the patient is a minor a parent or guardian must sign for them, situation will arise when the patient will not be able to sign or a legal guardian is not available, document the situation and be sure to have a witness sign. Patient transport mileage must be filled out to the tenth decimal place (ex: 9.4).

San Juan County Emergency Medical
Services Suggested Operating

SOG#
E-5

Chapter: Emergency Medical Service Operations
Subject: Ambulance resupply and Controlled
substances Inventory
Revised: 12/06/2024

PURPOSE

Procedures for inventory and re-supply of medical supplies, and to ensure that all controlled medications are obtained, maintained and distributed in a secure manner.

RESPONSIBILITY

1. EMTs assigned to the ambulance shall be responsible for maintaining the correct inventory of narcotics at all times.
2. It will be the responsibility of all EMS personnel to place all equipment back in service after an incident by re-supplying and equipping each unit.
3. It will be the responsibility of the department Director to insure there are excess medical supplies for re-supply according to department policy.

GUIDELINE

Supplies:

After every medical incident the EMTs will replace all used supplies from the department supply cache. Any cache equipment that needs to be re-ordered should be written on the white board for reordering. **Be diligent to not over stock ambulances or packs.**

Equipment:

The department Director should be notified of any medical equipment that may be damaged or in need of replacement.

Controlled Substances:

Controlled substances are to be administered in accordance with San Juan County EMS guidelines. The following information must be documented on a Controlled substance use form every time a controlled substance is used.

1. Patient name, date & time, drug & amount administered EMT, control tag number, and signature.
2. If only a portion of the medication was administered to the patient, the remainder will be wasted in the presence of crew members as soon as practical.

Inventory:

Monthly inventory will be done by a department officer. Inventory will follow Utah State BEMS regulations (R-426). A weekly and post-run inventory will be done on all controlled medications carried on the ambulance.

San Juan County Emergency Medical
Services Suggested Operating

SOG#
E-5

Chapter: Emergency Medical Service Operations
Subject: Ambulance resupply and Controlled
substances Inventory
Revised: 12/06/2024

EMTs assigned to the ambulance are responsible for maintaining the correct inventory of controlled substances and supplies at all times.

1. All controlled substances shall be secured on the ambulance under lock and control tag. Controlled medications will not be stored in any location other than the ambulance, unless otherwise authorized by the department's Medical Director.
2. Controlled medications will be inventoried weekly, and after any run in which the control tag is broken. The lead EMT assigned to the ambulance on a run will be responsible for all controlled substances and entries in the Narcotics Log.
3. Any discrepancies in the Controlled substance Log or inventory shall be reported to the department Director immediately. The Director will investigate and report findings to the department's Medical Director.
4. Controlled substance inventories and logs are subject to inspection at any time.
5. Once the seal is broken on the controlled substance kit, it should not leave the sight of the lead EMT. The kit should be resealed with the red tag when you are sure you will no longer need access

PURPOSE

To designed procedures to minimize risk to responders and to implement aspects of safety at an emergency medical incidents. This procedure meets OSHA and NFPA requirements.

RESPONSIBILITY

1. All officers of the San Juan County EMS are responsible to comply with and ensure that the personnel under their command are adequately trained, and comply with this guideline.
2. All employees of the SJCEMS have the responsibility to follow this guideline.

GUIDELINE

The on call EMS personnel will respond to medical/rescue incidents.

AMBULANCE:

The ambulance will respond to all medical incidents, unless otherwise directed by the incident commander. The ambulance will be staffed with a minimum crew of two Emergency Medical Technicians (1-Advanced & 1-EMT). Additional trained personnel may drive allowing EMT's to perform patient care

MCI Trailer:

The MCI trailer should be dispatched and utilized on all scenes where a significant number of injured persons might exist (typically more than 6). The OIC has the responsibility to be sure the MCI trailer is being brought to a scene.

LEVEL:

San Juan County EMS is designated by the State of Utah as a paramedic ground transport ambulance and first response agency. Every EMT is to remain within his/her scope of practice.

CLINICAL OPERATING GUIDELINES (UCOG's)

San Juan County EMS has a set of Clinical Operating Guidelines. All care providers should refer to and follow these outlined guidelines.

Chapter: Special Rescue
Subject: Personal Backcountry Packs
Revised: 12/06/2024

PURPOSE

To establish a baseline of items recommended for San Juan County EMS crew employees to have prepared in a “backcountry pack” for extended or overnight backcountry calls. Due to the number of wilderness calls San Juan County receives it is imperative for crew safety and effectiveness to be prepared for myriad situations, ranging from being out overnight to hazardous weather.

RESPONSIBILITY

1. All officers of San Juan County EMS are responsible to comply with and ensure that the personnel under their command are adequately trained, and comply with this guideline.
2. All employees of SJCEMS have the responsibility to identify and manage potentially infectious patients.

GUIDELINE

A backcountry pack is a piece of personal protective equipment (PPE). That being said, it is a personal choice what you choose to carry. This guideline is a basic framework to assist those not familiar with the backcountry and a useful checklist for those who already possess strong backcountry skills.

Recommended items to carry:

- Navigation (map & compass)
- Sun protection (sunglasses & sunscreen)
- Insulation (extra clothing)
- Illumination (headlamp/flashlight)
- First-aid supplies
- Fire (waterproof matches/lighter/candle)
- Repair kit and tools (knife)
- Nutrition (extra food)
- Hydration (extra water)
- Emergency shelter (tent/plastic tube tent/garbage bag rainwear)
- Any personal items you would NEED if held out overnight – contact solution, personal meds, etc.

Items should be packed into a small bag or fanny pack that can then be loaded into the department backcountry medical packs.

Chapter: Special Situations
Subject: Critical Incident Stress Management
Revised: 08/07/13

F-2

PURPOSE

To establish guidelines of aiding San Juan County EMS employee's maintenance of mental health after responding to traumatic incidents.

GUIDELINE

Employees that have been part of a significant traumatic event have access to a critical incident stress debriefing team. If needed a Department Officer would contact the Director and request the contact for the Utah State Critical Incident Stress Management team.

Utah CISM Debriefing Hotline (801) 779-2865

Response to incidents that expose employees to unusually strong emotional involvement, which has the potential to interfere with their ability to function either at the scene or later, may qualify for "Critical Incident Defusing" and/or "Critical Incident Debriefing".

The following are examples of incidents that ***will*** automatically trigger notification of the state CISM Team and a defusing or debriefing to be offered.

- Serious injuries or unexpected death of an EMS department employee or other emergency personnel.
- Mass casualty incidents.
- Serious injuries or death of a civilian resulting from Department operations (i.e., auto accident).
- Death or violence to a child.

The following are examples of incidents that ***may*** need defusing and/or debriefing:

- Loss of life following extraordinary and prolonged expenditure of physical and emotional energy during rescue efforts by Department employees.
- An incident in which the circumstances were so unusual or the sights and sounds so distressing as to produce a high level of immediate or delayed emotional reaction.
- Incidents that attract extremely unusual or critical news media coverage.
- Incidents that are charged with profound emotion.
- Personal identification with the victim or the circumstances.

41-6a-212. Emergency vehicles -- Policy regarding vehicle pursuits -- Applicability of traffic law to highway work vehicles -- Exemptions.

(1) Subject to Subsections (2) through (5), the operator of an authorized emergency vehicle may exercise the privileges granted under this section when:

- (a) responding to an emergency call;
- (b) in the pursuit of an actual or suspected violator of the law; or
- (c) responding to but not upon returning from a fire alarm.

(2) The operator of an authorized emergency vehicle may:

- (a) park or stand, irrespective of the provisions of this chapter;
- (b) proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation;

(c) exceed the maximum speed limits, unless prohibited by a local highway authority under Section [41-6a-208](#); or

- (d) disregard regulations governing direction of movement or turning in specified directions.

(3) (a) Except as provided in Subsection (3)(b), privileges granted under this section to the operator of an authorized emergency vehicle, who is not involved in a vehicle pursuit, apply only when:

- (i) the operator of the vehicle sounds an audible signal under Section [41-6a-1625](#); or
- (ii) uses a visual signal with emergency lights in accordance with rules made under Section [41-6a-1601](#), which is visible from in front of the vehicle.

(b) An operator of an authorized emergency vehicle may exceed the maximum speed limit when engaged in normal patrolling activities with the purpose of identifying and apprehending violators.

(4) Privileges granted under this section to the operator of an authorized emergency vehicle involved in any vehicle pursuit apply only when:

- (a) the operator of the vehicle:
 - (i) sounds an audible signal under Section [41-6a-1625](#); and
 - (ii) uses a visual signal with emergency lights in accordance with rules made under Section [41-6a-1601](#), which is visible from in front of the vehicle;
- (b) the public agency employing the operator of the vehicle has, in effect, a written policy which describes the manner and circumstances in which any vehicle pursuit should be conducted and terminated;

(c) the operator of the vehicle has been trained in accordance with the written policy described in Subsection (4)(b); and

(d) the pursuit policy of the public agency is in conformance with standards established under Subsection (5).

(5) In accordance with Title 63G, Chapter 3, Utah Administrative Rulemaking Act, the Department of Public Safety shall make rules providing minimum standards for all emergency pursuit policies that are adopted by public agencies authorized to operate emergency pursuit vehicles.

(6) The privileges granted under this section do not relieve the operator of an authorized emergency vehicle of the duty to act as a reasonably prudent emergency vehicle operator in like circumstances.

(7) Except for Sections [41-6a-210](#), [41-6a-502](#), and [41-6a-528](#), this chapter does not apply to persons, motor vehicles, and other equipment while actually engaged in work on the surface of a highway.

EMPLOYERS FIRST REPORT OF INJURY OR ILLNESS

(Filing this form is not an admission of liability for the claim.)

G E N E R A L	Employer (Name & Address Include Zip)		Carrier/Administrator Claim Number		OSHA Log Number		Report Purpose Code					
	Industry Code		Employer FEIN		Jurisdiction		Jurisdiction Claim Number					
					Insured Report Number							
	Employer's Location Address (If Different)		Location Number		Phone Number							
C A R R I E R A D M I N	CARRIER/CLAIMS ADMINISTRATOR											
	Carrier (Name, Address & Phone Number)		Policy Period _____ To _____		Claims Administrator (Name, Address & Phone Number)							
	Carrier FEIN		Policy/Self-Insured Number		Administrator FEIN							
	Agent Name and Code Number											
E M P L O Y E E	EMPLOYEE/WAGE											
	Name (Last, First, Middle) Address (incl. Zip)		Date of Birth		Social Security Number		Date Hired		State of Hire			
	Claimant may need an interpreter: Yes <input type="checkbox"/> No <input type="checkbox"/> Language _____ Phone _____		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown		Marital Status <input type="checkbox"/> Unmarried/single/Divorced <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unknown		Occupation / Job Title		Employment Status			
			Number of Dependents				NCCI Class Code					
W A G E	Rate _____ Per: <input type="checkbox"/> Day <input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Other		Number of Days Worked/Week		Full Pay For Day of Injury		<input type="checkbox"/> Yes <input type="checkbox"/> No					
					Did Salary Continue		<input type="checkbox"/> Yes <input type="checkbox"/> No					
O C C U R R E N C E	OCCURRENCE/TREATMENT											
	Time Employee Began Work <input type="checkbox"/> AM <input type="checkbox"/> PM		Date of Injury/Illness		Time of Occurrence AM _____ PM _____		Last Work Date		Date Employer Notified		Date Disability Began	
	Contact Name/Phone Number				Type of Injury/Illness		Part of Body Affected					
	Did Injury/Illness Exposure Occur on Employer's Premises? <input type="checkbox"/> Yes <input type="checkbox"/> No				Type of Injury/Illness Code		Part of Body Affected Code					
	Department Or Location Where Accident or Illness Exposure Occurred					All Equipment, Materials, or Chemicals Employee Was Using When Accident Or Illness Exposure Occurred						
	Specific Activity The Employee Was Engaged In When The Accident Or Illness Exposure Occurred					Work Process The Employee Was Engaged In When Accident Or Illness Exposure Occurred						
											Cause Of Injury Code	
	How Injury or Illness / Abnormal Health Condition Occurred, Describe the Sequence of Events and Include Objects or Substances that Directly Injured The Employee or Made The Employee Ill											
	Date Return(ed) to Work		If Fatal, Give Date of Death		Were Safeguards Or Safety Equipment Provided?		<input type="checkbox"/> YES <input type="checkbox"/> No		Were They Used?		<input type="checkbox"/> Yes <input type="checkbox"/> NO	
	Physician/Health Care Provider (Name & Address)				Hospital (Name & Address)				Initial Treatment <input type="checkbox"/> No Medical Treatment <input type="checkbox"/> Minor: By Employer <input type="checkbox"/> Minor: Clinic/Hospital <input type="checkbox"/> Emergency Care <input type="checkbox"/> Hospitalized - 24 hrs <input type="checkbox"/> Future Major Medical/Lost Time Anticipated			
O T H E R	OTHER											
	Witnesses (Name & Phone Number)											
	Date Administrator Notified			Date Prepared		Preparer's Name & Title				Phone Number		

**Official Form 122** Revised 2/10

State of Utah • Labor Commission • Division of Industrial Accidents

160 East 300 South • P.O. Box 146610 • Salt Lake City, UT 84114-6610 • Telephone: (801) 530-6800

FAX: (801) 530-6804 • Toll Free: (800) 530-5090 • www.laborcommission.utah.gov

For your protection Utah Law requires notice that worker's compensation fraud is a crime. Please see back of this form for the full fraud statement

Emergency Medical Service Provider

Exposure Report Form

PLEASE PRINT OR TYPE

Complete this form to document exposure to blood and/or other body fluids. Most unprotected exposures do not result in an infection, however, some people can be exposed to a disease and not have any symptoms of illness. It is important that you document any significant exposure incident.

Significant Exposure – EMS Provider Information

Exposed Provider, use your last initial, first initial, last 4 digits of Social Security number for ID # ex. (ab1234) ID# _____

Employee Name _____ (Last) (First) (M) DOB ____/____/____ Sex ____
M or F

Home Phone _____ Work Phone _____ Employer/Agency _____

Contact Person at Employment / Agency _____ Contact Phone _____

Date _____ Incident # _____

Mechanism of Exposure (check all that apply)

Body Fluid Exposure	Other Body Fluid w/Blood	How Were You Exposed?
<input type="checkbox"/> Blood	<input type="checkbox"/> Saliva	<input type="checkbox"/> Splash in Eye
<input type="checkbox"/> Birth Fluids	<input type="checkbox"/> Urine	<input type="checkbox"/> Splash in Mouth or Nose
<input type="checkbox"/> Pericardial Fluids	<input type="checkbox"/> Feces	<input type="checkbox"/> Bite
<input type="checkbox"/> Pleural Fluid	<input type="checkbox"/> Pus	<input type="checkbox"/> Puncture w/Hollow-bore Needle
<input type="checkbox"/> Synovial Fluid	<input type="checkbox"/> Sputum	<input type="checkbox"/> Puncture Cut w/Other Sharp Implement
<input type="checkbox"/> Cerebrospinal Fluid	<input type="checkbox"/> Other	<input type="checkbox"/> Open Wound
<input type="checkbox"/> Semen		<input type="checkbox"/> Rash / Dermatitis
<input type="checkbox"/> Vaginal Secretions		<input type="checkbox"/> Abrasion

What protective equipment were you using at the time of exposure? (check all that apply)

<input type="checkbox"/> Bag-Valve-Mask	<input type="checkbox"/> One Way Resuscitation Mouthpiece	<input type="checkbox"/> Paper Gown
<input type="checkbox"/> Gloves	<input type="checkbox"/> N-95 Mask	<input type="checkbox"/> Other
<input type="checkbox"/> Eye Protection	<input type="checkbox"/> Surgical Mask (Less than N-95 rating)	

Source of Significant Exposure – Source Patient Information

Source Patient Name _____ Phone Number _____

Source Patient Address _____ (Street Address) DOB ____/____/____
_____(City, State, Zip) Sex: M ____ F ____

☐ I hereby give my permission to the facility named below to draw and test my blood for any or all of the following: ☒ HIV Antibody, ☒ HBV/Surface Antigen and, ☒ HCV Antibody. I understand that the results of this testing are private information and will be confidential.

☐ I refuse to have my blood drawn and tested. I understand that a court order may be pursued to require me to have blood testing done.

Source Patient (or responsible) Signature _____ Date ____/____/____

Receiving Facility/Testing Laboratory

Receiving Facility _____ Date Specimen(s) were obtained ____/____/____

Testing Laboratory _____ Date Specimen(s) were submitted ____/____/____ Did patient expire? ☐ Yes ☐ No

Was the patient under the jurisdiction of the State Department of Corrections (Prisoner or Parolee)? ☐ Yes ☐ No

Name of Person submitting report _____
Title _____ Phone Number _____ Date Report was submitted ____/____/____

If onsite post exposure counseling is not available contact any of the following. <http://www.ucsf.edu/hivcntr/Hotlines/PEpline.html> 24/7
Or call (800) 537-1046. (801) 538-6096 or (800) FON-AIDS 8-5 M-F (hospital clinicians may receive 24/7 help with PEP counseling by calling 1-888-448-4911)

The Laboratory must report the test results of the source patient testing to the EMS Agency/Employer Contact person listed above.

* The EMS Agency/Employer must submit the Employer's First Report of Injury/Illness (Form 122) when this form is completed by an EMS Provider.



Official Form 350 Revised 8/2012

State of Utah * Labor Commission * Division of Industrial Accidents

160 East 300 South * P.O. Box 146610 Salt Lake City, UT 84114-6610 * Telephone: 801-530-6800

Fax: 801-530-6804 * Toll Free: (800) 530-5090 * www.laborcommission.utah.gov