

Bogota Volunteer First Aid and Emergency Squad Bogota, New Jersey

**Revised
March 2001**

Building Copy

STANDARD OPERATING PROCEDURES MANUAL

NOTICE TO SQUAD MEMBERS

These procedures are the accepted procedures and are currently in effect.

This Copy Is Not To Leave The Building!

Please refer any questions to The Captain, President or By-Laws and Procedures Committee

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Procedure Change History

Procedure Number	Title	Approved	Revision
General			
BFAS-GI.0	General Procedures	05-19-1998	
Membership			
BFAS-MI.0	Applications for Membership	05-19-1998	
BFAS-M2.0	Membership Responsibilities	05-19-1998	
BFAS-M3.0	Training Requirements	05-19-1998	
BFAS-M4.0	Uniforms	06-02-1998	
BFAS-M5.0	Membership Good and Welfare	04-08-1998	
BFAS-M6.0	Membership Conduct	10-06-1998	
Duty Crews			
BFAS-DI.0	Duty Crew Structure and Appointment	06-01-1999	
BFAS-D2.0	Duty Crew Responsibilities	10-06-1998	
BFAS-D3.0	Crew Chief Responsibilities	10-05-1999	
BFAS-D4.0	Injuries to Members	02-02-1999	
BFAS-D5.0	Crisis Management	10-05-1999	
Call Response			
BFAS-CI.0	General Emergency Call Response	06-02-1998	
BFAS-C2.0	Response to Motor Vehicle Accidents	10-05-1999	
BFAS-C3.0	Calls for Patients in Cardiac Arrest	Not yet approved	
BFAS-C4.0	Fire and Hazardous Material Scene Response	07-06-1999	
BFAS-C5.0	Psychiatric Commitments	Not yet approved	
BFAS-C6.0	Non-Emergency Transportation	Not yet approved	
BFAS-C7.0	Drills, Special Details and Stand-By's	Not yet approved	
BFAS-C8.0	General Alarms	Not yet approved	
BFAS-C9.0	Mutual Aid Calls	Not yet approved	
BFAS-C10.0	Disaster Management	Not yet approved	
BFAS-C11.0	Call Reports	Not yet approved	
BFAS-CI2.0	Patient Refusal of Medical Attention	Not yet approved	
BFAS-CI3.0	Communicable Diseases	Not yet approved	
BFAS-CI4.0	Chain of Command / Incident Command System	Not yet approved	
Squad Equipment			
BFAS-QI.0	Communications Equipment	10-05-1999	
BFAS-Q2.0	Supplies and Equipment	10-05-1999	
BFAS-Q3.0	Use of Squad Vehicles	04-07-1998	
BFAS-Q4.0	Medical Equipment Loan Program	Not yet approved	
BFAS-Q5.0	Damage to Squad Equipment or Vehicles	04-07-1998	

Miscellaneous
BFAS-XI.0
BFAS-X2.0

Accountability and Procedural Violations
Procedural Amendments

Not yet approved
Not yet approved

General Procedures

GENERAL PROCEDURES

Procedure Number: BFAS-G1.0

Accepted 5/19/98

1.0 PURPOSE

This manual has been developed in an effort to standardize the Operating Procedures of the Bogota Volunteer First Aid and Emergency Squad. Through the use of this manual, all Members will be able to provide for the quick and efficient medical care to all patients who summon the Squad for assistance.

2.0 SCOPE

Each Member has a responsibility to himself, the Squad, the residents of the Borough of Bogota, and any and all persons who request the services of the Squad. All Members must familiarize themselves with the procedures within this manual. Each Member will be required to follow these procedures in all circumstances.

3.0 GENERAL DEFINITIONS

Unless otherwise indicated in this manual, the following definitions shall apply to this Procedures Manual.

APPLICANT shall mean a person who has submitted an application for membership to the Bogota Volunteer First Aid and Emergency Squad

BOROUGH shall mean the Borough of Bogota

HE/HIM/HIS shall include "SHE/HER/HERS"

MEMBER shall mean a Member of the Bogota Volunteer First Aid and Emergency Squad

ORGANIZATION shall mean the Bogota Volunteer First Aid and Emergency Squad

SQUAD shall mean the Bogota Volunteer First Aid and Emergency Squad

4.0 RESPONSIBILITIES AND BOUNDARIES

The Squad is solely responsible to provide Emergency Medical Care to all persons who request medical assistance within the Borough.

The Squad is also responsible from time to time to assist neighboring communities in the coverage of an emergency call or stand-by. Procedures for the request of other communities are outlined in Procedure Number BFAS-9.0 of this manual.

Membership

APPLICATIONS FOR MEMBERSHIP

Procedure Number: BFAS-MI.0

Accepted 5/19/98

1.0 PURPOSE

The purpose of this procedure is to establish a standard method of processing all applications for membership to the Squad. This procedure must be followed specifically in order to insure the fair and equal screening of all applicants.

2.0 SCOPE

This procedure applies to the President, the Corresponding Secretary, the Chairperson and Members of the Membership Committee, the Applicant and the Borough Clerk. Each person involved with this application process will be responsible for their involvement with this process.

3.0 GENERAL

All persons wishing to become Members of the Squad shall complete the Membership Application Form (Exhibit 1) and return the application to the Borough Clerk, or the Corresponding Secretary of the Squad. If the application is received by any other Member of the Squad, they shall immediately forward it to the Corresponding Secretary of the Squad.

4.0 QUALIFICATIONS FOR MEMBERSHIP

All applicants must meet the following qualifications for Membership.

4.1 General Qualifications

All applicants must be at least fifteen (15) years of age, and must be legal residents of the United States of America. New applicants may only be considered for Active or Youth Membership. No other category of membership may be considered for a new applicant.

Applicants who are between the ages of fifteen (15) and eighteen (18) will be considered for membership in the Youth Membership category as outlined in the By-Laws of the Squad.

Applicants who are age eighteen (18) and older will be considered for membership in the Active Membership category as outlined in the By-Laws of the Squad.

4.2 Geographical Boundaries

Due to the fact that the Squad has no current facilities to provide sleeping quarters for our Members, and in the interest of maintaining a quick and efficient response time to all calls, the following Geographical Boundaries have been established.

All applicants who wish to be assigned to an evening duty crew must reside within the following boundaries. No further north of the Borough boundaries than Cedar Lane in Teaneck, and no further east of the Borough boundaries than Teaneck Road in Teaneck and Ridgefield Park, and no further south of the Borough boundaries than Route 46 in Ridgefield Park, and no further west of the Borough boundaries than the Hackensack River in Ridgefield Park, Bogota and Teaneck.

Any Member who wishes to be assigned to the Day Crew must reside or be employed within the boundaries outlined above.

5.0 APPLICATION PROCESSING

Upon receipt of the application, the Borough Clerk or the Corresponding Secretary of the Squad shall forward the application to the President of the Squad. The President shall instruct the Corresponding Secretary to send an acknowledgment to the applicant stating the date the application was received. The President shall then forward the application to the Chairperson of the Membership Committee.

5.1 Interview of Applicant

Upon receipt of the application, the Chairperson of the Membership Committee shall arrange for an interview of the applicant, with the applicant and the Membership Committee.

All applicants must be interviewed prior to their acceptance to the Squad. This interview must take place within three weeks of the receipt of the application. A minimum of three (3) Members of the Membership Committee must be present at the interview.

At the time of the interview, the Membership Committee will discuss with the applicant the responsibilities of membership, the duty crew schedule, and the By-Laws and Procedures of the Squad. They shall also answer any questions the applicant has regarding membership to the Squad.

5.2 Verification of Information

The Membership Committee Chairperson shall be responsible to insure that all information provided by the applicant on their application is true and accurate. Any verifications of criminal history or driver's license information shall be performed by the Bogota Police Department, and only at the request of the Captain or President of the Squad.

In the event of the existence of a criminal history, the Bogota Police Department shall report only that a record has been located, and they shall recommend to the Squad what action should be taken regarding acceptance of the application to the Squad. No details of the criminal record shall be released to any Member of the Squad.

5.3 Acceptance or Denial of Application

After the interview and verification process has been completed, the Membership Committee shall meet to discuss their recommendation regarding the applicant. This meeting shall take place prior to the regular monthly business meeting of the Squad.

5.3.1 Acceptance of an Application

If the Membership Committee is satisfied by the applicant's credentials, they shall present the application to the general membership at the next regular meeting. At the completion of the meeting, the applicant will be admitted into membership of the Squad. No vote of the general membership will be conducted.

Upon acceptance to the Squad, an applicant shall enter the status of Probationary Member as outlined in the By-Laws of the Squad. The Captain shall immediately assign the Probationary Member to a Duty Crew. The Corresponding Secretary of the Squad shall send a letter to the new Member indicating the date of their acceptance, and the Duty Crew to which they were assigned to. This letter shall also indicate the telephone number of the Captain, and the new Member's Crew Chief. The Corresponding Secretary of the Squad shall also send a letter to the Borough Clerk informing him of the acceptance of the new Member.

The Crew Chief will be responsible to coordinate with the Captain to insure that the new Member receives all necessary equipment. A list of the equipment to be issued to each Member is outlined in Procedure Number BFAS-Q1.O of this manual.

5.3.2 Denial of an Application

Any applicant who knowingly falsifies any information on their application shall be immediately disqualified for membership to the Squad.

Any applicant who has been convicted of a crime, which the local law enforcement agency feels could affect the applicant's ability to serve as a good standing Member of the Squad, shall be disqualified for membership to the Squad. In such a case, the local law enforcement agency shall submit a letter to the President of the Squad indicating their recommendation of denial of the applicant. This letter shall be attached to the application and filed for future reference if necessary.

Any applicant who has been previously removed from this, or any other community service organization for disciplinary reasons, shall be disqualified for membership to the Squad.

In the event that an applicant has been denied membership for any reason, the Corresponding Secretary shall immediately notify the applicant of their denial. This letter shall briefly indicate the reasons for such denial and explain the procedure for an appeal.

The applicant will be given an opportunity to appeal their denial with the Squad Executive Board within fifteen (15) days of the denial. If the Squad Executive Board feels the applicant has submitted reasonable proof of good faith, they shall submit the application to the Membership Committee for further review. The Membership Committee will then recommend the applicant for membership as outlined in Section 5.3.1 of this procedure.

MEMBERSHIP RESPONSIBILITIES

Procedure Number: BFAS-M2.0

Accepted 5/19/98

1.0 PURPOSE

The purpose of this procedure is to standardize the responsibilities of each Member of the Squad.

2.0 SCOPE

This procedure applies to all Active Members of the Squad, who are currently participating in the coverage of Squad Calls. Active Membership is defined in Section III of the By-Laws of the Squad.

3.0 EQUIPMENT AND UNIFORMS

Each Member of the Squad has a responsibility to insure that all equipment and uniforms issued to Him by the Squad for use throughout His membership remain in good and working condition. Any breakage or destruction of any equipment issued shall immediately be reported to the Captain, who will arrange for the quick and efficient repair or replacement of the equipment. Any replacement due to normal wear and tear shall be done at no cost to the Member, however, the cost for replacement of any equipment which has been maliciously damaged shall be the responsibility of the Member.

4.0 TRAINING

Each Member is responsible to insure that his training certifications are kept current at all times. The training requirements for each Member are outlined in Procedure Number BFAS-M3.0 of this manual. Any Member who's certification expires will be placed into inactive status until such time as their certification is renewed. This inactive status will last no longer than one year, at which time a Member still has not renewed his certification he will be asked to resign from the Squad.

5.0 DUTY COVERAGE

Each member is responsible to insure that he is available during his assigned duty period. In the event of the Member's unavailability, each Member will be responsible to find coverage for the period for which He is not available, and notify his Crew chief of the person's name who is covering his duty for him. Unless otherwise specified by the Crew Chief, each Member requesting

coverage must insure that the covering Member is equally or greater certified with regard to the training requirements of this Organization.

6.0 BY-LAWS AND PROCEDURES

Each Member is responsible to insure that he is familiar with the By-Laws and Procedures of the Squad and that he conducts himself in accordance with these By-Laws and Procedures at all times. Once a Member has read these procedures, he must complete a Procedural Familiarization Form which is maintained by the By-Law Committee. If at any time a Member violates these or any other accepted By-Law or Procedure of this Squad, he leaves himself open for disciplinary action as explained in these Procedures.

TRAINING REQUIREMENTS

Procedure Number: BFAS-M3.0

Accepted 5/19/98

1.0 PURPOSE

The purpose of this procedure is to establish a standard training guideline for Members of the Squad.

2.0 SCOPE

This procedure applies to all Active Members of the Squad who participate in the coverage of Squad calls.

3.0 REQUIREMENTS

Each Active Member of the Squad is required to obtain and maintain a current certification as a New Jersey Emergency Medical Technician - Ambulance (until December 31, 1998) or as a New Jersey Emergency Medical Technician - Basic, or as a New Jersey Emergency Medical Technician - Instructor, or as a New Jersey Emergency Medical Technician - Paramedic. This certification must be obtained through a training program which has been approved by the State of New Jersey. The initial certification must be obtained within one year of the acceptance to the Squad, and must remain current at all times in order to maintain the status of Active Member.

Each Active Member of the Squad is also required to obtain and maintain a current certification in Cardiopulmonary Resuscitation through a training program which is recognized by the American Heart Association or the American Red Cross for Healthcare providers. The initial certification must be obtained within six months of the acceptance to the Squad, and must remain current at all times in order to maintain the status of Active Member.

3.1 Additional required training for line officers and crew chiefs

All Line Officers and Crew Chiefs are required to have successfully completed a course in the Incident Command System. This course must be one which is recognized and supervised by the State of New Jersey.

Additionally, all Line Officers and Crew Chiefs are required to successfully complete and maintain an EMT-Defibrillator Training Certification Course for the proper operation of the Physio-Control Semi-Automatic Defibrillators, which are operated by the Squad.

4.0 RECOGNIZED OPTIONAL COURSES

All courses that provide state approved CEU's and are accepted by the Executive Board will be recognized. Upon completion of these courses any expenses will be reimbursed.

5.0 COSTS INCURRED FOR TRAINING

The Squad and the Borough shall be responsible to reimburse all Active Members of the Squad for any and all course registration expenses incurred by a Member for courses which are recognized within this procedure as courses which are beneficial to the Squad.

Probationary members who are in good standing with the Squad are not required to pay for their initial EMT-Basic training. This cost is borne by the State of New Jersey.

Probationary members who fail to complete their initial EMT-Basic training or do not receive a passing grade on the New Jersey State EMT-Basic written exam, may be required to bear the cost of their training. In such an event, the Squad will reimburse the cost of the training upon the successful completion of the training.

Active Members who enroll in any training outlined in this Procedure will have their tuition fees paid by the Squad. If an Active Member incurs any tuition expenses himself, the Squad will immediately reimburse the Member once presented with a receipt of payment and proof of course completion from the Active Member pending acceptance from the Executive Board

UNIFORMS

Procedure Number: BFAS-M4.0

Accepted 6/2/98

Modified 3/6/2001

1.0 PURPOSE

The purpose of this Procedure is to standardize the dress and duty uniforms of the Squad.

2.0 SCOPE

This Procedure applies to all Members of the Squad while they are participating in a Squad function, such as a Duty Tour, a Parade or Inspection, a Wake or Funeral, or any other function where it is deemed that a uniform is appropriate.

3.0 DRESS UNIFORM

Each Member, shall be issued a new dress uniform, which is to be purchased by the Squad. Probationary Members shall not be issued a dress uniform until they complete their probationary period. No dress pants, long and short-sleeve shirts nor brass or insignia shall be issued. The Dress Uniform shall consist of the following items.

3.1 SHIRT AND PANTS

The dress shirt shall be a white button down, uniform shirt. The dress uniform pants shall be black cotton or polyester pants.

3.2 BADGES

Membership badges shall be silver plated pin-backed badges. The badge shall have a blue Star of Life in the center, and be inscribed as follows: "MEMBER - BOGOTA VOL. FIRST AID SQUAD". Each Member shall be issued a silver plated pin-back membership badge upon completion of his probationary period. This badge shall be worn over the left side of the uniform shirt.

Officers badges shall be gold plated pin-backed badges. The badges shall be inscribed with the Officer's title and "BOGOTA VOL. FIRST AID SQUAD". Officers badges shall be worn on the left side of the uniform shirt. Officers are not to wear their silver membership badge while wearing their Officer's badge. These badges are to be passed down each year from one officer to the next.

Past Captains are to be issued small gold plated badges which have a white outlined Star of Life in the center, and be inscribed "PAST CAPT. - BOGOTA VOL. FIRST AID SQUAD". This badge

is to be worn next to the silver membership badge, or current Officer's badge on the uniform shirt and is not to be worn in replacement of the membership or current Officer's badge.

Life Members will not be issued any special badges.

3.3 SERVICE BARS, OFFICERS BARS AND TRAINING PINS

Each Member will be issued a State First Aid Council service pin for each five years he is an active Member of the Squad. This pin is to be worn on the right breast pocket flap next to any training pins.

Line Officers shall wear plain or textured gold Officer's bars on the collar of their uniform shirt. One bar represents the Lieutenants. A double bar represents the Captain. Past Captains may not wear "Past Captain" bars, they are issued "Past Captains Badges".

Training pins representing the Members training certifications earned may be worn on right breast pocket flap of the uniform shirt. No more than two (2) training pins may be placed on the shirt collars. (eg. rescue, cpr, cpr save, EMT-,A, EMT-B, Stork). All training pins must have been earned while in the line of duty at the Bogota First Aid Squad.

3.4 PATCHES

Each uniform shirt shall have a gold bordered American Flag sewn on the right sleeve of the shirt, one inch below the shoulder line. If the Member is an Emergency Medical Technician, he may wear the New Jersey State EMT patch on the right sleeve of his uniform shirt, one inch below the American Flag. EMT-D's may use the EMT patch with the word "DEFIBRILLATOR" stitched with red thread within the patch. No rocker patches for EMT-D's may be used. A 4-inch diameter Squad patch is to be worn on the left sleeve of the uniform shirt. No other patches may be worn on the shirt.

4.0 DUTY UNIFORMS

All Members are required to wear a form of identification which identifies them as a Member of the Squad on all calls. The actual form of identification shall be determined by each Crew Chief for his own crew.

5.0 JACKETS

Each Member upon completion of his probationary period shall be issued a Blood Borne Pathogen jacket and pants standard to the Squad. This jacket will have under no circumstances any patches or pins placed on it, with the exception of "Bogota First Aid Squad" stitched in reflective letters on the back. In the event that there are no Blood Borne Pathogens jackets available, an older winter jacket can be issued temporarily. This jacket shall be kelly green in color and have reflective

striping along the bottom of the coat. The jacket shall also have the large "BOGOTA FIRST AID" emblem sewn or embroidered over the left breast, or on the rear of the coat.

5.1 SPRING JACKETS AND SWEATSHIRTS

All Members who have completed their probationary period will be allowed to purchase their own jackets, sweatshirts or other garments which identify them as a Member of the Squad. These items may only be worn while their membership is considered to be in good standing.

MEMBERSHIP GOOD AND WELFARE

Procedure Number: BFAS-M5.0

Accepted 4/7/98

1.0 PURPOSE

The purpose of this procedure is to establish a standard level of moral support which shall be provided to a Member of this Squad.

2.0 SCOPE

This procedure applies to all members of the Squad, whether they are receiving the benefits of this procedure or are participating in the administration of benefits to another Member.

3.0 RESPONSIBILITY

At the beginning of each year, the President of the Squad shall appoint a Committee to insure the proper administration of this procedure. This Committee, known as the Good and Welfare Committee, shall be given the responsibility to carry out the requirements of this procedure without any further approval from the Membership of the Squad. Except in the case of a Squad Service, the Chairperson of the Good and Welfare Committee shall coordinate all activities of his Committee.

4.0 BIRTH OF A CHILD

In the event of the birth of a child into the immediate family of a Member, a floral arrangement at a cost of no more than \$25.00 shall be sent to the mother of the baby. Additionally, a United States Savings Bond with a matured value of \$50.00 shall be purchased in the baby's name and presented to the parents of the child. The immediate family consists of the Mother, Father and/or Siblings

5.0 HOSPITALIZATION

In the event that a Member, or the spouse of a Member, is hospitalized due to an injury or illness, the Squad shall send a floral arrangement or a fruit basket to the Member, or the Member's spouse. The cost of the arrangement or basket shall not exceed \$50.00.

6.0 DEATH

The following procedures shall be followed in the event of a death within the immediate family of a Member. The Good and Welfare Committee and the Captain shall jointly coordinate all efforts within this portion of this procedure.

6.1 Death of an Active or Life Member, or Past Captain

In the event of the death of an Active or Life Member, or a Past Captain, the Squad shall send a floral arrangement or memorial donation at the option of the family. The cost of the arrangement, or donation shall not exceed \$100.00.

The Squad shall also conduct a memorial service for the Member on the last evening of visiting and post an honor guard beside the casket during the evening hours, with the permission of the family. Members participating in the memorial service or serving as honor guard must be dressed in full Squad dress uniform unless otherwise requested by the family or contrary to the decedent's wishes.

6.2 Death of a Spouse of an Active or Life Member

In the event of the death of the spouse of an Active or Life Member, the Squad shall send a floral arrangement or memorial donation at the option of the family. The cost of the arrangement or donation shall not exceed \$50.00.

All Members should be notified of the death by special announcement at the time of the evening pager test. The Squad shall pay respect to the family as a group, and in full dress uniform.

6.3 Death of a Child or Parent of an Active or Life Member

In the event of the death of a child or parent of an Active or Life Member, the Squad shall send a floral arrangement or memorial donation at the option of the family. The cost of the arrangement or donation shall not exceed \$50.00.

All members should be notified of the death by special announcement at the time of the evening pager test. The Squad shall pay respect to the family individually. No Squad uniform shall be worn at the time of visitation.

MEMBERSHIP CONDUCT

Procedure Number: BFAS-M6.0

Accepted 10/6/98

1.0 PURPOSE

The purpose of this procedure is to establish a standard guideline for Membership conduct while a Member is representing this organization.

2.0 SCOPE

This procedure applies to all Members while they are representing the Squad, or acting in the capacity of a Member of this organization.

3.0 CONDUCT WHILE ON A CALL

All Members are to conduct themselves in a professional manner while on a call, and rendering aid to a sick or injured person. They shall always use the standard of care as to the proper treatment of a patient who has entrusted his welfare to this Squad. Any member who is conducting himself in a non-professional manner while on a call may be excused from the call by the Crew Chief, and brought before the Executive Board for disciplinary action.

4.0 CONDUCT WHILE REPRESENTING THE SQUAD

All Members are required to conduct themselves in a professional manner while acting as a representative of this organization at any time. Members must be aware that any time they are wearing any jackets, shirts, hat, etc., which represent to the general public that they are affiliated with this organization, that they are in effect representing the Squad, and all of its members.

No member may speak publicly as a representative of this Squad unless authorized within these procedures to do so by the Captain or President.

Duty Crews

DUTY CREW STRUCTURE and APPOINTMENTS

Procedure Number: BFAS-D1.O

Accepted 6/1/99

1.0 PURPOSE

The purpose of this procedure is to establish the structure of Duty Crew, as well as a standard method by which Members are appointed to a duty crew.

2.0 SCOPE

This procedure applies to all Members of the Squad who are assigned to a Duty Crew.

3.0 DUTY CREWS

There shall be one Day Crew and five Evening Duty Crews, one for each weekday night.

The Day Crew is responsible to cover all Squad calls between the hours of 6:00 a.m. and 7:00 p.m. each Monday through Friday, except on National holidays which are assigned each January by the First Lieutenant of the Squad.

The five Evening Crews, named the Monday Crew, the Tuesday Crew, the Wednesday Crew, the Thursday Crew and the Friday Crew, are responsible to cover all Squad calls between the hours of 7:00 p.m. and 6:00 a.m. the next morning, including designated Saturdays and/or Sundays from 6:00 a.m. to 6:00 a.m. except on National holidays.

4.0 DUTY CREW STRUCTURE

Each crew shall have a Crew Chief, and a minimum of two (2) additional members who are fully trained in accordance with Procedure Number BFAS-M3.0 of this manual. There shall be no more than ten (10) Members assigned to any duty crew.

Members shall be appointed by the Captain to insure an equal level of knowledge and experience among all duty crews. The guideline for appointment to a duty crew is covered in Section 5.3.1 of this Procedure.

4.1 Duty Crew Chief

The Executive Board of the Squad shall appoint one Member of each crew to serve as the Duty Crew Chief. Crew Chiefs must be fully certified in accordance with Procedure Number BFAS-M3.0 of this manual. Each Crew Chief must also be able to properly operate all Squad Equipment, and be familiar with the Standard Operating Procedures within this manual. The Duty Crew Chief has total control over the actions taken on a call and the actions of the crew. In no way, shape, or form does an Operational Officer or an Administrative Officer have the right to supersede a Crew Chief on any call except if the Crew Chief has instructed his crew to act contrary to this document, or if he jeopardizes the safety of the patient.

In order to be considered for the position of Crew Chief, a member must be an Active Member of the Squad for a minimum of two (2) years. Once a Member is appointed to the position of Crew Chief, he shall remain in that position until he is willing to relinquish his position, provided he maintains all training requirements as outlined in these procedures, or the Executive Board determines that the Member is unfit to continue in the position.

4.2 Ambulance Driver

Each Crew must have a minimum of two (2) Members who have been approved to operate all vehicles of the Squad. One of the two Members required may be the Crew Chief. Refer to Procedure Number BFAS Q3.0 for guidelines regarding the approval process for Ambulance Drivers.

5.0 DUTY CREW APPOINTMENTS

All Active Members of the Squad will be appointed to either the Day Crew or an Evening Crew by the Captain of the Squad at the time of their acceptance. Members may be transferred from one duty crew to another as outlined in the following sections of this procedure.

5.1 Transfers at the Request of a Member

Any Active Member in good standing may request a transfer to another duty crew. Such requests are to be made to the Captain of the Squad, either verbally or in writing, by the Member requesting the transfer. The Captain will evaluate the effect the requested transfer will have on the structure of the duty crews involved and make his decision based on these findings.

5.2 Transfers at the Request of a Crew Chief

A Duty Crew Chief may request that a member of his crew be transferred to another crew. Such requests are to be made in a written letter to the Captain of the Squad. The Captain will evaluate the effect the requested transfer will have on the structure of the duty crews involved and report his findings at the next Executive Board Meeting. The Executive Board will review the request of the Crew Chief, and the findings of the Captain. The Executive Board, by majority vote, will determine the approval or disapproval of the requested transfer.

5.3 Transfers at the Request of the Captain

In order to maintain the proper structure of a duty crew, the Captain may find it necessary to request that a Member transfer to another duty crew. Such requests are to be made in writing by the Captain to the Member involved. If the Member agrees to his new assignment, the change shall be effective immediately.

If the Captain feels that the structure of any duty crew is in jeopardy, and he is unable to find a capable Member to transfer to the crew in need of additional Members, the Captain shall report his findings at the next Executive Board Meeting. The Executive Board, if necessary, may request a Member to change his duty night, provided the change does not create any hardship to the Member involved.

DUTY CREW RESPONSIBILITIES

Procedure Number BFAS-D2.0

Accepted 10/6/98

1.0 PURPOSE

The purpose of this procedure is to establish a standard set of guidelines for which each duty crew will be responsible at the time of their assigned duty.

2.0 SCOPE

This procedure applies to all Active Members who are assigned to a Day or Evening Duty Crew.

3.0 RESPONSIBILITY

Each member of a duty crew is responsible to insure that the Borough will be properly covered in the event of an emergency call during the time of his assigned duty. In order to consistently accomplish this, all functions of the duty crew will be coordinated by the Crew Chief. Each Member of a duty crew will be under the direct supervision of the Crew Chief or delegate while acting on behalf of the Squad.

4.0 CALL RESPONSE

It is the primary responsibility of all duty crew members to insure that all calls for emergency medical assistance are answered during their duty tour. Emergency calls shall be answered with top priority over any other duty crew function or call.

4.1 OTHER EMERGENCY AGENCIES

While responding to an emergency call, as part of a crew, Members may not answer emergency calls to other agencies without the permission of the Crew Chief, Captain or Line Officer (in that order). If events warrant, the Member may divert to a simultaneous call if the patient care would not be compromised. At no time may a Crew Chief divert away from an emergency ambulance while on duty.

5.0 EQUIPMENT READINESS

Each Member must insure that his pager, or other call notification device, is in proper working order at the beginning of his duty tour. For this reason, there shall be a pager test once each day at approximately 19:00 hours by the Bogota Police Department dispatcher. If the Member's pager, or other call notification device, is not properly working, the Member must notify his Crew Chief immediately.

Each Member must also insure that all Squad equipment is in proper working order and is available for use during a call. He shall insure that both ambulances are fully stocked and that all equipment contained in each ambulance is in proper working order. Each crew will be responsible to complete an Ambulance Check Sheet (Exhibit 11) for each vehicle at the beginning of their duty tour.

6.0 OTHER DUTY CREW FUNCTIONS

Each member of a duty crew will be responsible to carry out and complete other tasks as outlined within this manual, as well as special assignments which are requested by the Crew Chief or Captain. These special assignments will be coordinated through the Crew Chief.

CREW CHIEF RESPONSIBILITIES

Procedure Number: BFAS-D3.0

Accepted 10/5/99

1.0 PURPOSE

The purpose of this procedure is to establish a standard procedure which all Crew Chiefs will use to conduct the operation of their crew.

2.0 SCOPE

This procedure applies to all Crew Chiefs of the Squad, or their delegate in time of their absence.

3.0 EMERGENCY CALL COORDINATION

Each Crew Chief will be responsible for the actions of his crew. He shall oversee the actions of his crew on all Squad calls, and shall be held accountable for same. In the event of a multiple casualty incident requiring additional manpower and vehicles, the Crew Chief shall assume the duty of Incident Commander for emergency medical care. At no time shall a Line Officer of the Squad have the authority to override the decision or actions of a Crew Chief on a call.

4.0 TRAINING OF CREW MEMBERS

Each Crew Chief will work with new Members of his crew to familiarize them with the equipment, and the general workings of the Squad. He shall also hold a training session once a month with the members of his crew to insure that all members of the crew are familiar with the proper operation of the Squad equipment.

INJURIES TO MEMBERS

Procedure Number: BFAS-D4.0

Accepted 2/2/99

1.0 PURPOSE

The purpose of this procedure is to establish a standard method of documenting and reporting injuries to Members of the Squad while they are acting in the capacity of a Member of this organization.

2.0 SCOPE

This procedure applies to the Member who incurs the injury, the Crew Chief on duty at the time the injury occurred, the Captain and the President.

3.0 GENERAL

In the event that a Member is injured while he is acting in the capacity of a Member of the Squad, the Member who is injured must immediately make his injury known to the Crew Chief who is on duty at the time the injury occurs. The Crew Chief will insure that the Member's injuries are properly treated, and will insure that any emergency care required will be promptly attended to. Any injury which occurred while on a call shall be noted on a separate call report.

4.0 INJURY REPORTING

Upon notification of the injuries, the Crew Chief must immediately notify the Captain and the President of the injury and the name of the Member involved. If the injuries are serious enough to require further reporting, the Crew Chief will be responsible to complete an Injury Report and submit it to the Captain or President for submission to the Deputy Borough Clerk. This report must be completed within twenty-four (24) hours of the injury.

CRISIS MANAGEMENT

Procedure Number: BFAS-D5.0

Accepted 10/5/99

1.0 PURPOSE

The purpose of this procedure is to establish a standard method of assisting Squad Members in the event that they require professional assistance to help them deal with the occasional emotional stress which is often related to the performance of their duties as a Squad Member.

2.0 SCOPE

For the purpose of confidentiality, this procedure applies only to the Member that requires the assistance. He may choose to request the assistance of his Crew Chief, an Officer or another Member. This procedure will therefore apply also to any other member involved with the Crisis Management system.

3.0 CONFIDENTIALITY

Any Squad Member involved with assisting another Member who requires counseling must consider the Member's trust in including him to help him to deal with his stress. For this reason, any discussion must be kept strictly confidential. Any disregard for this trust will be considered the same as releasing patient information, and Members disregarding this trust will be brought before the Executive Board as outlined in the By-Laws of the Squad.

4.0 CRISIS TREATMENT

The Squad has available to all of its Members a team of professional counselors to help Members deal with the stress related to any and all types of calls, or incidents which emotionally affect the Members. Any Member experiencing any signs of stress may contact this team without any notification of any Officer, or other Member of the Squad. At no time will any Officer have the authority to become involved unless the Member requests him to do so.

The team of professionals which has been established to assist Members of the Squad may be contacted as follows:

PHOENIX - Critical Incident Stress Debriefing Team
24 Hour Telephone Number: (201) 358-3000

5.0 CREW DEBRIEFING

If a crew is involved with an incident which the Crew Chief feels was serious enough in nature to require debriefing, he may contact the PHOENIX team, and request that all members of his crew participate in an evaluation and debriefing by the Team. Such debriefing shall occur within 24 hours of the incident.

Call Response

GENERAL EMERGENCY CALL RESPONSE

Procedure Number: BFAS-CI.0

Accepted 6/2/98

1.0 PURPOSE

The purpose of this procedure is to establish a standard method for which all emergency calls are handled.

2.0 SCOPE

This procedure applies to all Members who participate in the response to emergency calls for assistance.

3.0 CALL NOTIFICATION

Requests for the emergency services of the Squad are made to the Bogota Police Department, through the "9-1-1" system or by directly contacting the Bogota Police Department. The Police Department dispatcher will notify the members of the duty crew through the use of the Borough's paging system. All Members are required to carry their pager at all times during their duty tour. The police dispatcher will page the duty crew and indicate the nature and location of the call, as well as any other information which is important to the responding duty crew.

If a call occurs on a weekday between the hours of 6:00 a.m. and 7:00 p.m., the police dispatcher shall notify the Squad Members as a General Call, and the Borough's fire alarm horns shall be sounded. The alarm horns shall be sounded in two sets of three long blasts. Except in an emergency situation, the alarm horns will not be sounded on weeknights between 7:00 p.m. and 6:00 a.m. nor on Saturdays or Sundays

4.0 RESPONSE OF MEMBERS

Once receiving notification of a call, all Members assigned to answer the call must respond immediately to Squad Headquarters. No Member may respond to the scene of a call except as provided for in Section 4.2 of this procedure. Any Member responding to a call with the ambulance must remain with the ambulance until the conclusion of the call.

4.1 Response by Member in Personal Vehicles

Members who respond to a call in their personal vehicles shall do so in a safe manner, obeying all traffic and safety regulations. Emergency lights, which are purchased individually by Members, may be used provided the Member has been issued a blue light permit. Permit applications are available through the Captain. The use of red lights and sirens are not supported by this Squad, no Member may use them. If a Member has a red light / siren permit for use with his occupation or another towns emergency service, they may not use them while responding to a Bogota First Aid Squad Call.

4.2 Response to Incident Locations

If a call location is within one block of the Member's personal residence, that Member may respond to the scene of the call and assist the patient until the ambulance duty crew arrives. In the case of motor vehicle accidents, if a Member witnesses the occurrence of the accident, or comes upon one, they may assist the patient or patients until the ambulance duty crew arrives. When the duty crew arrives, the Member will then report to the Crew Chief and act as a member of the crew if the Crew Chief wishes his assistance.

A Crew Chief may at his option, appoint a member of his crew to respond to the scene of a call while he is on duty, if he feels it will improve patient management during his tour of duty.

5.0 AMBULANCE RESPONSE

When a crew is assembled at Squad Headquarters, the crew will respond to the incident using one of the Squad's ambulances. If an assigned Crew Chief is present, he will serve as the commander of the call. If a Crew Chief is not present and a Line Officer is, then he will serve as the commander for the call. If there is no officer present but a Crew Chief from another crew is, then he is in command. If there are no Crew Chiefs or Officers present, then the Member with the highest seniority will serve as the Crew Chief and he will be commander of the call.

5.1 Use of Emergency Warning Devices

Each ambulance is equipped with emergency lights and sirens. These lights and sirens shall be used only when required while handling an emergency call. It will be the responsibility of the driver and the Crew Chief to determine the proper use of these emergency warning devices. When returning from a call, all emergency lights and sirens are not to be used.

6.0 PATIENT MANAGEMENT

The treatment of all patients will be performed in accordance with the New Jersey State Emergency Medical Technician training guidelines. Supervision of the treatment and transportation of a patient will be the responsibility of the Crew Chief and he will have the authority to establish the final determination when questions arise.

RESPONSE TO MOTOR VEHICLE ACCIDENTS

Procedure Number: BFAS-C2.0

Accepted 10/5/99

1.0 PURPOSE

The purpose of this procedure is to establish a standard method by which all motor vehicle accidents are handled.

2.0 SCOPE

This procedure applies to all Members who participate in the response to emergency calls for assistance.

3.0 CALL NOTIFICATION AND RESPONSE

The Police Department dispatcher will notify the Members of the duty crew as outlined in Procedure Number: BFAS-CI.O. Duty Crew members will respond as outlined in Procedure Number: BFAS-CI.O.

4.0 CALL MANAGEMENT

Command of the incident scene will be the responsibility of the Crew Chief. Initially, the Crew Chief will establish the requirements to properly and efficiently handle the scene. He will communicate with the Police Department dispatcher to summon the assistance of additional ambulances, rescue squads, Paramedics and fire companies to assist him in the administration of patient care. The supervision of all operations involving the patients will be the responsibility of the Crew Chief, and he may delegate his responsibilities as he sees fit in order to properly manage the situation.

5.0 RESPONSE TO MOTOR VEHICLE ACCIDENTS ON ROUTE 80 AND 95

If an accident occurs on Routes 80 or 95 that require the services of the Squad, the Crew Chief will be responsible to insure that the safety of his Crew on the highway is of top priority at all times. If he feels it is required, he may request the dispatching of additional ambulances, and fire companies to assist him in the administration of patient care, or to insure the safety of his crew. All responding Members must respond to the Squad Headquarters. No one is to respond to the highway directly. Upon responding, the Crew Chief should ascertain whether the Rescue Squad has been dispatched.

6.0 ENTRAPMENTS AND EXTRICATIONS

If a patient is trapped in his vehicle, the Crew Chief will request that the Bogota Police dispatcher immediately dispatch the Bogota Rescue Squad, ALS and one company of the Bogota Fire Department. If a Crew Chief comes upon a scene where the services of the Rescue Squad and / or the Fire Department are required, and they have not been dispatched, he may request the dispatching of these organizations as he feels necessary.

Any extrication or fire suppression operation which directly involves the safety of a patient will be performed under the direction of the Squad Crew Chief . He will remain as scene commander and must be constantly aware, and will have the authority to make the final determination regarding any operation which involves the patients at the scene.

Calls for Patients in Cardiac Arrest

Procedure Number: BFAS-C3.0

Approved: The procedure is not yet approved

Fire Scene Response

Procedure Number: BFAS-C4.0

Accepted 7/6/99

1.0 Purpose

This procedure is to establish a standard response to all working fires.

2.0 Scope

This procedure applies to all Members of the Squad

3.0 Working Fires

At the declaration of a working fire, the Police Dispatcher will immediately call out both ambulances via the general alarm horns and general alarm pager tones. All Members will report to Squad Headquarters. The Duty Crew will take the primary ambulance directly to the scene, while any additional Members will load the secondary ambulance with water coolers, extra towels, cups and blankets and fill a few of the Squad's coolers with ice and a few with water.

Upon responding to the fire scene, the Crew Chief will report to the Fire Chief via the fire frequency on the low band radio. Then the Crew Chief will instruct the Police Dispatcher to place the primary mutual aid ambulance on alert to handle other calls within the Borough. The ambulances will be positioned as close to the fire scene as possible without blocking access routes, but well outside the warm zone, defined as the outer perimeter of fire apparatus. The ambulances will then discharge the members, leaving one driver with each truck. The driver of the ambulance is to remain with the truck throughout the duration of the fire. He is not to leave the vehicle for any reason except to assist in the loading of a patient. The Crew Chief will report to the Fire Chief and await instructions, meanwhile the other members will set up a rehabilitation / treatment area for firefighters and patients. This treatment area will include a stretcher from the ambulance, oxygen, a defibrillator, the first-in or MCI kit and any other equipment that the EMS Commander decides important to treat immediate patients.

One ambulance will remain on the scene and act as the EMS Command Post for the duration of the fire. This ambulance is not to leave the scene for any reason. If the Crew Chief decides that additional ambulances are required, he / she will notify the Police Dispatcher to activate the Mutual Aid System and tell him how many ambulances are needed. If more than 5 ambulances are needed, the EMS Commander is to follow the Northern New Jersey Mobilization Plan and contact MICOM.

Any Squad Member may respond to the scene if he has missed both ambulances, but must park his vehicle away from the scene so as not to block entrance or exit routes, and walk to the ambulances, immediately reporting to the Crew Chief (EMS Commander). Any Member leaving the scene must also report to the EMS Commander.

Any responding member must be wearing proper Squad Identification or he/she will be asked to leave the scene.

3.1 Manpower Distribution

This is only a guideline, because each situation will be different and require different needs. The final decision will be left to the Crew Chief in charge.

- * One person in each ambulance to operate the truck and radios
- * Three or four EMT's to man each First Aid Station
- * Two people to offer oxygen cold towels and ice water to Firemen (remember, these people must remain at a safe distance from the actual fire scene)
- * If there are two areas of control, it is a good idea to have a second person equipped with a radio to assist the EMS Commander and give updates from areas out of the Commanders view.
- * At all times, all EMS providers will follow the Incident Command System. The Incident Commander will unfold various segments of the system as needed.
- * At no time will the EMS Commander leave the scene until the evolution is over and the services of the First Aid Squad are no longer required. This will be declared by the Fire Chief, Assistant Chief, Battalion Chief or the Rescue Chief if the Rescue Squad is operating on the scene.

3.2 Fire Scene Communication

All EMS communications at a fire scene will be done on either the Disaster Frequency (155.280) or the preferred SPEN 4 (153.785) on the high band radio. This frequency will be selected by the first responding officer or Crew Chief. The only low band communications are to be between the Fire Chief and the EMS Commander

3.3 Responsibilities

The responsibilities of the Bogota First Aid Squad at a fire scene are to administer first aid to any patients or fire fighters injured on the scene, as well as to monitor fire fighters vital signs upon exiting the structure. At no time is a member of the Bogota First Aid Squad to operate directly on the fire ground (Hot Zone). All patient care is to be administered safely in the cold zone, unless an emergency arises.

Psychiatric Commitments

Procedure Number: BFAS-C5.0

Approved: This procedure is not yet approved

Non-Emergency Transportation

Procedure Number: BFAS-C6.0

Approved: This procedure is not yet approved.

Drills, Special Details and Stand-By's

Procedure Number: BFAS-C7.0

Approved: This procedure is not yet approved.

General Alarms

Procedure Number: BFAS-C8.0

Approved: This procedure is not yet approved.

Mutual Aid Calls

Procedure Number: BFAS-C9.0

Approved: This procedure is not yet approved.

Disaster Management

Procedure Number: BFAS-C10.0

Approved: This procedure is not yet approved.

Call Reports

Procedure Number: BFAS-C11.0

Approved: This procedure is not yet approved.

Patient Refusal of Medical Attention (RMA)

Procedure Number: BFAS-C12.0

Approved: This procedure is not yet approved

Communicable Diseases

Procedure Number: BFAS-C13.0

Approved: This procedure is not yet approved.

Chain of Command / Incident Command System

Procedure Number: BFAS-C14.0

Approved: This procedure is not yet approved.

Squad Equipment

COMMUNICATIONS EQUIPMENT

Procedure Number: BFAS-Q1.0

Accepted 10/5/99

1.0 PURPOSE

The purpose of this procedure is to establish a standard method of operating all communications equipment of the Squad.

2.0 SCOPE

This procedure applies to all Members who operate any of the communications equipment listed in this procedure.

3.0 COMMUNICATIONS EQUIPMENT

Each ambulance has been equipped with a two-way radio for the purpose of communicating within the Squad and with other agencies which are involved with the proper performance of Squad responsibilities. Each ambulance is also equipped with portable radios, both high and low band. These radios are to be kept with the ambulances at all times. No ambulance radio shall be taken for any reason, by any Member except with the specific permission of a Line Officer. After any incident where the portable radios are used, it is the Crew Chief's responsibility to make sure that all the radios are returned back to their chargers.

Each Squad Line Officer and Crew Chief shall be issued a high-band portable, two-way radio for communication purposes.

Each Active Member of the Squad shall be issued a pager with a charger for the purpose of receiving notification of a request for his assistance.

4.0 RADIO UNIT IDENTIFICATION NUMBERS

The following is a list of radio communication numbers for the radio units which are operated by the Squad.

Number	Unit Identification
BA-1	Bogota Ambulance Number 1
BA-2	Bogota Ambulance Number 2
BA-3	Squad Captain
BA-4	Squad First Lieutenant
BA-5	Squad Second Lieutenant
BA-6	Monday Evening Crew Chief
BA-7	Tuesday Evening Crew Chief
BA-8	Wednesday Evening Crew Chief
BA-9	Thursday Evening Crew Chief
BA-10	Friday Evening Crew Chief
BA-11	Day Crew Chief

In the event that a Crew Chief is also serving as a Line Officer, he shall assume the identification number of the Office he holds and the Crew Chief number shall remain unused while he is in office.

4.1 Personal two-way Radios

Any Member who owns a personal two-way radio which is programmed with the assigned frequencies of the Squad, may operate this radio strictly within the instructions described within this procedure.

5.0 USE OF COMMUNICATIONS EQUIPMENT

Use of any Squad-owned communications device, or any other device which is operating on the assigned frequency of the Squad, shall be limited to the communication of information pertinent to the completion of a call or other function of the Squad. No personal communications shall be transmitted at any time. Any gross violation of this procedure will leave the Member open for disciplinary action by the Executive Board. No Squad owned communications equipment is to be taken by any Member and used for personal use, at any time.

SUPPLIES AND EQUIPMENT ISSUED TO MEMBERS

Procedure Number: BFAS-Q2.0

Accepted 10/5/99

1.0 PURPOSE

The purpose of this procedure is to establish a standard list of equipment which is issued to the Members of the Squad and to a specific time frame in which such equipment shall be issued.

2.0 SCOPE

This procedure applies to all Members of the Squad, and to the various committees within the Squad, which are charged with the responsibility to issue equipment to Members.

3.0 ITEMS ISSUED TO MEMBERS

New Members who have been accepted by the Squad shall serve a probationary period as required by the By-Laws. New Members will be issued the following equipment:

- Key to the ambulance bay door, and the code to the front door combination lock
- Copy of the current Duty Crew Roster
- Duty "T" shirt bearing the Squad logo or insignia
- Pager or other call notification device with charger

After completing the nine month probationary period or as recommended by the Captain or President, the New Member will be issued:

- Blood-Borne Pathogens Jacket
- Dress uniform with all required badges

4.0 USE OF EQUIPMENT

Members who have been issued any uniforms, badges, pagers, etc., may use them throughout their affiliation with the Squad. If a Member terminates his membership with the Squad, or if his membership is terminated by the Squad, all items issued to him must be returned within ten (10) days of the termination of membership. If the Squad property is not returned within the allotted time, the Bogota Police will be asked to intervene and retrieve the equipment.

Members who attain the status of Life Membership are issued Life Membership Badges and may keep all items issued to them throughout their membership with the exception of any pagers, two-

way portable radios, or Blood Borne Pathogens Gear which must be returned when they step down from Active Membership.

USE OF SQUAD VEHICLES

Procedure Number: BFAS-Q3.0

Accepted 4/7/98

1.0 PURPOSE

The purpose of this procedure is to establish a standard method of training all operators of the vehicles which are operated by the Squad, and to establish a procedure for the proper use of these vehicles.

2.0 SCOPE

This procedure applies to all Members who have been approved to operate any Squad vehicle.

3.0 OPERATOR APPROVAL PROCESS

Any Active Member may request training to become an approved operator of any Squad vehicle. Such requests shall be made to the Member's Crew Chief and may be done in an informal manner. Any Members who wish to be driver trained must hold a valid driver's license for a minimum of one year.

3.1 Operator Training

Initial operator training must be performed by a Line Officer or Crew Chief. Initial operator training shall consist of instructing the prospective operator as to the proper starting procedure for each vehicle. Also, the prospective operator must be instructed as to the proper use of the emergency warning systems (emergency lights, sirens, back-up alarm, etc.) within the vehicle.

Once the initial training is completed, the prospective driver may operate the vehicle for practice purposes, provided an approved driver is present at all times, and the Crew Chief on duty at the time is aware of the use of the vehicle for training purposes. At no time shall the primary response vehicle be used for practice driving beyond the Borough boundaries, unless the Duty Crew Chief is present.

3.2 Approval of New Operators

In order to become an approved operator of any Squad vehicle, the prospective operator must successfully show proficiency in the following items:

- The proper starting, running and handling of the vehicle.
- The ability to successfully operate the vehicle in reverse.
- The proper use of all emergency warning devices within the vehicle.
- The proper use of all communications equipment within the vehicle.
- At least two direct routes to the three area hospitals that we use the most.

When a prospective operator feels he is ready to be evaluated to become an approved operator, he shall request that his Crew Chief or a Line Officer examine him for such an approval.

Once a prospective operator has successfully demonstrated an ability to properly operate the vehicle, his name shall be entered into the log book by the Crew Chief or Line Officer who has approved the operator.

4.0 USE OF VEHICLES

The Squad operates two ambulance vehicles which are owned by the Borough. The use of these vehicles is strictly for handling the various functions of the organization as outlined in this procedure. The ambulance in the front of the building will be considered the primary ambulance and the ambulance in the back of the building will be considered the secondary ambulance. Both ambulances shall be rotated on a time schedule established by the Captain.

4.1 Response and Handling of Squad Calls

The primary ambulance will be operated by the duty crew to handle all emergency and non-emergency calls for assistance within the Borough. In the event of an additional ambulance being required while the primary ambulance is handling another call, the secondary ambulance will be operated by an additional crew to handle the second call. Refer to Procedure Number BFAS-C9.0 for guidelines regarding this situation.

4.2 Delivery or Pick-Up of Squad Equipment

The ambulances may be used to deliver Squad equipment to Borough residents. These deliveries must be approved by the Crew Chief on duty at the time of the delivery, prior to the delivery being made.

If the delivery of equipment involves such equipment that an ambulance will be temporarily out of service, the secondary ambulance will be used for the delivery.

4.3 Service to Ambulances

In the event that an ambulance must be temporarily put out of service for maintenance or repair, the Captain or designee shall notify the Bogota Police Department that the ambulance is out of service.

4.4 Other Squad Functions

With the prior approval of the Captain, the secondary ambulance may participate in Parades, Wet Downs or Training Sessions, provided the primary ambulance is available to handle all emergency calls. At no time shall the primary ambulance be used to participate in out-of-town functions with the exceptions of the annual July 4th parades/Activities in Ridgefield Park and Teaneck.

5.0 MILEAGE LOG BOOK

Each ambulance shall have a mileage log book which will contain pertinent information regarding the use of the vehicle. Information to be entered into this book is as follows:

- Date
- Call Number (if any)
- Destination of the vehicle
- Mileage
- Type of use
- Driver's name

Each time the ambulance is used, the mileage log book must be completed by the driver once the vehicle is returned to Squad Headquarters.

MEDICAL EQUIPMENT LOAN PROGRAM

Procedure Number: BFAS-Q4.0

Approved: This procedure is not yet approved.

1.0 PURPOSE

The purpose of this procedure is to establish a standard method of conducting a Medical Equipment Loan Program for the residents of the Borough.

2.0 SCOPE

This procedure applies to all Members who participate in the administration of this program.

3.0 GENERAL

The Squad has in place a Medical Equipment Loan Program. Through this program, residents of the Borough may borrow medical equipment such as canes, crutches, walkers, wheelchairs, etc. These loans are at no cost to the residents, and no expense is incurred by the Squad as all equipment for this program is donated to the Squad.

4.0 EQUIPMENT LOANS TO BOROUGH RESIDENTS

Any of the equipment listed in Section 3.0 of this procedure may be loaned to any resident of the Borough. The equipment may be borrowed for as long as it is required. In order to borrow the equipment, the resident must complete a Medical Equipment Loan Form (Exhibit III). This form must be signed by the Member who issued the equipment to the resident and then the Member must place the form in the Medical Equipment Loan Book which is kept in Squad Headquarters.

5.0 EQUIPMENT LOANS TO BOROUGH RESIDENTS

Any of the equipment listed in Section 3.0 of this procedure may be loaned to any member, or their immediate family, regardless of residency. In order to borrow the equipment, the Member must complete a Medical Equipment Loan Form (Exhibit III). This form must also be signed by the Member, and then the form should be placed in the Medical Equipment Loan Book which is kept in Squad Headquarters.

DAMAGE TO SQUAD EQUIPMENT OR VEHICLES

Procedure Number: BFAS-Q5.0

Accepted 4/7/98

1.0 PURPOSE

The purpose of this procedure is to establish a standard method of reporting damage to Squad equipment and vehicles.

2.0 SCOPE

This procedure applies to all members who have been issued any Squad equipment for their personal use, as well as all members who operate any Squad equipment or vehicles.

3.0 DAMAGE TO SQUAD EQUIPMENT

In the event of any damage to any property owned and/or operated by the Squad, the Member causing the damage or discovering the damage, has a direct responsibility to notify the Captain as soon as the damage occurs. The Captain shall notify the Squad Commissioner immediately of any damage which impedes the operations of the Squad, or which requires notification of the Borough's Insurance Carrier.

3.1 Damage to Personal Squad Equipment

In the event of any damage to personal Squad equipment (pagers, two-way radios, uniforms, jackets, etc), the damage shall be reported by the Member who has been issued the equipment to the Captain within 24 hours of the occurrence of the damage. The Captain will instruct the Member what steps shall be taken to repair or replace the damaged equipment.

3.2 Damage to In-Service Squad Equipment

In the event of any damage to Squad equipment which is in service for the purpose of handling emergency calls, the damage shall be reported by the Member to the Crew Chief on duty at the time of the discovery or occurrence of damage. The Crew Chief shall determine if the equipment can be immediately replaced with spare equipment and, if so, shall place the damaged equipment out of service and replace it with a functional piece of similar equipment.

Provided there is no interruption in the availability of the Squad to handle any emergency call, the Crew Chief shall report the damage to the Captain within 24 hours of the occurrence of damage. However, in the event that the damaged equipment impedes the normal operations of the Squad, the Captain shall be notified immediately.

3.3 Damage to Squad Vehicles

In the event of any damage to a Squad vehicle, the damage shall be immediately reported by the operator of the vehicle to the Crew Chief on duty at the time of the occurrence of damage. If necessary, all required New Jersey State Motor Vehicle reports must be completed at the time of the accident. The Crew Chief must immediately report the damage to the Captain. From the time the accident occurs, the driver of the ambulance involved will have his driving privileges temporarily suspended until the Captain can fully investigate what happened. If there is only one driver present on the ambulance at the time of the accident, the Crew Chief must inform Police Headquarters to contact the Captain. Under no circumstances is the driver to continue driving the ambulance.

In the event that the ambulance in question is carrying a patient and sustains damage, The Crew Chief will immediately contact the Police desk and request that an additional ambulance be dispatched to the scene of the accident, to continue transporting the patient. If the ambulance does not sustain any damage, the Crew Chief will find another driver to continue the transporting of the patient, even if this means having the Police dispatch for an additional driver.

In the event that any damage occurs which does not require a State Motor Vehicle report, such damage must be immediately reported by the operator of the vehicle to the Crew Chief on duty at the time of the occurrence of damage. The Crew Chief must immediately report the damage to the Captain.

Any damage to any Squad vehicle must be reported to the Captain immediately. It will be the ultimate responsibility of the Member who is operating the vehicle at the time of the damage to insure the Captain is notified.

3.4 Damage to All Other Squad or Borough Property

Any damage to any property which is owned by the Squad or the Borough shall be reported immediately to the Captain by the Member who causes or discovers the damage. Any damage which impedes the normal operation of the property involved shall be immediately reported to the Captain at the time of the occurrence, unless otherwise specified in this procedure.

Miscellaneous

Accountability and Procedural Violations

Procedure Number: BFAS-X1.0

Approved: 6-6-2000

1.0 Purpose

The purpose of this procedure is to establish a method to handle By-Laws or Procedural violations in a matter that is fair and equal for all.

2.0 Scope

This procedure applies to **all** members of the Bogota First Aid Squad.

3.0 Bringing Forth a Violation

Any Member who feels that another Member has violated the By-Laws or Procedures of the Squad will bring forth this information to the Executive Board in the form of written charges. The President may call for a special Executive Meeting (as explained in Article IV, Section 6 in the By-Laws) if he/she deems necessary, or wait until the regular Executive meeting.

At this meeting, (Probable Cause Hearing), the charges shall be read by the President and the Executive Board will determine their validity. (Note; it is not necessary for the charged member to be present during the reading, but a copy of the charges must be made available to him/her, at least Twenty Four hours before the meeting.)

If the Executive board decides to pursue the charges, a detailed copy of the charges must be sent to the accused Member. This must be sent by certified mail or hand delivered by another member obtaining a signature of the accused upon receiving. The charged Member will have one month to examine the charges and present his/her case to the Executive Board in person or in writing. After the charged Member has presented his/her case to the Executive Board, a course of action will be decided. This disciplinary action will be recommended to the General Membership at the next meeting. If the findings and punishment determined by the Executive board are not contested by the accused, it is not necessary to bring this matter before the General Membership.

Responsibility of the General Membership

If the accused contests the decision of the Executive Board, the violation will be introduced to the General Membership at the next meeting along with the recommended disciplinary action suggested by the Executive Board. It is the duty of the Membership to accept this course of action, or suggest a reasonable substitute. This will be done in the form of a written ballot. Only members who meet the voting criteria will be allowed to participate in the voting procedure.

4.0 Disciplinary Action

The action suggested by the Executive board shall consist of any or all of the following:

- A. Verbal reprimand
- B. Written reprimand
- C. Suspension from Duty for a period of time.
- D. Suspension from Duty and Squad activities for a period of time.
- E. Request for a Member to resign from the Squad.
- F. Removal from the Squad and all rights connected to it.
- G. Acquit of all charges

5.0 Suspension

If a Member commits an act, which is deemed dangerous toward his crew, a patient or a civilian he may be immediately, suspended from duty by the Captain until such time that an Executive meeting can be held to examine the situation.

6.0 Suspension of the Captain

If the Captain of the squad violates a by-law or procedure he/she may be brought up on charges by using the same method described in **BFAS-X1.0 section 3.0** The committee overseeing this disciplinary hearing will be the two squad lieutenants and past captain is a member in good standing and holds all current training requirements outlined in these procedures and the By-laws.

Procedural Amendments

Procedure Number: BFAS-X2.0

Approved: This procedure is not yet approved.