



Kempsville Volunteer Rescue Squad

Support 9 Standard Operating Procedures

- PURPOSE:** The purpose of this policy is to define the operating policies, procedures, staffing, qualifications and use of Support 9.
- APPLICABILITY:** This policy shall apply to all members of the Kempsville Volunteer Rescue Squad and the Department of Emergency Medical Services. It parallels the criteria in the Virginia Beach Department of Emergency Medical Department's Incident Rehabilitation Policy and the Virginia Beach Fire Department Standard Operating Procedures for Emergency Incident Rehabilitation. In addition, Command Structure and Personnel Accountability are in accordance with the Incident Management (Command) Policy and Personnel Accountability System.
- POLICY STATEMENT:** Since the Department of Emergency Medical Services is the core agency responsible for providing EMS and Rescue Services for the City of Virginia Beach, it shall be the policy of the Department personnel to respond and assume the role of Rehabilitation Division/Group (**REHAB**) and/or Medical Group at all incidents including, but not limited to, the following:
- Extended incidents in extreme weather;
 - Working Fires;
 - Extended HAZMAT incidents;
 - SWAT/Hostage standbys;
 - Working Dive Team/Water Related incidents;
 - Extended extrications; Mass Casualty Incidents
 - Lost/Missing Person searches;
 - Other incidents involving life threatening events or search and rescue operations conducted by Virginia Beach Fire or law enforcement officials, respectively.

I. **Background:** The Kempsville Volunteer Rescue Squad Support Truck (SUPPORT 9) is a multi-purpose, 4-wheel drive unit, designed to provide auxiliary and ancillary services on a wide range of emergency service operations. The missions' of the unit include, but are not limited to: Fire/Police/EMS Rehabilitation operations; scene lighting; MCI events; ALS quick response; equipment transport; and off-road operations. It is designed to compliment and enhance existing Virginia Beach DEMS, Fire and Police programs and capabilities, as well as other regional agencies.

In order to fulfill these missions, SUPPORT 9 is equipped with a wide range of rehabilitation and medical supplies. The operator can provide hot or cold drinks, light snack food, fans, tables and chairs. Medical capability includes a standard EMS "Jump Kit", full ALS support equipment, spinal immobilization gear and a multiple port oxygen supply source. The lighting package includes four telescoping, 1000 W, truck mounted, halogen light poles and Circle "D" ground lights, powered by an onboard 10 kW generator.

II. **Mission:** The mission of Support 9 is to reduce the critical impairing effects of heat, dehydration and long term exposure to cold on firefighters, police officers and EMS providers by providing on-scene rehabilitation services, as needed, thereby enhancing the safety and effectiveness of their performance. In addition, first aid and other support services are provided to any area agency and/or the public, in times of disaster or other incidents.

III. **Driver/Operator Policies and Qualifications:** Support 9 can be operated by a single driver/operator. This individual will be a qualified Emergency Vehicle Operator and fully familiar with rehabilitation operations. The unit will typically be manned via a duty pager. Dispatch is based on both customer requests and an established matrix (i.e. greater alarm fires). When the unit is "unmanned", a maximum "out of chute" time of 20 minutes from dispatch is desired. Once on scene, the operator reports to the appropriate incident command/officer and conducts the desired service(s)/function(s), until the services or event is completed. The support mission responses will typically be made in a "Code 3" status. Only the Incident Commander, Medical Group Supervisor, EMS5, or "50" officer, on scene, can alter this policy. ALS personnel using the truck as a response vehicle can operate "Code 1", as the situation dictates. Personnel shall not operate the vehicle as a utility vehicle, unless they are able to respond to potential "support" calls as well.

If Squad 9 is manned, a member (trainee, if onboard) will transfer to SUPPORT 9 and respond, as required. If a duty driver is responding, after dispatch, to the station, the Squad 9 crew should "ready" SUPPORT 9 (i.e. add ice and water and move the vehicle to the front apron, etc.) in order to expedite the response. If the AIC of Squad 9 is required for support operations, Squad 9 should co-respond to the incident. The Squad 9 vehicle must be parked away from the incident site to preclude being blocked in and unable to respond to another dispatched incident. All crewmembers will then perform the required support role. It is recommended the Squad 9 Operator attempt to locate a relief for the Squad AIC. Early arrangements should also be made to turn SUPPORT 9 over to other, qualified personnel, in case Squad 9 is dispatched elsewhere.

- A. All emergency drivers/operators of SUPPORT 9 must meet the following criteria to be qualified:
1. Documented completion of a certified EVOC course;
 2. Released as a Code 1 driver, with appropriate documented training;
 - a. Trainee must have documented at least 3 Ambulance duties and are limited to Code 3 responses;
 - b. Support Admin. Members are restricted to Code 3 responses, until fully qualified;
 3. Completion of MCI Module I;
 4. Completion of HAZMAT Awareness;
 5. Current CPR certification;
 6. Completed familiarization drive with SUPPORT9 Team Leader (960);
 7. Completion of MCI Module II, within 1 year;
 8. Completion of the Support 9 Rehab Training Package (**APPENDIX A**); and
 - a. Be approved by the Rescue 9 Assistant Squad Commander, 951.
 - (1.) If from another squad, must have authorization, in writing, to Rescue 9 Squad Commander, 950, from your home station squad commander.

IV. On-Scene Operations: The driver/operator will provide any assistance required by the Incident Commander or Medical Group Supervisor. The guidelines set forth in the Virginia Beach Emergency Medical Service Incident Rehabilitation Policy and the Virginia Beach Fire Department Standard Operating Procedures for Emergency Incident Rehabilitation shall be utilized for setting up the rehab area, as well as, the treatment and monitoring of personnel while in the rehab area/sector. The driver/operator should also contact the appropriate Officer(s)/EMS5 when the incident will extend beyond his/her time availability. Remember, early notification is essential to locating a relief.

V. Required Records: A logbook, a red 3-ring binder, located in SUPPORT 9, is to be maintained by the driver/operator. A "sample" log entry page is located within the binder. The log entries are to include such entries as, manning, vehicle usage, responses and maintenance performed. All driver/operators will maintain this record.

A VBFD Emergency Incident Rehabilitation Report (**APPENDIX B**) showing Incident Rehabilitation's responsibilities and personnel guidelines is to be initiated for all extreme weather and fire scenes. At the completion of the incident, the Report should accompany the SUPPORT 9 PPCR and placed in the Support 9 Team Leader (960) mail file, or in the case of fire scene rehab functions, given to either Safety 1 or the Incident Commander.

A Support 9 Check-Off List (**APPENDIX C**) shall be filled out at the beginning of each assigned shift to document proper unit equipment in a "ready" status.

VI. Post-Incident Requirements: Support 9 should be returned to service in a clean, restocked and orderly condition, as soon after the incident as practical. The driver/operator will advise the Team Leader of all materials used, to ensure proper replacements are obtained and restocked. The operator must document all responses, utilizing the standard PPCR. This report should include all materials used, equipment failures, and anything pertinent to the incident response to enhance the role of SUPPORT 9 in future events. Upon completion of the event, place the PPCR in the Support 9 Team Leader (960) mail file for review and forwarding to EMS Administration.

VII. Utility Usage: Support 9 can be used for utility usage such as retrieving equipment from the area hospitals and returning the items to the respective fire/rescue stations. Driver/operators must be available to respond should a "support" dispatch call arise. The Support Team Leader or the Squad Duty Officer and the communications dispatch center should be notified when the vehicle is in use.

EMS5/Brigade Commanders, during ambulance shortages, may call upon qualified AIC/Drivers to unman SUPPORT 9 and respond to any city station to man an ambulance. SUPPORT 9 may also be utilized to support ambulance crews during extreme, high volume, calls at hospitals for such things as drug and IV box exchange processing with the items on SUPPORT 9 to shorten their turn-around time.

~~This unit should not be utilized as, or in lieu of, a BLS first response vehicle,~~ but can render assistance to responding units by maintaining a "Safe" scene, checking for and rendering triage/emergency care to those injured, and filling out "Patient Refusals" on the appropriate PPCR's.

VIII. Cold Weather Operations: SUPPORT 9 **can not** be left outside for extended periods of time when the temperatures are above 85⁰ F or below 50⁰ F. **This is because of the RSI and Drug /IV Boxes being in a "non" temperature controlled compartment.** The time outside can vary; due to how far above 85⁰ F or below 50⁰ the temperature is expected to fall. Under 40⁰, the unit must be kept in the station bay, unless on a call or picking up supplies. In the summer months, when the temperature is above 80⁰ – 85⁰ F, the unit should be parked in the station bay or in the shade, to protect the items in this compartment.

On calls when the truck is being used, EMS-5 or any ALS provider can unlock the Drug box, and then both boxes are to put in the Air conditioned/heated cab, passenger side. The locking cord/wire must be wrapped around the seat slide mechanism to ensure security of the boxes.

IX. Support 9 Team Structure:

960 – Team Leader – Responsible to Kempsville Volunteer Rescue Squad Captain (950) and Assistant Squad Commander (951) for the overall Support 9 Program, team membership and manning, training of personnel, and vehicle maintenance, equipment and supplies.

961 – Assistant Team Leader – Responsible to 960 for the monthly scheduling of personnel, vehicle maintenance issues, and other issues, as directed.

962 – Member – Not Presently Assigned.

963 – Member – Not Presently Assigned.

Approved: 960 _____ Date: July 9, 2004
Team Leader, Joseph A. Budy, Jr.

950 _____ Date: July 9, 2004
Captain Venita Baker, Squad Commander

KEMPSVILLE VOLUNTEER RESCUE SQUAD

SUPPORT 9 REHAB TRAINING PACKAGE

1. DUTY CHECK-OFF:	AIC	DATE
DUTY 1	_____	_____
DUTY 2	_____	_____
DUTY 3	_____	_____
2. OPERATIONAL OFFICERS:		
CAPTAIN	950	_____
FIRST LIEUTENANT	951	_____
SECOND LIEUTENANT	952	_____
MAINTENANCE OFFICER	953	_____
MAINTENANCE SERGEANT	954	_____
SUPPLY SERGEANT	956	_____
PRESIDENT		_____
SUPPORT 9 TEAM LEADER	960	_____
3. OPERATIONS:		
PROCEDURE IF UNABLE TO COVER DUTY	_____	_____
CONSEQUENCES FOR MISSED DUTIES	_____	_____
MEDICAL READY SUPPLY LOCKER	_____	_____
NON-MEDICAL SUPPLY RESTOCKING	_____	_____
O ₂ SYSTEM FAMILIARITY	_____	_____
ICE MACHINE/REPLENISHMENT	_____	_____
UNIT EQUIPMENT CHECK-OFF	_____	_____
EXTERIOR COMPARTMENTS		
LOCATION NUMBERS	_____	_____
CONTENTS	_____	_____

	AIC	DATE
COLD WEATHER OPERATIONS	_____	_____
JUMP BAG		
LOCATION	_____	_____
CONTENTS	_____	_____
RADIO OPERATIONS		
EMS COMMAND CHANNEL	_____	_____
FIRE COMMAND CHANNEL	_____	_____
10-CODES USEAGE	_____	_____
TAC CHANNELS	_____	_____
RUN/REHAB REPORTS		
NUMBER TO CALL FOR TIMES	_____	_____
FILL OUT RUN REPORT (PPCR)	_____	_____
FILL OUT REHAB LOG	_____	_____
LIFE-PAK CHECK-OFF		
PADS AND CABLES	_____	_____
ELECTRODES	_____	_____
CONDUCTIVE GEL	_____	_____
EKG PAPER	_____	_____
SPARE BATTERY	_____	_____
GENERATOR OPERATION		
LIGHTING SET-UP	_____	_____
CORD REEL USE	_____	_____
SCENE SET-UP OF EQUIPMENT	_____	_____
GASOLINE CARD	_____	_____
SIGN-OFF:		
960	_____	
951	_____	

VBFD Emergency Incident Rehabilitation Report

Incident #: _____

Company # _____

Date: _____

NAME	Time IN	Bottles	BP	Pulse	Resp.	Temp.	Skin	Amt of Fluids	Taken By	Complaint/Condition
										Time Out
										Time Out
										Time Out
										Time Out
										Time Out

1. If environmental conditions permit, have members remove protective equipment prior to entering the Rehab area.
2. As soon as possible, take and record Company #, Name, Time In, Pulse, B/P, Respiration's, Temperature, SkinCondition.
3. During rest period, ask and log "How Many Air Bottles have you used?" and also record the amount of Fluid intake.
4. Take vitals every 15 minutes and assist with hydration and nourishment. No one leaves Rehab until vital signs meet guidelines or allowed to by the Rehab Officer. Keep the Rehab Officer advised of any abnormal vital signs or circumstances.
5. Guidelines for abnormal vital signs:
 - a. Pulse above 100 beats per minute;
 - b. Blood pressure greater than 140 (systolic), or greater than 90 (diastolic) after determining a symptomatic problem (Complaints of Chest pains, headaches, blurred vision, nausea, vomiting, etc.);
 - c. Temperature greater than 100.6 degrees F, or less than 97 degrees F.

Appendix B

Driver/Operator: _____
 Attendant: _____

Date: _____
 Fuel Credit Card & Key: YES/NO

Put a check () if the item is present or works, or an (X) if the item is missing or doesn't work. You may put a number if it is more appropriate, example, if there are only 2 flares, simply put a 2.

<p>Mechanical ___ Oil Level ___ Transmission Fluid ___ Tires (CK Pressure/Condition) ___ Fuel Level (Full, 3/4, Half, 1/4) ___ Power Steering & Brake Fluid Levels ___ Lights/Siren</p> <p>Cab Compartment ___ Portable Radio ___ Traffic Vests (2) ___ Log Book ___ ADC/City Map Books ___ Clipboard (PPCR's, REHAB Sheets, Run Reports, Checkoff Sheets) ___ Triage Packet (in glove box) ___ Emergency Response GuideBook (in glove box)</p> <p>Compartment 1 ___ 10 Flares (in Red Canister) ___ 1 Spare O2 Bottle ___ 1 Microwave Oven ___ 3 Coffee Pots ___ 2 Rechargeable Light Box Flashlights with slings ___ 1 REHAB Command Light ___ 1 Tool Box ___ 2 Wheel Chocks ___ 1 Submersible Water Pump</p> <p>Compartment 2 ___ Warn Winch 8000 Lb. & Control Cable ___ Jumper Cable Set ___ 1 Electric Cord Reel & Power Receptacle Box ___ 2 Circle D Lamps ___ 2 Pair Gloves ___ 2 Bolt Cutters ___ Circuit Breaker Panel</p> <p>Compartment 3 ___ # of Tables (4) ___ # of Chairs (6) ___ # Recovery Bags (6) ___ Main O2 Bottle (1200-1800 PSI) ___ BP Kit (4 Adult BP/1 X-Large BP/Stethoscopes sets) ___ Orange Bag with 2 Minilator Sets (7 port & 5 port minilators & 12 Non-Rebreathers) ___ Stokes Basket ___ Thermometer ___ 2 Tarps ___ 1 Length of Rope</p> <p>Compartment 4 ___ 8+ Tubes of Cups ___ 1 Tub of Liquid mixes (Squincher & Hot Chocolate) ___ 1 Tub of Condiments (Coffee/Filters/Sugar/Cream/Sweet & Low/Can Opener/Large spoon/forks & spoons/napkins) ___ 1 Tub of: ___ 2 Granola Bars (May vary) ___ 2 Peanut Butter Crackers (May vary) ___ 2 Variety Cookies (May vary) ___ Fig Newtons (May vary) ___ 1 Box of Cup O'Noodles (Variable to time of year) ___ 1 Propane Gas Bottle for Heater System (Compartment 6) ___ 2 Sections of Garden Hose</p>	<p>Compartment 5 LOWER: ___ 2 10 Gl Water & Ice Coolers ___ 2 5 Gl Ice Coolers ___ 1 3 Gl Water & Ice Cooler ___ 1 2 Gl Water Cooler</p> <p>UPPER: ___ 1 10X10 Fully Enclosed Tent ___ 1 Backboard with 3 straps ___ 2 Boxes of Towels ___ 1 Box Emergency Blankets (25) ___ 1 Box Hospital Blankets</p> <p>Compartment 6 ___ Fan & Heater System ___ 2 Fans (1 with misting capability) ___ 1 Fire Extinguisher ___ Fire Hose to Water hose connections ___ 2 Misting Bottles</p> <p>Compartment 7 ___ IV Box (Box # _____/Exp. Date _____) RSI BAG Y/N ___ Drug Box (Box # _____/Exp. Date _____) ___ AED ___ Life Pack 10 ___ EMS Jump Bag ___ Latex Gloves (Small/Medium/Large/Xlarge) ___ C Collar Assortment Kit ___ 1 CID ___ 1 Set CID Blocks ___ 1 Suction Unit ___ Trauma Bag ___ KED w/head strap ___ 2 Personal Protective Suits ___ Needle Bio-Hazard Box ___ Assortment of Hand/Arm/Leg Splints</p> <p>Compartment 8 ___ Trash Can ___ 4 Circle D Lamps ___ 1 Fire Extinguisher ___ 1 Bag of Electrical Plugs ___ 2 Extension Cords ___ 1 Electrical Cord Reel & Power Receptacle Box ___ 1 Axe ___ 1 4' Pry Bar ___ Assorted Tools</p> <p>Compartment 9 ___ Chain Saw ___ 2 Helmets and Turnout Coat & Pr. Gloves ___ 1 Container of Absorbant</p> <p>Blue Tub: ___ 1 Roll Perimeter Tape ___ Bio-Hazard Bags ___ 1 Box of Trash Bag Liners ___ 1 Bottle of Simple Green ___ 1 Bottle of Bleach Mixture or Germicide Mixture ___ 1 Bx Hand Wipes</p> <p>Return Completed form To 960's mail box.</p>
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