

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: June 10, 2013
Topic: 6. Vehicles, Equipment & Facilities	Replaces: July 1, 2004
Subject: 12. Security of Medication/Vehicles /Equipment/Bases	
Policy No. G.6.12.	Page 1 of 2

PURPOSE

To ensure Paramedics/EMAs adopt a standard approach to the security of vehicles/equipment and bases to minimize risks of theft, vandalism, etc.

APPLICATION

Paramedics, EMAs, Management

PROCEDURE

- 1) Ambulances At Destination/Pick-Up Site
 - a) Upon arrival at the scene or **destination** the driver will engage the anti-theft **(if being parked outside)** and remove the keys from the ignition. The ignition key should be kept in the possession of the driver.
 - b) The ambulance may be left running at the scene. If the crew is to be away from the vehicle for an extended period of time, or if it is out of sight, then utilize the anti-theft and lock all doors to secure the vehicle and equipment.

- 2) Ambulance Base
 - a) When the vehicle is parked outside the ambulance base, the following actions will be taken:
 - i) While outside and not in use the keys will be removed from the vehicle and it will be locked.
 - ii) During colder months, to maintain optimum temperature for equipment and drugs the vehicle can be left running for short periods of time at the Paramedics discretion. Otherwise all temperature sensitive equipment supplies and/or equipment are to be removed and stored in a warm location and a note left on the driver's seat stating what was removed and where it is being stored.
 - b) When the vehicle is parked inside of the ambulance garage it can be left unlocked. If the area is shared with other non EMS personnel, then the vehicle should be left locked with the keys passed from crew to crew or stored in a secure location as identified by management.
 - c) Access to the station and staff quarters for non-staff members is at the discretion of Management.
 - d) Damage to the station, furnishings and office equipment shall be **immediately** reported to Management.
 - i) The individual(s) involved shall replace items damaged by wilful

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negligence within 14 days.

- e) The last Paramedic to leave the station is responsible for ensuring that doors and windows are locked and keys to the ambulances are appropriately stored
- 3) Service Centre
- a) When a vehicle is to remain at a service centre overnight, arrangements will be made to have it kept inside or locked up completely if outside.
 - b) Remove any equipment that may be affected by the cold. (i.e. equipment with "fluid" or batteries - radios, defibrillator)
 - c) Make every possible attempt to have the vehicle stored inside at the garage or the ambulance base.
- 4) Symptom Relief Medication
- a) All symptom relief medication that is part of ambulance's patient care equipment will be secured by:
 - i) Locking the ambulance when it is not in plain view of Paramedics/EMAs.
 - ii) Being carried/use by the ambulance crew.
 - b) All symptom relief medication that is part of a stations inventory is to be secured in a lockable location designated by management.
- 5) The DSB is not responsible for lost or stolen personal property brought to employees work place. This includes but not inclusive to locations such as: DSB property, at scene or destination.

REFERENCE