

# ORGANIZATIONAL MANUAL

Section S  
SAFETY  
Guideline S-6

## Medical Services and First Aid Plan

### I. PURPOSE:

To develop a medical services and first aid plan that will provide for the rapid provision of medical services to District personnel afflicted with a major illness or injury at a fire station or an emergency scene.

### II. DISTRICT POLICY:

Philomath Fire & Rescue will ensure the ready availability of emergency medical services for the treatment of ill and injured personnel. Philomath Fire & Rescue will also provide for the availability of water, shade, and rest to personnel. All personnel will complete an Emergency Contact Information Form at the time they begin training with Philomath Fire & Rescue. This form is to be used to contact an emergency contact for a member of the department in cases where they are unable to speak for themselves due to illness or injury.

### III. OBJECTIVE

- A. To provide guidelines for the administration of first aid and emergency care to members of the department impacted by illness or injury.
- B. To establish practices for the prevention of illness or injury due to increased heat.
- C. To establish guidelines for reporting injury or illness incurred while acting on behalf of the District.

### IV. SCOPE

The scope of these guidelines will extend to all phases of emergency response, emergency scene management, training activities, station maintenance, fire prevention, community service, or any other functions normally associated with District operations.

### V. RESOURCES

All apparatus, as well as each District Station, are equipped with first aid supplies and fresh water in order to protect personnel and provide treatment for various illness or injury.

### VI. EMERGENCY SCENE MANAGEMENT

The incident commander will provide for the provision of preventative measures and emergency medical services to personnel involved in emergency scene functions in the following manner:

- A. Rehabilitation (Rehab):
  - 1. A rehab section will be established as soon as practical to provide first aid, heat-stress relief and to monitor cardiac and respiratory function. The rehab location will be communicated to all emergency personnel by way of radio

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communications.

2. The rehab section will be located in an area outside of any hot, collapse or hazard zone and shall be continually monitored for safety.
3. The rehab section will be staffed by a minimum of two personnel, one of which will be medically licensed.
4. Medical equipment available will be of type and quantity to allow the EMT to operate within her/his scope of practice.
5. When staffing for rehab is unavailable or in instances where the transporting of injured personnel is required, Dispatch will be contacted via communications and Corvallis Fire and Rescue will be requested.

### VII. VEHICLE ACCIDENTS

If a vehicle accident occurs while responding to an emergency scene, during training or while performing duties or functions of Philomath Fire and Rescue, the following procedures will be adhered to:

#### A. Emergency Response

1. Notify Dispatch and advise of situation
  - a. Medical assistance required.
  - b. Alternate response required.
  - c. Law enforcement needed.
  - d. Request duty officer

#### B. Training or other functions

1. Notify Dispatch, if medical assistance required.
2. Notify duty officer.

#### C. Documentation

1. Department of Motor Vehicles paperwork for accident reporting within required timelimits
2. Report completed and turned into Safety Committee for review
3. Worker's Compensation Form 801 will be completed on any injured personnel
4. Incident reports will be completed by all individuals involved in accident.

### VIII. TRAINING ACTIVITIES

A. Medical services will be available during all training activities with the size and scope commensurate with the activity being performed.

1. Low hazard drills will have a first aid station readily available.
2. High hazard drills will follow procedures outlined in section VI - 1, 2, 3 and 4.

### IX. ON AND OFF-SITE NON EMERGENCY DUTIES

A. If personnel are available with qualifications to provide emergency care to injured or ill personnel the following procedure will be followed:

1. Dispatch will be notified of situation and status.
2. Duty officer will be notified.
3. EMT on duty will be notified.

B. If personnel are not available with the qualifications to provide the necessary care the following procedure will be followed:

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1. Dispatch will be notified either by radio or by activation of the 911 system.
2. EMT on duty will be notified.
3. Duty officer will be notified.

### X. EMERGENCY EYEWASH AND SHOWER FACILITIES

- A. Emergency eyewash facilities are available in the restrooms at station 202 and 203.
- B. Emergency eyewash/face wash facilities are available in the shop room at station 201.
- C. Emergency shower facilities are available in stations 201, 202 and 203 restrooms.
- D. Emergency shower facilities off site will be provided via booster lines on engines.