



PRINCE GEORGE FIRE AND EMS


Section: EMS

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Section No: 4.13

Date: January 21, 2021

Title: EMS Cabinet Seals

Authorized By: 

I. Purpose

The purpose of this procedure is to assure EMS equipped vehicles maintain required EMS supplies and maintain a state of readiness for emergency response.

II. Scope

This procedure shall apply to all Prince George Fire & EMS personnel performing equipment inspection and is designed to develop procedures for properly inspecting and replacing EMS equipment and supplies.

III. Responsibility

1. At the start of every shift, all personnel assigned to EMS vehicles are responsible for inspecting and replacing security seals of EMS supply compartments for compliance with this policy and ODEMSA checklist for EMS vehicles.
2. The Company Officer/Attendant-in-Charge is responsible for managing compliance of this procedure.

IV. Procedure

1. All cabinets containing EMS supplies will be security sealed with the provider name and expiration date of the next item to expire in the cabinet and noted on the daily check sheet. In addition, all unsealed items shall be checked to include ALS and BLS jump bags, outside compartments, and items under bench seats.

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| Cabinet 1 | |
|--------------------------------|----------------------------------|
| Cabinet 1 Seal Number and Name | 1234567 J. Smith |
| Cabinet 1 Seal Expiration | 10/31/2019 <input type="radio"/> |

Once the cabinet has been properly inspected, a security seal shall be created for the cabinet and the seal shall be labeled with the following:

- The first initial and last name of the provider checking the cabinet.
- The name and date of the next item to expire in the cabinet.



- If seals are unbroken and the expiration date recorded is within date, it is not required to inspect the cabinet. Although the provider may break the seal for inspection or training purpose if needed.
- All seals shall be removed on the last Monday of each month. Once removed, cabinets will be inventoried, items will be replaced, and each cabinet will be resealed.
- The following items in each EMS vehicle shall be sealed:
 - All inside cabinets with the exception of the cabinet containing the IV supplies.
 - Intubation Kit
 - Out of Box Drug Kit

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- d) Broselow Bag
 - e) Active Assailant Bags
4. Post incident restock
- a) All EMS inventory shall be returned to the proper levels.
 - b) Available inventory should be restocked from the hospital on a 1 to 1 basis.
 - c) Cabinets with broken seals shall be inspected and resealed by the next shift.
 - d) Any deficiencies in inventory levels or expired inventory shall be forwarded to the shift commander in writing.
 - e) Cabinets are to be checked and inventoried based on the approved department checklist.
 - f) If seals are broken at any time and cabinets are found to be missing items or containing expired items, the person or persons who were responsible for sealing the cabinet shall be held accountable through formal counseling.

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