



# Informational Bulletin

## EMS Central Supply

Date: December 14, 2018

Number: 18.029

Effective Date: December 14, 2018

Expiration Date: N/A

Approved By: Darren L. Stevens, Fire Rescue Chief

Effective immediately, the EMS supplies for restocking units have moved and a new restocking procedure is being implemented.

EMS supplies have been moved from the old location in the EMS room to the back hallway of the hospital's emergency room. This was done so that a larger inventory can be maintained that is filled by hospital staff as well as items that will be purchased through the County. Keys for these cabinets have been placed on all of the ambulances as well as the battalion vehicles. These keys shall not to be taken off of the key rings at any point.

By placing the keys on the key rings, the units will have to be shut off to obtain supplies. A desired consequence of this is that units will then comply with the hospital's posted policy of shutting off units when parked at the emergency room entrance.

The department, in conjunction with the VFRA, is moving toward a central supply concept for consumable EMS supplies that will lead to more standardization of EMS equipment and realize the efficiencies of bulk purchasing. We will need to work through the transition, which may take several months, in the most efficient manner so that current inventories on hand are not wasted.

In the near future, more supplies will be added to the restock inventory cabinets that will be linked to Imagetrend. These supplies will be the ones previously purchased and maintained by individual stations. Once the program is fully functioning, these items will be inventoried by county administrative staff to ensure that we maintain a stock in the ER cabinet. It is imperative that the EMS provider accurately record the procedure in the EMS report so that this action can take place. Failure to complete this will impede the restocking effort and increase the risk that critical supplies may not be available when needed by the provider.

Staff is currently working through finalizing the details of the central supply efforts. Once approved by all affected agencies, details of the program will be announced in a separate bulletin.

Finally, the medication cabinet has not been moved but a key lock was placed on the cabinet door. This combination is the same as the old EMS cabinet lock. Please make sure that that door stays locked and the key is replaced when the cabinet is not in use.

Questions regarding this bulletin should be directed to Battalion Chief R.J. Arft.