



SPECIAL ORDER



Series	Number	Originating Bureau	Effective Date	Expiration Date
2004	01	Operations	1/06/04	N/A

Subject **EMS Equipment Tracking and Accountability**

1. Personnel must ensure that all durable Emergency Medical Services (EMS) hardware (i.e. backboards, straps, MAST Trousers, orthopedic stretchers, etc) is properly marked.
2. If durable EMS hardware is found on a given unit, and does not belong to that unit, personnel are urged to send it back to whichever unit/station it belongs to.
3. Newly-procured hardware must not be placed in service until they are properly marked, "Howard Co. Fire", as well as the unit number that the equipment is assigned to. (Example: Howard Co. Fire P-95)
4. In the event that durable EMS hardware is used during patient care, and said equipment is subsequently left at a receiving facility/hospital, personnel are to keep track of this transaction, and every attempt should be made to retrieve the equipment in a timely manner.
5. If you are at an out-of-county hospital and notice Howard County equipment in storage, you are to retrieve all, or as much of the equipment as possible, whether or not it belongs to your respective station. If you cannot get any or some of the equipment back to the proper station, contact the on-duty MDO to make arrangements to retrieve the equipment.
6. While at a receiving facility, if it is discovered that any non-Howard County Department of Fire & Rescue Services personnel are taking equipment that belongs to Howard County, obtain the vital information as to who's taking the equipment (date, time, jurisdiction, and unit designation), and contact the on-duty MDO immediately.

Joseph A. Herr
Fire Chief