



Rogers Fire Department Standard Operating Procedures

Policy Title:	Satellite Medical Supply Station		
Policy Number:	160	Volume:	Administration
Approved By:	Tom Jenkins	Last Updated:	July 2020
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PURPOSE

The purpose of this policy is to provide a process for the usage, upkeep, maintenance, and inventory procedures for the Satellite Medical Supply Station (SMSS) currently located at Station 5.

POLICY

The SMSS at Station 5 shall be part of a weekly schedule to clean the room and inventory area as needed. All personnel utilizing the SMSS shall ensure the room is kept neat, orderly, and in a state of readiness. Inventory of the EMS supplies and equipment shall be completed each Tuesday and Friday by the on duty crew, specifically, the Captain on-duty and submitted through the current tracking or reporting system to the Captain-EMS.

The medical-grade oxygen cascade system shall be maintained with each bottle clearly labeled with the current pressure easily readable. Bottle #1 must be removed from the cascade system when the pressure drops below 500 psi. When bottle #4 drops below 1500 psi, a new bottle must be added to the cascade system and bottle #1 removed. All Oxygen bottles must remain in a secure area. Each and every bottle that is not currently in use within the cascade system must be labeled with a supplied tag of its "Full" or "Empty" status. This shall include all available size of bottles.

The interior and exterior entry doors to the supply must remain closed and locked at all times when not in use.