



Drexel University  
Emergency Medical Services

Standard Operating Procedures



# Drexel University Emergency Medical Services Standard Operating Procedures



## Mission Statement and Vision

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 4/12/11  
**Amended Date:** 10/4/11

### I. Mission Statement

- a. The mission of Drexel University Emergency Medical Services is to provide the students, faculty, staff and guests of Drexel University with emergency medical services in accordance with the state of Pennsylvania and the City of Philadelphia. Drexel students who are state certified emergency medical technicians will provide all care at the basic life support level.

### II. Vision

- a. To provide professional, timely and high-quality patient centered care to the students, faculty, staff and guests of Drexel University's Main Campus.



# Drexel University Emergency Medical Services Standard Operating Procedures



## Membership

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 4/12/11  
**Amended Date:**

- I. Members are defined as current Drexel students who have been accepted by the general membership and meet the membership requirements as defined in these Standard Operating Procedures.



# Drexel University Emergency Medical Services Standard Operating Procedures



## Code of Conduct

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 4/12/11  
**Amended Date:**

I. Members are expected act to in a professional manner on and off duty. Any member that violates the Standard Operating Procedures is subject to disciplinary action. Any member that represents the organization in a negative manner on or off duty will also be subject to disciplinary action.

### II. Harassment

- a. Drexel EMS follows a strict no harassment policy. Drexel EMS follows Drexel University's policy on harassment. Any member who violates this policy will be subject to strict disciplinary action.

### III. Alcohol

- a. While on duty, the consumption of alcohol is prohibited. Members are prohibited from being under the influence of alcohol while on duty and from consuming alcohol for at least 12 hours before any shift begins.

### IV. Controlled Substances

- a. Members who are taking prescription or over-the-counter medication should seek information about potential side effects that impair judgment or motor skills from their healthcare provider. Members should also consult with the medical director about their medication and effects it may have on their ability as an EMS provider. The medical director will make a decision on the member's ability to be on duty.

### V. Disciplinary Policy

- a. Severity of discipline is at the Chief or Captain's discretion. If an officer feels that a member has conducted him or herself inappropriately, they have the right to discipline such member accordingly after consultation with the Chief or Captain. Similarly, if a non-officer feels that a member has acted inappropriately, they are to report it to the officer in charge, and further action will be taken if needed.

### VI. Suspension

- a. Members who are under suspension are prohibited from entering or using Drexel EMS property, and must forfeit their duty time during such period. Duty time lost during suspension will not be taken into account when active member status is under review.

(i.e if a member has ten hours of duty time and needs twelve for active status, the two hours lost during suspension will not be recognized.) It is the responsibility of the member to make up for duty time lost during suspension.



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**Membership Meetings**

**Approved by:  
Chief, Drexel EMS  
Director, Fire and Life Safety  
Medical Director**

**Effective Date: 4/12/11**

**Amended Date:**

**I. General Membership**

- a. General membership meetings will be held at the discretion of the Chief or Captain at least twice per month.

**II. Officers Meetings**

- a. Officers meetings will be held at the discretion of the Chief or Captain at least twice per month

**III. Administration Meetings**

- a. Administration meetings will be held by the request of the administrator with the officers.

**IV. Medical Administration Meetings**

- a. Medical administration meetings will be held at the request of the Medical Director with the officers.



# Drexel University Emergency Medical Services Standard Operating Procedures



## Certification and Identification

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 4/12/11  
**Amended Date:**

- I. All members will be required to carry a government issued ID (Drivers license or photo identification), their DragonCard, Pennsylvania EMT Card and current CPR card while on duty.
- II. Absolutely no badges are to be worn while on duty.



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**Weapons and Explosives**

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 4/12/11  
**Amended Date:**

- I. Members are under no circumstances to allowed carry weapons or explosives while on duty. Small utility knives are considered uniform and are acceptable to carry while on duty.



# Drexel University Emergency Medical Services Standard Operating Procedures



## Duty Requirements

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 4/12/11

**Amended Date:**

### I. Shifts

- a. Shifts will run from 7:00pm to 7:00am. Members on duty are expected to reply to all calls as dispatched for the *entirety* of the shift.
- b. Members are expected to arrive at least fifteen (15) minutes prior to their shift to inspect their equipment, and at least thirty (30) minutes prior if a new member on probation.
- c. At the beginning of each shift, members are to sign on radio with dispatch. Crew supervisor is to submit official shift assignment to dispatch via email (dispatch@drexel.edu) at least fifteen (15) minutes prior to shift. Crew is to also call dispatch upon signing off at the end of the shift.

### II. Crew Composition

- a. Crews will be comprised of at least one EMT and one First Responder with a maximum crew of three (3) members of various compositions. A Primary Crew Chief will also accompany the crew. In the absence of a qualified crew chief, the most senior EMT will be the crew chief and will maintain this standing unless a supervisor is on scene.
- b. An exception for a crew of four (4) may be made by the Chief or Captain on orientation shifts of new members.

### III. Primary Crew Chief

- a. The position of primary crew chief will be given to those who meet these minimum requirements:
  - i. At least 120 hours of shift time
  - ii. Minimum of 10 calls ran successfully
  - iii. Passing grade of 90% on Primary written exam
  - iv. Approval from the Chief or Captain
- b. Once the Chief or Captain gives final approval for Primary Crew Chief status, that person will be the supervising EMT on his or her shift. This person is responsible for ensuring the safe operation and care of the crew and patients while on duty. This person will also be the point of contact for all outside personnel in the absence of a supervisor.

#### IV. Supervisor

- a. Supervisors will be officers who are on duty for each shift. Supervisors only respond to calls deemed necessary by initial dispatch, by request of the crew chief or by his or her own choice.
- b. The supervisor of a given shift will be the Chief, Captain, Lieutenant, or other interim designee. The supervisor, at any given point when acting in good faith or for the well being of the crew or patient, may choose to alter or deviate from these standard operating procedures. At no point may the supervisor or any crewmember deviate from, or alter the BLS protocols as set forth by the State of Pennsylvania.
- c. Supervisors shall be called to scene in the event of the following:
  - i. Large-scale incident. (More than 4 patients)
  - ii. When the Department of Public Safety EOC is activated.
  - iii. An incident that involves the media or public release of information, including student news groups.
  - iv. There is a call volume that cannot be handled by the current crew.



## Drexel University Emergency Medical Services Standard Operating Procedures



### Member Status

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 4/12/11  
**Amended Date:**

I. Member status shall be reviewed on a term basis.

#### II. **Active**

- a. A member is considered an active member if he or she meets the following requirements:
  - i. Minimum of 24 hours of shift time per month
  - ii. Minimum of 2 special events per term\*
  - iii. Minimum attendance of 50% of all general membership meetings and trainings\*\*
- b. Active status entitles member to all the rights and privileges to a Drexel EMS member including free training and ConEd.

#### III. **Inactive**

- a. A member is considered inactive if he or she does not meet the minimum requirements of an active member.
- b. Such member will not be permitted to participate in organization sponsored ConEd, or free training.

#### IV. **Probationary**

- a. Any member who is not an EMT or has not yet completed the requirements of new member orientation but meets the active requirements.
- b. These members are permitted to hold positions.

\*This requirement is lifted if no more than two events occur in a term.

\*\*Exemption from meetings is permitted if a member has class during the scheduled time. In such a case, the meeting requirement will not count against them when considering active status



## Drexel University Emergency Medical Services Standard Operating Procedures



### Supplies and Equipment

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 4/12/11  
**Amended Date:** 10/5/11

- I. Equipment bags are to be checked at the beginning of each shift to ensure they are properly stocked. Any missing supplies should be replaced. Truck check paperwork is to be filed in office safe upon completion at the start of each shift.
- II. AEDs are to be checked monthly, along with any other electronic equipment. Supplies with expiration dates shall be checked on a monthly basis as well.
- III. Any broken or malfunctioning equipment (bikes, helmets, bags, oxygen bottles, or radios) should be documented and forwarded to the equipment lieutenant upon its discovery. The on-duty supervisor should be made aware of any malfunctioning or broken equipment as it is discovered.
- IV. Maintenance on the Drexel EMS vehicle will be conducted by the Department of Public Safety. Any issues, problems, or damage to the vehicle shall be reported to the Chief and on-duty supervisor immediately. It will be the Chief's responsibility to report such issue to the DPS.



## Drexel University Emergency Medical Services Standard Operating Procedures



### Radio Operations and Communication

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 10/4/11  
**Amended Date:**

- I. All operations within Drexel University will be conducted on the Drexel DPS radio system. This system is a recorded and monitored. Day to day operations shall be conducted on one of the repeated radio channels.
- II. Drexel DPS radio channels:
  - a. Police 1- monitored, recorded, and repeated
  - b. Police 2- monitored, recorded, and repeated
  - c. Public safety 1- talk around channel, not repeated or recorded
- III. Day to day operations will be conducted on Police 1 or Police 2. The Public Safety channels will only be used for special events or local talk around. These channels are not monitored or repeated and should not be used for responding to emergencies.
- IV. The responding duty crew is responsible for communicating with the dispatcher via radio to ensure the safety of the crew and that the crew is responding. The crew is expected to communicate, with acknowledgement from the dispatcher, when responding, on location with patient contact, upon the arrival of the PFD Medic Unit, and when the crew is clear of the call and available to take another.
- V. The emergency button on all radios is to only be used in the event of a true emergency. Use of this button in a non-emergent situation is grounds for disciplinary action.



## Drexel University Emergency Medical Services Standard Operating Procedures



### Dispatch

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 4/12/11

**Amended Date:**

- I. All calls will be dispatched through the Department of Public Safety dispatch center. Dispatch will initiate the 911 system while alerting Drexel EMS with the same information. Dispatch will add any other pertinent information to the message to the crew.
- II. If members are alerted to a call by any other means than from Public Safety dispatch, members will report the incident to the dispatch center via radio.
- III. Calls occurring near shift change will be answered by the entire crew assigned to the shift at the time of the call.



## Drexel University Emergency Medical Services Standard Operating Procedures



### Response

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 10/3/11  
**Amended Date:** 2/22/12

- I. All dispatched calls will be responded to within two (2) minutes. If the crew is unable to respond, dispatch should be notified immediately of the situation. If a member of the crew is unable to respond, the supervisor must be notified, if not already aware. If the crew still meets the minimum staffing requirements as set fourth by the State of Pennsylvania, they will respond to the incident.
- II. The crew is to take the most direct and safe route when responding to a call. In the event of an incident involving an unsafe scene, the crew is to stage at a safe distance from the incident until police deem the scene secure for EMS entry. Dispatch shall be notified that the crew is staging and waiting for police to secure the scene. Examples of these incidents include, but are not limited to: shootings, stabbings, assaults, behavioral or psychiatric emergencies.
- III. In the event of a second or dual dispatch, the crew chief may choose to divert the response to the incident of higher priority. If incidents are deemed equal in priority, the crew will respond to the first dispatched incident. The crew will advise dispatch to have a PFD medic unit dispatched to the second incident. Members are to follow Pennsylvania BLS Protocols, section 112, policy on cancellations.
- IV. The Philadelphia Fire Department will be the transporting agency for all medical emergencies on campus. In the event that any other agency is contracted as medical standby for an event, this agency may transport patients from campus. This may only be done when:
  - a. The contract ambulance is already on location for the event.
  - b. There is a Drexel EMS provider(s) at the event to maintain the medical coverage.



## Drexel University Emergency Medical Services Standard Operating Procedures



### Off Campus Response

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 10/4/11  
**Amended Date:**

- I. In the event that the crew is dispatched to an off campus response, the crew will only respond if the call meets one of the following criteria:
  - a. The call was received via phone to either the EMS Chief, the EMS supervisor, or Drexel DPS Dispatch center
  - b. There is confirmed Drexel Police presence, and they have verified the need for expedient medical care
  - c. It is to provide immediate care to any police officer, firefighter, or EMS worker that would otherwise suffer a negative outcome if Drexel EMS assistance was not provided.
  
- II. All off campus responses will be within a reasonable distance, unless dispatched via PFD radio. If notified by any other form, the crew will call the on-duty supervisor to seek approval for the response. The off campus response must be in conjunction with a PFD medic unit. Under no circumstances will a crew respond to an off campus incident without a PFD medic unit already notified.
  
- III. When responding to a Philadelphia Fire or Police Department incident, the crew will follow all operating procedures as set forth by those agencies as it pertains to emergency medical services. The crew is to report to, and take orders from, the incident commander, or other designee.
  
- IV. All responses, regardless of location, will be guided by all applicable sections of the Pennsylvania BLS protocols.



## Drexel University Emergency Medical Services Standard Operating Procedures



### Accidents

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 10/3/11  
**Amended Date:**

- I. In the event that the crew is involved in an accident while responding to an incident, dispatch must be notified immediately, and the response must be cancelled. A police response shall be requested in addition to any other resourced needed (EMS, tow, etc). The chief and the on-duty supervisor must also be notified immediately. An accident investigation report must be obtained for any incident involving the vehicle.
  
- II. In the event that the crew is involved in an accident while on general duty, dispatch shall be notified immediately, along with the chief and on-duty supervisor. Police must also be requested to the scene. An accident investigation report must also be obtained for any incident involving the vehicle.
  
- III. On all accidents, dispatch is to be notified when the unit is out of, and back in service. The crew will also follow the University's procedure on handling accidents.
  
- IV. Any injury sustained by a Drexel EMS member shall be immediately reported to the chief and on-duty supervisor, in addition to any other resource needed (police, EMS, etc). The proper paperwork must also be filed.



# Drexel University Emergency Medical Services Standard Operating Procedures



## Scene Safety

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 4/12/11  
**Amended Date:** 10/3/11

- I. Drexel EMS may be called to an unsafe scene without advanced notice in the dispatch. Should any member deem the scene to be unsafe, the crew will wait until the scene is deemed safe by the appropriate authority (Police, PECO, SEPTA, etc.) to render care to the patient. This policy is also defined in the response section of this document.



# Drexel University Emergency Medical Services Standard Operating Procedures



## Treatment

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 4/12/11  
**Amended Date:** 10/3/11

### I. Scope of Practice

- a. All EMTs will act in accordance with the Pennsylvania Statewide Basic Life Support Protocols issued by the Pennsylvania Department of Health, Bureau of Emergency Medical Services. These protocols are to be followed to the capabilities of Drexel EMS.

### II. Consent

- a. Any and all patients must consent to treatment before any member may even attempt to provide care for the patient, at the risk of legal action. Expressed consent can be given by treatment. Implied consent is a legal determination that someone who is unconscious, those of 18 years of age, who are not impaired, and verbalize that they wish to receive impaired by drugs or alcohol, or otherwise unable to verbalize their wishes when a life-threat exists. Any intervention taken by the crew should be fully explained to the patient including risks and benefits.
- b. Any patient who is legally unable to make decisions about their medical care (children and mentally ill) needs to have consent from a parent or legal guardian. The absence of such an individual implies consent for life-threatening conditions.
- c. Those who are in the custody of law enforcement may be treated at the discretion of the officer.

### III. Refusal of Care

- a. Patient refusals are to be honored when made by those of a sound mind and legal age. Patients who refuse care should be informed of the possible consequences of their decision. If at any time they choose to receive care they must express consent. Those who refuse care will be asked to sign a refusal form releasing Drexel EMS from care. The refusal form is to be signed by the patient, crewmember and a witness.

### IV. Patient Care Report

- a. Patient Care Reports are to be completed for each patient who receives treatment from any member of Drexel EMS. Reports are to be completed before the end of the assigned shift on emsCharts. Completed reports are to be printed and placed in the drop box at EMS HQ.
- b. If charts cannot be completed before the end of shift, the chief or captain must be contacted for an extension. Regardless of any extensions, reports **must** be completed within 24 hours of the call, per PA state regulation.

## **V. Incident Report**

- a. The Drexel Police will handle all incident reporting. Under no circumstances will a Drexel EMS member complete any DPS incident report.

## **VI. Transfer of Care**

- a. Transfer of patient care occurs when a higher level provider arrives and assumes care either via engine or ambulance, or when a PDF Medic Unit arrives on scene. Patient information is to be given to the provider assuming care, preferably by verbal and written report, dependent on the patient's condition. Drexel EMS may be asked to assist with patient care even after an official transfer of care has occurred and should comply with this request.

## **VII. Patient Transport**

- a. Patients requiring transport to a hospital will be transported by a Philadelphia Fire Department Medic Unit. The crew should verify that the ambulance has been requested with the dispatcher.



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**Athletic Stand-bys**

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 4/12/11  
**Amended Date:**

- I. Any patient who is a participant in an athletic event, who receives treatment, must be evaluated by a PFD Medic, athletic trainer, current team physician, or designee. Participants can be: registered runners in a race, members of a sports team or competitors in any event of athletic ability.



**Drexel University  
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**HIPAA**

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 4/12/11  
**Amended Date:**

- I. All members of Drexel EMS are expected to comply with the Health Insurance Portability and Accountability Act of 1996. The act states that healthcare providers are only to disclose information to other providers who are directly involved in patient care. Patients' Protected Health Information includes any individually identifiable information and information which could reasonably be expected to be used for identification. All Patient Care Reports are considered medical documentation and fall under Protected Health Information, and should not be discussed with anyone one other than the responding crewmembers.



# Drexel University Emergency Medical Services Standard Operating Procedures



## Infection Control

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 4/12/11  
**Amended Date:** 2/19/12

- I. Each member of Drexel EMS should be certified in basic infection control technique. Universal Precautions should be utilized with every patient who has the potential of exposing a responder to body fluids or diseases. All body substance isolation methods shall be adhered to at all times whether on a medical emergency call or a stand-by scene. The Chief shall oversee all matters including, but not limited to, accidental needle sticks, contact with fluids or substances at an emergency scene. All members shall complete appropriate annual blood borne pathogens training as stipulated by the Pennsylvania Department of Health and/or Philadelphia regional EMS Council.
- II. Any biologically hazardous substance disposal should be done into a red colored biohazard bag while on scene or away from the station. This bag's contents should be secured and deposited in the nearest biohazard disposal container as soon as possible and before taking another call.

**Biohazard container locations:**

Building 52: Directly across from the EMS office door  
3219 Arch Street: Next to the Sergeant's desk  
Drexel Armory: Front office

- III. Any exposure incident will be reported immediately to the Chief via telephone, and handled accordingly.



# Drexel University Emergency Medical Services Standard Operating Procedures



## Officers and Administration

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**  
**Medical Director**

**Effective Date:** 10/13/11  
**Amended Date:**

I. Drexel EMS will be composed of two tiers, leadership and membership. The leadership will include the Administrator, Medical Director, Officers, and supporting staff. The officers will come from the membership, which includes all student EMTs. All members will be responsible for reporting to the EMS Chief who will report directly to the Administrator and Medical Director.

### II. Chief

- a. The chief is responsible for the continuous day-to-day operations of Drexel EMS. The chief reports directly to the Administrator of all operational matters and to the Medical Director for all medical matters. All officers will report to the chief, who is responsible for ensuring the concerns and issues raised by other officers and members are resolved in a timely manner.
- b. The rank of chief will be given to the person who holds the rank of captain at the time of the current chiefs graduation or termination of service.
- c. Requirements Include:
  - i. Minimum of 1 year active membership with Drexel EMS
  - ii. Minimum of 6 months holding officers position

### III. Captain

- a. The captain will be the officer in charge of operations from a personnel standpoint. The captain will also be the officer charged with being the contact point for the organization, maintaining relationships and sharing approved documents. Additionally, the captain will be the public information officer in the absence of the chief, giving reports to the media and to the university-when necessary.
- b. The new captain will be chosen by the current chief and captain. When the current chief steps down from office, the current captain shall move to the rank of chief, and the chosen captain shall move into the rank of current captain. This will occur at the end of the spring term, or when the current chief is no longer a student of Drexel University

### IV. Lieutenants

- a. Drexel EMS lieutenants will be responsible for duties chosen by the chief and captain. They will all be equal in rank to one another- as shown in the organizational ladder. Lieutenants will be responsible for the day-to-day operations in the absence of the chief or captain. They shall also serve as the public information officer in the absence of the chief of captain.

- b. Lieutenants will be chosen each year by the chief and captain. The number of lieutenants will be varied each year based on the operational needs of the organization.

#### **V. Administrator**

- a. Drexel EMS will be run as a division of the Department of Public Safety. As such, administration would be through the acting Director of Fire & Life Safety, who would become the administrator of Drexel EMS. The Drexel EMS Chief and the Captain in his/her absence will report to the director and all documents and reports would ultimately be filed with the Administrator.

#### **VI. Medical Director**

- a. Medical direction shall be provided by an Emergency Department Physician from Hahnemann University Hospital. The medical director is responsible for overseeing the medical operations of Drexel EMS. The medical director will also be responsible for giving standing medical orders, which will be incorporated into the medical protocols of Drexel EMS.

#### **VII. Treasurer**

- a. The Treasurer will be tasked with financial matters for the organization. These include maintaining the budget, developing the next year's budget and placing orders for supplies and equipment. The treasurer will also be responsible for relations with the SAFAC advisor.
- b. The position of Treasurer shall be reelected at least once per year.

#### **VIII. Other Roles**

- a. The chief and captain may decide that more supporting roles are needed to fulfill the needs of the organization. These positions may be added or deleted as they see fit. They will be elected at least once per year.



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**Coverage Area**

**Approved by:  
Chief, Drexel EMS  
Director, Fire and Life Safety  
Medical Director**

**Effective Date: 10/13/11  
Amended Date:**

- I. The Drexel EMS coverage area is bounded by the same area in which Drexel Police patrol
  - a. 30<sup>th</sup> to 36<sup>th</sup> Streets
  - b. Chestnut to Spring Garden Streets
  - c. Vidas Athletic Fields
  
- II. Any scheduled event occurring outside the normal coverage area must be approved by the Chief or Captain.



## Drexel University Emergency Medical Services Standard Operating Procedures



### Intoxicated Persons Under 21 Years of Age

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**

**Effective Date:** 2/19/2015  
**Amended Date:**

- I. Persons under the age of 21 who are presumed to be intoxicated, but do not wish to be transported to the hospital:
  - a. It is the responsibility of the primary/most senior crew member to make the decision as to whether the person is deemed to be clinically intoxicated.
    - i. Common signs of intoxication include, but are not limited to:
      1. Bloodshot, glassy, or watery eyes
      2. Flushed face
      3. Blank stare or dazed look
      4. "Thick" or slurred speech
      5. Urinary or fecal incontinence
      6. Making repetitive or irrational statements
      7. Aggressive or belligerent attitude
      8. Unsteady gait
      9. Change in mental status
      10. Smell of alcohol emanating from the patient
      11. Persistent vomiting
    - ii. As a point of reiteration, the above signs/symptoms ARE NOT INCLUSIVE. Ultimately the decision rests on the primary crew member as to whether the person is deemed clinically intoxicated.
  - b. If the person is deemed intoxicated by the crew but does not wish to be transported to the hospital, the Philadelphia Fire Department is to be dispatched.
  - c. Regardless of if the patient wants transported or to sign a refusal, a verbal report will be given to the crew of the responding Philadelphia Medic unit.
  - d. If the crew of the Philadelphia Medic unit chooses to have the patient sign a refusal of care/transportation form, it is still to be documented as a transfer of care to that Medic Unit.
  - e. The responding Philadelphia Medic Unit is responsible for obtaining the refusal.



## Drexel University Emergency Medical Services Standard Operating Procedures



### Qualified Drivers

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**

**Effective Date:** 2/19/2015  
**Amended Date:**

#### I. Qualified Drivers

- a. Only members deemed as qualified drivers shall operate any Drexel EMS vehicle at any time unless being tested or training to become a qualified driver.
  - i. Requirements:
    1. Must meet all requirements outlined in PA code 1023.22 EMS vehicle operator
    2. Must be deemed an active member not on any probation within the organization
    3. Hold a valid license in the United States for at least two (2) years
    4. Pass the Drexel University public safety driver's license check
    5. Pass an EMSVO driver training course
    6. Pass a final check ride with one of the current line officers for competency and
    7. Ability outside any driving training class
      - a. This consists of the trainee (driver's seat) and the line officer (passenger seat) in the vehicle.
      - b. The officer will test the candidate's knowledge of basic inspection and maintenance of the vehicle as well as road rules for emergency response vehicles.
      - c. The candidate will be asked to 'mock' respond to 3 locations within the response zone in a timely and safe manner.
    8. Signed off by current chief and captain
  - ii. Qualified driver status can be revoked at any time if any one of the above requirements are not met OR if the officers come to a consensus that it is not safe for a member to be a qualified driver
  - iii. Failure to comply with these standards will include remediation and/or penalties deemed necessary by the chief, the university, and department of public safety



## Drexel University Emergency Medical Services Standard Operating Procedures



### Radio Operations and Communications

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**

**Effective Date:** 2/19/2015  
**Amended Date:**

- I. All operations within Drexel University will be conducted on the Drexel DPS radio system. This system is a recorded and monitored. Day to day operations shall be conducted on one of the repeated radio channels.
- II. Drexel DPS radio channels:
  - a. Police 1- monitored, recorded, and repeated
  - b. Police 2- monitored, recorded, and repeated
  - c. Public safety 1- talk around channel, not repeated or recorded
- III. Day to day operations will be conducted on Police 1 or Police 2. The Public Safety channels will only be used for special events or local talk around. These channels are not monitored or repeated and should not be used for responding to emergencies.
- IV. The responding duty crew is responsible for communicating with the dispatcher via radio to ensure the safety of the crew and that the crew is responding. The crew is expected to communicate, with acknowledgement from the dispatcher, when responding, on location with patient contact, upon the arrival of the PFD Medic Unit, and when the crew is clear of the call and available to take another.
- V. The emergency button on all radios is to only be used in the event of a true emergency. Use of this button at any time will require a special report, whether it be intentional or accidental.
- VI. The crew may not go 'off-radio' if any of the following apply
  - a. The shift is slated to run 6 hours or less
  - b. Between the hours of 7am and 12am



## Drexel University Emergency Medical Services Standard Operating Procedures



### Member Status

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**

**Effective Date:** 2/19/2015  
**Amended Date:**

I. Member status shall be reviewed on a term basis.

#### II. Active

- a. A member is considered an active member if he or she meets the following requirements:
  - i. Minimum of 24 hours of shift time per month
  - ii. Minimum of 2 special events per term\*<sup>1</sup>
  - iii. Minimum attendance of 50% of all general membership meetings and trainings\*\*<sup>2</sup>
- b. Active status entitles member to all the rights and privileges to a Drexel EMS member including free training and ConEd.
- c. Within one (1) year of membership every member must be qualified as an EMT in the state of Pennsylvania OR enrolled in an EMT course for Pennsylvania
  - i. Members can also be applying for reciprocity or in a NREMT class within 1 year and that would acceptable for this requirement.
  - ii. Exceptions to this rule will be made on a case by case basis with the majority of the officers agreeing on the decision

#### III. Inactive

- a. A member is considered inactive if he or she does not meet the minimum requirements of an active member.
- b. Such member will not be permitted to participate in organization sponsored ConEd, or free training.

#### IV. Probationary

- a. Any member who is not an EMT or has not yet completed the requirements of new member orientation but meets the active requirements.
- b. These members are permitted to hold positions.

<sup>1</sup> This requirement is lifted if no more than two events occur in a term.

<sup>2</sup> Exemption from meetings is permitted if a member has class during the scheduled time. In such a case, the meeting requirement will not count against them when considering active status

## V. Advancement Requirements

- a. Probationary Member (Level 1)
  - i. ICS 100  
<https://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.b>
  - ii. ICS 700  
<https://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a>
  - iii. Hazmat Awareness  
[http://www.saferesponse.com/online\\_courses/hazardous-materials-responseawareness-level/details](http://www.saferesponse.com/online_courses/hazardous-materials-responseawareness-level/details)
  - iv. Bloodborne Pathogen  
[http://www.saferesponse.com/online\\_courses/bloodborne-pathogens/details](http://www.saferesponse.com/online_courses/bloodborne-pathogens/details)
- b. EMT (level 2)
  - i. ICS 200  
<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-200.b>
  - ii. ICS 800  
<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-800.b>
- c. Primary (level 3)
  - i. Successful completion of onboarding program



# Drexel University Emergency Medical Services Standard Operating Procedures



## Vehicle Operations

**Approved by:**  
**Chief, Drexel EMS**  
**Director, Fire and Life Safety**

**Effective Date:** 2/19/2015  
**Amended Date:**

- I. When the vehicle leaves the confines of the parking lot it must be fully stocked with all the BLS QRS required equipment and have at least 1 EMT
  
- II. At no time will the vehicle be used for personal use or uses other than responding to calls, routine shift travel and regular required maintenance. Any other use must be approved by the current chief and captain before it is used in any other manner.
  - a. If the chief or captain are unavailable then the fire and life safety director must be contacted.