

Huntington Community First Aid Squad



Standard Operating Procedures

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Article I - Chain of Command
(Refer to By-Laws for exact description of duties)

Section 1 - Chief:

1. The Squad Chief shall be the senior Operational Officer and all other operational Squad members are subordinate.
2. The Chief shall have the power to temporarily suspend, at any time, any officers or members who do not perform their duties. Charges must be made in writing and filed with the Secretary in accordance with Article III, Section 7 of the By-Laws.
3. The Squad Chief shall attend all meetings of the corporation and the Board of Directors. The Chief shall report to the Board any repairs or requests for additional equipment or supplies as governed by the Purchase Policy. The Chief shall report to the Board of Directors on personnel, vehicles and equipment at regularly scheduled Board meetings, and on equipment and supplies for the ensuing year's budget at the annual Budget meeting of the Board of Directors.
4. The Chief shall be a member "ex-officio" with the right to vote on all committees dealing specifically with the duties of his office.
5. The Chief shall hold a valid EMT card or equivalent and shall maintain this qualification throughout his term.
6. The Chief may issue "Chief's Orders" when a situation arises that requires immediate clarification, addition or alteration of a policy. These orders are intended to be temporary until the Standard Operating Procedures (SOP) or By-laws, whichever is applicable, can be changed through their appropriate method. Chief's orders will remain in force for four (4) months or until the end of the Chief's current term in office, whichever comes first. Chief's Orders are not renewable. A newly elected Chief may order a similar Chief's Order which can remain in effect for four (4) months. Following the issuance of the order the Chief or a person designated by the Chief must complete the appropriate SOP or By-law change. A Chief's order cannot supersede a By-Law or SOP.

Section 2 - First Deputy Chief:

1. The First Deputy Chief is the second Operational Officer in the Chain of Command. The First Deputy shall be prepared to assume the responsibilities of the Chief.
2. The First Deputy Chief is in charge of personnel, Company 8, finger read record adjustments and Driver Training.
3. The First Deputy Chief shall report to the Squad Chief all infractions or violations of the By-Laws.
4. In the event any Day Captain position is unfilled, the First Deputy Chief shall assume responsibility for the day.

Section 3 - Second Deputy Chief:

1. The Second Deputy Chief is the third Operational Officer in the Chain of Command. The Second Deputy shall be prepared to assume the responsibilities of the First Deputy.
2. The Second Deputy Chief is in charge of the Training Committee and responsible for arranging and securing the proper first-aid training and monthly review training for members.

Section 4 - Third Deputy Chief:

1. The Third Deputy Chief is the fourth Operational Officer in the Chain of Command.
2. The Third Deputy Chief shall be responsible for vehicle and to see that all first-aid equipment is operative and available. The Second Deputy shall oversee the First-Aid Supply Committees to ensure the proper ordering and receipt of first-aid equipment and supplies in accordance with the Purchase Policy.

Section 5 - Chief Dispatcher:

1. The Chief Dispatcher is responsible for all Dispatchers and clerical personnel.
2. The Chief Dispatcher is responsible for all communications equipment (except advanced life support equipment) and its weekly inspection.
3. The Chief Dispatcher is responsible for maintaining the red logbook, and the computerized FCC radio log.
4. The Chief Dispatcher is responsible for updating the phone directory, computer street directories, ambulance street locator and all maps.
5. The Chief Dispatcher is responsible for dispatch training and shall oversee the Dispatch Training Committee.
6. The Chief Dispatcher is responsible for the adequate supply of all printed forms and clerical supplies, and for office machinery maintenance.
7. The Chief Dispatcher is not a line officer.

Section 6 - Day Captain:

1. In the absence of the Chief Officers, the Day Captains are the senior Operational Officers for their day.
2. Day Captains are responsible for providing weekly duty rosters for their day. Completed Duty Tour Schedule must be posted 48 hours in advance. Day Captains shall inspect quarters upon their arrival and see to it that only qualified and authorized personnel use the equipment. They shall ascertain that the vehicles and equipment are properly functioning at Headquarters and on emergency calls.
3. Day Captains shall make sure that run reports are filled out accurately and legibly and are to check them on a weekly basis.
4. Day Captains are responsible for the timely advancement of all members assigned to their day.

5. Day Captains are responsible for obtaining coverage by another officer in the event they are unavailable on their day, or any portion thereof.
6. Day Captains shall be responsible for personnel being properly trained, in uniform and present no later than ten minutes before their tour of duty (unless previous arrangements have been made with the Day Captain).
7. Any problems or questions raised by crew must go through the Day Captain to the appropriate Chief Officer. In the event of the unavailability of the Captain of the day, any other Day Captain may be contacted.

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Article II - Member Guidelines

Section 1 - Member in Good Standing:

The status of a member in good standing is one that all members shall maintain. To be a member in good standing, a member must: be in compliance with the Standard Operating Procedures; and be current in the completion of his duty tours or hourly commitment.

Any member not in good standing for one (1) quarter will receive a letter of intent from the First Deputy Chief. Any member not in good standing for more than two (2) quarters during any twelve-month period will automatically be suspended for two (2) week and will be required to make up any duty tours missed as a result of the suspension. Members will be notified of their suspension in writing by the Chief and will be given the opportunity to appeal the suspension to the Board of Directors in accordance with Article III, Section 9 of the By-Laws. Any member not in good standing for more than three (3) quarters will automatically be suspended pending a hearing in accordance with Article III, Section 9 of the By-Laws. Members will be notified of their suspension in writing by the Chief and will be notified of the charges being brought against them.

Section 2 - On-Duty Crews:

1. Duty Tours

A. All Operational members shall serve one regularly scheduled four-hour duty tour a week, for a minimum of one hundred and ninety-two hours (192) per year, or equivalent (overnights, or alternating overnight), and shall be present at least ten minutes before their scheduled duty tour (see "Alternating Overnight" below).

B. A quarterly review of duty tour hours will be completed by the First Deputy Chief. Any member who has not completed the minimum of forty-eight (48) duty tour hours per quarter will be notified, in writing, and will be given till the end of the following quarter to make up those hours. A Board of Director approved leave of absence will be exempt from the hourly requirement and will not have to be made-up.

C. All members must be in uniform (see Uniform Code) for their duty tour. The Crewleader shall inform the Day Captain if a member is consistently out of uniform. With the approval of the Day Captain or a Chief Officer, a Crewleader may send home any Crewmember not in proper uniform.

D. If a member is going to be late for his duty tour, it is his responsibility to get a replacement of equal status until he arrives for duty, and the Day Captain must be notified prior to the start of the duty tour.

E. Any member missing two Review Trainings or not holding required certification shall not ride the ambulance.

F. Any member not holding the required certification shall not dispatch.

G. If a member fails to show up for duty, they will be given a "No Show". After two No Shows within a calendar year, the member may lose his duty tour.

2. Duty Tour Schedule

- A. Upon arriving at headquarters each member should sign-in using the finger reader. If a change to a member's finger read record is needed, for any reason, the Finger Reader Adjustment Form (HCFAS Form 412) must be completed by the member and forwarded to their Captain, or the Vice-President in the case of Administrative members, or the First Deputy Chief in the case of Company 8 personnel, for approval and signature. It is the members' responsibility to check and monitor their finger read record. It is solely the responsibility of the First Deputy Chief to make any and all adjustments to a member's finger read record. If the member requesting the finger read record adjustment is any Chief Officer, a Captain, a Company 8 member, sibling, spouse, children, partner or any other related family member of the First Deputy Chief, the Chief and President must also sign the form before the First Deputy Chief can make the adjustment.
- B. The Duty Tour Schedule will inform you of what a crewmember's responsibilities you are expected to serve on your duty tour.
- C. At times the Day Captain may write pertinent information for the crew on the Duty Tour Schedule that you will be expected to read.

3. Responsibilities

- A. After you have signed in, check the Ambulance Rotation schedule for the proper rotation of rigs for your day. This rotation will be observed unless an ambulance is off the line.
- B. Check the Duty Chore list to see what your Day Captain has assigned to your crew.
- C. Check out the ambulances according to the appropriate checkout sheets immediately upon arriving for their duty tour.
- D. The Crewleader should check with the crew that he is relieving to see if there is anything that they should be informed of -- such as equipment left at hospital, Oxygen is low and the committee should be or was notified, etc.
- E. Upon completion of the checkouts, the duty chore should be done immediately. This is supervised by the Crewleader and all members (with the exception of the Dispatcher) are expected to help.
- F. While check-outs and chores are being done, the Dispatcher should be lining up back-up (ALS personnel also, if necessary). The Dispatcher being relieved should inform the on-duty Dispatcher of any messages to be relayed, any deliveries expected, and any back-up personnel still available.
- G. It is the on-duty Dispatcher's responsibility to keep the office clean and orderly. It is the on-duty crew's responsibility to keep the Ready Room, Kitchen and Bunk Room neat and tidy. Any crew that leaves a mess for the next crew may have a Clean House Report filed on them, and may be called back to Headquarters to clean up.

4. Relief Time

- A. At the completion of the duty tour the Dispatcher should not leave until his replacement has arrived, or he has identified a person capable of assuming the responsibilities of dispatching. In the absence of a replacement, the Dispatcher, or any Crewmember, must contact the Day Captain immediately.
- B. The Crewleader should inform the next crew of any pertinent information and the crew should sign out using the finger reader.

C. The ambulance must be cleaned out prior to leaving. Do not leave papers, raingear and jackets about.

5. Replacements

A. If you are unable to serve on your duty tour, it is your responsibility to obtain a replacement of equal or higher status and notify your Day Captain. It is only with the Captain's permission that you may get a replacement of a status lower than your own. If you become suddenly ill or an emergency arises (e.g. family illness) you must notify the Day Captain of your absence and the Dispatcher on duty ASAP.

B. If you miss your duty tour, it is your responsibility to make up those duty tour hours. Duty tours hours can be made up by doing another duty tour where there is a need; by coming in early or by staying late on your regularly scheduled duty tour; by doing in-house back-up; or by doing a stand-by.

6. Duty Tour Changes

New members are expected to stay on the duty tour they are assigned to for a minimum of fifteen months. If it becomes necessary to change their duty tour the following guidelines must be followed:

A. Submit a Duty tour Change Request Form to the First Deputy Chief, and your current Day Captain. The First Deputy Chief will advise you if the duty tour is open and your request is approved.

B. A minimum of two weeks notice or two weeks of replacements must be given to your present Captain.

C. If you are unable to do your duty tour and the duty tour you are requesting is not open, you must attempt to find another duty tour. It is your responsibility to maintain a duty tour or fill one duty tour per week in the interim. The First Deputy will be responsible for ensuring this compliance. A member who can not find a regularly scheduled duty tour may be asked by the Chief to consider a leave of absence.

7. Status Changes

Any member who does not maintain their status may have to change their duty tour.

8. Alternating Overnight

A. Alternating Overnight status is a regularly scheduled 2300-0700 duty tour which a member fulfills every other week.

B. Alternating Overnight status may be granted by the Chief to members in good standing when the following requirements and conditions are met:

- i. Member must be off probation.
- ii. Members must have achieved a minimum status of First Aider or be a Permanent Dispatcher.
- iii. There must be a need for alternating status on the requested duty tour.
- iv. The Captain will make every effort to balance the opposing duty tours.
- v. Extenuating circumstances will be evaluated on an individual basis by the Chief.

9. Company 8

The purpose of Company 8 is to enable a member of HCFAS who can no longer maintain a regularly scheduled duty tour to continue their active, operational membership in HCFAS. To request Company 8, a Duty Tour Change Request Form (#138) stating the reason(s) for requesting Company 8 status must be submitted to the Chief, with a copy to the First Deputy and the current Day Captain. Documentation supporting the request (i.e., letter from employer, school transcripts) must accompany the form. The request will be reviewed, discussed and voted on at the next scheduled Officer's meeting. The member will continue on his regularly scheduled duty tour, or obtain a replacement of equal or higher status, pending the results of the Officer's meeting. Members requesting Company 8 must be in good standing, be a First Aider or higher in status or a Permanent Dispatcher with a minimum of two years on the Squad, and be prevented by work, school or other situation from fulfilling a regularly scheduled duty tour.

The following rules and regulations apply to all members granted Company 8. Any violation may result in the loss of Company 8 privileges for a minimum of ninety days and could result in permanent loss of Company 8 privileges. Members may appeal the loss of privileges to the Board of Directors.

A. The member must fill two scheduled duty tours per two-week (minimum of eight hours over the two-week period) and must be on time and in uniform to receive credit for the duty tour. An eight-hour overnight duty tour will count for two consecutive weekly tours.

B. It is the responsibility of the members of Company 8 to call the Day Captain of the day in which they are available to fill a duty tour. A minimum of forty-eight (48) hours notice is required.

C. If a member of Company 8 cannot make a scheduled duty tour, they signed up for, he must get a replacement of equal or higher status for the duty tour or he will receive a no show.

D. If the member has two (2) no shows and/or two (2) late shows, Company 8 privileges may be forfeited.

E. Members on Company 8 who cannot fulfill a weekly duty tour must inform the First Deputy Chief in writing ahead of time.

F. Each month, the Chief Dispatcher will run a report of the Company 8 members hours and submit a copy to the President, Secretary and the First Deputy. If a member is short of 16 hours (4 hour or 8 hour overnight shift complete increments) for the month, the Secretary will issue, in writing, addressed and mailed to the member's address on record with the Squad, a letter stating that they failed to meet their Company 8 requirements and must make up those hours in addition to their 16 hours in/by the end of the following month or they will lose their Company 8 privileges.

Upon losing their Company 8 privileges, the member will have to select a day and time available as a permanent shift with the approval of the current Day Captain. The member will have 14 days to choose a new permanent shift and will be suspended if they fail to choose a shift within that time period.

Members will be notified of their suspension in writing by the Chief and will be given an opportunity to appeal the suspension to the Board of Directors in accordance with Article III, Section 9 of the By-Laws.

The First Deputy is responsible for maintaining the hours of Company 8 personnel. He will report to the Operational Officers and a review will be conducted on the status of all Company 8 personnel

at the first Operational Officers' meeting following the completion of a calendar quarter (January, April, July and October). A copy of the report will be distributed to the Board of Directors at the first scheduled Board meeting following the first Operational Officers' meeting of the quarter.

10. Explorer Post Members

A. Prior to any Explorer Post member dispatching or riding, the following must be completed.

- i The Explorer Post member and a parent or guardian must meet with the Chief Advisor and the Squad Chief, or their designee to discuss and understand the program.
- ii Written parental permission, including the BSA hold-harmless and release form, and member's insurance acknowledgement form.
- iii A standard Squad physical, which will be retained by the Squad's Medical Committee.

B. Explorer Post members that are above the age of sixteen (16) and are in good standings in the Post, may take the dispatch training course. If they pass the dispatch training course they may dispatch as follows:

- i They may dispatch on any duty tour, with the exception of the 2300-0700 duty tour.
- ii They may not dispatch during their school hours.
- iii They must have the permission of the Day Captain.

C. Explorer Post members that are above the age of seventeen (17), are in good standings in the Post and have passed the dispatch training may take the ambulance orientation course. If they pass ambulance orientation they may ride as an Observer in response to emergencies as follows:

- i They may ride on any duty tour, with the exception of the 2300-0700 duty tour.
- ii They may not ride during their school hours.
- iii They must have the permission of the Day Captain.
- iv They may not ride alone; there must be a Driver and a Crewleader on duty as well, one of the crew members must be of the same sex as the Explorer.
- v Probationary paperwork must be completed in accordance with the Squad's SOP's
- vi If the Explorer Post member completes the necessary HCFAS probationary paperwork, the Operational Officer, after consulting with the Chief Advisor, may pass the member as an Aide.

D. In addition to the above the Post members must:

- i Be in an approved Post uniform while on duty.
- ii Follow all HCFAS SOP's while on duty.

E. If the below criteria are met, the Explorer Post member may be presented for Active membership by the Squad Chief upon reaching their eighteenth (18) birthday without going through the normal membership application process, except for the background check. The Explorer Post members Post application and all associated paperwork will be transferred from the Post to the Squad.

- i The Explorer Post member receives a recommendation for Active membership from the Squad Chief.
- ii The Explorer Post member receives a recommendation for Active membership from the Chief Advisor of the Post.

F. If the Explorer Post member has successfully completed dispatch training, ambulance orientation and has been approved as an Aide, they may be accepted and begin First

Aider training. At the recommendation of the Squad Chief and approval by the Board of Directors, an Explorer Post member may be accepted for Active membership at any stage below First Aider depending on the level of training.

Section 3 – Administrative Personnel

Administrative Personnel provide a variety of vital functions for the Squad, some of which are performed outside the walls of the Squad building. Administrative Personnel are required to perform sixteen (16) hours of work for the Squad per month.

1. Members performing work inside the building or arriving at the building, to then go and do work outside the building, will finger in using the finger reader. Upon completion of the work, they will finger out.
2. Members performing work outside of the building will complete Monthly External Hours Tracking Form (Form #159) with the exact hours they started Squad work and ended Squad work. The member is responsible for getting the form to the Vice-President who will sign the form and put it in the LOSAP Form mailbox for entry. These forms must be completed and submitted within one week following the end of the month.

Section 4 - Leave of Absence:

All Members asking for any form of leave are required to complete a LOA (leave of absence) Request form #146A for Operational, Educational or Military leave of absence requests or a MLOA form #146B for medical or emergency medical leaves, and all LOA requests must be approved by the Board of Directors. The completed form must be submitted to the Day Captain, 1st Deputy Chief for Company 8 members and the Vice President for administrative members. The request forms will be submitted to the Board of Directors at the meeting following the request.

Members on an operational, military or educational leave of absence (LOA) may ride or dispatch during their approved LOA period with permission of an operational officer providing their monthly review training and other mandatory training are up to date. The member may also serve on a committee during this LOA period. These occasional active duty functions will not cause a break in the approved LOA period or cause an extension of the approved LOA period. Members on a Medical LOA (MLOA) or Emergency Medical LOA (EMLOA) are subject to restrictions as outlined in 2 below.

1. Operational, Military and Educational LOA - A leave of absence may be requested by a non-probationary member who is a member in good standing, and, who finds it impossible to serve on ANY Duty Tour. Probationary members who were former non-probationary members of the Youth Squad may request an educational LOA.

The member must submit a LOA form #146A to his Day Captain no less than two (2) weeks prior to the start date of the leave. The operational/military/educational LOA may be granted for:

- A. Operational - an initial 3 month period and may be extended for no more than an additional 3 months in a 12 month period.
- B. Educational - an initial period of one semester and may be extended for a second semester in the same calendar year. All Educational LOA requests and extensions must include a copy of the semester schedule.
- C. Military - an initial period of one year and may be renewed up to the length of the enlistment period. A copy of the orders must be submitted with the LOA request.

The member is expected to return to duty on expiration of the LOA with required certifications up to date.

2. Medical Leave of Absences (MLOA) and Emergency Medical Leave of Absences (EMLOA)
- A MLOA/EMLOA may be requested by a member who, for medical reasons, is unable to serve as an operational member, or who must restrict his participation in certain activities. A MLOA may be requested for an initial period of 3 months and extensions may be requested for additional 3-month periods for a maximum period of one year. The member must have the Medical LOA form (form #146-B) completed by his or her the squad physician. Members on any form of medical LOA may not: ride, dispatch, respond to emergency calls, march in parades, use the exercise room or participate in any squad duty or activity approved by the chief of the department or his/her designee or the Board of Directors.

In an emergency situation, when a member is admitted to the hospital, becomes incapacitated or is injured while on duty, he will be deemed to be on an Emergency Medical Leave of Absence (EMLOA). If any member exhibits signs or symptoms that he is not medically or physically fit for duty any Operational Officer may place the member on an EMLOA. The Officer taking this action must notify the member's Day Captain and the Chief or his designee immediately. The Chief or his designee will notify the Board of Directors at the next Board of Directors meeting. The EMLOA will be initially granted for 3-months. The member must submit the Medical LOA form completed by his or the squad physician within 60 days of the initial date of the EMLOA. Following the granting of an EMLOA if no MLOA form is received within the required 60 days the MLOA will be changed to an OLA.

The member may apply for an extension of the MLOA for up to an additional nine (9) months, in three (3) month increments for a total period of one year or may return to duty following the procedures denoted below. Requests for all extensions of an EMLOA must be submitted with the physician completed MLOA form #146B.

When a member is treated in the emergency room for a line of duty injury, he may return to duty without restrictions provided the emergency room release form is clear that there are no restrictions. The member must place the emergency room release form in the medical committee mailbox and notify the Medical Committee Chairperson and the Chief, or his designee, on their return to the building.

Before a member on a MLOA or EMLOA can return to duty he must submit a Return to Duty form (HCFAS #301) that must be completed by his treating or a Squad physician. The Squad

will pay the cost of having the form completed by a squad physician but not the member's private physician.

All operational members requesting or on a MLOA/EMLOA must be deemed by their or the squad physician unable to ride and unable to dispatch. If a member is able to carry out the duties of a Dispatcher then that member is required to attend their duty tour as a dispatcher. If deemed unable to perform the duties of a riding or dispatching member (by their or the squad physician) that member must revisit the physician every three (3) months while on a MLOA/EMLOA and have the MLOA form#146B completed and submitted with each MLOA extension request. While on a MLOA/EMLOA members cannot participate as an active member with another Volunteer EMS/Fire agency or their LOA will be subject to revocation.

Members on all leaves who believe they will be unable to return on LOA expiration must contact their Captain and complete a new request. If an extension is not received prior to the end date of any LOA the member will be expected to be on duty on their next regularly scheduled duty tour. Members not reporting for that duty tour will be considered to be a no show and are subject to disciplinary action.

3. Extended Leaves:

- A. Any member who is on an LOA for three (3) months and requests a second LOA within a twelve (12) month period (from the inception of the first LOA) may lose his duty tour.
- B. Members requesting extensions may be required to complete training before returning to duty as a crewleader, driver or dispatcher.
- C. Members must have all required training completed before returning to duty.
- D. Members on any form of leave are subject to loss of social/award programs, and group life insurance coverage will be affected as follows:
 - i. Operational Leave-Six consecutive months
 - ii. Medical or Emergency medical-twelve consecutive months unless the injury is squad related, then this period may be extended by the Board of Directors.
 - iii. Military Leave-twelve consecutive months
 - iv. Educational Leave-Six months (Paramedic course-nine months)
 - v. Involuntary Leave (suspension) - six months.

4. Return from LOA - Any member who is absent beyond their approved LOA period and does not receive an approved LOA extension from the Board of Directors, and if this unauthorized absence shall exceed ten (10) days, the member shall be subject to suspension or expulsion in accordance with the By- Laws.

The appropriate officer, Captain, First Deputy Chief or Board Vice President, will make every effort to notify the member of the leave expiration date 2 weeks prior to that date. However, it is the member's responsibility to complete the required paper work and return to duty on the specified end date of the leave or to apply for an extension two weeks prior to that end date. The member must return to duty with all required training completed and certificates active.

Section 5 - Uniform Code:

1. The Uniform Code will describe the uniform to be worn on duty, or at other Squad functions, including items that are required and those optional items that are authorized.
2. Emergency Protection Gear (EPG)
 - A. EPG is extra uniform protection for the membership and should be worn to all motor vehicle accidents, all fire stand-bys and all industrial site injury calls.
 - B. EPG must be worn at the direction of the Crewleader or Officer in charge at any scene deemed a potential threat to a crewmember's protection where EPG would help prevent/reduce such threat.

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Article III - House Rules and Regulations

Section 1 - General Rules:

1. All members are required to have their credentials on them at all times while on Squad property, in any Squad vehicle, during any non-social Squad function, while on duty or on a back-up call. Members may, in lieu of carrying credentials, carry a photo of their credentials. Credentials are defined as and will include the following based on your status:
 - A. Administrative Members/Dispatchers/First Aider – A current Squad issued Membership Card and a current copy of your driver's license.
 - B. Driver – A current Squad issued Membership Card and a current copy of your driver's license.
 - C. A current Squad issued Membership Card, a copy of your EMT-B/CC/P certification and a current copy of your driver's license.
2. Smoking is prohibited on any part of the premises except for the designated smoking areas located outside bay doors South 1 and South 5. Cigarettes and other smoking materials will be disposed of in approved receptacles located in those areas.
3. No alcoholic beverages are allowed on the premises unless specifically authorized by the Board of Directors. No member below the New York State legal drinking age is allowed to consume alcoholic beverages under any circumstances. Crewmembers who are intoxicated or have the odor of alcohol on their breath are to be reported to the Day Captain and are to be removed from duty by the Crewleader. Members who are not on duty and who have been consuming alcoholic beverage are not permitted to loiter on Squad property, unless specifically authorized by the Board of Directors. No members, unless preapproved by the Day Captain and/or Chief for on-duty purposes only, are permitted to loiter on Squad property if another has been enlisted to cover the District during a Squad event until such time as the stand-by Department has been released.
4. No illegal drugs or contraband are permitted on the premises.
5. Members are strongly discouraged from bringing any minor children to the premises; however, any minor children visiting the premises must be strictly supervised by a parent or designated adult caretaker.
 - A. Members on duty are not permitted to be the designated adult caretaker.
 - B. No children at the premises or any other Squad facility from 2300 hours to 0700 hours.
 - C. Any exceptions to the above require permission of the Day Captain or a Chief Officer. Each request is to be reported to the Squad Chief in writing by the Day Captain.
5. Premises curfew is set at midnight for members and visitors not on official Squad business. Any member of the crew has the option to ask all extra personnel and visitors not on official Squad business to leave at any time if the crewmember feels their behavior is disruptive. If a member refuses, the Day Captain shall be notified immediately.
6. Mechanical equipment may be used only by trained and authorized personnel. Such equipment includes but is not limited to the following: thermostats, generator, exhaust fan switches, outdoor timed lighting, RPZ Room equipment, elevator emergency controls, meeting room sliding partitions, and kitchen equipment.
7. No member is to access the roof of the building unless specifically authorized by the Chief or President.

8. Any member found in areas not authorized by their key access and not on authorized Squad business can be subject to disciplinary action. Unauthorized use or duplication of keys issued by the Squad is prohibited. Unauthorized access to a mailbox or tampering with another member's mail folder is prohibited.
9. Illegally possessing or using firearms, explosive materials, toxic agents or other dangerous devices or substances on premises is prohibited.
10. Gambling or conducting games of chance on premises without authorization of the Board of Directors is prohibited.
11. Removal or use of any Squad equipment for personal use without proper authorization is prohibited. All authorized usages must be signed out using the appropriate Squad record.
12. All Squad members are expected to conduct themselves in a proper manner at all times.

Section 2 - Dispatch Office:

1. The Dispatch Office is for dispatching activities. Members may not use, look through or in any way avail themselves of the Logbook, Run Reports or any other data without the permission of the Day Captain or a Chief Officer or the President. There will be no congregating in the Dispatch Office. Upon receipt of an alarm, this room is to be vacated by all Squad members with the exception of the On-Duty Dispatchers, Dispatch Trainers and Trainees, Crewleaders, Acting Crewleaders or Officer in Charge. It is the full responsibility of the Dispatcher to keep the office clean and see that these rules are enforced.
2. There will be no food or drink permitted in the Dispatch Console Area.

Section 3 - Ready Room:

1. The Ready Room is for the primary use of the On-Duty Crews.
2. No member is to abuse the appliances or furnishings of the Ready Room.
3. All cups, cans, wrappers and other debris are to be properly discarded.
4. All eating utensils, pots, pans, dishes, bottles, etc. are to be cleaned after use and put away, including items in the dishwasher.
5. Stove, refrigerator, microwave and other appliances, if used, should be left clean.
6. The kitchen area is to be used by Squad members only. Guests or visitors are to be served by Squad members.
7. Jackets and other personal items are to be stored at all times in closets, lockers or on designated racks.

Section 4 - Sitting Room:

1. The Sitting Room is for the primary use of the On-Duty Crews.
2. No member is to abuse the appliances or furnishings of the Sitting Room.
3. The computer terminal is of primary use by members of the on-duty crew.
4. Those using the room are responsible for leaving it clean and orderly.

Section 5 - Bunk Room:

1. The Bunk Room and its lockers are for the primary use of the On-Duty crews.
2. Members shall use sheets and pillowcases on bedding at all times.
3. Bunks shall be stripped by all crews after their use. Linens are to be placed neatly in the appropriate wash basket in the Laundry Room. There are to be no blankets or pillows anywhere but in the storage areas of the Bunk Room or Laundry Room when not being used.
4. The external exit door to the parking lot is for emergency use only.

Section 6 - Rest Rooms:

1. Each member shall leave the rest rooms in orderly and clean condition. All disposable items should be placed in appropriate containers.
2. Personal items, clothing, shaving equipment, etc. should not be left in the rest rooms.

Section 7 - Truck Room, Parking Lot:

1. There are to be no children allowed in the Truck Room at any time, with the exception of an approved, supervised activity.
2. No mechanical repairs are to be performed in the Truck Room or on the premises.
3. Personal vehicles are not to be parked in the Truck Room, with the exception of bicycles and motorcycles, which may be parked only in the wash bay area, provided they do not block the garage doors or the exit of any emergency vehicle.
4. The wash bay will be the only area in the Truck Room to wash vehicles. Emergency vehicles must be moved by an approved driver. Squad members may wash their personal vehicles in the wash bay or outside bay door South 5.
5. The Squad will not be responsible for any damage or theft to personal vehicles left in the Truck Room or the Parking Lot.
6. There will be no parking of personal vehicles on the front or rear ramps.
7. Squad members and others may not park their personal vehicles in the Parking Lot and leave them there without being on the premises, unless they are on Squad-related business. Any exception to this and the above Truck Room rules must have the permission of the Squad Chief and be reported to the dispatcher, and must be reported by the Chief to the Board of Directors at the next regularly scheduled Board meeting.

Section 8 - Vehicle Maintenance Room:

1. This room is used to store equipment for vehicle repair and maintenance.
2. This room is off-limits to all but authorized personnel.
3. This room is to be kept locked at all times and keys will be issued to those requiring them.

Section 9 - Oxygen Room:

1. This room is designated for use by the Oxygen Committee.
2. This room is off-limits to all but authorized personnel.
3. This room is to be kept locked at all times, including the external gate and door. Keys will be issued to those requiring them.

Section 10 - BLS Restock Room:

1. This room is to be used to restock BLS supplies used by the Squad.
2. No other equipment shall be stored in this room.

Section 11 - BLS Equipment Room:

1. This room will supplement the BLS Restock Room and store non-disposable ambulance equipment, i.e., long boards and belts, KEDs, splints, etc.

Section 12 - BLS Storage Room:

1. This room is designated for use by the First Aid Supply Committee.
2. This room is off-limits to all but authorized personnel.
3. This room is to be kept locked at all times and keys will be issued to those requiring them.

Section 13 - ALS Restock Room:

1. This room is to be used by ALS providers to restock ALS supplies used by the Squad.
2. No other equipment shall be stored in this room.
3. This room is off-limits to all but authorized personnel.
4. This room is to be kept locked at all times and keys will be issued to those requiring them.

Section 14 - Controlled Substance/ALS Storage Room:

1. This room is designated for use by the Controlled Substance Committee and the Chairperson of the ALS Supply Committee.
2. This room is off-limits to all but authorized personnel.
3. This room is to be kept locked at all times and keys will be issued to those requiring them.

Section 15 - Laundry Room:

1. The Laundry Room will be used for Squad laundry only. Use of Squad equipment for personal laundry is prohibited.
2. Any items contaminated by blood-borne pathogens must be laundered following proper Squad exposure control procedures as posted in the Laundry Room.

Section 16 - Administrative Area:

1. The Administrative Area is designated for use by the Board of Directors, Operational Officers and other authorized personnel only.
2. This area includes the private offices of the Board of Directors and Operational Officers, the conference rooms, the small rest room and the business equipment area.
3. Access to the area is by authorized key access or by invitation only. Any member found in this area without authorization or invitation can be subject to disciplinary action.
4. The main conference room is to be used primarily for Board of Directors' meetings, Operational Officers' meetings, and official Board hearings. The President or Chief must approve all other uses in advance. The following rules will be strictly observed:
 - A. No food or beverages are allowed in the room unless with prior approval of the President or Chief.
 - B. Those using the room are responsible for leaving it clean and orderly.

Section 17 - General Meeting Room:

1. Each Squad-related meeting must receive permission from the Squad Chief who shall keep a log and schedule-type calendar indicating title of the meeting, person in charge and date and times. The Squad Chief will confirm all dates and times with the President.
2. Any member or outside EMS-related agency can request use of the meeting room through the Squad Chief for EMS educational purposes. Any other use must be pre-approved by the Board of Directors.
3. Squad members may request the use of the General Meeting Room for social events with the completion of all paper work and with final approval by the Board of Directors.
4. Squad activities take precedence over the activities of outside agencies and members' social events except as directed by the Board of Directors.
5. Sliding partitions are to be moved only by authorized personnel.
6. The area behind the beverage bar is off limits to all personnel unless authorized by the Chief or President.
7. The person granted use of the General Meeting Room will be responsible for returning the room to a neat, clean and orderly appearance.
8. Squad members are not authorized to borrow any meeting room furniture or equipment.

Section 18 - Main Kitchen Area:

1. The Main Kitchen Area (2nd Floor) is for the primary use of the Social Committee to support Squad sponsored functions.
2. This room is off limits to all but authorized personnel. Access to the area is by authorized key access or by invitation only. Any member found in this area without authorization or invitation can be subject to disciplinary action.
3. This room is to be kept locked at all times and keys will be issued to those requiring them.
4. Squad members are not authorized to borrow any kitchen equipment and utensils. Any personnel found removing items belonging to the kitchen area without proper Squad approval can be subject to disciplinary action.

Section 19 - Special-Use Areas:

1. The following have been designated as Special-Use Areas. Access to these rooms/areas is limited to committee members and/or Operational Officers or the President as appropriate. These rooms are off-limits to all but authorized personnel. These areas are to be kept locked at all times and keys will be issued to those requiring them.
2. Special-Use Areas include:
 - A. Committee Meeting Room (2nd Floor)
 - B. Fund Drive/LOSAP Room (2nd Floor)
 - C. Training Equipment Closet (2nd Floor)
 - D. Storage Closets (2nd Floor)
 - E. Storage Rooms and Closets (Basement)
 - F. Uniform Room (Basement)
 - G. Mechanical Room (Basement)
 - H. Elevator Room (Basement)
 - I. Coat Room (2nd Floor)
 - J. Trophy Cases (All Floors)
 - K. Bike Room (Basement)
 - L. Vending Room (Basement)
3. The Electronics Room (Basement) is off limits to all personnel except those authorized by the Chief and President.

Section 20 - Exercise Room:

1. The Exercise Room may be used only by Active Operational and Administrative members and members on Personal or Educational Leaves of Absence. Non- members, associate members and members on Medical Leaves of Absence are prohibited from the room. Inactive Life Members may request, in writing, Exercise Room privileges from the Board of Directors.
2. Members who wish to use the Exercise Room must first meet with a member of the Exercise Room Committee to sign the required Waiver and to be given an orientation session to review proper use of all equipment within the Exercise Room. Members who are Certified Personal Trainers will not be required to have an orientation session, but the required Waiver must be

signed in order for those members to be granted Exercise Room privileges. The names of the Exercise Room Committee members will be posted in the Exercise Room log book, which will be kept in the Dispatch Office. Also in the logbook will be the names of all members with Exercise Room privileges.

3. Eligible members must sign in with the Dispatcher and sign the Exercise Room log book located in the Dispatch Office prior to entering the Exercise Room and sign out before leaving the building. Members who use the Exercise Room use it with the understanding that they will be available for calls. The Dispatcher will not request members from the Exercise Room unless there are no other available members in the building. Administrative members will also be available for administrative functions. Members may not use the Exercise Room while they are on their scheduled duty tour.

4. Any member who does not sign in and out with the Dispatcher will lose his privileges to use the Exercise Room. A verbal warning will be given by an Operational Officer, after the first occurrence. A second infraction will result in a one-month suspension of privileges. A third infraction will result in a three-month suspension of privileges. A fourth infraction will result in permanent loss of Exercise Room privileges. All infractions will be recorded at the next scheduled Officer's meeting. All suspensions of privileges will be reported to the Board of Directors at their next scheduled meeting.

5. Members use the Exercise Room at their own risk. If a member feels that he needs a refresher session to review use of the equipment, the member shall contact a member of the Exercise Room Committee who will be available for such sessions.

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Article IV - Crewmember Responsibilities -- Crewleader

Section 1 - Crewleader Responsibilities:

1. The Crewleader must be an EMT or equivalent. The Crewleader is responsible for the entire operation of the Squad during his duty tour. The Crewleader is responsible for the crew and the patient. The Crewleader is responsible for the general appearance of the entire building, personnel and ambulances. The Crewleader is always in charge even with advanced life support personnel on the rig. Patient care, however, must be determined by the highest medical authority.
2. The Crewleader directs the crew at emergency scenes and deals with officials and hospital personnel.
3. The Crewleader is responsible for the equipment and must notify proper personnel if supplies or repairs are necessary.
4. The Crewleader is only superseded if a Line Officer (Chief, First, Second or Third Deputy Chief or a Day Captain) takes over the call, and so informs the Crewleader.
5. The Crewleader is responsible to the Captain of the day and should always advise the Day Captain of any problems.
6. The Crewleader is much more than a "Super-First Aider" although above average first aid skills are essential. The Crewleader's job thus includes:
 - A. Setting a good example for the crew.
 - B. Handling all emergencies and problems at the Squad before they affect our ability to respond.
 - C. Training and guidance of Crewmembers.
 - D. Checking and preparation of equipment and supplies.
 - E. Directing the crew on emergency calls.
 - F. Representing the Squad at Headquarters and at emergencies.
 - G. Requesting additional help when needed.
 - H. Safety of the crew.
 - I. Preparation of call records for Squad and official use (see section on paperwork).
 - J. Crewleaders are responsible to the public, and therefore must conduct themselves in a professional and courteous manner.
 - K. Crewleaders are responsible to the Squad in that their professional manner at the scene projects the Squad's image. It is enough to say that the Crewleader is the most important, most responsible person the Squad puts at the scene of every emergency we cover.
7. The Squad Chief, Deputy Chiefs and Day Captains generally do not respond to calls as officials. Their jobs are to assure that sufficient people and equipment are provided and trained. It is the Crewleaders' job to assure that all of these are kept in a state of readiness and utilized to the benefit of the patient.
8. In addition to the foregoing, the Crewleader is responsible for crew safety. The health, and sometimes even the lives, of Squad members may depend upon decisions the Crewleader makes. Crewleaders must recognize this responsibility and govern their actions accordingly:
 - A. Defective and dangerous equipment must be either repaired or reported to the proper person.
 - B. Dangerous situations must be recognized and rescue efforts adjusted accordingly.
 - C. Crewmembers who present safety problems must be dealt with to protect the rest of the crew.

9. In summary, the Crewleader has many responsibilities -- none of which are to be taken lightly. It is the intention of the Operational Officers to certify only those Squad members who recognize and carry out these responsibilities.

Section 2 - Crewleaders' Preparation of Crews and Equipment for Emergencies:

One of the most important Crewleader responsibilities is making sure that the crew can respond promptly and effectively when an emergency occurs. Everything must be ready when the call comes - if jackets have to be located, if the oxygen supply is not adequate - then we have failed to provide the service that people expect and deserve.

1. Immediate concern for preparedness: The first job of the Crewleader when coming on duty is to insure the ability of the crew to respond.

A. Determine crew readiness:

- i. Check for absences.
- ii. Direct the Dispatcher to obtain fill-ins and notify Day Captain.
- iii. Determine if crew present is suitable for duty.
- iv. Physical cleanliness, person and uniform.
- v. Sickness or other impairment - Crewleader is responsible for replacing such individuals.

B. Determine equipment readiness:

- i. Check with previous Crewleader for equipment problems.
- ii. The Driver should be instructed to make a check of fuel, battery, lights, and should adjust the seat and mirrors to suit his requirements.
- iii. The Crewleader should make a quick check for adequate Oxygen, blankets and supplies and should also check for ambulance cleanliness, etc. He should direct the crew to assist him.
- iv. Should deficiencies exist the Crewleader should confer with the Day Captain, if possible, on replacement, equipment switching, etc. If the Day Captain is unavailable the Crewleader should take prudent corrective measures. Common sense and good judgment are two important qualifications for advancement to Crewleader and corrective measures should thus be fairly apparent.

2. Second level of concern for preparedness: Only after a full crew and the on-line equipment are ready can the Crewleader and the crew begin second level preparedness activities. These are necessary to maintain forward duty tour and backup capability.

A. Ambulance Checkouts

- i. On-line and Backup Ambulances are given equipment and supply checks (as indicated on the Duty List) in addition to the short checkouts that each crew should make of the on-duty equipment. The crew should, of course, assist in this task.
- ii. These checks and chores assure that Back-up Ambulances are ready at all times and that any deficiencies in either equipment or supplies are reported promptly to the appropriate Deputy or Committee (Second Deputy Chief for First Aid Equipment and Supply Problems, Third Deputy Chief for Vehicle Problems, or the Oxygen Committee, etc.).

B. Availability of back-ups: If Off-Duty Squad members are present at Headquarters ask if they will be available if a back-up crew is needed. Personnel in the building should be available for

back-up calls or they should leave the building. This is especially important if the Dispatcher indicates that a call is "working" and that the On-Duty Crew may be going out shortly. The Crewleader should also check the Back-up sheet to see if adequate coverage is available.

C. Other preparatory tasks:

- i. Wash ambulances as scheduled.
- ii. Wash laundry as scheduled.

3. Crew training and guidance: The above listed tasks are all required to assure on-duty tour preparedness. Other training and guidance support our long-range preparedness and are just as essential, though not as immediate.

A. Explain and demonstrate new equipment and procedures. This will be posted by the Operational Officers.

B. Orient new members.

- i. New members receive specific training from the Operational Officers. Even so, the Crewleader should - at the minimum - ask the new member if he is familiar with the On-Duty equipment. This gives the new member another chance to review equipment and procedures and enables the Crewleader to assure himself that the new person will be able to function as part of the crew.
- ii. It is also important for the Crewleader to review crew procedures with any Squad member new to the duty tour, as some crews work differently than others.

C. Lead Review Training.

- i. Under our current review training procedures Crewleaders are responsible for leading the monthly topic review. This training is one of the few ways that crews can maintain their skills in difficult or seldom used techniques. It is thus important that Crewleaders make sure that review training is performed by each crew member (permanent Dispatchers excepted).
- ii. Crewleaders must also perform review training a second week if crew members were absent during the prior weeks training. This is essential if we are to maintain any sort of professionalism - a must for such critical skills.

D. Resolve other problems that may tend to impair crew effectiveness.

- i. These above activities are all part of our "job" as Dispatchers or First Aiders. Letting these tasks, even the training, slip to the end of the duty tour will tend to result in (1) missing it if a late call comes in or, (2) rushing through jobs. Most of these preparatory tasks can be accomplished in a short period of time, especially if other crew members help with ambulance and equipment checkouts.
- ii. When all these preparatory tasks have been completed, the crew can turn to TV, games, relaxation, meals and other activities.
- iii. Throughout all the preparation jobs it is essential that the Crewleader, by his example, stress the importance of preparing for emergencies. If the Crewleader skimps on ambulance checkouts and avoids review training, crew members get the message that these activities are not important.

Section 3 - Crewleader Management of the Emergency Situation:

All the preparatory work and training discussed in the previous section have as their objective effective first aid to victims during emergencies. During an actual call the Crewleader must manage both people and equipment so as to best achieve this objective.

Crewleader responsibilities during the emergency can be described as follows:

1. During receipt of the call
 - A. Send Crewmembers to the on-duty ambulance.
 - B. Get information and directions from Dispatcher.
2. En route to the Call
 - A. Direct the Driver as necessary.
 - B. Give proper radio signals to the Squad Dispatcher and Medcom.
 - C. Brief the crew, review procedures likely to be needed, have the crew prepare equipment and designate initial tasks as necessary.
 - D. Crew is to complete the run to the scene (see "Emergency Calls" for further detail)
3. At the Scene
 - A. Direct the Driver to place the ambulance in a safe manner, including setting flares, etc., as necessary.
 - B. Obtain information from the police/others at the scene on number and condition of victims.
 - C. Direct the first aid efforts of the crew regarding equipment and procedures to be used and priority of treatment (triage).
 - i. Determine if additional help is needed and request:
 - a. Additional first aid help.
 - b. An Operational Officer.
 - c. Police or fire assistance.
 - ii. Deal with police/family/bystanders who may have additional information about the victim(s) - case history, medicine containers, etc. and give these to the hospital Emergency Room staff.
 - iii. Protect the dignity and rights of all victims, including those who are uncooperative or who refuse transport.
 - iv. Recognize that the Police Officer is legally in charge of the scene. If there is a threat or danger from fire the Fire Chief is in charge of the scene.
 - D. Determine transportation requirements. Handle requests for transport to a distant hospital, etc., in a manner consistent with Squad guidelines, public laws and the condition of the victim.
 - E. Secure Squad equipment prior to leaving the scene
4. En route to the hospital
 - A. Crewleader always rides in the patient compartment in order to monitor the patient's condition and direct further care.
 - B. Provide patient data to the hospital. Give appropriate radio signals to the Squad Dispatcher and to Medcom.
5. At the hospital
 - A. Supervise removal of the victim and transfer to hospital responsibility, providing the necessary information.
 - B. Provide assistance as requested by the hospital.

C. Supervise linen exchange, secure all Squad equipment, replace supplies and drugs, and ready the ambulance for service.

While this summarizes the responsibilities and activities of the Crewleader during a "typical" call there are many other situations that can arise during a call and with which the Crewleader may have to cope:

1. Multiple victim calls - which require more supervision and determination of priorities by the Crewleader.
2. Injury to a Crewmember during a call.
3. Ambulance accident or malfunction.
4. Coordination of activities with advanced life support personnel.
5. Dangerous situations threatening crew safety.
6. Coordination with Squad Operational Officer at the scene.
7. A disaster situation

Section 4 - Crewleader Post-Emergency Responsibilities:

Our professional concern for each patient ends at the hospital or other destination to which he or she is delivered. However, the Crewleader continues to have responsibilities. The first is preparation for the next call. The second is to help the crew learn from the call just completed. The third is to complete Squad records on the call for use by the Squad and protection of the crew members.

1. First priority: preparation for the next call
 - A. At the hospital
 - i. If the patient's condition permits, the Crewleader may assign a crew member to stand by the ambulance to maintain communications with the Dispatcher. Should the Squad receive another call near the hospital the crew at the hospital may be able to respond faster than a more distant crew.
 - ii. PCR forms must be completed and copies left at the hospital. It is critical for the protection of the Squad and of individual Crew members should a question on victim status or treatment arise later (e.g. - in court). Squad records can be subpoenaed in a court situation. Observations and data recorded at the time of the call are far better than a hazy recollection a year or two later. Be exact in your information and do not state something you did not see or hear. (e.g.: "Patient fell off curb" is wrong unless you observed it. Should be "Bystander stated patient fell off curb.") The Crewleader should review the completed forms with the crew to assure accuracy.
 - iii. By the time the crew leaves the hospital the ambulance should be ready for the next call - clean linens, oxygen and other equipment returned to their proper storage places, etc. If the ambulance is not ready - low on fuel or supplies, equipment broken, Crewmembers injured, etc., the Crewleader should notify the Dispatcher to obtain a backup crew. The Crewleader should also request that the proper Committee or Operational Officer be available to correct any deficiencies, and, of course, the Day Captain should be notified.

- iv. Arrangements should be made to pick up equipment left at the scene, with the Police, or at the hospital. The ambulance should not be used as a "pick-up" vehicle unless the location is close to the ambulance's normal return route.
 - B. Returning to the duty station.
 - i. Keep Dispatcher aware of location (signal 22).
 - ii. Do not stop routinely en route. The on-duty ambulance is not a private vehicle. We impair both our readiness and our public image if our emergency vehicles are used for non-emergency purposes.
 - C. Back at the duty station - Restore equipment and replenish supplies. This may require calling various Supply and Equipment Committees and the Day Captain. Only when the ambulance or a backup vehicle is ready to go can the Crewleader turn to other post-emergency tasks.
2. Help the crew learn from the call
- A. A major training opportunity occurs during the critique of the call. Many crews do this during the return trip to the station. Whenever it is done, it is the Crewleaders responsibility to help the crew (including himself) learn from experience.
 - B. As each call is different, there are times when opinions on first aid treatment of patients will differ even though all may be technically correct. Now is the time for the crew to discuss this and other aspects of the call. It is the Crewleader's job to lead the discussion in a constructive way so that - by the next call - the crew will be able to improve its effectiveness. This discussion should also include how to improve on the handling of an upset relative or overeager bystander, etc.
 - C. DO NOT DISCUSS ANY CALL WITH PATIENTS, RELATIVES OR BYSTANDERS, ETC.
 - D. It may also be desirable to review the use of a particular piece of equipment, or Squad policies.
3. Complete the necessary Squad records.

Most of us dislike record keeping. However, a certain amount of it is necessary, and some (e.g. - the FCC Log kept by Dispatcher) is required by law. The Crewleader is responsible for several records

- A. Vehicle Damage Report.
- B. Training Evaluation Forms: These are required to assist the Operational Officers in determining what additional training and guidance is required for new members and to evaluate them for possible advancement. This is needed if HCFAS is to meet its responsibility to the public to provide competent First Aiders.

After these tasks have been completed the Crew is free to return to other activities.

Section 5 - Patient Transport by Helicopter:

The decision to transport by helicopter is made by the Squad member in charge of the scene in coordination with the on-scene Police Officer(s). This request is generally made to the county by

the Police on scene. If there is no Police yet on scene the request should be made to Med-com. The LZ (landing zone) location is selected by the Police Department on scene in coordination with the Squad member in charge of the scene. The Squad member in charge must notify our dispatcher of the helicopter transport and the LZ, and the dispatcher is to immediately notify the appropriate Fire Department.

When approaching a helicopter pick-up point:

1. Stay outside the 100' perimeter.
2. Turn off emergency lights, floods etc., so that the helicopter can land without distraction.
3. Do not approach the helicopter until directed to do so by the pilot.

Section 6 - Acting Crewleader:

1. Must be a First Aider and must currently be an EMT or equivalent.
2. Will be scheduled by the Day Captains to ride as Acting Crewleader and will assume all Crewleader responsibilities under the direction of an experienced Crewleader.
3. It will be at the recommendation of the Crewleaders and the Day Captain that the Acting Crewleader's records will be brought to the officers and the Acting Crewleader's advancement will be voted on.

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Article V - Crewmember Responsibilities -- Other Crew Members

Section 1 - ALS Providers (EMT-CC and EMT-P):

1. ALS providers (EMT-CC and EMT-P's) are responsible for checking out the advance life support equipment at the beginning of the duty tour and notifying the proper personnel of any problems.
2. ALS providers (EMT-CC and EMT-P's) are responsible for patient care; however, the Crewleader shall remain in charge of the total scene.
3. They are responsible for the safe handling of the equipment on an emergency run and the proper replacement of the equipment back at Headquarters.
4. They are responsible for training their crews with the advanced life support equipment, e.g., putting on leads, setting up IVs, etc.
5. They are responsible for documenting all advanced life support patient care.

Section 2 - EMT:

1. EMT's are responsible for checking out their equipment at the beginning of their duty tour and notifying the proper personnel of any problems.
2. EMT's are responsible for patient care when they are the highest medical authority at the scene; however, the Crewleader shall remain in charge of the total scene.
3. EMT's are responsible for the safe handling of equipment on an emergency run and the proper replacement of equipment back at Headquarters.
4. EMT's are responsible for training their crews with the EMT-D and related equipment.
5. EMT's are responsible for all supplemental paperwork, as required.

Section 3 - Drivers and First Responder Drivers:

All members applying for Driver Training must be 21 years of age a First Aider and hold a valid EMT certification or equivalent. Applicants solely for First Responder Driver must also be a Crewleader. Drivers are responsible for the safe operation of the vehicles. They are responsible for checking out the vehicles at the beginning of the duty tour and completing the Driver Checkout Sheet. Day Captains and the Third Deputy Chief are to be notified if there are any vehicle problems. The following are Driver responsibilities:

1. Check-out of vehicle.
 - A. The appropriate checkout sheet must be used. The vehicle is to be checked immediately upon arrival for your duty tour. If you wish to check out the on-duty rig prior to your duty tour beginning, let the on-duty Driver know that you will be doing so, but do not touch the mirrors or the seat until your duty tour begins. (Review the Checkout sheet).
 - B. Any problems with the vehicles must be reported to the Day Captain and the Third Deputy Chief. You as the Driver have the authority to remove any vehicle from the line for mechanical

problems, but the above-mentioned people must be notified. You must post a note on the vehicle stating the date, time and problem.

C. The on-duty Driver must fill any vehicle that is under one-half full on any tank.

2. Receipt of a call.

A. Upon receipt of a call the Driver and First Aiders are to proceed to the ambulance when the alarm phone rings or the plectron goes off. The Driver is to start the rig and fasten his seatbelt.

B. Do not leave the building unless you or the Crewleader are sure of the location of the call, if it is in our area and how to get there.

C. Be sure all doors are secure before pulling out. Back-up Drivers should be especially mindful that side and rear doors are shut.

D. If, when using the computer directions or red book (rolodex), you find that the directions are wrong--please note the correction and notify the Chief Dispatcher.

E. Remember that Medcom signals are given before ours.

3. Responding to an emergency call.

A. Driving on an emergency does not exempt you from New York State Traffic Laws. A full stop must be made and other vehicles must be aware of your presence and give you the right of way before proceeding through red lights and stop signs.

B. Do not force another vehicle into a dangerous situation or into oncoming traffic. Remember, most emergency vehicle accidents occur at intersections.

C. The following factors must be kept in mind:

i. The safety of the crew, patient(s), others on the road and pedestrians. Be especially mindful of children. The very sight and sound of an emergency vehicle may stir their curiosity and they will venture into the street.

ii. Speed KILLS. Consider the weight of the vehicle and the fact that they are top heavy. Emergency vehicles cannot be driven like passenger cars. (The stopping distance for a modular type ambulance compared to a standard size passenger car on clean, dry, level pavement is a minimum of another 100 feet.)

iii. Your driving must be adjusted in accordance to the time of day, day of the week, road conditions, the weather, visibility and the type of call. Many Drivers tend to respond to a cut finger with the same speed as a cardiac arrest. The best crew with the best equipment is of no value if it does not reach the scene when needed. DELIVER YOUR CREW SAFELY -- DON'T DELIVER US MORE PATIENTS.

4. Arrival at the scene.

A. Parking an emergency vehicle:

i. Do not restrict normal traffic flow unless it is absolutely necessary.

ii. The safety of the crew, rig and patients must be considered. Set out flares when needed. When possible, pull the ambulance onto the shoulder of the road or a driveway.

iii. If it is necessary to back up the ambulance at any time you should have a crew member or Police Officer assist you.

iv. Non-traffic hazards such as electric wires down, fire, dangerous cargo, unstable vehicles, and debris must play a part in where you will position the ambulance.

v. Consider also where other emergency vehicles are parked or may have to park - Do Not block them or yourself in.

- B. Once you have determined where the vehicle will be positioned the following must be done:
 - i. Set the emergency brake.
 - ii. Insure that the high idle is engaged.
 - iii. Turn off any unnecessary lights.
 - iv. Secure all doors.
 - v. The Driver will remain with the ambulance if directed to do so by the Crewleader.
- 5. At the scene and departure to the hospital
 - A. Once the patients and crew are in the rig -- secure all equipment and doors.
 - B. Check with the Crewleader before pulling away. Know the condition of the patients and adjust your driving accordingly. Remember speed is not always the answer. CPR cannot be performed effectively in an ambulance that is bouncing all over the road.
 - C. Watch for other emergency vehicles on the road, with your siren on you will not be able to hear them.
- 6. Arrival at the hospital.
 - A. Upon arrival at the hospital have a crewmember back you up to the emergency entrance.
 - B. Put the emergency brake on and set the throttle switch, turn off emergency lights--do not turn off the master switch for this will shut off the rear dome lights. If possible, maintain a signal 9.
 - C. While the rest of the crew is tending to the transfer of the patient in the Emergency Room, the Driver should make the vehicle ready for the next call (e.g., bleed Oxygen, replace cannulas, put away equipment, and clean up the rear compartment.)
- 7. Returning to Headquarters
 - A. Do not box yourself in -- you may get another call on your return.
 - B. When giving a signal 29 in winter months, wait until the rig is positioned at the door. This will save on heat in the truck room.
 - C. Remember to put the emergency brake on.

Any questions that may arise that cannot be answered by the Crewleader must be submitted to the Day Captain or Chief Officer.

8. Non-Ambulance Vehicles Policy and Procedures:

The three types of Non-Ambulance Vehicles are:

- A. First Responder Vehicles.
- B. Gator Vehicle, including trailer.
- C. Non-emergency (Transportation Only) Vehicles.

These vehicles are dedicated for the use described below and any abuse of the vehicles will result in disciplinary action. Operation of the vehicles in a reckless or irresponsible manner will not be condoned. A formal complaint by a Squad member or the general public will result in immediate suspension by the Chief of that member's privileges to operate any of the above vehicles. After an investigation, the Chief will decide whether to reinstate that member's driving privileges or to pursue disciplinary procedures. Punishment could result, from temporary to

permanent suspension of privileges to operate these vehicles, loss of status as a Crewleader and/or Driver or First Responder Driver, to formal charges being brought against the member involved, depending on the severity of the incident. Actions taken by the Chief in this regard are to be reported to the Board of Directors at the next regularly scheduled Board meeting.

Only certified personnel may drive the First Responder Vehicles or the Gator. The non-emergency (transportation only) vehicles may be driven by any member with a valid Driver's License on file with the 1st Deputy Chief and with permission of the Chief. Certification for drivers of the First Responder Vehicles or the Gator is obtained from the First Deputy Chief and the Driver Training Committee. Gator drivers must be certified Drivers or First Responder Drivers prior to being certified. To become certified to drive these vehicles the member must make the request to begin the training through their Day Captain. The request will be taken to the First Deputy Chief who will advise both the member and the Driver Training Committee Chairman of the approval. In the event the request is denied, the First Deputy Chief will so advise the member and the Day Captain. Refer to the By-laws for First Responder Driver Requirements.

All drivers are responsible to return the vehicles, on time, clean and fully fueled. Failure to do so may result in a loss of driving privileges. All fuel receipts are to be noted with vehicle number, mileage, member's signature and number and placed in the appropriate mailbox upon return to headquarters. Transport of non members requires prior approval by the Chief since non-members should not routinely be passengers in any of these vehicles. Individual circumstances that do arise must be approved by an officer. These cars may be used for non-emergency HCFAS business on an as needed basis with permission of the Chief. Member(s) must obtain permission ahead of the event from the Chief for use of any vehicles.

All drivers should be in uniform or other identifiable Squad apparel. As is the case with the Ambulances, there will be no smoking in any of these vehicles. Any violations involving smoking, eating, drinking or substance abuse will result in immediate loss of driving privileges.

A. First Responder Vehicles

These vehicles are intended to enhance our response to emergency calls. These vehicles should always remain within the District. Requests to take the vehicle home and operate the vehicle by those who live immediately (within 1 mile) outside the District are to be handled on an individual basis by the Chief. Priority is given to Paramedics and ALS providers, then Driver/Crew leaders, Drivers then First Responder Drivers. All members responding to a call, regardless of the mode of transportation, are to be in HCFAS identifiable clothing. Users of these vehicles must also adhere to the following:

- i. Taking the vehicles out of the building under non-emergency situations:
 - a. Any certified driver may elect to take a vehicle so that they are available for back-up.
 - b. When the vehicle is signed out, the member is agreeing to respond as needed and requested.
 - c. In the event the member must be out of service for a brief period of time, they must notify the dispatcher of this and the time they expect to be back in service.

- ii. Taking the vehicle to a scene from the building. The Crewleader will determine if the call is best handled by the member joining the crew on the ambulance or by responding in a First Responder Vehicle. It is understood that often the best good is served by having a member respond in a First Responder Vehicle to assist at the scene and then to be available for another alarm.
 - iii. Members under 21 or non-certified drivers who possess a valid driver's license may drive a First Responder Vehicle back to the building, in non-emergency mode, when the need arises.
 - iv. These vehicles cannot be used in parades outside of the Town of Huntington.
 - v. At no time should these vehicles follow an ambulance to the hospital in emergency mode (lights & sirens). If it is necessary to have the individual in the vehicle with the patient they should be in the ambulance. These vehicles may proceed to the hospital in a non-emergency mode.
- B. Gator Vehicle, including trailer.
The Gator vehicle is not designed to be driven on the road and must be trailered to its use site. The use of this vehicle is restricted to stand-bys and other incidents to facilitate patient movement where ambulances are not practical.
- C. Non-emergency (Transportation Only) Vehicles.
- i. Automobile: This vehicle should be used whenever possible when 5 or fewer members are attending approved functions such as meetings or trainings. When there is a conflict, the order of usage will be: Officers attending meetings, Committee Chairs/delegates attending meetings, members attending trainings. Prior approval is also required by the Chief to allow non-members to be transported.
 - ii. Van: This vehicle should be used when a large number of members need to be transported such as parades, stand-bys and funerals. The van should remain in the district unless prior approval is given by the Chief. Prior approval is also required by the Chief to allow non-members to be transported.

Section 4 - First Aider:

1. A First Aider must be properly certified as per Article I, section 3b of the By-Laws.
2. The First Aider is expected to be able to handle any given victim in a triage situation and be capable to administering first aid without the direct supervision of the Crewleader.
3. A First Aider should be aware of any equipment that may be necessary on a call and have it ready for the Crewleader.
4. A First Aider must know all the rules and procedure of the Squad.
5. A First Aider may give hospital communications with the permission of the Crewleader.
6. Advancement to First Aider is based upon written reports by Crewleaders and then voted on by the Operational Officers.

Section 5 - Dispatcher:

1. The Dispatcher must be properly certified as per Article I, section 3b of the By-Laws.

2. The Dispatcher stays at Headquarters and is responsible for the security of the building in the absence of the crew.
3. The Dispatcher is responsible for taking all information clearly and accurately and for the proper referral of all messages.
4. The Dispatcher must maintain all dispatch records accurately and efficiently and must maintain the neatness of the dispatch office.
5. The Dispatcher must wear the proper uniform.

Section 6 - Trainee:

1. The Trainee must be properly certified as per Article I, section 3b of the By-Laws.
2. The Trainee must complete and pass Ambulance Orientation and any other approved training programs as may be designated by the Chief Officers (unless Dispatcher only status) and must learn dispatching procedures. Members who will be permanent dispatchers and those riding members who will have some duty tour responsibility for dispatching, must complete and pass the dispatch training program as approved by the Operational Officers. Members who are accepted with New York State EMT or above certifications or who are assigned to a duty tour that has a permanent dispatcher will be required to complete a modified dispatch training program as approved by the Operational Officers.
3. The Trainee must become familiar with crew organization, general Squad operations and responsibilities.
4. The Trainee is expected to attend all training sessions in blue pants, white shirt, and sturdy shoes.

Section 9 - Probationary Member:

1. The Probationary Member must be properly certified as per Article I, section 3b of the By-Laws.
2. The probationary period will be one (1) year from acceptance date. This period can be extended by the Operational Officers if necessary.
3. During this probationary period, the Squad may expel a new member for any conduct not in accordance with the Standard Operation Procedures and rules set by the Squad.
4. The new member must pay the \$3.00 membership fee prior to any training and will be issued a membership card. However, new members may not vote during this period.

5. During the probationary period, the member must attend a minimum of ten (10) activities other than the required trainings. These activities must be completed as follows:

- A. Five (5) General Membership Meetings.
- B. Five (5) from the following; standbys, parades or drills.
- C. The Chief may allow exceptions for specific circumstances.

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Article VI - Emergency Calls

Section 1 - Upon the Receipt of a Call:

1. All Crewmembers will proceed to the rig with the exception of the Crewleader (and Acting Crewleader). The Driver will start the ambulance. The First Aiders will put the advanced life support equipment on-board if applicable.
2. The Crewleader will obtain all necessary information from the Dispatcher and will not leave the office until they are sure the call is in our area and the nature of the call. If the Crewleader feels that the Police will be needed for assistance, the Crewleader will request that the Dispatcher call for a signal 10 (see Section C3 below). The Crewleader may also request advanced life support assistance at this time. The Crewleader will then go to the rig and make sure all equipment and personnel are on board and all doors are closed.
3. All calls to Lloyd Harbor: Lloyd Harbor Police Department must be notified; an escort to the scene will be provided when requested.

Section 2 - Proceeding to the Scene:

1. The Crewleader will advise the Driver and the First Aiders of the location and give the Driver instructions on the route to take to the call.
2. The First Aider will give Medcom a signal with the location of the call prior to the Crewleader giving a signal 2 to base.
3. The Crewleader will instruct the First Aider as to what equipment is to be brought with them upon arrival, and make ready any equipment that may be needed on-board. At no time should you go Signal 5 & 28 until you arrive at the scene and are sure there is no care needed. (Exception - if told by a Squad Officer at the scene who is willing to assume responsibility at the scene or you are given a disregard by Medcom.)

Section 3 - Arrival at the Scene:

1. Upon arriving at the scene, Medcom will be given a signal 21 before base.
2. If another ambulance is at the scene, the Crewleader will direct the crew to remain with the rig on a Signal 9. The Crewleader will then offer assistance and equipment if necessary.
3. Calling for Police - If a call comes through Medcom there is no need to call for the police. However, if a call is received on the alarm phone, the following situations warrant calling the police - any possible violence, a motor vehicle accident involving bodily injury, any time the crew feels that they may be in potential danger, possible suicide, possible child abuse, potentially violent patients (if a patient is restrained by police, they must accompany patient in ambulance), animal bites, obvious DOA not transported, any crime scene, possible sexual assaults, when it is necessary to break into any premises, or when assistance is needed to secure any scene. The police should not be called for escorting us to the hospital.
4. Calling for a Fire Department - Requests for assistance from Fire Departments should be made through the Dispatcher. Such a request should be made when the Crewleader feels there is a need

for a Hurst tool, wash downs, safety at the scene, or any situation where there may be a hazard. When in doubt - Call them. Call Medcom - Signal 11 - for accidents involving wires.

5. The Crewleader will direct the crew in the care of the patient(s).

6. The Driver will make sure that the ambulance is parked in a safe place, emergency brake on, throttle switch engaged, and all doors secured. The Driver will remain with the ambulance to insure its safety if directed by the Crewleader.

Section 4 - Problems in Locating the Call:

1. If the call was given to HCFAS by Medcom, contact them for further instructions. Always advise base, because the caller may have also called in to our alarm phone

2. If the call was received over our alarm phone, contact our Dispatcher to call back and verify the address and use the telephone reverse directory if necessary.

3. If the directions are wrong, advise the Dispatcher and consult the Hagstrom map. If there is any question about the exact location, the Dispatcher should attempt to re-contact the party.

Section 5 - Calling for Additional Help:

1. Upon arriving at the scene and additional ambulance(s) are needed, the Driver will make the request through base. If the patients are stable, advise the Dispatcher that other units responding should proceed with caution. If only a Driver and rig are needed, this should be specified, especially during daytime hours when back-up personnel may be sparse. If there is a request for manpower, the reason should be stated.

2. If there is a request for police or fire department assistance and you are unable to standby for confirmation let Medcom or the Dispatcher know you will be on a Signal 6.

3. If there are multiple patients and there are serious injuries involved, the Crewleader may elect to transport the most severe prior to the arrival of other ambulances, as long as one EMT is left at the scene to care for the remaining patients.

Section 6 - Proceeding to the Hospital:

1. Once the patient(s), personnel and equipment are secured on-board the ambulance, the Driver will check to see that all doors are closed. The Driver will check with the Crewleader before the ambulance is moved. The Driver will adjust his driving in accordance with the nature of the call, road conditions, etc.

2. The Crewleader will give Medcom and the Dispatcher a Signal 18 and advice as to which hospital they will be transporting.

3. The Crewleader will contact the hospital and inform them of the number of patients, their condition and estimated time of arrival. Transmissions to the hospital should be informative and brief. If you are unable to contact the hospital on the hospital frequency, go through the Dispatcher. Do not keep calling the hospital or Medcom if they do not answer after three attempts.

4. Upon arriving at the hospital give Medcom the signal before the Dispatcher and turn the vehicle engine off. The Driver should remain with the vehicle, unless assistance with the patient is needed.

If the Driver needs to leave the vehicle unattended, remove the keys from the ignition and secure all doors and external compartments.

Section 7 - Transfer of Patient(s):

1. Upon arriving at the hospital, make sure that you give the hospital all pertinent information concerning the patient(s) and release them to only qualified hospital personnel and see to it that they are attended to before you leave. Make sure that the PCR has been signed by the hospital staff and that the appropriate copies are left at the hospital.
2. The Driver, while on a signal 9, should clean up the interior of the ambulance, bleed Oxygen lines, replace cannulas or masks, and secure all equipment that was used on the call. The crew should make up the pram, clean it if necessary, clean and return equipment to the proper place in the ambulance. This is a team effort, to make the ambulance ready for service as quickly as possible.
3. Upon completion, Medcom and the Dispatcher will be given signals 5&28.

Section 8 - Return to Headquarters:

When you have returned to Headquarters, the Crewleader will give Signal 29 at the appropriate truck room door. The Crewleader will make sure that the door is open all the way before instructing the Driver to enter, and the Crewleader will get out and maintain communications with the ambulance until it is in the building.

Section 9 - Completion of the Call:

1. The Crewleader will fill out all necessary paperwork and see to it that supplies are restocked, equipment is cleaned and Oxygen committee is notified if needed.
2. The Driver and First Aiders will clean the interior floor of the ambulance, wash down the rig, cabinets and seats if necessary.
3. The Driver will check the fuel level and fill if necessary and notify the Third Deputy Chief if there are any problems with the ambulance.
4. After the above has been completed, the Crewleader should critique the call with the crew. Input from all members is encouraged. If there are any questions about equipment or first aid skills they should be reviewed.

Section 10 - Stand-bys:

All requests for stand-bys to the Chief who will determine if the Stand-by committee should attempt to fill the request or deny it. If the request is denied the Stand-by chair will notify the requester immediately.

The Stand-by Committee Chair will make every attempt to obtain a crew for all approved requests (including phone calls, mass e-mails, sign-up sheets, etc.). A sign-up sheet will be put up in the appropriate area of the ready room within 3 days of the Stand-by Chairs receipt of the

approved request. If the stand-by cannot be filled within two weeks of the event the Stand-by Chair will notify the requester that we have been unable to obtain the necessary personnel.

The Stand-by Committee Chair will submit a quarterly report to the Chief listing all requests and the outcome for all. These reports will be submitted for the second Officers Meeting of: April, July, October and January.

Section 11 - Transports:

Transports will only be considered in extremely unusual circumstances. Transports require the approval of the Chief or his designee and of the Suffolk County Department of Health Services, Division of Emergency Medical Services

Section 12 - Fire Stand-bys

Fire Stand-bys are a unique type of emergency call that involves multiple agencies, can have multiple patients, including fire department personnel, and a scene that can change at a moments notice. Upon receipt of a fire stand-by call the following should be done.

1. The Dispatcher should send two (2) ambulances to the scene and the Cyanokit should go on the first responding ambulance. The paid paramedic, or an ALS provider is to be dispatched to the scene. The first arriving ambulance will be a non-transporting, command ambulance until an Officer arrives on scene and takes over command of the scene, at which time the Officer in Charge will determine if the first arriving ambulance will continue to be a non-transporting, command ambulance.
2. As always, the highest-ranking officer on scene is in charge. In the absence of an officer, the first arriving Crewleader is in charge.
3. 2-15-25 (MCI Vehicle) is only to be sent when staffing permit or upon request by the Officer in Charge, but only after two (2) ambulances have been dispatched.
4. Switch all communications for the stand-by to F-2.
5. Utilize the SMART triage system for multiple patients.
6. Initiate Suffolk County EMS Fire Rehabilitation protocol.
7. Identify the need for additional resources.
 - A. Additional ambulances from surrounding departments.
 - B. Suffolk County Coordinator.
 - C. Suffolk County for misting fans.
 - D. Dispatchers should try and obtain a second dispatcher.
8. Notify the Day Captain

Section 13 – Violence in Progress (VIP)

Violence in Progress (VIP) calls, signal 9 on a 16, are unique in that the scene has been determined ahead of time not to be safe. Inasmuch as the first rule of EMS is scene safety, we should not be going to these types of calls until the scene is determined to be safe.

1. Upon receipt of a VIP call, the crew is to proceed to the ambulance and wait on the ramp or proceed to the closest VIP approved stand by location until cleared to proceed to the scene by the dispatcher or MedCom.
2. Drivers should not use lights and sirens when proceeding to a VIP approved stand by location.
3. If the Dispatcher receives the all-clear call from MedCom, they will inform the crew. If the crew receives the all clear from MedCom, they will inform the Dispatcher.
4. Upon receipt of the all clear, the crew will respond to the call.
5. No crew is to respond to a VIP scene without direct consent from the Dispatcher or MedCom.
6. If the crew is already on the road and a VIP call comes in, the Dispatcher will direct the crew to call headquarters and will provide the information. At no time will the Dispatcher give the location of a VIP call over the radio.
7. If the crew comes upon a VIP or potential VIP scene, the Crewleader shall notify the Dispatcher to request the Police. If the Crewleader determines the scene is potentially unsafe, the crew should stay in the ambulance and retreat from the scene, heading back towards the building or proceed to the closest VIP approved stand by location or a safe location until called to go back to the scene by the dispatcher or MedCom.
8. If the crew will be standing by at one of the approved VIP locations, other than the hospital, the Dispatcher will call the department to inform them that we will be standing by at their building unless directed to divert due to an emergent issue at that department. Approved VIP stand by locations are:
 - A. Huntington Hospital
 - B. Huntington Fire Department ramp/parking lot
 - C. Huntington Manor FD Stations 1,2 or 3 ramp/parking lot
 - D. Lloyd Harbor PD Station parking lot

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Article VII - Problems En Route

Section 1 - Mechanical Problems:

If you are experiencing mechanical problems with the ambulance on a call, notify the Dispatcher to respond another rig. Have the Dispatcher notify the Day Captain and the Third Deputy Chief.

Section 2 - Passing an Accident:

If you come upon the scene of another accident while en route to an emergency call or when en route to the hospital with a patient, an EMT should be left at the second scene, if possible, and base notified. If, during a call, a Crewleader or Driver becomes incapacitated, call base and have another Crewleader or Driver dispatched.

Section 3 - Accidents in Squad Owned Vehicles:

1. While En Route to an Emergency Call.
 - A. Call police to the scene of the accident.
 - B. Notify Squad Dispatcher and Squad Chief.
 - C. If only minor property damage is involved and the ambulance is still operable, leave one crew member at the scene explaining to the other party that you are on an emergency run, and then proceed to the emergency call. At the completion of the emergency, return to the scene of the accident to give police the necessary details.
 - D. If There Is Any Bodily Injury Involved, or Major Property Damage, immediately call to Dispatch another ambulance to handle the original emergency call. Remain at the scene, give first aid to victims, and wait for police. If another ambulance is needed at the scene of your accident, call immediately to have one dispatched.
2. While En Route to Hospital with Patient in the Ambulance.
 - A. Call police to the scene of the accident.
 - B. Notify Squad Dispatcher and Squad Chief.
 - C. If only minor property damage is involved and the ambulance is still operable, leave one crew member at the scene with the registration and insurance ID card, explaining to the other party that you are on an emergency run, then proceed to the hospital continuing to give patient first aid. At the completion of the call, return to the scene of the accident to give police the necessary details.
 - D. If There Is Any Bodily Injury Involved, Or Major Property Damage, immediately call to dispatch another ambulance to pick up your patient. Give first aid to any other injured. Remain at the scene until police say you can leave.
 - E. If ambulance is inoperable, immediately call to have another ambulance dispatched to pick up your patient.
3. While Not on Emergency Run.
 - A. Call police to scene of accident.
 - B. Notify Squad Dispatcher and Squad Chief.

C. Immediately call for another ambulance in case of bodily injury at scene. Remain at the scene giving any necessary first aid to victims.

D. If only minor property damage is involved, do not leave the scene until police say you can leave.

4. Procedures in Every Accident

A. DO NOT ADMIT LIABILITY or make statements to any person about "not seeing other vehicle" or "it was my fault", etc.

B. DO NOT SIGN any papers or statements at the scene.

C. Say only that we are insured.

D. DO NOT DISCUSS the amounts of our insurance coverage with anyone.

E. Copy name, address, and operator's license number of the other driver directly from his license, and the insurance card ID number and name of insurance company. Also copy the plate number, and the name and address of the vehicle owner directly from the registration. Write this information down and bring it back to Headquarters.

F. Get the names and addresses of any witnesses at the scene.

G. If our vehicles must be towed from the scene, make sure one Squad member remains at the scene until the ambulance is in tow. Towing is to be done by a Squad-approved towing company (notify the Chief). It is our right to have the vehicle towed by the firm we request. Tell the police at the scene that the Squad-approved agency is to move our ambulance and have the Dispatcher contact them.

H. When back at Headquarters, our Driver is to make out a state accident report form (MV-104A). The Crewleader is to make out a separate report. Reports are to be submitted to the Chief, the President, First Deputy Chief, Third Deputy Chief, Day Captain and Insurance Committee.

I. Both the Squad Chief and the President are to be notified of the accident upon returning to Headquarters.

J. An investigation will be conducted by the Chief within 48 hours from when the accident is reported to determine if the Driver should be removed from driving. The Chief will report the results of the investigation and actions taken to the Board of Directors at the next regularly scheduled Board meeting.

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Article VIII - Paperwork

ALL paperwork must be legible and filled out properly. The following forms are used by HCFAS. Refer to attached samples.

Section 1 - Dispatcher's Responsibility:

1. Alarm Work Sheet - is to be filled out as completely as possible. The most important information is the telephone number.
2. Message Forms - for internal Squad use only. Dispatcher is responsible for filling in time and date message was received. All messages for Officers, members of the Board of Directors and Committee Chairmen should be put in their respective boxes. If there is an Important Message, the Dispatcher should attempt to contact the Day Captain immediately.
3. Prehospital Care Reports (PCR) - Dispatcher should check PCR for completeness and place the form in the appropriate box in the Dispatch Office.

Section 2 - Crewleader's Responsibility:

1. Ambulance Checkout - It is the Crewleader's responsibility to supervise ambulance checkout.
2. Prehospital Care Reports - The Crewleader is responsible for completing the form prior to leaving the hospital. The following information should be included in the PCR:
 - A. Any Squad member, police, Fire Department or person assisting the crew at the scene (first aid, lifting, etc.).
 - B. Any medication, prior history, etc. Any information given by the patient or by-standers should be prefaced by "patient stated" or "by-stander stated" (e.g., Patient stated she slipped on wet floor - not Patient slipped on wet floor). Comments should be kept brief and pertinent to the care of the patient.
 - C. Make sure that a patient refusing medical treatment and transport signs the PCR and that the signature is witnessed, preferably by a Police Officer.
3. Probationary Member Evaluation Form - Forms are to be filled out intelligently. The comment section should be completed. The form should be returned to the member, read and initialed by the member and put in the appropriate Day Captain's box.
4. Probationary Driver Forms - Forms are to be filled out intelligently. The comment section should be completed. The form should be returned to the member, read and initialed by the member and put in the appropriate Day Captain's box.

5. Acting Crewleader Reports - Forms are to be filled out intelligently. The comment section should be completed. The form should be returned to the member, read and initialed by the member and put in the appropriate Day Captain's box.

On all evaluation reports the Crewleader is to be explicit, detailing any information to help the Operational Officers to evaluate the performance and training of the member.

Section 3 - Driver's Responsibility:

1. Driver Checkout - It is the Driver's responsibility to fill in this checkout sheet at the beginning of his duty tour.
2. Vehicle Damage Report - Six copies to be filled out.

Section 4 - General Paperwork:

1. Duty Tour Change Requests – If you are in need of a shift change, fill out this form. One copy is retained by the member, one copy for the First Deputy, one copy for the Day Captain, and one copy for the Schedule Coordinator.
2. Leave of Absence Form - These forms are found in the file cabinet outside of the Dispatch Office, on the web site and in the forms folder on Squad computers. They are to be filled out in triplicate. The form goes first to the Day Captain, then to the First Deputy, and then to the Secretary. The Secretary of the Board of Directors will advise the member if the leave of absence has been granted.
3. Green Light Authorization (Form 105) - To be filled in by member and submitted to the Chief. The requesting member must be off probation. The approved authorization remains in effect unless revoked by the Chief or his designee.

When approved, the member is authorized to display a green light on a motor vehicle operated by him as provided by Section 375 of the Vehicle and Traffic Law and in accordance with the rules and regulations of the Department of Motor Vehicles of the State of New York and the Huntington Community First Aid Squad.

The use of the green light is allowed only when the member has been approved by the Dispatcher or officer in charge to respond to headquarters or a specified scene location.

The green light may be used for identification purposes if the member comes across an emergency scene.

4. Administrative Activity Report - The Vice-President is responsible for maintaining the administrative hour records. Members on administrative status are required to put in a minimum of sixteen (16) hours service per month. The Vice-President will submit a report, no later than

the 10th day of the month following the end of the quarter (quarters end March, June, September and December), to the Board of Directors on the number of hours each administrative member has completed.

5. Reimbursement Form - If members desire to be reimbursed for EMT courses, etc. (as outlined in the Purchase Policies and Procedures), they should drop a copy of the Reimbursement Form and appropriate documentation in the Second Deputy's box.

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Article IX - Protocols

Section 1 - Social Committee Protocols

For these Social Committee Protocols an adult is defined a person eighteen years of age or older. A minor is a person below the age of eighteen.

1. Eligibility Criteria - For a member to attend any social event, excluding parades, as described below they must meet the following eligibility criteria:

- A. One (1) month prior to each event, the member must be a member in good standing, as defined in Article II, Section 1 of the SOP's, with the following exceptions: a) member does not have to be off probation and b) the required duty tours or hourly commitment is defined in paragraph (C) and (D) below.
- B. The member may not have been suspended, or received a temporary suspension, during the six (6) month period preceding the event.
- C. One (1) month prior to each event, Operational members must have completed eighteen (18) four (4) hour duty tours or eighteen (18) eight (8) hour overnight duty tours or nine (9) eight (8) hour duty tours if on Alternating Overnight Status during the prior six months. Duty tours include both weekly duty tours and each four (4) hour standby. Probationary members will be prorated based on their acceptance date.
- D. One (1) month prior to each event, Administrative members must have completed and submitted to the Chief Dispatcher a total of forty-one (41) hours of duty time during the prior six months. Probationary members will be prorated based on their acceptance date.
- E. The Chief will provide the Board of Directors and the Event Committee Chairperson a listing of members not eligible to attend one month prior to the event. Members not eligible to attend will be notified by the Chief.
- F. Any exception to the above must be approved by the Board of Directors.

2. Annual Installation Dinner Dance - The following protocol sets the rules for inviting guests to the annual installation dinner dance.

- A. Each member is entitled to bring one (1) adult guest.
- B. In addition, the President-elect and the Chief-elect may bring four additional guests, unless otherwise approved by the Board of Directors.
- C. Squad members and their guests below the New York State legal drinking age are not allowed to consume alcoholic beverages under any circumstances.

3. Parade Refreshments - All members who march in the parades, or are on duty during the parades, or are selected in advance by the Social Committee Chairperson to help set up for the event are entitled to bring the following people back to the Squad for refreshments.

- A. Squad members may bring their children and one (1) guest.

All Squad members must sign up the appropriate number of people prior to the deadline to be entitled to refreshments, as food will be ordered accordingly. Those who sign up and do not march or help set up will be excluded from the refreshments.

4. Squad Picnic - The Squad Picnic is a special thank-you event for the families and loved ones from whom so much time is taken away. The following are entitled to attend.

A. Squad members may bring their children, plus their parents/guardians and any siblings if they live at home with them, and one guest.

B. Any exceptions must be approved in advance by the Social Committee and require a fee to be determined by the Social Committee Chairperson and approved by the Board of Directors to offset the additional cost to the Squad.

All Squad members must sign up prior to the deadline with the appropriate number of guests attending. Squad members and their guests below the New York State legal drinking age are not allowed to consume alcoholic beverages under any circumstances.

5. Squad Children's Holiday Party

A. The following rules apply for gift eligibility at the end-of-year holiday party for children.

i. Squad members may bring their children twelve years of age and under or siblings twelve years of age and under, to the holiday party. The eligible child must be present to receive a gift.

ii. Those Squad members without children in 5 (A)(i) above are entitled to bring their grandchildren, or great-grandchildren, or nieces and nephews twelve years of age or under at the cost of the gift.

B. Squad members may also bring two additional guests to the party (including children who do not meet the gift eligibility requirements).

C. All children must be signed up prior to the deadline set by the Social Committee.

D. Any exceptions must be approved in advance by the Social Committee and require a fee to be determined by the Social Committee Chairperson and approved by the Board of Directors to offset the additional cost to the Squad.

6. Easter Egg Hunt - The following criteria are established for participation in the Easter Egg Hunt:

A. Squad members may bring their children, grandchildren and siblings living at home provided any child attending is 10 years of age or younger.

B. All children must be signed up prior to the deadline set by the Social Committee.

C. Squad members may also bring two additional guests to the party.

D. Any exceptions must be approved in advance by the Social Committee and require a fee to be determined by the Social Committee Chairperson and approved by the Board of Directors to offset the additional cost to the Squad.

7. Other Squad Adult Events - The Board of Directors will determine in advance the rules that apply to a particular event advance. Alcoholic beverages may be served only if specifically authorized by the Board of Directors. Squad members and their guests below the New York State legal drinking age are not allowed to consume alcoholic beverages under any circumstances.

Section 2 - Operational Protocols:

1. Cellular Telephones

The following rules apply to the usage of the Squad's cellular telephones. Any member found to have abused these rules will, in addition to facing disciplinary action, be required to reimburse the Squad for unauthorized usage at twice the amount of the phone call(s).

- A. Except for ALS (advanced life support) usage, the cellular telephones are to be used only as the last means of communications, when all other means have failed.
- B. Contacting the police, fire departments, receiving hospitals or other agencies is the job of the Squad Dispatcher, with the exception of Nassau County Medical Control. The cellular phones are not to be used to circumvent communications through the Dispatcher.
- C. The cellular phone may be utilized to contact Poison Control while continuing treatment en route to the hospital.
- D. The cellular phone may be used by advanced life support personnel to contact Medical control, although use of a regular phone, if available at the site of the ambulance call, is encouraged.
- E. The cellular telephone may be used to contact HCFAS if the crew is unable to contact the Dispatcher through normal lines of communication (ambulance or portable radio).
- F. The cellular phone may be utilized at a multiple casualty incident under the direction of an Operational Officer.
- G. Cellular telephones may not be utilized for unauthorized purposes.

Section 3 - Funeral Protocols:

1. Death Notice Procedures:

- A. Any member receiving information regarding the death of a Charter member, former member, Associate member or a current member or member's immediate family shall immediately notify the Chief and First Deputy Chief.
- B. The Chief will immediately notify the President and Secretary, who will, in turn, notify the Good and Welfare Committee.
- C. The First Deputy Chief will post the information regarding the death and funeral arrangements in the Ready Room and will notify all Day Captains, who will in turn contact all personnel on their day. The First Deputy Chief will also insure that an announcement regarding the death and funeral arrangements is made to all pager groups via the general page or a special page.

2. Funeral Arrangements:

- A. Death of an active or life member, or death of member's parent, step-parent, child or guardian: full Squad funeral service unless otherwise requested by the member or family or if the services for the deceased are not held on Long Island. For an active member or life member, bunting will be displayed and flag flown at half-staff for a period of thirty (30) days. Flowers and/or a fruit basket will be sent in accordance with Good and Welfare Committee protocols.

B. Death of other relative of Squad member will not be announced except for grandparents and siblings; there will be no formal Squad services but Squad members are encouraged to attend on an individual basis. A representative from the Board of Directors and a representative from the Operational Officers are encouraged to attend the wake and a sympathy card will be sent to the Squad member.

C. Charter member or a former member: same as "2.b." above.

D. Associate member, full Squad funeral services unless otherwise requested by the family or if services are held outside Long Island. Bunting will be displayed and the flag flown at half-staff for a period of one (1) week. A sympathy card will be sent in accordance with Good and Welfare Committee protocols.

3. Funeral Services:

A. Members will report to the Squad or meet at the funeral home in full uniform, including white shirts, blue pants, blue ties, black shoes and black belt. Red Jackets (either summer or winter weight) may be worn, depending upon the season. Whether jackets will be worn and, if so, which jacket will be decided by the Chief and included in the information regarding the funeral arrangements.

B. At the funeral home, members will assemble in two lines. One line will include the Chief, Chief Officers, Captains and Ex-Chiefs, the other the President, Board Officers, other Directors and Past Presidents. All other members will split equally between the two lines. A Squad chaplain (or a member appointed to lead the services) will lead the group into the room. The line led by the Chief will move along the left side of the room, the line led by the President along the right side of the room. Each line will proceed no further than the first row of chairs. All will remain standing throughout the services.

C. When the "chaplain" announces, members from the right line (i.e. behind the Board of Directors) will move in an orderly manner to the casket, pause and pay their respects and then exit to the left. As the members from the right side are coming forward, members from the left side (i.e., behind the Operational Officers) will turn to the rear, and, in file, join the end of the line on the right side. When all the members have filed past the casket, the chaplain will next call up the Ex-Chiefs, Past Presidents, Day Captains, all Board members (except the President), and all Chief Officers (except the Squad Chief) will pay their respects in a similar manner.

D. The Squad Chief and the President will then approach the casket, pay their respects and then offer the condolences of the Corporation and members to the members of the family. They will then file out of the room.

E. In the case of the death of a member, the American flag and the Squad flag are to be placed on either side of the casket with a color guard, prior to the entrance of the Squad members. At the end of the service, the color guard will face the casket, pay their respects and file to the back of the room.

F. Ample time will be allowed for any member who wishes to express personal condolences to do so after the Squad service, before Squad vehicles return to Headquarters.

Deviation from the above rules, including use of an ambulance in the funeral procession, requires approval of the President and Chief.

Section 4 - Parade Protocol:

1. The uniform to be worn at each parade will be announced at least 24 hours beforehand by the Chief through posted communications at Headquarters and by pager, and will depend upon weather conditions. The uniform chosen by the Chief will be strictly adhered to; any member not in the proper uniform will be asked to make the necessary modifications. If the member is unable or unwilling to comply with the uniform requirements for the parade, he will be sent home.
2. The following line of march is to be followed at all parades:
 - A. Color and Honor Guards: this shall consist of two flag-bearers (one for the American flag and one for the Squad flag) and two honor guards. These four members will, in addition to the parade uniform, be required to wear white helmets and white gloves. Those appointed by the Chief to serve as the color guard will be responsible for seeing that the flags and other equipment are brought to the parade and safely stored at Headquarters following the parade.
 - B. Department Banner: should follow ten (10) feet behind the color guard. Two or three members shall be appointed by the Chief to carry the banner. If a third member is used, that member shall walk at the center of the banner, with the other two members always being at either end. These members will wear white gloves in addition to the announced parade uniform. Those appointed by the Chief to carry the banner will be responsible for seeing that it is brought to the parade and safely stored at Headquarters following the parade.
 - C. Band: if a band is engaged, it will follow twenty (20) feet behind the department banner.
 - D. Squad Chief: will follow twenty (20) feet behind the band, if one is engaged, or twenty feet behind the banner if there is no band. The Chief will stand aligned between the American and Squad flags, i.e. in the center of the parade route.
 - E. Chief Officers: will stand one arm's length behind the Chief in two columns and in two rows, one arm's length apart. To the left will be the First Deputy Chief followed by the Third Deputy and to the right, the Second Deputy followed by the Chief Dispatcher. If only three Chief Officers are present, they will form one row of three, with the highest rank on the left.
 - F. President: will follow ten (10) feet behind the Chief Officers and will stand aligned behind the Squad Chief, i.e. in the center of the parade route.
 - G. Board Members: will stand in two columns behind the President, with one arm's length distance between each row.
 - H. Ex-Chiefs and Past Presidents: will follow ten (10) feet behind the Board of Directors. They will stand in two columns, with one arm's length distance between each row.
 - I. Day Captains: will follow ten (10) feet behind the Ex-Chiefs and Past Presidents. They will stand in two columns, with one arm's length distance between each row.
 - J. Members: will follow ten (10) feet behind the Day Captains. They will stand in two columns, with one arm's length distance between each row.
3. Drivers of vehicles will maintain a ten (10) foot distance from the end of the marching members and between vehicles (Placing a piece of tape on the windshield in line with a point ten feet in front of the vehicle will help maintain proper distance). All vehicles will have the same number of members riding in them. Drivers will keep both hands on the steering wheel and avoid placing elbows out the window.
4. Sounding of sirens while in the line of march shall occur only at the discretion of the Chief.

5. All eyes are to be straight ahead when passing the reviewing stand except for the Squad Chief, who will look "eyes right".
6. Any member conducting themselves during the parade in such a manner as to bring discredit to themselves or the Squad is subject to disciplinary action in accordance with the By-Laws.
7. The Squad Chief will make provisions for adequate ambulance coverage during the parade, and will assign specific crews to specific vehicles in the event that multiple calls require releasing vehicles from the parade for emergency duty.

Section 5 - Miscellaneous Protocols:

1. Plaque Standards:

The Squad honors the outgoing Board and Operational Officers with plaques commemorating their service. Plaques will be presented after the board member/officer leaves office. The outgoing President and Chief will be awarded their plaque at the following Installation Dinner. Their plaque shall include their dates in that position and a copy of their badge. All Officers and Board who serve at least six months or more, and are in office at the end of their term, members will receive plaques only for their time in office (and not for their committee work as well), although mention of their committee work should be made at the December General Membership meeting. Their plaque shall include their dates in that position, Life and Honorary Membership plaques will be given to their recipients at the Installation Dinner.

Title	Plaque Size
All outgoing BOD members, Chief Officers and Chief Dispatcher	10" x 13"
Outgoing Day Captains	9" x 12"
Life Members	10" x 13"
Honorary Members	9" x 12"

2. Good & Welfare Committee Guidelines:

For these Good & Welfare Guidelines the following definitions are applicable:

Squad Member shall mean any active member, inactive life member or inactive 20-year exempt member. Hospitalized shall mean an overnight stay in a hospital.

A. In the event of the death of a Squad member or Charter member, HCFAS shall send a wreath of red, white and blue flowers to the funeral home with a blue ribbon bearing the letters HCFAS and the Squad emblem in the center, and also displaying the deceased member's Squad membership number. Cost guideline in 2023: up to \$250.

B. Death of a Squad member's spouse or child: flowers to be sent to the Funeral Home. Cost guideline in 2023: up to \$100.

- C. Death of a Squad member's parent, stepparent or guardian living in the immediate area: flowers to be sent to the Funeral Home or flowers or fruit basket will be sent to the member. Cost guideline in 2023: up to \$85.
- D. Death of a Squad member's parent, stepparent or guardian living out of the area: flowers to be sent to the Funeral Home. Cost guideline in 2023: up to \$125 including any fees and delivery charges. If the funeral has taken place before flowers can reach the area, then either flowers or a fruit basket will be sent to the member upon his return home. Cost guideline in 2023: up to \$85.
- E. Death of a Squad member's immediate grandparent or sibling: Squad will acknowledge with a sympathy card.
- F. Death of an Associate member, Honorary member or former member: Squad will acknowledge with a sympathy card.
- G. Birth of a child: flowers or fruit are sent to the parents in accordance with hospitalization criteria listed below plus a \$50 check for each baby.
- H. If a Squad member is hospitalized: flowers, a plant or a fruit basket will be sent for each occurrence. Cost guideline in 2023: up to \$75, including delivery costs.
- I. If an active member's spouse is hospitalized: flowers, a plant or a fruit basket will be sent for each occurrence. Cost guideline in 2023: up to \$75, including delivery costs.
- J. If a child, parent, stepparent or guardian who lives in the same house as an active member is hospitalized: flowers or something similar will be sent for each occurrence. Cost guideline in 2023: up to \$75, including delivery costs.
- K. Any active member getting married receives \$100. If two active members marry each other, the couple receives \$200.
- L. Cost guidelines may be adjusted annually by a 2/3 vote of the Board of Directors. Any deviation from the above requires the President's approval.

3. Wedding Protocol:

When a Squad member is wed, it is permissible to send an ambulance to the wedding ceremony if the following conditions are met:

- A. The ambulance must be requested in writing by the Squad member being wed.
- B. The request must be approved by the Chief in writing (and explanation given if denied).
- C. The wedding ceremony must be within Suffolk County, N.Y.
- D. Squad members riding on the ambulance must be in uniform.
- E. Squad members riding on the ambulance must be willing to respond to a call once they are in the district if they are requested by the dispatcher.
- F. Squad members must return the ambulance to base immediately following the ceremony.

In addition, Squad members are reminded in the strictest of terms that no alcoholic beverages are to be consumed while they are in Squad uniform and while they are entrusted with an ambulance. Failure to abide by these rules will result in disciplinary actions.

4. Memorial Tree:

The symbolism of the Tree, located on the staircase in Headquarters, is a tribute to our deceased members. Each Star is engraved with the member's name, number, membership status, and date "they answered their last call". The Rocks at the bottom represent our Charter Members. A Charter Member's Rock is silver, while a Charter and Life member's Rock is gold, with silver trim. The Stars on the Tree are brass for Members, in Good Standing according to Article II, Section 1 of the Standard Operating Procedures, Associate members and Honorary members. Gold Stars are for Life members and 20-Year Exempt Membership. Should a member die in the Line of Duty, as approved by the Board of Directors, the rim of their star will be purple. Existing Stars shall remain in place.

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Article X – Policies

Section 1 – Purchasing Policy

A. Overview

This is an overview of the existing policies and procedures concerning the purchase of goods and services for the Squad. For more details concerning individual topics covered below, see noted page references.

Bids are confidential. Under no circumstances will any member, employee, agent, consultant or representative of the squad disclose any information on bids to anyone until all bids have been received and opened. Bids will not be accepted under any circumstances by any company in which a member, employee, agent, consultant or representative of the squad has a personal or financial interest. Under no circumstance shall any member or employee accept a gratuity of any kind. Companies who wish to present a token of appreciation should be directed to make a donation to the annual fund drive. Any exception to this policy must be approved by the Board of Directors.

1. Authority to order services, supplies or equipment

The Purchase Authorization Policy identifies those members who are authorized by the Board of Directors to order items in the name of the Squad. No other member (Officer, Board Member, or other) can order services, supplies or equipment for the Squad without prior approval of an authorized member. Approval is considered the signature of the individual granted Purchase Authorization for that category, on the APPROVED BY line of the Purchase Order.

2. Purchase Authorization limits

Purchase authorization approved by the Board of Directors is for:

- a. The ordering of services, supplies or equipment which is specified for that individual in the Purchase Authorization Policy.
- b. Placing of orders for "standard and usual" goods and services. Examples: replacement first aid supplies that are standard inventory items; ordering of forms that were previously printed; etc.
- c. Ordering of goods in quantities that are "common and usual," as determined by previous order quantities.
- d. Orders with a total cost which does not exceed the Purchase Authorization Limit specified. Splitting of orders in order to circumvent limits is not approved.
- e. The repairing of Squad equipment after the member having Purchase Authorization has ascertained that the repair cannot be completed within any warranties or extended warranties currently in effect.

3. Orders for goods and services not covered by, or exceeding the limits of, the Purchase Authorization Policy

Any member of the Squad can request the Board of Directors to approve the purchase of specific goods or services. These requests should be made through the appropriate committee chairperson, officer or Board liaison.

All orders for goods and services that are not covered by the Purchase Authorization Policy or orders which exceed the limits of the policy must be approved by the Board of Directors.

Procedures for requesting purchase approval from the Board of Directors is outlined in section "E".

4. Emergency orders for service, supplies, and equipment
Emergency order status applies only if (1) the "common and usual" emergency medical services provided by the Squad would be affected; (2) if not immediately corrected the member would be exposed to excessive dangers and risks; (3) if not immediately corrected, further damage would occur, resulting in even higher costs to the Squad.

The individual granted Purchase Authorization by the Board of Directors can exceed the limits if an emergency situation exists, as defined above, and if the approval of the Chief has been obtained. If the Chief cannot be contacted, then the 1st Deputy Chief, 2nd Deputy Chief, etc., in order of authority.

All orders which exceed the Purchase Authorization of the Board must be reported to the Board of Directors by the Chief, or designee, at the next scheduled Board meeting.

5. Advances
 - a. Petty Cash Advances: The Board of Directors must approve all petty cash advances which must be requested from the Treasurer on a purchase order at least two weeks in advance. These advances are issued to specific members who are responsible for the accountability of the funds to the Treasurer. Petty cash accounts are considered revolving accounts and monies spent will be reimbursed when expenses are documented via a purchase order. All petty cash accounts are in effect until the end of the year. A quarterly accounting of all petty cash expenditures must be submitted to the Treasurer by the 10th day following the end of a quarter.
 - b. Cash Purchase Advances: If the purchase is covered by the Purchase Authorization Policy or approved by the Board of Directors, a cash advance can be obtained by contacting the Treasurer and requesting the advance on a purchase order at least two weeks in advance. The person issued the advance is responsible for the accountability of the funds to the Treasurer. The accounting of the funds must be made within ten (10) days of the purchase or the Board of Director approved action.

6. Purchasing Procedures (A Purchase Order is required for all purchases)

Prior to placing any order for goods and services, the person granted purchase authority by the Board of Directors must approve the order by signing on the approved by line of the purchase order. A Purchase Order must be prepared for ALL orders for goods or services

Refer to Purchase Order Procedures for details.

7. Payment Approval

Payment for all goods and services must be approved by the Board of Directors. Requests for payment approval are presented by the Treasurer. Certain invoices can be paid directly by the Treasurer, based upon the Treasurer's Payment Authority granted by the Board of Directors. The Treasurer must report all payments to the Board of Directors at their next scheduled meeting.

Payment approval requests are presented to the Board of Directors by the Treasurer only if:

- a. A properly prepared and approved PO is received.
- b. The person who placed the order approved payment by:
 - i. Filling out the inspection report section of the P.O. (if applicable).
 - ii. Attaching an original invoice.
 - iii. Attaching a delivery receipt or packing slip (if applicable).
- c. The quantity and amount charged correspond to the PO details.
- d. The purchase corresponds to the Purchase Authorization Policy or Purchase Approval granted by the Board of Directors.

When the purchase authorization is granted by the Board of Directors, a copy of the motion should be attached to the PO or the date of approval by the Board of Directors should be noted on the PO and the approved purchase authorization should be attached.

If the purchase exceeds the Purchase Authorization Policy or the Purchase Approval granted, the individual who placed the order must attend the next scheduled Board meeting and request payment approval from the Board of Directors.

The Treasurer must advise the Board of Directors of any invoice received from a supplier when the request for payment is held more than thirty days from invoice date due to lack of proper documentation. Also, the Treasurer will advise the Board of Directors on open Purchase Orders (45 days and older from Purchase Order date) for which no invoice has been received and open invoices on a vendor's statement for which no PO has been received.

8. Payment Policy

It is the policy of the Board of Directors to pay all invoices within thirty days of the invoice date, and to pay all credit cards so that the payment is received by the statement due date.

9. Suppliers (See the Treasurer for a current list)

The list of Current Suppliers identifies those suppliers who are approved by the squad. This list should be used as a guideline for the purchase of goods and services by the Squad. New suppliers can be recommended for addition to the list by the individual granted Purchase

Authorization for that category of goods or services. The new suppliers name, address, phone number, and point of contact should be given to the Treasurer in advance of the purchase. This will enable the Treasurer to complete and issue a Tax-Exempt Certificate, respond to any credit approval request and have the Patient Confidentiality Agreement Form #431 completed if necessary. Additions should be based upon (1) lower price, (2) improved services and/or (3) improved quality. Deletions can be made for cause.

The Treasurer will respond to a supplier's request to verify those members authorized to place orders, to provide credit information and to authorize credit limits.

10. Training

The Chief is authorized to approve and schedule, squad-related EMS training courses at the squad, including courses given by the Suffolk County Division of EMS or other course sponsors, and will be responsible for scheduling and coordination of events. The Chief will confirm all programs with the President.

The training of our members is of the utmost importance. Training is no longer limited to a single course or two. In addition to the recognized state levels of certification there are seminars, conferences, and continuing education courses that benefit members. In an effort to allow membership to achieve the most from what is available to them, while ensuring that the squad benefits also, the following guidelines have been established for the reimbursement of training courses for members in good standing. A member on probation is not precluded from attending courses. Training courses beyond the normal and customary American Red Cross, American Heart Association, Suffolk or Nassau County EMT, including CME classes, require pre-approval of the Second Deputy Chief. Any training course that exceeds these limits requires the pre-approval of the Board of Directors.

Upon successful completion of any course, conference or seminar that is directly related to the function of the organization, as determined by the Second Deputy Chief, the member must complete a Course/Seminar Reimbursement Request form. The member must attach a copy of the certificate of completion along with verification of the course cost and payment, and submit all documentation to the Second Deputy Chief for approval. All training courses except ARC, AHA and Suffolk or Nassau County EMT courses including CME classes require pre-approval from the Second Deputy Chief. The reimbursement of HCFAS required course fee (BLS CPR), through the American Red Cross and American Heart Association is authorized when that individual is subsequently accepted for membership within 6 months of course completion. Members must be in good standing when requesting reimbursement. For reimbursement for EMT-P courses the member must be in good standing for the entire preceding (6) six month period immediately preceding each reimbursement request.

Reimbursement limits are as follows:

- a. Seminars, Conferences and Continuing Education courses: \$250.00 maximum including mileage, unless approved in advance by the Board of Directors.
- b. CTC Course: \$150.00 maximum including mileage.

- c. ACLS Course: \$400.00 maximum including mileage.
- d. EMT: \$550.00 maximum including mileage.
- e. EMT-P Refresher Courses: \$800.00 maximum including mileage.
- f. EMT-P Original Course: Due to the current extreme cost of these courses, each request must be pre-approved on an individual basis. The individual member requesting approval for the course must submit, in writing, to the Board of Directors a total breakdown of the course costs (fees, tuition, books and daily mileage) the approved mileage will not exceed \$1,000.00. The Chief will verify in writing that the member has been in good standing for the six months prior to the request.
 - a. After the member receives the status of EMT-P and is approved to ride in Suffolk County provided the member has remained in good standing, the member will be entitled to initial reimbursement for one-sixth (1/6) of the total approved course cost (fees, tuition, books and mileage).
 - b. Reimbursement Period: The member may be entitled to reimbursement of the balance of the approved course cost in five parts, every six months for the next two and a half years, the first at the six month anniversary of issuance of the member's Suffolk REMAC card. These anniversary dates shall be extended by the period of any medical leave of absence taken by the member following completion of the course.
 - c. Requirements: Entitlement to reimbursement is contingent upon the member meeting the following service requirements. During the reimbursement period, the member must:
 - i. Remain a member in good standing;
 - ii. Maintain the status of an active HCFAS EMT-P;
 - iii. Fulfill additional duty requirements as follows:
 - 1. Must ride as an ALS provider when on duty except as otherwise approved by the operational officers;
 - 2. Provide an additional four hours per week either on a second duty tour or as back-up personnel for a duty tour as approved by the operational officers;
 - iv. Not gone on any Leaves of Absences, other than Medical Leave. In the case of Medical Leave, the member shall not be credited for service requirements, but the reimbursement period will be extended for the period that cumulative Medical LOAs exceed three months.
 - d. Responsibility of the Member: Every six months during the reimbursement period, from the anniversary of issuance of the member's Suffolk REMAC card, the member must complete a Purchase Order for an additional one-sixth (1/6) of the total approved course costs and submit this to the Treasurer. The Treasurer must obtain a written verification from the Chief, that during the reimbursement period, the member has maintained the status of an active HCFAS EMT-P; and fulfilled all the service requirements-as listed above before reimbursement may occur.
 - e. Any member not meeting the reimbursement service requirements for the reimbursement period must be reviewed by the Board of Directors.
 - f. **IT IS THE RESPONSIBILITY OF THE MEMBER TO APPLY FOR AND FOLLOW UP ON THESE SEMI-ANNUAL REIMBURSEMENTS.**
- g. EMT-CC to EMT-P Bridge Course: Due to the current extreme cost of these courses, each request must be pre-approved on an individual basis. The individual member

requesting approval for the course must submit, in writing, to the Board of Directors a total breakdown of the course costs (fees, tuition, books and daily mileage) the approved mileage will not exceed \$200.00. The Chief will verify in writing that the member has been in good standing for the six months prior to the request.

- i. After the member receives the status of EMT-P and is approved to ride in Suffolk County, provided the member has remained in good standing, the member will be entitled to initial reimbursement for one-third (1/3) of the total approved course cost (fees, tuition, books and mileage).
- ii. Reimbursement Period: The member shall be entitled to reimbursement of the balance of the approved course cost in two parts, the first at the six (6) month anniversary of issuance of the member's Suffolk REMAC card, and the last and final part at the one year anniversary. These anniversary dates shall be extended by the period of any medical leave of absence taken by the member following completion of the course.
- iii. Requirements: Entitlement to reimbursement is contingent upon the member meeting the following service requirements. During the reimbursement period, the member must:
 - a. Remain a member in good standing;
 - b. Maintain the status of an active HCFAS EMT-P;
 - c. Fulfill additional duty requirements as follows:
 - i. Must ride as an ALS provider when on duty except as otherwise approved by the operational officers;
 - ii. Provide an additional four hours per week either on a second duty tour or as back-up personnel for a duty tour as approved by the operational officers;
 - d. Not gone on any Leaves of Absences, other than Medical Leave. In the case of medical leave, the member shall not be credited for service requirements, but the one-year reimbursement period will be extended for the period that cumulative Medical LOAs exceed three months.
- iv. Responsibility of the Member: Every six months during the reimbursement period, from the anniversary of issuance of the member's Suffolk REMAC card, the member must complete a Purchase Order for an additional one-third (1/3) of the total approved course costs and submit this to the Treasurer. The Treasurer must obtain a written verification from the Chief, that during the reimbursement period, the member has maintained the status of an active HCFAS EMT-P; and fulfilled all the service requirements as listed above before reimbursement may occur.
- v. Any member not meeting the reimbursement requirements for the reimbursement period must be reviewed by the Board of Directors.
- vi. **IT IS THE RESPONSIBILITY OF THE MEMBER TO APPLY FOR AND FOLLOW UP ON THESE SEMI-ANNUAL REIMBURSEMENTS.**
- h. Courses not sponsored by the Nassau or Suffolk County EMS Program Agency will be reimbursed to the member provided the following requirements are completed:
 - i. Pre-approval is required by the Board of Directors and must be presented to the Board of Directors by the Chief.
 - ii. A Course/Seminar Reimbursement Request form #154 is completed with verification of course costs attached (fees, tuition, books and detail daily mileage). The form will also certify that HCFAS is the last dollar reimbursement and

- acknowledgement of squad reimbursement.
- iii. The member provides documentation of successful completion of the course (copy of certificate).
- iv. The member provides proof of completion of all requirements to ride as a member of the Suffolk County system.
- i. The Chief is authorized to spend an amount not to exceed \$10.00 per attendee for each in-house training event for food and beverage.

NOTE: The Treasurer is responsible to file the NYS DOH EMT course reimbursement voucher but the member must provide the Treasurer with any documentation required by the NYS DOH otherwise the squad's reimbursement to the member will be delayed.

11. Standard Mileage Reimbursement Rates

The standard mileage reimbursement rate for the use of a member's personal vehicle, for all approved activities, is \$.55 per mile. Members are strongly encouraged to use a company vehicle, if available.

12. Holidays

Being a twenty-four hour a day, seven day a week, three hundred and sixty-five day a year operation, there will be times when crews will be required to be on-duty during holidays. In an effort to make those holidays a little more enjoyable the Special Events Committee is authorized to spend an amount not to exceed \$650.00 for food and refreshments on each pre-approved holiday. The pre-approved holidays to which this authorization applies are:

New Year's Eve Day	New Year's Day
Martin Luther King Day	Easter Sunday
Memorial Day	Labor Day
Independence Day	Christmas Eve Day
Thanksgiving Day	Christmas Day

13. Warranties

Before a repair of any Squad equipment is approved by an Operational Officer, delegate or Committee Chairperson the approving person should make sure that the repair is not covered by any warranty or extended warranty. If a warranty or extended warranty exists, all attempts should be made to have the repair done pursuant to the warranty. If a repair is completed outside of the warranty, an explanation of why should be included in the remarks section of the Purchase Order. A copy of any warranty must be maintained by the appropriate officer or committee chairperson. The original warranty must be given to the Secretary who will maintain a file of all warranties. A copy of the warranty must also be attached to the invoice of the warrantable item when the PO is submitted to the Treasurer for payment.

14. Meal Reimbursement – Overnight Travel

When a member is on an approved trip which includes an overnight stay meals and incidentals will be paid on a per diem basis in the amounts detailed and approved under the US General Administrative Web Site <http://www.gsa.gov>, or an amount pre-approved by the Board of Directors. The days of travel, both to and from will be reimbursed at 75% of the approved rate. A purchase order must be completed by the member and approved by the appropriate officer or board liaison. This request may be made two weeks in advance of the approved trip. In the event the member does not attend the trip the money must be refunded to the squad within ten (10) days of the initial date of travel.

15. Reimbursement for out-of-pocket expenditures

The retention of our members is of primary importance. In addition to volunteering numerous hours in fulfillment of their required duty tour, many volunteer members serve in various capacities as board members, officers, committee chairman and delegates. The benefit to the organization for these services is enormous. In order to perform these additional duties the member may incur additional expenses for items such as: telephone, babysitting, meals, laundry, dry-cleaning, meeting refreshments, etc. In an effort to continue their dedication to the organization and to allow these members to be reimbursed for some of these additional costs the following guidelines have been established.

Members holding one of the following positions may request reimbursement up to the scheduled quarterly limits from the Treasurer by submitting a purchase order for “Out of Pocket” expenses. The purchase order must be submitted by the 10 (tenth) day of the month following the end of a calendar quarter. Late requests will not be honored. This request must be made on a PO and must include a description of the expense and supporting documentation for individual expenses in excess of \$25.00. Each member is limited to the highest of any one scheduled amount, although expenses from multiple committees may be added to reach this limit. The member must have been active in that capacity for the entire quarter for which the reimbursement is requested. Committee chairman or co-chairman must receive approval of the board officer, board liaison or operational officer under whom the committee responsibility falls. These reimbursements are not considered compensation for the determination of LOSAP points earned. All disbursements will be made from HCAD funds unless the function performed is a HCFAS activity.

Position	Quarterly Amount
Board Officer	\$60.00
Director (non- officer)	\$45.00
Chief Operational Officer	\$60.00
Day Captain/Schedule coordinator	\$45.00
Committee Chairperson	\$30.00
Committee Co-chairperson	\$15.00
RTE Course instruction (non-compensated)	\$60.00
CPR Course instructor (non-compensated)	\$30.00

16. Insurance – Suppliers

The Board of Directors may request contractors or service providers to submit a certificate of insurance in the name of the Squad or name the Squad as additional insured for their commercial general liability (contractual liability, bodily injury and property damage), automobile and professional liability insurance policies. These policies must be occurrence coverage.

They may also request contractors or service providers to submit proof of workers' compensation and disability benefits insurance coverage during the contract term.

17. Miscellaneous Items

- a. The Secretary is authorized to conduct free raffles at the General Membership Meeting of non-cash gifts or vendor incentives. Edible items donated by the community are not included in this section. The President and Chief will decide the disposition of any items that do not meet the above criteria.
- b. Parades: The Chief is authorized to order the participation of the squad in the annual St Patrick's Day, Memorial Day, and Huntington Manor Fire Department, Greenlawn Fire Department and East Northport Fire Department parades. Post 215 members are invited to march in these parades provided the required Post 215 advisors are present at all times. Post 215 advisors and members will follow the directions of the highest-ranking officer at all times. Parade Refreshments are covered under the SOP Section IX, Section 1, Paragraph 1 and 3.

When deemed appropriate by the Chief, the parade hosts commemorative glass (at a cost not to exceed \$12) and a meal allowance of \$10 per member, Post 215 member and crews on standbys may be utilized. The Chief may request an advance from the Treasurer to cover this expense.

The Social/Kitchen Committee may provide refreshments before the Memorial Day Parade (\$500) and after the St. Patrick's Day Parade (\$1,500), in accordance with SOP Section IX, Section 1, Paragraphs 1 and 3. Post 215 members are invited to these events and may bring parents, guardians and siblings. These amounts include all related expenses such as food, flowers, paper goods, etc.

- c. Outside Organizations - The Chief is authorized to approve room use for the Fire Chiefs Council of the Town of Huntington, the Suffolk County Ambulance Chiefs Association and the New York State Volunteer Ambulance and Rescue Association, once each year. Refreshments are authorized, not to exceed \$700 per event from HCFAS Funds, and \$150 for beer and wine (HCFAS Funds). All Alcohol must be served by a TIPS Certified Bartender who may be engaged at an amount not to exceed \$125.
- d. Squad Delegates, alternates and pre-approved members are authorized to use a squad vehicle, when available, with the prior authorization of the Chief, to attend meetings of the organization at which they directly represent HCFAS. Overnight stays are authorized to a maximum of \$125/night, and meals in accordance with the meal

- policy (Section 14). Delegates from other EMS and FD organizations may ride in the squad vehicle, upon notification to the Chief.
- e. The President and Chief are authorized to schedule an annual joint meeting of the BOD and officers, respectively, at an amount not to exceed \$2,000 per meeting.
 - f. Quarterly Meal Allowance – In recognition of the membership's services to the community, the Captains and Vice-President are authorized a \$10 per member, \$500 quarterly meal allowance for their days or personnel. Members are only entitled to one Quarterly Meal Allowance per quarter regardless of the number of shifts completed. Captains and the Vice-President must request and account for the funds, a signature from the member acknowledging receipt of the funds, in accordance with Article X, Section A, Paragraph 5, (b) of the SOP's by the end of the calendar quarter the request was made in. Captains and the Vice-President may not request a quarterly meal allowance unless they have accounted for the previous quarters allowance.
 - g. Gift Eligibility - In order to receive a holiday gift as approved by the Board of Directors annually, a member must fulfill the following requirements:
 - i. The member must be a member in good standing as defined in Article II, Section 1 of the SOP's, with the exception of the required duty tours or hourly commitment, which is defined in paragraph (iii) and (iv) below, as of December 1st.
 - ii. The member may not have been suspended, or received a temporary suspension, during the twelve (12) month period preceding December 1st.
 - iii. As of December 1st, Operational members must have completed thirty-six (36) four (4) hour duty tours or thirty-six (36) eight (8) hour overnight duty tours or eighteen (18) eight (8) hour duty tours if on Alternating Overnight Status. Duty tours include both weekly duty tours and each four (4) hour standby.
 - iv. As of December 1st, Administrative members must have completed and submitted to the Chief Dispatcher a total of eighty-two (82) hours of duty time.
 - v. The Chief will provide the list of all eligible members or members who received a gift and those ineligible members to the Board of Directors no later than the 2nd Board meeting in December.
 - vi. Any exception to the above must be approved by the Board of Directors.
 - h. Length of Service Recognition Eligibility – In recognition of years of service to the community, the Board of Directors may award a member, based on the below criteria.
 - i. The member must be in good standing as outlined in Article II, Section 1 of the Standard Operating Procedures to receive an award.
 - ii. Anytime, the member was suspended or who has cumulative Operational or Education Leaves of Absence in excess of one (1) year, will not have that time counted towards their length of service time period.
 - iii. Associate Members who have left the Squad in Good Standing and return to Active Duty will have their prior time counted towards the length of service time period.
 - iv. Members achieving twenty (20) years of will receive a watch engraved with their initials, membership number and years of service, at a cost not to exceed \$500.
 - v. Members achieving thirty (30) years of service and at five (5) year intervals thereafter, will receive an award of their choice at a cost not to exceed \$1,400.

The award must be engravable, or be able to have a plaque permanently affixed to it. The cost of the engraving or plaque shall not be included in the cost of the award. The engraving will have the members initials, membership number and years of service.

- vi. Members achieving twenty-five (25) years of service will receive an award of their choice at a cost not to exceed \$1,000. The award must be engravable, or be able to have a plaque permanently affixed to it. The cost of the engraving or plaque shall not be included in the cost of the award. The engraving will have the members initials, membership number and years of service.
- vii. The award must be one item or a “set” of items, i.e. a computer with a printer and monitor or a camera, carrying case and battery charger, provided that the items are integral to the award.
- viii. Any exception to the above must be approved by the Board of Directors
- i. Length Specialty License Plates
The Treasurer is authorized to reimburse members up to \$60.00 every two years for Specialty License Plates (VAS, EMT or Paramedic). Members must submit to the Treasurer's office a purchase order with:
 - i. Proof that you ordered the license plate, and
 - ii. Proof of payment

B. Purchase Authorization Policy

The Board of Directors has full responsibility and authority for all squad expenditures. In an effort to insure that designated Operational Officers and Chairpersons have the financial tools to effectively execute their responsibilities without undue delays, the Board has approved and granted SPECIAL Purchase Authorization to persons holding certain Officer and Chairperson positions. See pages

The list is presented by account category and type. If applicable, the Officer/Chairperson granted Purchase Authorization is identified, followed by the maximum limit of that person's purchase authority. If a position is not listed for Purchase Authorization, then any purchase of goods or services for that account category and type must be approved by the Board of Directors.

It is expected that all persons granted this SPECIAL authorization will follow not only the policy guidelines, but also the intent of the Policy. Any and all exceptions to this policy must have prior approval from the Board of Directors.

1. Policy Guidelines

- a. The total amount to be charged to the Squad cannot exceed the approved purchase limit.
- b. This Purchase Authorization is granted only for orders of goods to replenish existing inventories and for services to maintain existing equipment.
- c. Requests for new items outside of the authorization amounts must be requested by submitting a completed Request for Purchase Approval form (#126) and bid form (#125) to the Board of Directors via a Chief Officer or Committee Board Liaison.

This policy has been approved by the Board of Directors for the convenience and needs of the person granted Purchase Authorization. Any violations of this policy or of the true intent of the policy, such as order splitting, can/will result in the revocation of a person's Purchase Authorization.

C. Purchase Order Procedures

An HCFAS Purchase Order must be prepared and processed for all merchandise and services purchased. **All items/services will be paid only when a properly completed Purchase Order is received.**

1. Ordering Merchandise or Services (Refer to the sample PO)

Prior to placing any order, refer to the purchase authority and limit policy. A Purchase Order must be completed when the order is placed. Under no circumstances may the requested by and approved by lines of a PO be signed by the same person. The approved line cannot be completed by entering "BOD", but must be signed by an authorized member. In the absence of the authorized member or due to unusual circumstances, the Chief, President or Treasurer may approve the PO.

NOTE: There must be a procedure if there is no authorized member; the authorized member is absent (LOA, vacation, resigned etc.) for the PO to be approved.

- a. Print all PO information clearly.
 - i. Supplier information must include the supplier's full name and address. If the member is requesting reimbursement, the member's name is the supplier and the supplier's receipt information should be listed on and attached to the PO.
 - ii. Ship to line must include the person or committee to whom the items are to be directed.
 - iii. Price Listed line should be completed when a purchase is based on a quote.
 - iv. Include the shipping amount on the appropriate line and complete the total amount due
 - v. List all items or descriptions of service in itemized section. Print each item on a separate line. Indicate "QUANTITY - NUMBER and UNITS (box, case, etc.)"; number of items per unit; full "DESCRIPTION" and if applicable, supplier item number; "UNIT" and "TOTAL" price for each line item.
 - vi. Add "PRICE - TOTAL" column and write total amount in "TOTAL FOR MERCHANDISE/SERVICE" box.
 - vii. Print any instructions or information in the "SPECIAL NOTES" section of the Purchase Order.
 - viii. Write the date merchandise/service was ordered on the "ORDER DATE & NUMBER" line (upper right on the PO.). Use numbers for month. Example: 2-1-07; 12-17-07; etc. This Date will be used as our Purchase Order Number for all transactions.
 - ix. Requested by line must be signed by the requester and the approved by line signed by an authorized member per the purchase authorization list or an appropriate Officer or Board Liaison.

2. Merchandise Received or Services Provided at Headquarters

The on-duty dispatcher will accept and sign for deliveries and services supplied at headquarters (name, # and date). Visually inspect the outside of all cartons. If damage is noted this should be written on the delivery receipt or on a separate paper. Place delivery receipt in appropriate mailbox and attempt to contact the appropriate member.

3. Inspection of Merchandise Received

The requester must inspect all orders within 10 days of receipt. This is the legal limit for shipping damage claims. Complete the inspected by section of the PO. Damages or discrepancies should be handled with the supplier immediately and disposition should be noted on the PO.

Attach original invoice with PO and place these documents into the Treasurers mail box.

4. Merchandise Delivered to or Service Provided at Headquarters

The on-duty Dispatcher will accept and sign for deliveries and services supplied at Headquarters. **NOTE:** Visually inspect outside of all cartons. If damage is apparent write this fact on the carrier's delivery report or on a separate paper. Place delivery receipt in appropriate mailbox and attempt to contact the appropriate member.

5. Inspection of Merchandise Received

- a. Person who requested order must inspect and confirm contents of the order WITHIN 10 DAYS after order is received. This is the legal limit for shipping damage claims. If damage occurred, do not destroy packing materials or carton.
- b. Inspect contents and complete "Inspection report" section of the PO. If an error is noted, immediately contact the supplier. Be sure to write description of any problems in "Inspection Report" section of the PO and note supplier's comments/actions. (Use back of PO. if required.)
- c. Place the completed Purchase Order, with all of the supporting documents attached, in the Treasurer's mailbox

D. Credit Card Policy

Upon approval of the Board of Directors the squad may obtain a general-purpose credit card. The approved use of this card is limited to the, President, Vice President, Chief, First Deputy Chief and the Social Committee Co-Chairpersons. When a purchase is better suited to be made via a credit card, the requester must first verify that the purchase has been approved by these PPP's, or the Board of Directors or a member who has the purchase authority, and, must present the request to one of the Officers listed above. This request must include: the company name, telephone number,

copy of the approved purchase authorization form or proposal and board motion, if applicable and the cost of the item.

This request is to be used only when normal and customary purchase policies are not appropriate such as items that must be paid for now but will not be delivered or used for more than 30 days. The PO must include the notation that the order was placed by credit card and a copy of the PO must be immediately given to the Treasurer. When the goods or services have been received, the original PO with supporting documentation must be placed in the Treasurer's mail box.

E. Purchase Approval Request Procedures

All orders for goods and services not expressly covered by the Purchase Authorization Policy or orders, which exceed the limits of the policy, or requests for new goods or services must be approved by the Board of Directors.

A request for purchase approval or a written proposal, including bid form documentation, must be completed and these requests must also be made in the form of a motion to the Board of Directors and must come through the appropriate Chief Officer or Board of Director Liaison. In the event there is no Chief Officer or Board Liaison designated to oversee the specific area the member should contact the Chief and or President for direction. To be considered at the next Board of Directors meeting all requests must be submitted to the President by the appropriate chief officer or Board Liaison by 9 AM the Friday preceding the meeting. Additionally, a copy of all supporting documentation must be provided to each board member no later than 9 AM the Friday before the board meeting. The President will contact the person requesting the approval if a personal appearance is necessary at the meeting.

Bids or quotes are not necessary when a proposed purchase is made on state (Office of General Services, www.ogs.state.ny.us), county or town contracts, providing the appropriate contract number is noted on the purchase approval form or proposal and referenced in the motion and supporting documentation is attached. If a bid or quote is received that is less than the state, county or town contract amount, no other bids or quotes are necessary providing the contract information is documented as part of the purchase authorization or proposal request.

If approved by the Board of Directors, the original purchase authorization or proposal request will be signed by the President and returned to the Secretary. The Secretary will give a signed copy of the request to the requestor for attachment to the Purchase Order when requesting payment. All other standard Purchase Order procedures are to be followed also.

F. Treasurer's Payment Authority

Payment for bills presented to the Corporation will be submitted by the Treasurer to the Board of Directors at each meeting for their payment approval.

Payments will be issued, by the Treasurer, only after receiving payment approval from the Board of Directors, with the following exceptions:

The Treasurer, with the approval of another Corporate Officer (following line authority), can pay bills (all required documentation must be attached) without formal Board of Directors approval for:

1. Leases, bond, utilities, credit cards or insurance payments.
2. C.O.D. (pick-up or delivery) for goods or services from a supplier who has refused our formal request for credit or for suppliers who will extend a discount for C.O.D. payment.
3. Payment to members for Good & Welfare, Uniform reimbursement and Training Course reimbursement.
4. A supplier's term discount which will expire prior to the next scheduled Board meeting.
5. A bill specified by a supplier as "Past Due" and it is confirmed by an appropriate Chief Officer or board liaison that the goods or services were "received in good condition" and the Treasurer has no proof of prior payment by the Squad.

All payments made under this exception must be reported, in writing, by the Treasurer at the next Board of Directors meeting. The Treasurer can present for payment approval bills of concern, at any regular Board of Directors' meeting.

G. Purchase Authorization Limits (see note #2)

Account Category & Name		Operational Officer or Chairperson	Purchase Limit (per item)	Other
Administrative				
	Re-Printing of Forms	Chief Dispatcher	Up to \$600	See Note 4
	New Forms or Revisions	n/a	n/a	
	Re-Printing of Stationary	Chief Dispatcher	Up to \$300	See Note 4
	New Stationary or Revisions	n/a	n/a	
	Office Supplies	Chief Dispatcher	Up to \$300	See Note 3
	Office Equipment Repairs	Chief Dispatcher	Up to \$600	See Note 6
	Computer Parts and Supplies Software and Hardware	Chairperson	Up to \$600	See Note 3
	Outside Organization Dues	n/a	n/a	Board of Directors
	Professional Fees	n/a	n/a	Board of Directors
	Postage	Treasurer	Up to \$125	Board of Directors
	Auto Mileage Reimbursement	Treasurer	Up to \$125	Board of Directors
	New Equipment Purchase	n/a	n/a	Board of Directors
	Computer Hardware & Software	Chairperson	Up to \$175	
Building				
	Maintenance Contracts	n/a	n/a	Board of Directors
	Building Supplies	n/a	n/a	Board of Directors

Account Category & Name		Operational Officer or Chairperson	Purchase Limit (per item)	Other
	Equipment/Building Repairs	n/a	n/a	Board of Directors
	Maintenance, Grounds	n/a	n/a	Board of Directors
	Paper Goods	n/a	n/a	See Note 3
	Kitchen Supplies	Chairperson	Up to \$175	
	Building Improvements	n/a	n/a	Board of Directors
	New Equipment Purchases	n/a	n/a	Board of Directors
EMS Supplies & Equipment				
	BLS Supplies	Third Deputy Chief	Up to \$1,250	See Note 3
	BLS Equipment Repairs	Third Deputy Chief	Up to \$300	See Note 6
	Oxygen	Third Deputy Chief	Up to \$250	See Note 3
	Oxygen Equipment Repairs	Third Deputy Chief	Up to \$300	See Note 6
	ALS Equipment Repairs	Third Deputy Chief	Up to \$300	See Note 6
	Maintenance Contracts	Third Deputy Chief	n/a	See Note 5
	ALS Supplies	Third Deputy Chief	Up to \$1,250	See Note 3
	BLS Equipment, New Purchase	n/a	n/a	Board of Directors
	Oxygen Equipment Purchase	n/a	n/a	Board of Directors
	ALS Equipment Purchase	n/a	n/a	Board of Directors
Vehicles				
	Repairs	Third Deputy Chief	Up to \$1,750	See Notes 1 and 6
	Preventive Maintenance	Third Deputy Chief	n/a	See Note 5
	Parts and Oil	Third Deputy Chief	Up to \$300	See Note 3
	Fuel - Gas	n/a	n/a	Board of Directors
	Tires	Third Deputy Chief	Up to \$300	See Note 1
	Emergency Road Service	Third Deputy Chief	n/a	
	New Vehicle Purchase	n/a	n/a	Board of Directors
	New Equipment Purchase	n/a	n/a	Board of Directors
Communications				
	Radio, Telephone and Console Repairs	Chief Dispatcher	Up to \$600	See Note 6
	Equipment, new	Chief Dispatcher	Up to \$300	See Note 6
Utilities				
	Fuel - Oil	n/a	n/a	Board of Directors
	All Others	n/a	n/a	Board of Directors
Training				
	Supplies	Second Deputy Chief	Up to \$300	See Note 3
	Courses and Seminars	Second Deputy Chief	Up to \$125	See #10 Page 67
	Training Courses	Second Deputy Chief	Up to \$175	See #10 Page 67
	Repair of Training Equipment	Second Deputy Chief	Up to \$300	See Note 6
	New Equipment Purchase	n/a	n/a	Board of Directors
	Course Refreshments	Chief	Up to \$175	

Account Category & Name		Operational Officer or Chairperson	Purchase Limit (per item)	Other
	GMM refreshments	Social Chairperson	Up to \$900	
Public Relations				
	All Accounts	n/a	n/a	Board of Directors
Insurance				
	All purchases	n/a	n/a	Board of Directors
	Property Claims	Up to \$750	n/a	Board of Directors
Fund Drive				
	All Accounts	n/a	n/a	Board of Directors
Personnel Services				
	Good & Welfare	Chairperson	Policy	Board of Directors
	Medical Physicals	Chairperson	Up to \$600	
	Uniforms & Badges	Chairperson	Up to \$1,250	See Note 3
	Vending Machines	Chairperson	Up to \$175	See Note 3
	Coffee Supplies	Chairperson	Up to \$600	See Note 3
	Ready Room Refreshments	Social Chairperson	Up to \$600	Board of Directors
	Emergency Service Organization	n/a	n/a	Board of Directors
	Social Function - Squad	n/a	n/a	Board of Directors
	Social Function - Other	n/a	n/a	Board of Directors
	New Equipment Purchase	n/a	n/a	Board of Directors
	Equipment Repairs	Third Deputy Chief	Up to \$300	See Note 6
	Various expenses	President & Chief	Up to \$300	See Note 9
	Uniforms and Badges	Uniform Chairperson	Up to \$300	
	Annual Joint Meetings of the BOD and Officers, to include incoming and outgoing members	Chief for officers, President for BOD	\$2,000 each	
Notes:				
Authority is granted to the Operational Officer. The Officer can delegate authority but must inform the Treasurer, in writing, of the delegated person. The Board of Directors retains the right to change purchase authorization. All purchase categories not specifically delegated to an Operational Officer and listed herein must be approved by the Board of Directors. The original warranty on any new equipment, furniture or improvement must be given to the Secretary and a copy given to the Treasurer when the invoice is submitted for payment.				
Note 1				
	If delay waiting for Board of Directors' approval will affect ability to provide effective EMS services, then Operational Officer can exceed purchase limit with written approval of the Chief. Operational Officer or Chief approving exception must report all details to the Board at the next scheduled Board meeting.			

Account Category & Name	Operational Officer or Chairperson	Purchase Limit (per item)	Other
Note 2			
	Orders exceeding specified purchase limit must have Board approval prior to placing order with vendor.		
Note 3			
	Purchase of (1) items not previously in inventory, (2) increased quantity of an inventory item above previous maximum inventory levels, or (3) purchase of an item with a price increase greater than 5% above the last purchase price, requires Board approval. "Supplies" also includes replacement of small equipment items.		
Note 4			
	Purchase of an increased quantity of an inventory item above previous maximum inventory levels requires Board approval.		
Note 5			
	Submission to the Board of Directors of an annual plan and cost is required. Annual contracts may be approved without Board Approval as follows: a) Renewal may not be more than 5% over prior contract b) The Board of Directors is given 14 days advance notification of the intention to renew the contract, along with a copy of the contract. The President and/or the Chief are empowered to halt automatic renewal and bring the contract to the full Board for review.		
Note 6			
	If a warranty or extended warranty exists, all attempts should be made to have the repair done pursuant to the warranty. Repairs which exceed 50% of replacement cost require Board of Director approval.		
Note 7			
	Credit card charges (Staples, vehicle fuel) purchases must be tabulated on PO by authorized person before submission to the Treasurer.		
Note 8			
	Repair must be performed at a Squad approved vendor and be coordinated with insurance committee chairperson.		
Note 9			
	Maximum amount that can be expended between BOD meetings which promotes the prosperity, welfare and increases the usefulness of the Squad. Details must be reported at BOD meeting following expenditure.		
Note 10			
	The Social/Kitchen Committees are authorized to determine the dinner menu for each general membership meeting, and all special events catered by HCFAS.		



PURCHASE ORDER

HUNTINGTON COMMUNITY FIRST AID SQUAD INC.

2 Railroad Street, Huntington Station, New York 11746

Business telephone (631) 421-1263

SUPPLIER:

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

ORDER DATE & NUMBER**SHIP TO:**

ATTENTION: _____
AT ADDRESS LISTED ABOVE

BILL TO:

ATTENTION: TREASURER
AT ADDRESS LISTED ABOVE

PRICES LISTED ARE BASED ON SUPPLIERS QUOTATION OF:
DATE _____ BY (Name) _____

QUANTITY		DESCRIPTION	PRICE	
NUMBER	UNIT		UNIT	TOTAL
			\$	\$
SPECIAL NOTES _____ _____ _____			TOTAL FOR MERCHANDISE/SERVICE	\$
			SHIPPING COST (Estimate)	\$
			TOTAL COST	\$

TAX EXEMPT NUMBER: EX-153722

REQUESTED BY D. Mohr #748 APPROVED BY _____ DATE _____

For Internal Use Only

**RECEIVING
REPORT**

DELIVERY RECEIVED BY D. Mohr #748 # _____ DATE _____

CHECK ONE: PICK-UP ☐ DELIVERED TO H. Q. ☐ OTHER _____

**INSPECTION
REPORT**

INSPECTED BY D. Mohr #748 # _____ DATE _____

CHECK BOXES IF CORRECT: QUANTITY CORRECT ☐ ITEMS IN GOOD CONDITION ☐

ERROR NOTED, Specify _____

PLACE COMPLETED P. O. FORM AND SUPPORTING DOCUMENTS IN TREASURER'S MAIL BOX - THANK YOU

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Huntington Community First Aid Squad, Inc.

2 Railroad Street Huntington Station, NY 11746

Emergency Number: 421-1212

Business Number: 421-1263

Fax: 421-0666

Request for Purchase Approval from the Board of Directors

Plan to attend board meeting when your request is evaluated for approval

Request by: _____ Date: _____ Signature: _____

I request approval to purchase (quantity, description): _____

I have received the following three bids (attach copies of all bids)

	Company Name, City and State	Date of Bid	Total Price
A			
B			
C			

Should order from (number):

Why:

Installation cost: \$ _____ Estimated shipping cost: \$ _____

Estimated delivery days after order: _____ Warranty period: _____

Is it compatible with existing equipment?

Was it tested?

Is it replacing existing equipment?

Disposition of old:

If "to be sold", who is responsible for sale (name):

Service provided by (name, city, state): _____

Will training of personnel be required? _____ (if yes, attach plan)

Has the attached training plan been approved by training committee?

When will item be fully operational/available (target date):

Coordinator for total program (name): _____

(order receiving, installation, check out, pay approval, training, etc.)

~~~~~  
Approvals (1, 2 & 3 must be approved and signed prior to presentation to the Board)

1. **Committee Chairperson:** This proposal was approved by the committee.

Name (print):

Signature:

Date:

2. **Officer in Charge of Committee/Board Liaison:** This proposal approved by:

Name (print):

Signature:

Date:

3. **Squad Chief:** This proposal was approved by the Officers.

Name (print):

Signature:

Date:

~~~~~  
President: This proposal was approved by the Board of Directors.

Name (print):

Signature:

Date:



Huntington Community First Aid Squad, Inc.

2 Railroad Street Huntington Station, NY 11746

Emergency Number: 421-1212

Business Number: 421-1263

Fax: 421-0666

Request for Purchase Approval Bid Form

Vendor				
Name/Address/Telephone/Contact Person	Qty	Unit Cost	Total	Notes

Notations should be made regarding details that differentiate bids in areas other than price, such as discounts, limited time frames or other restrictions.

If the purchase request is not based on the lowest bid, specify the reason.

HCFAS Form #125 1/88



Huntington Community First Aid Squad, Inc.

2 Railroad Street Huntington Station, NY 11746

Emergency Number: 421-1212

Business Number: 421-1263

Fax: 421-0666

COURSE REIMBURSEMENT REQUEST CERTIFICATION

I _____ certify to the best of my knowledge and belief that the course/seminar reimbursement request submitted to the Huntington Community First Aid Squad (HCFAS) for _____ course reimbursement is true and correct. I also certify that no other party(s) has reimbursed me or will reimburse me in whole or in part for any items detailed on the request.

I acknowledge that HCFAS reimbursement is last dollar reimbursement. I further acknowledge that monies received or to be received from other sources including forgivable loan agreements etc. must be deducted prior to requesting HCFAS reimbursement and I agree that if I receive reimbursement in whole or in part from any other source after HCFAS has begun to reimburse me, I will notify HCFAS, share that reimbursement with HCFAS in proportion to the reimbursement that HCFAS has given me and reduce, pro rata, my reimbursement going forward.

I affirm the foregoing statements under penalty of perjury.

Date _____ Signed _____ # _____

HCFAS Form # 117 1/2013

ACKNOWLEDGEMENT OF SQUAD REIMBURSEMENT

On Member's Letterhead

Date

To Whom It May Concern:

This letter is to certify that I received payment of \$ _____ from Huntington Community First Aid Squad, Inc. (HCFAS) as partial tuition reimbursement for an original EMT - _____ program that I successfully completed in _____ at _____. I understand HCFAS will be requesting a reimbursement of this \$ _____ from the NYSDOH Bureau of EMS.

Sincerely,

Member's Name & Signature

Section 2 – Anti-Harassment/Anti-Discrimination, Anti-Retaliation Policy

Huntington Community First Aid Squad, Inc. is committed to providing a volunteer and work environment free from harassment or discrimination, where all individuals are treated with respect and dignity. To achieve this goal, we must treat each other and workers with whom we share space in a professional and respectful manner at all times. Every individual has the right to volunteer and work in an atmosphere that promotes equal opportunity and prohibits discriminatory practices of any kind, including harassment. It is important for every member and employee to understand that our Squad has zero-tolerance for harassment or discrimination based on sex, race, creed, color, religion, gender, national origin, marital status, sexual orientation, age, veteran status, disability or any other characteristic protected by law.

Just as we are committed to providing a volunteer environment or workplace that is free from harassment or discrimination, we prohibit harassment or discrimination against a patient, vendor or anyone else who does business or interacts with our Squad. Like your fellow members and squad employees, members of the public should be treated politely, and should not be subjected to harassment or discrimination (such as the denial of service).

A. Examples of Prohibited Behavior

1. Sexual Harassment - While it is difficult to define sexual harassment, it certainly includes, but is not limited to, unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalling; touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including e-mail); and, other physical, verbal or visual conduct of a sexual nature. This policy also prohibits harassment not involving sexual activity or language, such as behavior aimed at an individual simply based on his or her sex.
2. Harassment or Discrimination Based on Any Other Protected Characteristic also is prohibited. We prohibit harassment or discrimination, both verbal and physical, that denigrates or shows hostility or aversion toward an individual because of his/her race, creed, color, religion, gender, national origin, marital status, sexual orientation, age, veteran status, disability or any other characteristic protected by law. We will not permit conduct that has the purpose or effect of creating an intimidating, hostile or offensive volunteer or work environment; which has the purpose or effect of unreasonably interfering with an individual's work performance, or which otherwise adversely affects an individual's employment opportunities or, if a member of the public, which adversely affects their use of our services or interaction with us.

Prohibited harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including e-mail).

These policies apply to all member and employees, regardless of position. They prohibit harassment, discrimination, and retaliation whether engaged in by fellow members or employees, by a supervisor or manager or by someone not directly connected to the squad (e.g. an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the volunteer environment or workplace and in any volunteer or work-related setting including, but not limited to, while on calls, attending classes and other activities outside the immediate volunteer environment or workplace, such as during conventions, Squad meetings and Squad-related social events.

3. Retaliation is Prohibited - The Squad prohibits retaliation against any individual who reports harassment or discrimination or who participates in an investigation of such a report. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of these policies. Retaliation, like harassment or discrimination itself, will result in disciplinary action, up to and including termination of membership or employment.
4. Reporting an Incident of Harassment, Discrimination or Retaliation - The Squad strongly urges that all incidents of harassment, discrimination or retaliation, regardless of the offender's identity or position be reported immediately. Individuals who believe they have experienced conduct that they believe may violate this policy or who have concerns about any conduct, should file their complaints with their immediate supervisor or with the Chief before the conduct becomes severe or pervasive.

Individuals should not feel obligated to file their complaints with their immediate supervisor before bringing the matter to the attention of the Chief. Individuals who are uncomfortable, for any reason, about bringing a claim to their supervisor or the Chief may contact the Squad President. Anyone who makes a complaint to a supervisor or other individual and does not receive a prompt and satisfactory reply within three (3) business days, or who requires immediate assistance should contact the attorneys for the Squad, **Glynn and Mercep, LLP (631) 751-5757** who are authorized to intervene to see that appropriate action is taken to identify and remedy the behavior.

If you make an Harassment or Discrimination claim against a fellow member of the Squad, the Squad or its Officers and you have not followed these procedures and have not given notice to the Squad's attorneys, your failure to do so may, depending on the circumstances, give rise to an inference adverse to your claim.

IMPORTANT NOTICE TO ALL MEMBERS AND EMPLOYEES

Members, Employees and others who have experienced conduct that they believe is contrary to these policies have an obligation to take advantage of this complaint procedure. Failure to fulfill this obligation by addressing the problem promptly with us could affect his/her legal rights.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, we strongly urge that prompt reporting of complaints or concerns so that rapid and constructive action can be taken, The Squad will make every effort to stop alleged harassment or discrimination before it becomes severe or pervasive. We can only do so with the cooperation of our members and employees (or anyone else who wishes to make a complaint).

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing or discriminating conduct from promptly advising the offender that his/her behavior is unwelcome and requesting that it be discontinued.

B. The Investigation

Reporting allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include interviews with the people involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigation to the extent consistent with adequate investigation and appropriate corrective action.

C. Responsive Action

Misconduct involving harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, corrective counseling and/or training; referral to counseling; monitoring of the offender's interactions with complainant or others; and/or disciplinary action as the Squad believes appropriate under the circumstances up to and including termination of membership and/or employment.

Section 3 – Sexual Harassment and Anti-Retaliation Policy

THIS POLICY IS IN ADDITION TO AND NOT IN PLACE OF HCFAS'S ANTI-HARASSMENT/DISCRIMINATION/RETALIATION POLICY.

Huntington Community First Aid Squad, Inc. (HCFAS) has adopted and continues to maintain a zero-tolerance policy towards harassment of any kind, including sexual harassment. This zero-tolerance policy means that no form of harassing conduct by or towards any employee, member, vendor, or other person in our workplace will be tolerated. This additional policy, specific to sexual harassment, is adopted in response to a national outcry about previously unappreciated concerns about sexual harassment. HCFAS is committed to enforcing its policy at all levels within HCFAS. Any member, officer, director, supervisor, or employee who engages in prohibited harassment will be subject to discipline, up to and including discharge from employment by or expulsion from membership in HCFAS.

A. Anti-Retaliation

It is critical to effective implementation of this policy that those who believe that they have been subject to sexual harassment are able to raise their concerns at any level without fear of retaliation. It is illegal and a separate and distinct violation of this policy for anyone to retaliate, either through adverse action, criticism, threat, ridicule or verbal abuse, whispering, campaigns or ostracism against someone who complains of sexual harassment irrespective of whether the underlying harassment complaint is founded or unfounded.

B. Conduct Covered by this Policy

This policy applies to and prohibits all forms of sexual harassment. Accordingly, HCFAS **absolutely prohibits** any form of sexual harassment. We recognize that HCFAS is, in addition to its mission, a social environment where the opportunity to form friendships and develop relationship is a benefit of membership. Behavior that is based on mutual consent, friendship and respect is not sexual harassment.

C. Sexual Harassment Defined

Sexual Harassment Means any unwelcome sexual advance, unwelcome request for sexual favors, or other unwelcome conduct of a sexual nature which tends to create an intimidating, hostile, or offensive work environment. Examples of sexual harassment may include, but are not limited to:

1. coerced sexual acts;
2. express or implied demands for sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or promises of continued employment;
3. unwanted sexual advances;
4. staring at, touching, or assaulting an individual's body;
5. verbal commentary about an individual's body or sexuality;
6. sexual jokes, language, epithets, gossip, comments, flirtations, advances, propositions or questions;
7. repeatedly asking a colleague for a date after he/she has clearly indicated that he or she is not interested;
8. suggestive, insulting, or obscene comments or gestures;
9. the display in the workplace of graphic and sexually suggestive objects, pictures or graffiti;
10. harassment consistently targeted at only one sex, even if the contents of the verbal abuse is not sexual; or
11. sexually explicit emails or text messages.

D. Aggravating Circumstances

Conduct of members or workers of approximately equal status and tenure will be judged accordingly. Sex-based conduct by supervisors or by members with substantially greater seniority towards members with less status or seniority shall be subject to strict scrutiny. Request for date sexual favors for other sex-based conduct, express or implied (quid pro quo)

in exchange for promotion, better shifts, points or other benefits or on threat of any form of adverse action are strictly prohibited.

E. Electronic and Telephonic Communications, Social Media and Information Systems:

Members and Employees are particularly cautioned that the use of email, voicemail, or other electronic messaging systems, or the Internet, may be judged to be public conduct and, to the extent they violate this policy may result in review and action under this policy. This shall include private and personal devices as well as HCFAS systems.

Members and Employees may not generate, should not receive, and must not forward, any messages or graphics that might be taken as sexually offensive. This includes, for example, generation or forwarding of offensive “humor” which contains offensive terms.

Members or Employees receiving offensive messages over HCFAS’s computers equipment, or receiving other unlawfully offensive messages or graphics over HCFAS’s computers equipment, should report those messages to their immediate supervisor. Members and Employees are reminded that HCFAS’s computers and the data generated on, stored in, or transmitted to or from HCFAS’s computers remains the property of HCFAS for all purposes. HCFAS retains the right to monitor its computers, computer systems, and networks to ensure compliance with this requirement.

F. Procedures in Cases of Harassment:

HCFAS strongly encourages any member or employee who feels they have been sexually harassed to take immediate action. If an employee or volunteer feels comfortable doing so, it is preferable to raise the issue with the person directly with a view to resolve the issue by discussion. The employee or volunteer should identify the harassing behavior, explain that the behaviors is unwelcome and ask that it stop. Failure to so advise the offender shall NOT limit the right to pursue the other steps in this process.

Alternatively, or in addition, any HCFAS member or employee who believes that he or she has been subjected to sexual harassment or any supervisor who observe such conduct has the responsibility to report the harassment immediately to his or her immediate supervisor. If the member or employee is uncomfortable reporting the harassment to his or her immediate supervisor (whether because the immediate supervisor has committed harassment, or for any other reason whatsoever), the Member or Employee must report the harassment to the HCFAS Chief or President. HCFAS may promulgate forms to assist in any such reporting. Notwithstanding the foregoing, a member or employee who elects not to make a report shall not be subject to discipline for electing not to report an incident.

You may complete the Complaint Form attached to report if you believe you have been experienced or witnessed conduct that violates HCFAS’s policy. You are not required to use this form to file a complaint.

In addition to reporting a complaint internally, employees may also file a complaint of unlawful workplace discrimination, harassment or retaliation under Title VII of the Civil Rights Act of 1964, as amended, the New York State Executive Law Section 296, and/or any

applicable local law with the New York State Division of Human Rights (www.dhr.ny.gov/), and the U.S. Equal Employment Opportunity Commission (www.eeoc.gov). You may also pursue the matter through a private lawsuit in federal or state court. If there is a finding of unlawful conduct under any of the applicable federal, state, or local statutes, the remedies may include backpay, monetary damages, or reinstatement.

HCFAS is committed to taking all reasonable steps to prevent harassment and will make every reasonable effort promptly and completely to address and correct any harassment that may occur. However, HCFAS cannot take prompt and effective remedial action unless each member and employee assumes the responsibility of reporting any incident of harassment immediately.

Every report of harassment will be investigated promptly, thoroughly and impartially, with every effort to maintain member or employee confidentiality. The complainant and the accused will be informed of the results of the investigation. If HCFAS finds that its policy has been violated, it will take appropriate corrective and/or remedial action, up to and including the discharge of offending employees, or expulsion of members or officers. The investigation may include interviews with people involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relative knowledge.

Anyone who makes a complaint to a supervisor or other individual and does not receive a prompt and satisfactory reply within three, (3) business days, or who requires immediate assistance should contact the attorneys for the HCFAS, **Glynn, Mercep and Purcell, LLP (631) 751-5757** who are authorized to intervene to see that appropriate action is taken to identify and remediate the behavior.

If you make a Harassment or Discrimination claim against a fellow member of the HCFAS, and employee, HCFAS or its Officers or vendors and you have not follow these procedures and have not given notice to HCFAS's attorneys, your failure to do so may, depending on the circumstances, give rise to an inference adverse to your claim.

IMPORTANT NOTICE TO ALL MEMBERS AND EMPLOYEES

Members, Employees and others who have experienced conduct that they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. Failure to fulfill this obligation by addressing the problem promptly with us could affect his/her legal rights.

HUNTINGTON COMMUNITY FIRST AID SQUAD HARASSMENT COMPLAINT FORM

Huntington Community First Aid Squad ("HCFAS") is committed to providing a work environment free from harassment and in which all individuals are treated with respect. HCFAS's Fair Treatment Practice and Policies are available online.

Employee Name:
Supervisor or Manager Name:
Today's Date:
Incident Time (If a single incident):

Employee Title:
Supervisor or Manager Title:
Incident Date/Period of Ongoing Incidents:
Incident Location (if a in single incident):

Describe in detail the facts that form the basis of this complaint (attach additional sheets if necessary):

I acknowledge that I have read and understand the above information. I certified that to the best of my knowledge, the information I provided on this form is complete and accurate

Signature

Date

Section 4 - Conflict of Interest Policy

1. Introduction

The purpose of this conflict of interest policy is to protect the Squad's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director or member of the Squad or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

2. Definitions

A. Interested Person - Any operational officer, member of the Board of Directors, or member of a committee which makes recommendations for the purchase of goods and services who has a direct or indirect financial interest, as defined below, is an interested person.

B. Financial Interest - A person has a financial interest if the person has directly or indirectly, through business, investment, or family:

- i An ownership or investment interest in any entity with which the Squad has a transaction or arrangement.
- ii A compensation arrangement with the Squad or with any entity or individual with which the Squad has a transaction or arrangement.
- iii A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Squad is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are in excess of \$75.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has financial interest may have a conflict of interest only if the Board of Directors or committee decides that a conflict of interest exists.

3. Procedures

A. Duty to Disclose – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Directors and members of committees which make recommendations for the purchase of goods and services considering the proposed transaction or arrangement.

B. Determining Whether a Conflict of Interest Exists – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board of Directors or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board of Directors or committee members shall decide if a conflict of interest exists.

C. Procedures for Addressing the Conflict of Interest.

i An interested person may make a presentation at the Board of Directors or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

ii The chairperson of the Board of Directors or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

iii After exercising due diligence, the Board of Directors or committee shall determine whether the Squad can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

iv Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board of Directors or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board of Directors or committee members shall decide if a conflict of interest exists.

D. Procedures for Addressing the Conflict of Interest.

i An interested person may make a presentation at the Board of Directors or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

ii The chairperson of the Board of Directors or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

iii After exercising due diligence, the Board of Directors or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

iv If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors or committee shall determine by a majority vote of the disinterested directors or committee members whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and

whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

F. Violations of the Conflicts of Interest Policy

- i. If the Board of Directors or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of Directors determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective actions.

4. Compensation

- A. A voting member of the Board of Directors who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- C. No voting member of the Board of Directors or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

5. Annual Statements

Each director, operational officer, and, member of a committee which makes recommendations for the purchase of goods and services shall annually sign a statement provided by the President or designee which affirms such person:

- A. Has received a copy of the conflict of interest policy.
- B. Has read and understands the policy.
- C. Has agreed to comply with the policy.
- D. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- E. A copy will be published in the Pulse, posted in the ready room bulletin board, and placed on the squad website.

6. Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted.

The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- B. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

7. Use of Outside Experts

When conducting the periodic reviews as provided for in Paragraph 6, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Directors of its responsibility for ensuring periodic reviews are conducted.

Conflict of Interest Policy for HUNTINGTON COMMUNITY FIRST AID SQUAD

I, _____ have read the above conflict of interest policy for the Huntington community First Aid Squad and I affirm the following:

1. I have received a copy of the conflict of interest policy,
2. I have read and understands the policy,
3. I have agreed to comply with the policy,
4. I understand that the Huntington Community First Aid Squad is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Date: _____

Signature: _____

Title: _____

Section 5 - Social Networking & Internet Communication Policy

1. Introduction:

HCFAS members represent HCFAS not only when they are involved in HCFAS activities, but also in their public and semi-public behavior outside HCFAS activities. HCFAS is committed to maintaining positive public perception of HCFAS and its members. HCFAS reserves the right to regulate and impose sanctions on members whose public and semi-public behavior is contrary to the best interests of HCFAS. The evolution of the internet and particularly social media has created a new category of public and semi-public behavior. Users and participants in social networking and internet communication often overlook the public or semi-public nature of their publications. The Board of Directors of HCFAS, in consultation with counsel, have determined that social networking and internet communications that are observed by or called to the attention of the Board or HCFAS officers are, by definition, public or semi-public behavior. This policy is adopted for the guidance of the membership.

HCFAS has created the following policy regarding the use of social networking and internet communications by its members. It is the responsibility of HCFAS members (members) to utilize and understand this and all other Policies, Standard Operating Procedures (SOP), and By-Laws of HCFAS.

HCFAS Board of Directors (BOD) and Operational Officers strive for a civil work environment on and off the premises. Therefore, all members are expected to conduct themselves in a respectful and professional manner to fellow members, community partners (ie. Police and Fire personnel), co-responders and patients. Such conduct includes any activities that may be conducted online. The same rules listed in the By-Laws, SOP, and Policies apply to HCFAS members engaging in communication through blogs and social networking sites as in other areas of their on- and off-duty conduct.

Members are advised to choose words and content carefully when referring to HCFAS and its members. Members should always exercise good judgment before posting. The malicious use of online social networks, including derogatory language about any member; demeaning statements about or threats to any third party; incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior, will be subject to disciplinary action by HCFAS.

Members are not restricted from using any online social network site and/or digital platform. However, users must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal and New York State laws, rules, regulations and policies, and HCFAS By-Laws, SOP and Policies.

2. Member Conduct:

HCFAS reserves the right to monitor members' on duty activity and any reported inappropriate (or unacceptable) off-duty activity with regard to social networking or blogging and apply disciplinary action should it be determined that a member's conduct is not in keeping with our Policies or the best interest of the corporation.

As a member you are a representative of HCFAS. Please keep the following in mind as you participate online:

- A. Sharing Protected Health Information (PHI). PHI includes, but is not limited to:
 - I. The patient's name, address, age, race, extent or nature of illness or injury, hospital destination, and crew member names
 - II. Posting film, photos, videos, or images of any kind which could potentially identify patients, addresses, vehicle license plate numbers, or any other PHI
- B. Posting film, photos, videos, or images of any kind with:
 - I. HCFAS's name in the shot that may negatively impact the image perception, or mission of HCFAS and/or
 - II. HCFAS members, wearing any apparel that signifies the identification of HCFAS such as name, insignia, abbreviation, initials and/or logo, are considered representatives of HCFAS and such items should not be worn in places, situations, or areas that may negatively impact the image perception or mission of HCFAS
- C. Sharing confidential or proprietary information about HCFAS
- D. Posting or other online activities which are inconsistent with or would negatively impact HCFAS's reputation
- E. Engaging in vulgar or abusive language, disrespectful, inflammatory, derogatory, or discriminatory statements, personal attacks, or offensive terms targeting HCFAS members, co-responders, or protected classes (ie. race, color, religion, national origin, sex, disability, and family status)
- F. Posting statements which may be perceived as disrespectful, inflammatory, derogatory, or discriminatory statements against HCFAS, it's members, or co-responders
- G. Where a connection to HCFAS is apparent, members should make it clear that they are speaking for themselves and not on behalf of HCFAS. In these circumstances, the following disclaimer is recommended: "The views expressed on this [blog; website] are my own and do not reflect the views of HCFAS." Furthermore, members should consider adding this language in an "About me" section of their blog or social networking profile. This disclaimer does not by itself exempt members from a higher degree of responsibility when blogging; members should remember that their online behavior should still reflect and be consistent with HCFAS By-Laws, SOP, and Policies.

3. Posting Online Comments on Third-Party Sites (response to news articles, posts on other people's sites, or blogs):

If a member communicates in the public Internet about HCFAS or HCFAS related matters, they should disclose their association with HCFAS and their position with HCFAS. Members should always make every effort to ensure accuracy and use of good judgment in all their communications. Errors and omissions reflect poorly on HCFAS and may result in liability for the corporation and the member making the communication.

Sanctions for failure to agree and adhere to this policy will result in actions ranging from suspension to dismissal from HCFAS. It is the intention of HCFAS to achieve a level of conduct

that reflects positively on all of us. This policy is to be used as a guideline and is consistent with policies established by HCFAS.

Violations of HCFAS policy or evidence of such violations in the content of social networks or digital platforms are subject to investigation by HCFAS. They are also subject to investigation by law enforcement agencies.

Members are advised to report any complaints to the Chief of Operations or the BOD. Anonymous complaints due to fear of retaliation will be considered.

Section 6 – Patient Confidentiality Policy

A. Purpose

The New York State Department of Health (department), in accordance with State and Federal Laws, ensures that all health care providers protect the confidentiality of those patients for whom they are caring. It is the responsibility of each EMS provider to maintain the confidentiality of privileged information that they may have been exposed to in the course of their duties as a health care provider. All Members and employees of Huntington Community First Aid Squad and any associated entities must be aware of their individual responsibility to maintain the confidentiality of all patients' identity and Protected Health Information (PHI). PHI is any information gathered pertaining to an individual's past, present, and future health. This includes all verbal, written or electronically produced information. All patient information is privileged and confidential. This information is not to be discussed outside of the treatment of the patient or the operational evaluation.

B. Laws and Regulations:

The New York State (NYS) Public Health Law (PHL) Article 30, section 3006 and Title 10NYCRR (New York Codes, Rules and Regulations) Part 800.15 require any information that may disclose patient identity to be kept confidential.

1. § 3006. Quality Improvement Program (Current through 2012).

“2.The information required to be collected and maintained, including information from the pre-hospital care reporting system which identifies an individual, shall be kept confidential and shall not be released except to the department or pursuant to section three thousand four a of this article.”

“3.Notwithstanding any other provisions of law, none of the records, documentation, or committee actions or records required pursuant to this section shall be subject to disclosure under article six of the public officers law or article thirty-one of the civil practice law and rules, except as hereinafter provided or as provided in any other provision of law. No person in attendance at a meeting of any such committee shall be required to testify as to what transpired thereat. The prohibition related to disclosure of testimony shall not apply to the statements made by any person in attendance at such a meeting who is a party to an action or proceeding the subject of which was reviewed at the meeting. The prohibition of disclosure of information from the pre-hospital care reporting system shall not apply to information which does not identify a particular ambulance service or individual.”

“4.Any person who in good faith and without malice provides information to further the purpose of this section or who, in good faith and without malice, participates on the quality improvement committee shall not be subject to any action for civil damages or other relief as a result of such activity.”

2. Title 10NYCRR Part 800; section 800.15 REQUIRED CONDUCT (Current as of 12/26/12):
“Every person certified at any level pursuant to these regulations shall:
a.At all times maintain the confidentiality of information about the names, treatment, and conditions of patients treated except:
(1).A pre-hospital care report shall be completed for each patient treated when acting as part of an organized pre-hospital emergency medical service, and a copy shall be provided to the hospital receiving the patient and to the authorized agent of the department for use in the State’s quality assurance program;
(2).To the extent necessary and authorized by the patient or his or her representative in order to collect insurance payments due;
(3).To the extent otherwise authorized by law;”

C. Policy

Patient information may be shared with other health care professionals who will have a role in the patient’s care or in quality improvement. It is appropriate to turn over information about the patient to the nurse, physician, or patient registration at the receiving hospital. This is necessary for continuity in patient care.

1. You may **look** at a person’s PHI only if you need it to do your job.
2. You may **use** a person’s PHI only if you need it to do your job.
3. You may **give** a person’s PHI to others when it is necessary for them to do their jobs.
4. You may **talk** to others about a person’s PHI only if it is necessary to do your job.

The Squad retains strict requirements on the security, access, disclosure and use of PHI. Numerous threats to patient confidentiality exist in the routine of prehospital care. In a very short time, pre-hospital care providers become privileged to sensitive information. Indiscriminate discussion or inappropriate release of the information could present both ethical and legal threats. All information which is encountered by pre-hospital personnel must be considered privileged and treated as confidential. Information should be communicated only to those who are assuming direct care of the patient and who have similar obligations of confidentiality. The only information which should be discussed over the radio is that which is necessary to provide for optimal care of the patient. Casual conversations should be avoided with parties uninvolved in the care of patients. Discussion of cases which do not identify the patient and are used for educational purposes present no ethical conflict. Clear policy and appropriate education are important to promote the highest standards of prehospital care.

PCR’s or any information that may identify a patient may not be taken home or distributed from home. PCR’s that need to be faxed to Hospitals or Medical control must be faxed from HCFAS.

PCR's or anything that has identifiable information on it may be reproduced for training purposes only if all identifiable information is removed.

D. The Health Insurance Portability & Accountability Act of 1996 / Privacy Ruling Effective 2003 (HIPAA):

The squad is subject to the Privacy Rule when any patient health information is transmitted in electronic form in connection with the HIPAA transactions or another entity transmits this health information on their behalf.

Organizations governed under HIPAA must

1. Ensure vendors are prepared to deliver applications that support electronic data interchange and security requirements.
2. Hold accountable those business partners (vendors and others) who use or access patient-identifiable information.
3. Partner with local business partners (health plans and providers) and clearinghouses to effectively implement electronic data interchange transaction standards.

E. Procedure for requesting Information

Patient information may NOT be disclosed based on verbal permission, nor should information be disclosed over the telephone. If someone requests information about a call or patient all members are asked to get the name and contact information of the person requesting the information and put it in the Chief's and President's mailbox. Any reporters or members of the media that request information should leave their contact information and have that information put in the public information officer's mailbox.

F. Photography / Video

Any photograph or video containing individual identifiable information must be protected in the same manner as Patient Care Reports, PHI, and other such documentation. This includes photos of the patient, PCR's, driver's licenses, DNR's, MOLST forms, etc. If it can identify the patient in any way it is forbidden.

Taking photos inside a patient's home, inside an ambulance occupied by a patient, or inside an emergency room is strictly prohibited.

Keep in mind that any photographs taken during the scope of duty may be subpoenaed in the event of a medical negligence lawsuit. That could be beneficial or harmful to the squad, depending on the photos and what occurred at the scene. Photographs can help you prove that you provided good care, or they can be used against you to document negligence.

G. Patient Confidentiality Agreement

Every member, employee or outside worker, if applicable shall read this policy, comply with the policy, and sign the squad's Patient Confidentiality Agreement Form #431.

Section 7 – Computer, Network and Phone Resource Policy

A. Purpose

The purpose of this document is to define policies and procedures for usage of HCFAS's Computer, Network, Phone and other Electronic Data Storage and Transmission Resources. These policies establish a common understanding of acceptable use.

These Policies apply to Huntington Community First Aid Squad (HCFAS) Computers, Networks, Phones and other Electronic Data Storage and Transmission Resources (CNPR). These resources consist of, but are not limited to the following:

1. E-mail sent or received
2. Information posted on HCFAS's intranet
3. Internet sites accessed while utilizing HCFAS computer equipment
4. Information retrieved while using HCFAS's network to access Internet sites
5. Accessing HCFAS's system from privately owned computer equipment
6. Electronic Pre-Hospital Care reports (PCRs), dispatch logs and any other information that deals with patient confidentiality
7. Phones, land line and cell (Squad issued)
8. Computers
9. Copiers
10. Printers
11. Faxes
12. Personal Digital Assistants (PDAs), Personal Digital Recorders (PDR)
13. Digital Cameras and their associated storage and connectivity devices

Access to the Internet through HCFAS's equipment is a privilege. Members granted privilege must adhere to strict policies and procedures concerning the appropriate use of this information resource. Members who violate the provisions outlined in this document are subject to disciplinary action up to and including expulsion. In addition, any inappropriate use that involves a criminal offense may result in legal action.

B. Policies

HCFAS recognizes that the ability to send and receive electronic communications (e-mail), as well as the ability to access HCFAS's Intranet and the Internet, is important to our members and their ability to efficiently carry out HCFAS functions. There are also significant legal, security and productivity issues related to the use of these technologies that require a common understanding of what is, and what is not, acceptable use.

These policies cover computer, network and phone resources owned or provided by HCFAS. This includes, but is not limited to, mainframe computers, personal computers, laptops, workstations, printers, PDRs, PDAs, data storage media and communication networks, including internet access, which are provided for use by HCFAS members, authorized non-members.

With Board of Directors' authorization HCFAS can also provide use of telecommunications, computer and network resources for member, employee or third party owned computer equipment to be connected to HCFAS telecommunications, computer and network resources solely for HCFAS business purposes.

Computer records and files, as used in these Policies, means – All information, data, files, documents and programs which are created in, placed in, or received and recorded in HCFAS computer and network resources by an authorized HCFAS member or employee, contractor, consultant or other person who has accessed HCFAS computer and / or network resources.

Telecommunications resources, as used in these Policies, means – All information, data, files, messages, documents and programs created in, placed in, or received and recorded in or by e-mail, copiers, fax machine, telephone, answering machine, voice mail, cellular phones, digital cameras and paging equipment owned or provided by HCFAS.

The CNPR Policy is for the use of computer records, files and telecommunication resources by HCFAS authorized members and non-members and are as follows:

1. HCFAS internet access is a privilege and not an entitlement. Once granted, Internet access can be removed at the request of the Chief or president if it is being abused, used improperly or otherwise interferes with the performance of a Squad member's duties.
2. The Internet is an important tool for research, education and other information gathering in connection with HCFAS activities. Access to the internet for non-HCFAS related business use may be acceptable if the level of use is occasional, does not interfere with the member's duties or otherwise violates these Policies.
3. Members may apply for a HCFAS logon password through the Computer Committee. User ID's and passwords are designed to prevent access to telecommunications; computer or network resources by parties other than HCFAS authorized members and non-members. They are intended to protect access to HCFAS data and not to provide personal privacy to the information contained therein. The member in whose name the account and password was issued is responsible at all times for its proper use. Passwords must be appropriately safeguarded at all times and must not be shared. Although passwords are unknown to HCFAS Officers, system administrators may change a user's password, or use their own administrative password privileges to access a particular set of user records, data, or files in the course of their normal operations. Members or employees may not implement their own system or layer of passwords for the purpose of preventing authorized administrators or officers from inspecting a set of records. Members or employees are prohibited from giving their passwords or access codes to another member or individual, or using passwords or access codes of other members or employees to gain access to another member's or employee's voice mail, e-mail, or other computer file or stored form of communication, without approval of the Chief and President. Members or employees are prohibited from "hacking" into other systems or "cracking" other passwords or access codes. No electronic communication may be created, transmitted, or stored, which attempts to hide the true identity of the creator or sender.
4. Any use of HCFAS's network for unlawful purposes is prohibited.
5. Copying of software registered to HCFAS is prohibited and may otherwise be in violation of copyright laws.
6. Using HCFAS's network to harass others, or to interfere with their work, is prohibited.

7. Electronic resources have capacity and all users are required to be courteous to other and to limit their use to a reasonable duration.
8. Any use, which has the effect of degrading or disrupting system performance, is prohibited.
9. Any user's traffic that crosses another network may be subjected to that network's acceptable use policies as well as HCFAS's.
10. The distribution of unsolicited e-mail (ie: spam, individual's bulk mail) through HCFAS's network is prohibited.
11. Members or employees are prohibited from using the HCFAS telecommunication, Computer, and network resources in any way that may be deemed illegal, fraudulent, embarrassing, intimidating, disruptive, or offensive to others.

This may include, but is not limited to, the transmission or storage of the following

- a. Sexually explicit messages and images;
- b. Ethnic or racial slurs, messages and images;
- c. Gender derogatory or biased comments;
- d. Comments that offensively address an individual's age;
- e. Comments that offensively address an individual's Sexual orientation;
- f. Comments that offensively address an individual's Religious or political beliefs;
- g. Comments that offensively address an individual's National origin;
- h. Comments that offensively address an individual's Disability;
- i. Comments that offensively address an individual's Veteran's status
- j. Anything that may be construed as harassing, discriminating, disparaging to or of others;
- k. Anything that might be construed to violate any federal, state or local laws relating to electronic media;
- l. Anything that may interfere with HCFAS business operations or performance.

Users encountering or receiving such material should immediately report the incident to the Chief or President.

12. Members may not download, upload or streamline any music, pictures, video or other files that may be subject to copyright protection and laws.
13. Posting of personal messages on chat rooms and stock message boards is prohibited, unless HCFAS business requires this.
14. Without obtaining prior approval of the Chief or President, the using of HCFAS's telecommunication equipment, computers, network resources, membership address list or fund drive mailing list is prohibited for any of the following:
 - a. Solicitations;
 - b. Advertisements;
 - c. Promotions (whether for charitable, political, religious, or other reasons);
15. Members must take precautions to prevent the spread of viruses within HCFAS's communication system. Incoming e-mail items with attachments must be scanned for viruses before opening.
16. Members using computer equipment installed in the building are to make themselves available to respond to emergency calls if requested by the dispatcher.

Please be aware that with access to computers all over the world also comes the availability of material that may be considered ‘inappropriate’ for some users. HCFAS is not responsible for such material and each user is cautioned to avoid accessing such.

C. Long Distance and Regional Calls

Long distance and regional personal phone calls placed from HCFAS that result in charges to HCFAS are not appropriate or authorized, except in the case of true emergency. A note to the Treasurer with the nature of the emergency, date, time and phone number for each call is required.

D. Copier Usage

The use of HCFAS copiers is limited to HCFAS business. Although occasional personal usage is permitted provided that the copies made are limited to no more than ten (10) pages. Use of HCFAS copies for any personal “for profit” business is prohibited.

E. Internet Privacy

HCFAS reserves the right to monitor and review internet usage and email. Members waive any and all rights and do not have privacy or any personal privacy right in e-mail messages transmitted through the HCFAS network or in sites accessed, or material transmitted, over the internet or HCFAS’s intranet whether such use is personal or for HCFAS business. Accordingly, members should not use HCFAS’s electronic communication system to send, receive or store any information that they wish to keep private.

F. Phone Privacy

Personal communications using HCFAS’s phones are not private. No one is obliged to leave the room while anyone makes a private call. If you have a critical need to make a private call use a phone where you will not be disturbed while making your call. HCFAS reserves the right to monitor and record certain phone lines.

G. HCFAS’s Rights

HCFAS reserves the right to:

1. Remove computer and network privileges of any user who does not follow the above-mentioned policies.
2. Notify any user that he is using a disproportionate share of the disk space and that he needs to download/delete files.
3. Delete files from any user’s account if that user, once notified, has not cleaned his directory within one week.

HCFAS has no control over the content of the information passing through it's system, or any responsibility for the content, accuracy or quality of information obtained.

Use of any information obtained is at the member's risk.

HCFAS will not be responsible for any damage suffered by any member for any reason in the use of HCFAS resources, including loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions.

Section 8 – Paid Paramedics

This SOP will define the process for hiring, utilization, assignment of shifts, and duties of the paramedics offered positions at Huntington Community First Aid Squad, Inc. (HCFAS).

1. The paramedic acknowledges that he/she has not been promised employment, nor given any commitment for any particular number of hours.
2. In applying for an HCFAS paramedic position, HCFAS retains the right to gather information with respect to the character, general reputation, and other characteristics pertinent to the position through the references provided by the paramedic. HCFAS will check the candidate's DMV report and Suffolk County EMS history.
3. The paid paramedics are required to attend and HCFAS orientation prior to beginning their employment at HCFAS. The orientation will include:
 - a. Issuance of HCFAS photo ID
 - b. Finger reader instructions and set up
 - c. Payroll (direct deposit offered)
 - d. Key fob access (building entry and ALS room access)
 - e. Controlled substance in-service
 - f. Uniforms issued
 - g. Vehicle and equipment in-service/review/driver training
 - h. Submit copies of all current certifications and valid NYS driver's license
 - i. E-PCR access and in-service training
 - j. Went to Work online scheduling access
 - k. HCFAS policy and procedures pertaining to paramedic involvement
4. Applicants are required to submit the following in order to begin employment at HCFAS
 - a. Most recent (within a year) physical or have one completed to HCFAS participating doctor. Subsequent physicals will be done every other winter when HCFAS physicals are done.
 - b. Drug screening - pre-employment drug test included as part of the physical. In addition to that, HCFAS reserve the right to screen paramedics for drugs in the event of any motor vehicle incident or suspected job impairment.
5. Scheduling - The following scheduled guidelines are in place only. Only exceptions are at the discretion of the HCFAS President and/or Chief
6. Shifts will vary in hours depending on coverage need. Eight (8) hour blocks are pre-scheduled but are adjusted based on scheduling needs, as well as paramedic flexibility. Paramedics may work no more than sixteen (16) consecutive hours with a weekly maximum of thirty-six (36) hours for the week.

7. Hourly Rate - Base pay rate as determined by HCFAS Board of Directors
8. Holiday Pay - Paramedics will be compensated at time and a half on the following observed holidays:
 - a. New Year's Day
 - b. Martin Luther King Day
 - c. President's Day
 - d. Memorial Day
 - e. Independence Day
 - f. Labor Day
 - g. Veterans Day
 - h. Thanksgiving
 - i. Christmas
9. The "week" will start on Sunday 0000 hrs. and end on Saturday 2400 hrs. Paramedics will be paid via direct deposit on the following Friday.
10. Beginning/End of shift procedures - Paramedics will perform the following duties at the start of every tour:
 - a. Finger in and out of finger reader.
 - b. Informed the shift Crewleader (ALS personnel) and the dispatcher that you are the paramedic on duty.
 - c. Perform controlled substance (CS) hand off from out-going paramedic and enter into CS log appropriately.
 - d. Brief with crew on crew assignments (ALS, 1st, 2nd due crews, Drivers, Crewleaders, observers and any student/ride-a longs).
 - e. Vehicle and ALS checks - It is the paramedics responsibility to make sure the ambulance and the paramedic's vehicles are checked. It is also the paramedic's responsibility to ensure 2-15-82 is checked in the absence of a volunteer ALS provider. If a volunteer ALS is present, it is a shared responsibility to check 2-15-82 and between the volunteer ALS provider and the paramedic a check should be done.
11. The assigned paramedic vehicle is to be kept clean and properly stocked at all times. A weekly schedule of cleaning assignments (exterior, interior, windows, rear compartment etc.) will be posted along with the monthly work schedule.
12. Fueling procedure - The paramedic vehicle has a WEX fuel card that can be used at any of the local gas stations. The vehicle is to be kept above ½ full at all times.
13. Paramedic response - The on-duty paramedic will respond to alliance based on the following matrix:

Alpha and Bravo calls – a BLS ambulance only will respond.

Charlie, Delta and Echo calls - BLS or ALS volunteer ambulance and a Paid Paramedic responder.

At any time, a Crewleader may request that the Paid Paramedic respond in conjunction with the on-duty crew. In the case of a back-up call, in which the Dispatcher is paging out for a Crewleader or Driver, the Dispatcher will immediately send the Paid Paramedic to the call regardless of the nature or priority level of the call.

If a paid paramedic response, they will perform an ALS assessment to determine if they will be transporting with the crew or handing off the patient to another ALS provider on scene, or

determining that BLS care is both sufficient and appropriate for the patient. If the ALS assessment determines that the call is BLS, the Paid Paramedic must document the reason for the downgrade on the separate PCR. Once the paramedic transferred care to another provider, they are to notify the Dispatcher and MEDCOM that they are back in service. In the event that the assignment is considered an ALS level assignment and the medic transport, a crew member, if available, will drive the paramedic vehicle to the receiving hospital without lights and sirens. If no one is available to drive the paramedic vehicle, the paramedic is responsible for making sure the vehicle is parked in a safe place out of traffic and properly secured (locked) at the scene.

14. The on-duty paramedic will complete an ***E-PCR for every assignment*** in which they transport the patient to the hospital or secure an RMA at the highest level provided on scene.
15. Duty uniform:
 - a. Blue EMS tactical pants
 - b. Black shoes or boots that can be polished to a shine
 - c. HCFAS issued navy polo shirt (blue or white polo if squad shirt not issued upon start date)
 - d. HCFAS issued navy work shirt - ¼ zip sweatshirt
 - e. Blue EMS or plain navy knit hat or baseball cap
 - f. Blue or white turtleneck or mock turtleneck
 - g. ANSI vest or High viz jacket to be worn on all MVA/roadside assignments.

****Uniforms and overall appearance must instill confidence in our patients. Uniforms are to be kept clean. Paramedics should be well groomed, with long hair pulled back, beards trimmed neatly and no dangling jewelry while on duty.**

Under no circumstances shall a paid paramedic wear any shirt/work shirt/pull over etc. that are not HCFAS issued and/or do not identify the paramedic as a provider at HCFAS. Additionally, paid paramedics shall not wear any clothing that carries them insignia, name etc. of any other agency other than HCFAS.

16. Certifications - Paramedics are required to maintain also necessary certification including NYS DOH EMT-P card, Suffolk REMSCO credentials, AHA NLS, AHA ACLS, and AHA PALS. It is the responsibility of the individual paramedic to maintain certifications and assure that up to date cards are on file at HCFAS
17. Paramedics are expected and required to respect all HCFAS property and conduct themselves as competent and courteous professional at all times.
18. The paramedic vehicle is NOT to be operated out of the district unless for a mutual aid response.
19. All inquiries regarding response, interaction with crews or on-scene incident should be brought to the attention of the Lead Paramedic and the HCFAS Chief as soon as appropriate.
20. Paramedics will operate under the discretion of the HCFAS chief with the support of the Board of Directors (BOD). The Lead Paramedic will handle day-to-day paramedic operations including scheduling under the advisement of the Chief and will prepare required monthly reports including weekly hours.
21. Paramedics will be evaluated regularly by the Lead Paramedic, Chief, and the Medical Advisor. Any questions pertaining to the foregoing procedures will be considered by the Chief with any recommendation for further action to be forwarded to the BOD. Any questions regarding patient care at people reported to the Lead Paramedic and the Chief, with

any further action forwarded to the Medical Advisor. Any controlled substance issues/questions will be sent to the designated CS agent with any further action forwarded to the Medical Advisor.

HCFAS remains retains the right to withhold scheduling hours for a paramedic if an investigation, for any employment related issue, is warranted. HCFAS reserves the right to terminate the employment of any paramedic at any time at its sole discretion.