

END OF SHIFT PROCEDURES

The following procedures will be completed prior to punching out at the end of your shift. It is the responsibility of both crew members to ensure all tasks are completed.

- All paperwork must be accurately completed and accounted for.
- Prior to returning to quarters all vehicles are to be refueled.
- Should the porter not be on duty, the exterior of the vehicle will be washed. (Chrome and windows will be wiped down).
- Rear compartment will be cleaned with a disinfectant solution.
- Front compartment will be wiped with a disinfectant solution.
- The stretcher will be made, covered with a clean sheet.
- All garbage will be removed.
- All equipment will be stowed away neatly in proper location.
- All oxygen tanks will be refilled or replaced. (As a standard rule all portable tanks at or below 1000 psi should be refilled, and on-board tanks should be replaced at or below 500 psi).
- Radios are to be placed into charger.
- Both keys/pagers are to be returned.
- Fuel card will be turned in.
- ALS – will turn in narcotics and pulse ox's.

All vehicle mechanical issues will be and equipment shortages should be reported using the Check in and Check Out Form.

Crew members should be communicating with each other to ensure all tasks are completed.

Both crew members are subject to corrective action should the above mentioned tasks not be completed.