

BENSLEY-BERMUDA VOLUNTEER RESCUE SQUAD

STANDARD OPERATING RULE

TOPIC: STAFFING OF STATIONS AND APPARATUS	S.O.R. # 2.1
Approved by: Barry Drumheller, Chief of Operations	Revised: 07/01/07 Replaces: 03/01/07

Purpose: To provide members with the guidelines for determining the order of station and apparatus staffing, and to provide guidance on the management of exceptions.

Definitions:

ALS Provider: A member possessing sufficient certifications and approved by the Organizational Medical Director or his/her designee to provide patient care at the advanced life support (EMT-E, EMT-CT, EMT-I or EMT-P) level.

BLS Provider: A member possessing sufficient certifications and approved by the Organizational Medical Director or his/her designee to provide patient care at the basic life support (EMT-B) level.

Driver: A member possessing sufficient certifications and approved by the Chief of Operations or his/her designee to drive the type of apparatus being used. Such apparatus types shall be taken from the Virginia Association of Volunteer Rescue Squads (VAVRS) Emergency Vehicle Operators Course (EVOC) textbook and handouts, or other OEMS approved program.

Rescue Technician: A member possessing sufficient certifications and approved by the Chief of Operations and/or the Rescue Officer to participate in rescue operations.

Procedure:

1. Staffing of Apparatus

a. Minimum Unit Staffing

- i. Basic Life Support Ambulance: The Basic Life Support Ambulance shall minimally be staffed in accordance with OEMS Regulations, as amended. Per 12VAC5-31-1230 and 12VAC5-31-1240 as of the writing of these Rules, one BLS Provider and one Driver shall constitute minimum staffing.
- ii. Advanced Life Support Ambulance: The Advanced Life Support Ambulance shall be staffed in accordance with OEMS Regulations, as amended. Per 12VAC5-31-1250 as of the writing of these Rules, one ALS Provider and one BLS Provider/Driver shall constitute minimum staffing. In the event the BLS Provider is not a Driver, a Driver shall be added to the minimum staffing.
- iii. Quick Response Vehicle: The Quick Response Vehicle is designed for the rapid transport of ALS personnel and supplies to the scene of an emergency, and to provide Command Staff a means to manage Squad resources through mobile command. As such, it shall be staffed with no less than one ALS Provider. Apparatus shall be driven by a Driver, except in the event that a Driver/ALS Provider may operate the apparatus without further minimum staffing, per 12VAC5-31-1210.
- iv. Rescue Truck: The Rescue Truck shall be staffed with three Rescue Technicians. Apparatus shall be operated by a Driver, who shall also be a Rescue Technician.

- b. Maximum Unit Staffing
 - i. Basic Life Support Ambulance: There shall be no more than 4 members staffing an ambulance at any time. The only exception for this is training/preception.
 - ii. Advanced Life Support Ambulance: There shall be no more than 4 members staffing an ambulance at any time. The only exception for this is training/preception.
 - iii. Quick Response Vehicle: There shall be no more than 3 members staffing a Quick Response Vehicle at any time. The only exception for this is training/preception.
 - iv. Rescue Truck: There shall be no more than 3 members staffing a Rescue Truck at any time. The only exception is training/preception.
- c. Staffing of Stations
 - i. Main Base (RB1 District): Main Base shall always house the first apparatus on duty, except as noted below.
 - ii. South Station (RB3 District): South Station shall always house the second apparatus on duty, except in the event of a standby or transport or as noted below.
 - iii. North Station (RB2 District): North Station shall always house the third apparatus on duty, except in the event of a standby or transport or as noted below.
- d. Staffing Algorithm:
 - i. Single apparatus: Staff Main Base
 - ii. Multiple pieces of apparatus, no ALS Providers: Staff Main Base, then South Station, then North Station. Continue rotation in this fashion until all apparatus is assigned.
 - iii. Multiple pieces of apparatus, one ALS Provider: Staff Main Base with Advanced Life Support Ambulance, South Station with Basic Life Support Ambulance, North Station with Basic Life Support Ambulance. Continue rotation according to "multiple pieces of apparatus, no ALS Providers" algorithm until all apparatus is assigned.
 - iv. Multiple pieces of apparatus, two ALS Providers: Staff Main Base with Advanced Life Support Ambulance, South Station with Advanced Life Support Ambulance, North Station with Basic Life Support Ambulance. Continue rotation according to "multiple pieces of apparatus, no ALS Providers" algorithm until all apparatus is assigned.
 - v. Multiple pieces of apparatus, more than two ALS Providers: Staff Main Base with Advanced Life Support Ambulance, South Station with Advanced Life Support Ambulance, North Station with Advanced Life Support Ambulance. Continue rotation according to "multiple pieces of apparatus, no ALS Providers" algorithm until all apparatus is assigned.
 - vi. Use of the Quick Response Vehicle:
 1. The Quick Response Vehicle may be used to "split" an Advanced Life Support Ambulance at any station, subject to minimum staffing of all apparatus. For example, should South Station have an assigned Advanced Life Support Ambulance and sufficient staffing exists there to make both a Basic Life Support Ambulance and a Quick Response Vehicle, then use of the Quick Response Vehicle is permitted. At no point should use of the Quick Response Vehicle prevent the assignment of additional Basic Life Support Ambulances.
 2. Command Staff, as defined in these SORs, may make use of the Quick Response Vehicle as a means to provide command and

manage the operational duties as set forth by policy and practice.

- vii. Use of the Rescue Truck: The Rescue Truck shall be marked up at the station designated by the Rescue Officer or the Chief of Operations to provide the county with optimal coverage of rescue resources, currently South Station. The Rescue Truck shall be marked up simultaneously with an ambulance (either a Basic Life Support Ambulance or an Advanced Life Support Ambulance), and dispatch shall be made aware of staffing levels.
 - e. Standby / Transport / Other: Any one apparatus may conduct standby, transport or other undertaking distinct from the provision of emergency response in the primary areas of the Organization only after minimum staffing has been met at Main Base. Any additional apparatus may conduct standby, transport or other undertaking distinct from the provision of emergency response in the primary areas of the Organization only after minimum staffing has been met at Main Base and South Station. ALS Providers shall preferentially be assigned to the provision of emergency response in the primary areas of the Organization.
2. Maximum shift: Recognizing that a high level of attention and manual dexterity is needed to provide for patient care, operate an emergency vehicle and interact with the public, no member will work for more than 24 consecutive hours without taking an eight (8) hour break away from the Squad.
 3. Timely departure from squad property: No member shall use Squad facilities as a primary residence. Bunk facilities are available for those members on duty. Members are expected to leave bunk facilities and Squad property within two hours of completion of duty. This does not preclude members from remaining on site for training or social interaction as permitted in these SORs.
 4. Gender and age considerations:
 - a. Those members under 21 years of age ("Junior members") will be stationed during overnight hours only where an over 21 years of age member of the same sex is located.
 - b. Junior members in high school will not staff apparatus past 2200 immediately preceding a school day for their respective localities. In the case that a junior is under 18 and graduated from high school an exception must be made by the Junior board.
 5. Prohibition regarding self-assignment: No member will add themselves (nor will they add another members) without first obtaining the approval of the on-duty Captain.
 6. Handling of exceptions: Any exceptions to this policy must be approved by the Squad Leader and the Operations Officer assigned at the time of the exception. Alternatively, the Chief of Operations may make any exceptions as he/she deems necessary.