

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

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EMS ROUTINE TRANSPORT

SOP#: EMS 16.0

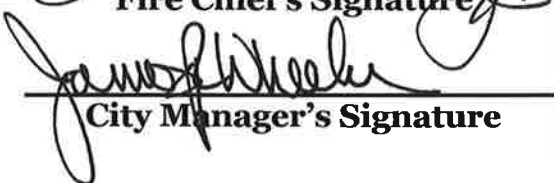
Title: EMS Routine Transport

Effective Date: 04/19/2011

Revised Date: _____



Fire Chief's Signature



City Manager's Signature

EMS ROUTINE TRANSPORT

I. PURPOSE

The purpose of this policy is to provide guidance for handling non-emergency requests for transport.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. APPLICABILITY

All Career and Volunteer Personnel

III. POLICY

It shall be the policy of the City of Poquoson Fire/Rescue Department to perform routine transports for citizens if adequate manpower is available. Emergency transports will be handled immediately as the Department is made aware of them.

IV. DEFINITIONS

- Routine Transport – Any request for transport received through a non-emergency call, to Fire Administration or a Fire Station, to a destination other than an Emergency Room. Examples include private physicians office or nursing home.
- Emergency Transport – Any 911 dispatched call. Also any request for transport, received through a non-emergency call to Fire Administration or a Fire Station, to an Emergency Room.

V. PROCEDURES

- If the Department receives a request for Emergency Transport as defined above, the appropriate staff and equipment shall immediately respond as per EO 10.00. Should the caller or patient request transport at a later time or date, a Patient Refusal should be obtained as per local protocol.
- If the Department receives a request for Routine Transport as defined above, the following information should be obtained:
 - Name of patient
 - Name of person making request
 - Callback number
 - Location of patient and destination address
 - Date/Time of requested transport

An effort should be made by the Battalion Chief to find a volunteer crew to handle the call. If a volunteer crew is unavailable, career personnel may handle the call if the Battalion Chief feels that staffing is adequate.