



**CALVERT COUNTY GOVERNMENT
GUIDELINE/POLICY/PROCEDURE**

TITLE:	2.9-Supply Request-Station ALS Inventory		
ISSUED BY:	Career EMS Division Chief Kenneth N. Miller II		
RESPONSIBLE STAFF:	Career EMS Field Personnel		
ISSUE DATE:	7/1/2023	REVISION DATE:	
PURPOSE:	Establish Procedures for the Request of Station Supplies and Inventory Par Levels		
APPLICABLE TO:	All Career EMS EMT's, Paramedics & EMS Supervisors		
ATTACHMENTS:	See Example Attachment		

GUIDELINE	<input checked="" type="checkbox"/> POLICY	<input checked="" type="checkbox"/> PROCEDURE
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This document needs to be reviewed/updated:

<input type="checkbox"/> Annually <input type="checkbox"/> (Fiscal Year) <input checked="" type="radio"/> (Calendar Year)	<input checked="" type="checkbox"/> Other Interval:		
	<input checked="" type="radio"/> As needed	Flag for review on:	

I. Purpose

To establish procedures for the request of station ALS supplies and to establish and maintain a minimum PAR levels on hand station ALS supply.
This document excludes any emergency request for supplies. Those supplies can be requested through the on-duty shift or day work Lieutenant.

II. Procedure

All providers shall complete an inventory of the station ALS supply space/cabinet each Sunday of the week in accordance with the station PAR level sheet provided on Vector solutions. The employee shall further complete an inventory of all station and unit medications on the last Sunday of each month to verify their expiration. Once received by logistics personnel, the order will be filled and delivered on Monday mornings or the next scheduled work day.

The document will be found on Vector Solutions home page under Schedule and be completed as follows:

Place the station number in the top right box next to "Station #"

Under "Supply Order" column place the appropriate number of the supply needed. Save the form to a file and upload it back into the system. Click on the "Submit as Completed" tab.