

# Wake Forest Emergency Response Team

New Member Training Packet

<u>Training Subject</u>	<u>Training Date</u>	<u>Signature</u>
Fly-Car Operations	_____	_____
Fly-Car Checkout	_____	_____
Duty Responsibilities	_____	_____
Coverage Area	_____	_____
Radio Communications	_____	_____
On A Call	_____	_____
Documentation	_____	_____
Confidentiality Policies	_____	_____
Standard Operating Procedures	_____	_____

\* **Must be completed prior to being Primary EMT on duty.**

\* **Must be trained by at least three different experienced members.**



### Fly-car Operations

1. Driving safely and conscientiously
2. Responding to an emergency
3. Operation of Lights and Sirens
4. Knowledge of how to adjust seat, seatbelt and steering wheel
5. Security – Door code and keys
6. Location of safety equipment – flashlight, fire extinguisher, reflective vest, PPE
7. Parking restrictions

### Fly-car Checkout

1. Confirm necessary equipment – jumpkit, O<sub>2</sub>, c-spine, splints, stairchair, linens
2. Check oxygen level, suction battery, AED effectiveness
3. Clean and tidy up vehicle

### Duty Responsibilities

1. Contacting your shift partner – determine response plan
2. Informing Police you are beginning duty
3. Equipment returns

### Coverage Area

1. Knowledge of Wake Forest response area
2. Directions to locations and best access

### Radio Communications

1. Operating radio – On/Off, channel selection, squelch feature, microphone
2. Talking over the radio – etiquette, proper terminology
3. Pager system

### On a Call

1. Bringing necessary equipment
2. Communication with other EMS units
3. Controlling Scene

### Documentation

1. Which incidents to write a report for and which you do not have to
2. Properly filling out paperwork – getting times from Police
3. Drop off form location

### Confidentiality Policies

1. Knowledge of current regulations

### Standard Operating Procedures

1. Review current by-laws and protocols
2. Sign agreement

## Jumpkit Contents

- Stethoscope (1)
- Blood Pressure Cuff (1)
- Pocket Face Mask (1)
- Ammonia Inhalants (3)
- Oral Glucose (2)
- Penlight (2)
- Trauma Sheers (1)
- Saline Solution (1)
- Band-aids (10)
- 4x4's (10)
- Trauma Dressing (1)
- Kurlix or Cling Bandages (3)
- Ice Packs (3)
- Space Blanket (1)
- Gloves
- 1" Tape (2)
- 2" Tape (2)
- Triangular Bandages (4)
- Elastic Bandages (3)
- Eye Solution (1)
- Antiseptic Wipes (10)
- Splinter Removal Kit (1)
- Safety Glasses (1)
- Splash Shield (1)
- Infection Control Kit (1)
- Biohazard Bags (3)
- Convenience / Emesis Bags (3)
- Alcohol Prep Pads (5)
- Sting Swabs (3)
- 5x9's (3)
- Knuckle Bandages (6)
- Butterfly Bandages (5)

## Oxygen Duffle Contents

- Oral Airway Kit (1)
- Oxygen Tank ("D" - size) (1)
- Regulator (1)
- Non-Rebreather Masks (2 adult, 1 pedi)
- Nasal Cannulas (2)
- Bag-Valve Mask w/ Reservoir (1)
- Gloves
- Infection Control Kit (1)
- Biohazard Bags (3)
- Sharps Shuttle