

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title:	Vehicle Cleaning Standards
Policy:	408.00
Purpose:	To ensure that Okaloosa County EMS provides a clean and safe environment for our customers and team members.

Policy:

General

EMS team members are responsible for the clean and neat appearance of the unit assigned to them for the shift. After each patient transport it is the crew's responsibility to inspect and clean the patient compartment using the appropriate cleaning supplies. All surfaces that have been in contact with the patient will be cleaned with a disinfectant. See patient compartment below for a detailed list of cleaning procedures after each transport.

The condition of the unit becomes the responsibility of the on-coming team members once they have accepted the unit from the off-going team members.

All linens used for the patient are to be disposed of at the receiving hospital in the appropriate receptacles.

PATIENT COMPARTMENT

All walls and ceilings shall be closely inspected for blood smears, blood splashes or any other bodily fluid and removed immediately using appropriate cleaning solutions. All marks shall be removed as soon as possible.

The action area and bio-hazard area should be checked very closely for blood smears and other bodily fluids or stains. This area also includes the suctioning device. All emesis shall be removed. Suction containers, tubing, and Yankeur device will be replaced, if the suction unit was utilized, regardless of content aspirated.

The bench seat should be thoroughly inspected for blood smears and splashes. The narrow area behind the bench seat cushion should also be checked for sharps. This area shall also have all debris removed, (*example:* sand and glass).

The stretcher should be closely scrutinized for blood and other bodily fluids. Check underneath the bars where the blood collects before it drops to the floor, and cleaned with appropriate cleaning solution. All tape is to be removed from the stretcher (including sheets).

The doors shall be checked for handprints and other bodily fluids. All the ledges on the door windows should also be wiped for dust.

All trash cans shall be emptied and any wet or dry debris removed from the bottom and disposed of in the proper receptacle at the hospital. Replace trashcan liner.

The outside compartments shall have all miscellaneous items removed at the end of shift.

Bio-hazardous trash shall be discarded at the appropriate hospitals during the shift using appropriate receptacles. Sharps containers are to be removed and replace when $\frac{3}{4}$ full. Discharged sharps containers are to be sealed and labeled in accordance with the Exposure Control Plan. Sharps containers are to be dropped off at Station 1, 3, 7 for logistics to collect and transport to Station 7.

All surfaces shall be cleaned and wiped down with appropriate cleaning solutions.

Floor should be swept and mopped after each patient transport.

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AMBULANCE DECONTAMINATION

If the ambulance unit is used to transport a patient with a known communicable disease, or the ambulance becomes contaminated with blood or other bodily fluids, the crew must contact their on-duty Shift Commander to be taken out of service long enough to decontaminate the ambulance.

General procedures for cleaning

- Spray all surfaces according to the manufacturer's recommendations. Wipe the surface dry.
- Remove all linen and place into a red biohazard bag.
- Follow procedures for general cleaning.
- Follow exposure control plan.
- Where large quantities of blood or other potentially infectious materials are found, the spill kit should be used. While wearing gloves and protective eyewear, sprinkle the spill with the absorbent material. Use the scoop to pick up the absorbed spill and/or glass and dispose of in the bio-hazard receptacle.

Any problems shall be reported to the on-duty Shift Commander immediately.

CAB OF THE TRUCK

Remove all personal items including from front compartment at the end of each shift.

The floor of the cab must be swept out at the end of the shift. The sweeping should remove all debris collected during the shift. This should also include inspection of the carpeting between the seats. Remove all objects and debris that have collected in this area.

The center console must be checked and cleaned if needed. All spilled liquids should be wiped up and removed.

The windshield area and side windows should be wiped down. The glass shall be cleaned with glass cleaner.

VEHICLE EXTERIOR

The fuel filler cap and surrounding area shall be free from dirt and diesel fuel. To minimize spilled fuel, stop fueling when the nozzle clicks off the first time.

The windows shall be free from dirt and smudges.

Outdoor compartments shall be free of trash, and dirt. They should be swept out on a daily basis.

Doorframes and door jams shall be cleaned when they appear soiled.

E. When crewmembers wash their unit, they shall wipe down all chrome surfaces including bumpers, mirrors, and diamond plate.

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DETAILED CLEANING SCHEDULE

Detailed cleaning of outside compartments and equipment will be done on the third Sunday of every month

Detailed cleaning of the inside of the unit including front cab, passenger compartment and all inside cabinets and equipment will be done on the third Saturday of every month.

CONTAMINATED DISPOSABLE MATERIALS

If at all possible contaminated disposable material should be left at the hospital in the designated area. Items that are returned to the stations for disposal shall be put in a red bag and labeled bio-hazard and transported in the outside compartment of the ambulance to minimize any exposure to the ambulance or occupants until arrival at a station.

All linens used for patient care are to be disposed of at the receiving hospital in the appropriate receptacles.

Any biohazard material at the stations will be picked up by logistics and transported to Okaloosa station 7 (Esex) for proper disposal.

Accountability and Compliance:

On the third Saturday/Sunday of every month the on duty crew will send out an email to the EMS super mailing group confirming they have completed the vehicle detailed cleaning for the day.

Quarterly, the EMS Command Staff will perform unannounced unit inspections. Data collected regarding compliance and findings will be entered into a database. Vehicle cleanliness compliance will be one of the measurements reported on. The number of ambulances not compliant (numerator) will be compared against the number of ambulances inspected (denominator), resulting in a percentage of compliance. The data will be reported to the EMS Division Chief quarterly in a report titled *Quarterly Vehicle Cleanliness Compliance Report*.

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