

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

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<b>Title:</b>	<b>Movement of Patients from the Scene</b>
<b>Policy:</b>	<b>415.00</b>
<b>Purpose:</b>	<b>To provide procedures for moving patients that will ensure proper safety for both patients and EMS personnel.</b>

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**Policy:**

In addition to providing direct care, personnel are responsible for deciding what method of transfer from the scene to the ambulance shall be utilized in accordance with EMS patient-care protocols and this policy.

Personnel of the Department are also responsible for:

- a. Selecting the proper patient-carrying device.
- b. Packaging and securing the patient for transfer.
- c. Moving the patient to the ambulance.
- d. Loading the patient into the ambulance.
- e. Unloading the patient from the ambulance and transferring the patient to the care of the emergency department personnel.

Patients should not be walked to the ambulance unless the injury is minor, i.e., scratches, minor burns, minor lacerations. Psychiatric patients may walk to the ambulance if they prefer, provided that they are not sedated.

If additional lifting assistance is necessary, contact the Communications Center and request assistance (Shift Commander, fire, police, additional EMS units, etc.).

As a last resort, the voluntary help of a member of the patient's family or a bystander may be used.

All patients transported by EMS ambulances be placed securely on the stretcher, the safety belts applied and secured, and the stretcher locked into position. This will, in most cases, prevent serious injury to the patient in the event of a vehicular accident. It is also required that all occupants of the vehicle be restrained during vehicle operations unless impractical to provide patient care.

The only exceptions to this policy would be the cases where a psychiatric patient is transported, and use of a stretcher would agitate the patient or more than one patient needs to be transported. In this case, the patient must be secured with the seat belts located on the bench seat, or safest seat, of the patient compartment.

Patients shall be covered with a sheet or blanket when possible, to ensure privacy.

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**Accountability and Compliance:**

1. It is the responsibility of all OCEMS employees to ensure the safe movement of patients at all times.
2. Shift Supervisors are responsible for monitoring the activities of their personnel on a regular basis to ensure compliance with this policy.
  - a. Compliance failures will be documented and referred to the appropriate Shift Training Officer for remediation.
  - b. The shift training officers will report referred compliance issues and remediation efforts monthly to the EMS Division Chief.

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