

Title: **RETURN OF EMERGENCY MEDICAL SERVICE (EMS)
EQUIPMENT**

Responsibility: ED Registered Nurse (RN)

Purpose of Guidelines: To provide guidelines for the return of equipment owned by out of county EMS squads.

Procedure:

1. Daily, the ED paramedic or nursing assistant assigned by the charge nurse/operation manager will collect all equipment belonging to out of county EMS squads in the ED.
2. All equipment will be cleaned of biohazardous materials, labeled with a mailing label containing the name of the agency the equipment is to be returned to, and mailed back to the agency. The equipment may also be returned to the closets in the EMS room just off the ambulance entrance and may be picked up from there.
3. The ED paramedic or nursing assistant will complete the Receiving/Shipping authorization form.
4. Shipping and receiving staff members may assist with the return of supplies but should be given an address for the return.

Reviewed by: Julia Benfield, BSN, RN, CEN, Nursing Director ED & House Supervisors.

Approved: 7/05
Reviewed: 4/08, 8/31/2010, 5/14, 6/14, 9/17, 6/2023
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