

BATES EMS FAQs

<http://abacus.bates.edu/people/orgs/ems/>

Officers	Name	Pager# (*alpha-numeric)
Chief	Lauren "Rosey" Rosenberg	851-9480 (x2310)*
Deputy Chief	Pat Cunningham	851-9517 (x2312)*
Captain	Luke Selby	851-9481 (x2313)
Captain	Jason Rafferty	851-9526 (x2314)
Supplies	Pat Cunningham 1 st	851-9517 (x2312)*
	Jim Maldonis 2 nd and ST	851-0120 (x2316)
DICO	Sam Golden	851-6443 (x2315)
Treasurer	Sam Golden	851-6443 (x2315)
General Member	Amanda Harrow	aharrow@bates.edu
Secretary	Sarah Chapman	schapma2@bates.edu

Crew Chief pager – 851-9488 (x2311)*

Pagers:

- To send an alpha-numeric page go to the web site www.nepaging.com, click on send a page, enter the area code and 7-digit number listed. Then type a message.
- You can still numerically page these pagers using the 4-digit bates number also. The remaining pagers are only numeric pagers at this time. They can be used on campus with the 4-digit number or off campus with the 7-digit number.
- Note: If it is an emergency, dial *911 at the end of your page.

Shifts:

- We run about 24 hour shifts.
- Scheduling is done by e-mailing availability to the Secretary. They will then put together a schedule and e-mail it to the service as well as post it on the Bates EMS website.
- Each shift is covered by three people:
 - Crew Chief (CC) - This person drives the van and serves as the leader of the call due to their additional training. They are the contact person for any problem that arises during the shift. The CC is in contact via the pager (x2311)* at all times.
 - 200/300 – These people carry packs with supplies, as well as radios to be reachable for a call.
 - Crew Chief in Training (CCIT) – This person is undergoing training to become a CC. This person will act as CC while remaining under the supervision of a CC.
- Shift changes:
 - The person who has the pack is responsible for getting in touch with the person who is to have the pack the following day. This contact must be conducted the day prior to the change. A place and time to meet is coordinated between the two EMTs and it is the responsibility of the

person passing off the pack and radio to have a charged battery on the radio.

- Contact can be made through any means – such as e-mail, phone calls, or verbal contact.
- Unable to cover an assigned shift:
 - If you cannot cover a shift that you have been assigned to, then you must do ALL of the following:
 - Try to find a friend within EMS who you can rely upon to take your shift for a few hours or a whole day. This will simplify the process immensely.
 - E-mail the listserve (batesems@abacus.bates.edu) and announce to the service that you are unable to cover a shift and ask if someone would be able to cover for you. (It is often helpful to switch shifts if you can).
 - E-mail the crew chief to let them know who will be covering your shift.
 - Finally, if you cannot find someone to cover your shift, TALK DIRECTLY with the CC to make arrangements.

Packs:

- The van or pack must be checked at the beginning of each shift. If there are any problems with missing or broken supplies, Jim (or Pat 1st semester) must be notified. You may also notify your CC if you need a supply refill. This is your responsibility to be prepared.
- Documented bag and van checks must be conducted on Sundays, and then respective forms will be turned into the EMS office.

Radios:

- Radios are held by the three on-duty personnel and, possibly, a supervisor.
- Communication –
 - Radios are kept on channel one (1) to hear the tone.
 - When the tone goes out, turn the radio to channel two (2). The beeping will not stop until this is done. You will not be able to hear the call if you do not switch to channel two (2).
 - After the call has been said and when you are responding, you are to sign on to the call by saying “EMS 200 responding from (your location)”. Make this short and do not start talking if someone else is talking over the radio.
 - To talk over the radio, you need to press down the large button on the left side of the radio, hold it down for two seconds, speak, and release the button.
 - When you arrive on the scene, say “EMS 200 on scene”.
- Batteries:
 - The batteries last between 15 and 20 hours.
 - Chargers and extra batteries are in two locations:
 - Black file cabinet behind Concierge (top drawer)
 - Security dispatch center

- Batteries should be placed into the chargers at these sites then they are dead, and new batteries should be taken from these locations.
- DO NOT KEEP BATTERIES!
- If there are no batteries or no charged batteries, page your CC to let them know.
- Batteries are to be charged alone in the chargers. Do not charge the battery while it is attached to a radio that is on.
- Please use the battery until it is almost dead (beeping).
- To see how much battery is left, press the small button on top of the radio. There will be a red, yellow, or green light depending on the life of the battery. Green = >12hours, yellow = >8hours, red = <3hours, beeping = <1hour. Please do not change the battery until it is red/beeping.
- Problems:
 - Any problems with the radios should be reported to Sam Golden (x231X).
 - If your radio does not tone out for a call, you need to fill out a radio incident form which is available on the Bates EMS website. Please alert the CC as well.

Trainings:

- Trainings are conducted on a monthly basis and are announced a few weeks in advance. Check the website.
- Some trainings are mandatory, others are not, but you will be notified which ones are.
- You will receive CEHs (Continuing Education Hours) for the trainings you attend.
- It is your responsibility to make sure your skills are up to the proper level. If you do not feel comfortable with a certain skill or type of call, please notify the training officers, Jason and Luke.

Meetings:

- General Member meetings:
 - These are conducted roughly once a month and they are announced via email and on the website.
 - Attendance is required.

Uniforms:

- Bates EMS issued shirt or other clothing clearly designating the provider as an EMT must be worn on a call.
- Pants or jeans must be worn when on call. (No shorts or jeans with tears in them.)
- Boots or shoes must be worn while on call. (No open-toed shoes.)

Miscellaneous:

If you have any other questions or concerns that have not been addressed in this FAQ sheet, please feel free to e-mail or call any of the officers for guidance.

Recommended additions to the FAQ sheet can be emailed to pcunning@bates.edu.