EQUIPMENT POLICY

**PURPOSE:** To maintain equipment in good repair to prolong the life and usefulness of our equipment for student learning.

**POLICY:** All equipment will be put away in the assigned storage at the end of the day with all broken or missing equipment reported to the Clinical Coordinator for appropriate follow up. This policy to include EMT, Paramedic Prep and Paramedic cabinets located in any EME department classroom or lab/simulation rooms.

**DATE:** March 22, 2019

**PROCEDURE:**

1. Each instructor is responsible for the condition of the room at the end of the day and must co-sign the equipment check off list.
2. It is expected that each instructor check each of their rooms at the beginning and end of their Lab/Simulation classshift to make sure there are no unresolved equipment problems.
3. **EMT/Prep Classes:** rooms 819, 820, 821
   1. Each lab group will have an assigned student in charge of each lab/simulation room that they are in.
   2. This student will be responsible to make sure that the group has cleaned and put away all equipment at the end of the day.
   3. The instructor for each room will then check the equipment rooms and co-sign the equipment check list.
   4. Do not raid the prep or paramedic lockers, if you need something that is not in the general area please contact Sarah DeSimone.
4. **Paramedic Classes:** rooms 816 A, B and C
   1. Although the Lab/Simulation rooms will not be used on regular lecture days, the cabinets still must be checked daily and signed off as secured.
   2. Each lab group will have an assigned student in charge of each lab room that they are in.
   3. This student will be responsible to make sure that each of their lab room cabinets are opened, check out and re-locked.
   4. On Thursday labs each group needs to go to the rooms after their test and go through the lockers and bags to make sure everything is there and in working order.
5. **Prep Classes:** rooms 819, 820, 821
   1. Each room has a prep locker. It should have all you need but if you need more please contact David Ontiveros and let him know.
   2. Do not raid other lockers for your supplies.
6. **First Aid Classes:** room 822
   1. You have a locker. Let us know what you need to complete it.
   2. Do not raid other lockers for your supplies.
7. **Miscellaneous equipment cabinets in room 816:** 
   1. These cabinets will be checked by the paramedics every Thursday lab day and will be co-signed by the lab instructor of that group.
   2. The cabinets in this room will be the ones you~~r~~ restock from in addition to the supply room down the 808 hallway.
   3. We will have a picture binder in this room for your reference.
8. **General rules:**
   1. Students must correct any problems before leaving for the day, and the instructors will recheck the rooms until the rooms are correctly cleaned up.
   2. Do not stack equipment on top of the lockers.
   3. Do not raid or move equipment/supplies from cabinets that are not assigned to your group.
   4. Any missing or broken equipment will have the appropriate sheet filled out and turned into the Clinical Coordinator.
   5. Keys must be kept in the instructor office. Plan your day and gather the equipment at the beginning of class for the day.
   6. The Clinical Coordinator will be responsible for repair, finding or replacing the equipment with any financial accountability to be decided with the Program Director.
   7. Please direct any questions or concerns regarding this policy to the Clinical Coordinator.