



Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila



O/CG-4

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STANDING OPERATING PROCEDURE)

NUMBER 01-11)

**GUIDELINES ON THE PROPER UTILIZATION AND MAINTENANCE OF PCG
AMBULANCES**

I. PURPOSE: This SOP prescribes the policies and guidelines on the utilization, operation and maintenance of all PCG Ambulance units.

II. REFERENCES: a). Presidential Administrative Order No. 239 on the Prohibition on the use of Government Vehicles; b). Department of Health (DOH) Administrative Order No. 2010-003 dated 07 Jan 10 on the National Policy on Ambulance Use and Services.

III. DEFINITION OF TERMS:

a. Ambulance/Ambulance Unit- pertains to a vehicle designed and configured to transport sick or injured personnel/patients to, from or between treatment facilities, medical centers or hospitals in a prompt, safe and comfortable manner and without aggravating the illness or injury;

b. Emergency- any actual threat, untoward or unforeseen incident, man-made or natural, to the safety and health of the public requiring immediate response;

c. Disaster – any actual threat, untoward or unforeseen incident, man-made or natural, to the safety of health of the public, in which the capacity and capability of the local government and available services may not be enough to meet the immediate needs of the community.

d. Ambulance Service - pertains to delivery of pre-hospital care to patients, either from the incident site to the emergency department of the receiving hospital, to receive definitive care or further diagnostic examination;

e. Medical Care Providers – pertains to medical doctors, registered nurses or trained and certified paramedical personnel capable of performing pre and post hospital care to sick or injured personnel/patients from an emergency or disaster.

f. Medical Evacuation (MEDEVAC) – pertains to the transport of sick or injured personnel/patient accompanied by medical care providers, who can render needed medical care while enroute to a medical facility;

IV. PROCEDURE:

1. Upon receipt for the request of the use of PCG ambulance, the duty Nurse Officer of the Day (NOD) shall ensure that the CGMED Ambulance is available, with appropriate POL and medical supplies/equipment, and with the duty Ambulance Driver (AD) or his alternate aboard HCGMED.
2. If approved, the Operations Officer of the Day (OOD) of the HCGMED shall set Ambulance Team detail and inform the Coast Guard Action Center (CGAC) of said mission and secure a trip ticket duly signed by the Director, CGAC or the Command Duty Officer (CDO) **except on a life threatening situation** wherein the CGMED Duty OOD can sign the trip ticket and inform and update CGAC/CDO regarding the dispatch to include any updates and the termination of the mission. The OOD shall monitor the status and movement of said Ambulance Team during the course of the mission.
3. Upon completion of the mission with proper endorsement of personnel/patient to receiving hospital, the Ambulance Team Leader shall ensure that all supplies/equipment used on the patient are secured before returning to HCGMED.

V. POLICIES:

A. CGMED Ambulance shall be utilized primarily for transport of sick or injured organic PCG Uniformed and Civilian personnel only, to include Trainees/Draftees;

B. Per DOH guidelines, Ambulance Units shall NOT be used to transport cadavers;

C. Request for ambulance transport of patient who are not organic PCG personnel shall be made in writing to CPCG (attn: TCS, CGMED) and will be accommodated upon availability of Ambulance Units. POL, refill of oxygen tanks and other corresponding expenses shall be charged and will be the responsibility of the non-PCG patient;

D. All non-organic patients shall be made to sign a Patient Waiver prior to patient conduction;

E. Other authorized patient shall be prioritized according to the following categories:

1. Direct Dependents (Spouse, Children, Parents, Siblings);
2. Retired PCG Personnel or their Direct Dependents;
3. Civilian patients rescued from PCG Vessels/Aircrafts/SAR Units

4. Other civilian patients authorized by CPCG/TCS, CGMED

F. The CGMED Ambulance Team shall be composed of:

1. One (1) Medical Officer
2. One (1) Nurse Officer
3. Three (3) Hospital Men (HM)
4. One (1) Ambulance Driver

G. In non-emergency cases, a skeletal Ambulance Team may be dispatched with at least one (1) member being a Registered Nurse or an ACLS provider. MOD shall make necessary assessment and recommendations for warranting the presence a Medical Officer during the MEDEVAC.

H. Duty NOD or HM must check and record the vital signs of the patient prior to and during the course of the dispatch.

I. Proper endorsement must be observed by the Ambulance Team Leader upon loading of the patient to the Ambulance, and upon disembarking of the patient to the receiving medical facility. MOD shall conduct a short briefing to the Ambulance Team prior to dispatch.

J. Duty NOD/HM/Ambulance Driver must check medical equipment, supplies and medicines (see Annex 1&2) necessary for patient conduction.

K. NOD shall ensure the conduct of proper cleaning, sanitizing and decontamination of all Ambulance Units.

L. All Ambulance dispatches shall be covered by a trip ticket duly signed by the Director, Coast Guard Action Center or the Command Duty Officer (CDO) except on a very urgent emergency or life threatening situation wherein the HCGMED Duty OOD can dispatch and sign the trip ticket for the ambulance and will inform the CGAC/CDO regarding the mission to include any updates and the termination of the mission.

M. The duty ambulance driver shall maintain an Ambulance Logbook for each Ambulance Unit for record purposes of its trips, preventive maintenance and fuel balance.

N. Smoking is strictly not allowed inside all PCG ambulance units.

O. All Ambulance drivers must be well aware of the condition of the Battery, Lube Oil, Water, Brake, Air and Gas or the "BLOWBAG" check reminder before operating the vehicle.

P. Duty Ambulance drivers must maintain the required basic tools in each ambulance unit such as tire wrench, jack, towing cable or rope.

Q. Ambulance Transport Form (see Annex 3) and Trip Ticket must be placed in each ambulance. Necessary information must be filled-up, and the form is signed by the MOD or OOD prior to dispatch. All dispatches must be recorded in the ambulance logbook, to be maintained by the OOD, and reviewed by MED-3.

R. All Ambulance drivers must possess a valid driver's license preferably a professional driver's license and shall be wearing the prescribed uniform when on duty. Authorized uniform is UOD.

S. Coast Guard Medical shall submit immediately upon their receipt from the Ambulance Drive (AD) any unusual incident during the dispatch.

T. When operating the Ambulance Unit, the use of blinking and hazard lights are authorized only when proceeding to get a patient or responding to an emergency or disaster.

U. The use of emergency horns is authorized ONLY when there is a patient or blood and blood products aboard for immediate transport to the designated medical facility.

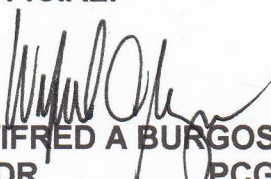
V. Other than those stated above, blinkers and emergency horns shall not be used or abused. Unauthorized use of blinkers and emergency horns shall be reported to TCS, CGMED for appropriate disciplinary actions, especially if such unauthorized use resulted to injury to persons or damage to properties, to include the Ambulance Unit.

W. All Ambulance Drivers shall follow existing traffic rules and regulations during patient conduction. Counter-flowing, disregarding traffic signals and overtaking on the right side must be avoided unless there is a very urgent emergency or life-threatening situation involved.

V. EFFECTIVITY: This SOP shall take effect upon publication.

BY THE COMMAND OF ADMIRAL TAMAYO:

OFFICIAL:


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