

§717 Surge Ambulance Placarding

- A. Placard Types
 - 1. Advanced Life Support (ALS) Ambulance
 - A. Unit must have at least one ALS NREMT certified and Louisiana licensed crew member as defined by Louisiana law on board at all times and contain ALS equipment in accordance Louisiana law.
 - 1. Basic Life Support (BLS) Ambulance
 - a. Unit must be staffed with at least one NREMT certified and Louisiana licensed crew member as defined by Louisiana law on board at all times and contain BLS equipment in accordance with Louisiana law.
 - 2. Service Vehicle
 - a. A support vehicle that assists with mechanical maintenance of the vehicles.
 - b. A support vehicle that assists crews with logistics.
- B. Surge Unit Registration
 - 1. The EMS Provider must complete the surge unit registration form for each unit deployed. The form can be found on the Bureau of EMS website.
 - a. Surge unit registration forms must be submitted to the Bureau of EMS no later than at the time of departure of the unit from home base.
 - 2. The Bureau of EMS will verify the information on the unit registration form and issue a placard. Upon successful inspection of the vehicle and crew at the staging site, a placard will be issued.
 - 3. Designated staging site inspections
 - a. Each unit shall be inspected for compliance at the designated staging site.
 - b. After successful inspection, the placard will be initialed by a Bureau of EMS representative.
 - c. Each unit and its accompanying crew must be verified by a Bureau of EMS representative prior to accepting mission assignments.
 - i. Both crew members and the unit must be present before the inspection will be completed.
 - 4. The placard is to be printed and displayed in the ambulance at all times.
- C. Crew Change Form
 - 1. Anytime a new crew is assigned to a deployed unit, a crew change form must be completed and submitted to the Bureau of EMS at least 24 hours prior to the proposed crew change time.
 - a. Crew change form receipt time shall be denoted by the timestamp of the email.

- b. Only crew change forms sent by the EMS Provider will be accepted.
 2. Emergency Crew changes (less than 24 hours notification) may occur when there is a circumstance that causes the crew member(s) to be replaced immediately (illness, family emergency, etc.).
 - a. The EMS Provider will contact the Bureau of EMS and provide the nature of the emergency and the credentials of the on-coming crew members.
 - b. The Bureau of EMS will verify the on-coming crew member's credentials.
 - c. A replacement crew member cannot be placed on the unit until the on-coming crew member's credentials are verified by the Bureau of EMS representative.
 - d. A crew change form must be completed within 12 hours of the emergency crew change.
 3. Crew change may not take place until the Bureau of EMS verifies the information on the form.
 4. The Crew Change Form can be found on the Bureau of EMS website.
- D. Vehicle Change
 1. Anytime a new truck is deployed, a new surge unit registration form must be submitted. This includes swapping a truck for mechanical/functional issues but keeping the same crew.
 - a. Surge unit registration forms must be submitted to the Bureau of EMS no later than at the time of departure of the unit from home base.
 2. The Bureau of EMS will assign a placard number, and forward the placard, via email, to the EMS Provider and the Surge Unit Contractor.
 3. Placard is to be printed and displayed in the ambulance at all times.
- E. Demobilization
 1. Any time a unit is to be withdrawn from the event, a demobilization form must be completed and submitted to the Bureau of EMS.
 2. The unit must be returned to the designated staging site where the Bureau of EMS representative and the Surge Unit Contractor representative will be present to collect equipment and issue the demobilization form.
 3. The Bureau of EMS will verify the demobilization form and forward it to the Surge Unit Contractor.
 - a. The Bureau of EMS representative will sign/date and time stamp the demobilization form.
 4. The demobilization form can be found on the Bureau of EMS website.
- F. Patient Care Reports
 1. Instructions provided on Bureau of EMS website
 2. PCRs are to be submitted to the designated representative with the Surge Unit Contractor.

- G. The Bureau of EMS reserves the right to conduct random inspections of crew licensure, unit licensure and equipment inventory for quality assurance at any point during an active incident.
- H. The Bureau of EMS is not responsible for the completion, collection, or handling of patient care reports (PCRs).
- I. The following forms must be submitted to ambulancestandards@la.gov and shall come from the EMS Provider. The Bureau of EMS will not process forms submitted by a third party or submitted to any other email address associated with the Bureau of EMS.
 - 1. Surge unit registration form
 - 2. Crew change form
 - 3. Demobilization form