



General Order

Department of Fire & EMS

G.O. 7-1-26

Subject: Reserve Ambulance Readiness and Equipment Transfer Procedures

Date: July 2, 2026

Authority: Assistant Chief Eric Zaney

PURPOSE

To establish standardized procedures for the stocking, deployment, and operational readiness of reserve ambulances within the department.

POLICY

All reserve ambulances shall be maintained in a “BLS Ready” status to ensure rapid placement into service when needed. Personnel assigned to reserve units are responsible for transferring designated operational equipment and maintaining accountability of supplies utilized during their shift.

I. RESERVE UNIT STOCKING

1. All reserve ambulances will be stocked with Basic Life Support (BLS) supplies in accordance with current Operative IQ inventory standards.
 2. Reserve ambulances will **not** include stocked BLS or ALS medications.
 3. Personnel utilizing supplies from a reserve ambulance shall restock those items from their station supply room prior to placing the unit back in service.
 4. The department is actively working toward assigning reserve ambulances their own designations within Operative IQ (Op IQ).
 5. Until reserve designations are implemented within Op IQ, personnel shall document within Operative IQ that operations were conducted from a reserve unit.
-

II. CHARGERS AND MOUNTED EQUIPMENT

1. Chargers and mounting systems installed within front-line units shall remain with the assigned apparatus and shall not be removed for use in reserve ambulances.
 2. This includes, but is not limited to:
 - MDT chargers and mounting hardware
 - Portable radio chargers
 - Tablet/laptop charging equipment
 - Other permanently mounted charging systems
 3. Each station is equipped with spare battery chargers to support reserve unit operations.
 4. If a station does not possess the appropriate charger or charging equipment, personnel shall notify their Station Lieutenant for corrective action.
-

III. EQUIPMENT TRANSFER CHECKLIST

1. A transfer checklist will be attached to each reserve ambulance.
 2. Personnel assigned to a reserve ambulance shall:
 - Print the checklist
 - Initial items transferred into the reserve unit
 - Document any additional operational supplies deemed necessary
 3. The completed checklist shall remain in the reserve ambulance for the incoming shift or personnel transitioning the unit back to front-line service.
 4. This checklist is considered a working document and may be updated as additional equipment is added to reserve ambulances.
-

IV. REQUIRED EQUIPMENT TRANSFER ITEMS

When transitioning into a reserve ambulance, personnel shall transfer the following equipment from the assigned front-line unit as applicable:

Medical Equipment

- Lifepak and/or AED
- Narcotics
- LUCAS Device
- ALS Bag
- BLS Bag
- Pediatric Bag
- Spare medications from medication cabinets
- IV Warmer

Fire/Rescue Equipment

- SCBA
- Forcible entry tools
- Fire suppression tools
- Hand lights

Communications and Technology

- MDT/Laptop/Tablet
- Portable radios
- Bay door openers
- Traffic signal control devices

Access and Operational Items

- Supra keys
 - Unit-specific keys/fobs
 - Cooler
-

V. RESPONSIBILITY

1. Company officers and assigned personnel are responsible for ensuring reserve ambulances are properly stocked, maintained, and returned to service in a ready state.
2. Station Lieutenants shall address equipment deficiencies and coordinate corrective actions as necessary.
3. Personnel shall report any supply shortages, damaged equipment, or operational concerns immediately through the chain of command.