



LOUISIANA RURAL AMBULANCE ALLIANCE

2018 DEPLOYMENT GUIDE

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Assignment to State and Local Organizations

There are different mission types that a resource may be assigned to complete. Missions may include but are not limited to evacuation assistance, emergency call response, inter-facility transports, on-scene stand-by, search and rescue support, and hospital or shelter staffing.

In the conduct of these missions, units will not be directly reporting to Louisiana Rural Ambulance Alliance leadership. The Louisiana Rural Ambulance Alliance Surge Response resources will be assigned or "chopped" by the State or Local jurisdictions.

When Louisiana Rural Ambulance Alliance disaster response assets are chopped to local jurisdictions to be assimilated into their existing EMS system, it is expected that the Incident Command structure of the local jurisdiction will be used. Whenever possible, the local jurisdiction is also expected to provide ongoing resources to sustain the state assets assigned to them, e.g., fuel, food, lodging, etc.

All EMS Surge Response Units are required to carry their own equipment and supplies to be self-sufficient for 72 hours. All applicable Louisiana Rural Ambulance Alliance policies including the Surge Response guidance covered in this publication shall remain in effect through the end of the contract period.

LRAA Emergency Response Team

Recommended 72-Hour Go-Kit

The following is a suggested list of personal items that each individual Emergency Response Team (ERT) member should include as part of their response. You should include enough items to be completely self-sustainable for a minimum of 72-hours of the initial deployment. These items are for emergency responders, not patients or victims.

Safety boots	Water purification tablets
Sunglasses	Bedding (sleeping bag, pillow)
Climate appropriate clothing	Toiletries/ Sundries
Clean uniforms (3 ea.)	Swiss Army-style knife with tools, etc.
Rain gear	Spending money(\$ 100)
Undergarments (3 ea.)	Driver's license
Personal medications (30-day supply)	Hearing protection
Aspirin, Tylenol, Ibuprofen, Benadryl, etc...	Company photo-ID badge
Waterproof matches	Surge ID badge
12-hr. light sticks	Large duffel bag
Flashlight (wind-up power or extra batteries)	Toilet paper
Portable GPS (optional)	Insect repellent
Portable AM/FM radio with NOAA weather freq.	Work gloves
Hand sanitizer or anti-bacterial wipes	Towels and washcloths (3 days)
ATT First Net Cell Phone (optional)	Compass with whistle
Cell phone with AC & DC charger and/or pager (optional)	EMS credentials (state, national, certification cards)
Sprint/Nextel 2-way radio with DC & AC charger (optional)	Non-perishable food items for self (protein bars, canned fruit, high caloric bars, etc.)
Drinking Water - 1 gal. per person per day minimum	

Do not become a disaster victim. There may be no electricity, no pharmacies, no food stores, and no other routinely available services. Prepare yourself accordingly. Individuals must be healthy enough to function under severe field conditions, which may include all or some of the following:

- Extended shifts, austere conditions (possibly no showers, housing in tents, portable toilets).
- Extreme weather conditions (long exposure to heat and humidity, lack of air conditioning, extreme cold or wet environments).
- Long periods of standing.

Individuals should not require personal medications that need refrigeration of any kind. Individuals should not have any physical conditions, impairments, or restrictions that would preclude them from participating in the moving and lifting of patients and/or equipment and supplies.

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Safety

Safety for crews is always our number one priority. All resources must be available for response for around-the-clock operations and assigned crewmembers must not be fatigued to the extent that their safety, the safety of others, or the mission is compromised. The very nature of a disaster deployment means that an event has happened or may happen that warrants action to protect life, property, or the environment. In all probability, the theater of operations will contain certain hazards that are not incumbent to routine day to day operations. These hazards include and are not limited to:

- Operating in inclement or rapidly changing weather conditions
- Night time or limited visibility operations
- Austere living conditions
- Poor road conditions
- Debris
- Flooding
- Power Outages, downed power lines
- Extended operational shifts with limited rest breaks
- High-Stress environment

Shift Lengths

For the purposes of this contract, shift length is 24 hours, and personnel must be self-sufficient for 72 hrs. Surge Contract responders must be healthy enough to function under austere field conditions (possibly no showers, housing in tents, portable toilets, extreme weather conditions and long periods of standing). Surge Contract responders must make provisions for their personal health care plans concerning prescription or routine medications. There is a possibility that pharmacy services may not be available. Bring adequate supplies of maintenance medications and assure that the medications can withstand being stored in temperature extremes.

24-hour shifts carry the expectation that crewmembers have time during the shift to rest but remain available for immediate response to an emergency. Regardless of the shift length, if any crewmember, Strike Team Leader, Task Force Leader, Safety Officer or other appropriate Louisiana Rural Ambulance Alliance or government representative believes that a team member is fatigued to the point they cannot safely carry out a mission, the fatigued individual should be relieved from duty and replaced with rested personnel.

Surge Contract responders shall remain safety conscious always during deployment. Any individual safety concerns may be routed through the formal chain of command. All individuals are instructed that if they feel their safety is in question, they may contact the local Safety Officer to discuss relative options to ensure their well-being. Any individual may intervene to prevent an unsafe or life-threatening act from occurring.

During a disaster response a large fleet of vehicles will be utilized. Given the risk of collisions or accidents while functioning in disaster conditions all personnel are reminded that all vehicles must be operated in a manner that provides for due regard and the safety of all persons and property. All applicable components of your service's Vehicles Safety Policies remain in effect. Components of the policy include and are not limited to:

- Basic Defensive Driving Practices
- Safety Belts & Other Restraint Devices
- Backing & Tight - Quarter Maneuvering
- Parking & Securing the Vehicle
- Emergency Vehicle Operations
- Use of Emergency Warning Devices
- Post-Collision Guidelines

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Regardless of circumstances or unit status, vehicles shall not be driven faster than a safe speed for current road, weather, and traffic conditions.

Check the vehicle's fuel gauge frequently and make every effort to assure the fuel tank is "topped off" whenever possible. Remember that service stations may be closed during emergencies or may be unable to pump fuel during power outages. Monitor the local Emergency Broadcast System radio frequency for helpful news, weather condition, and traffic reports. If long distance driving is involved, individuals will trade off driving as necessary (8-12 hours maximum) to assure the driver is alert and rested. If transport time or the destination point is excessive, arrangements will be made for the crews to stay for the night.

Conduct

LRAA Surge Response Subcontractors are required to act in a lawful, professional manner always and shall not reflect discredit upon Louisiana Rural Ambulance Alliance, the State of Louisiana, the Department of Health and Hospitals Bureau of EMS or any other state or Federal agency. The State may direct Louisiana Rural Ambulance Alliance to remove any subcontractor member, subcontractor, or other employees from the deployment area for misconduct or security reasons.

Louisiana Rural Ambulance Alliance Standards of Conduct remain in effect throughout the entirety of deployment. This includes while traveling to and from the deployment area, on shift as well as off shift.

The following are prohibited activities: (not intended to be an exhaustive list)

- Theft or attempted theft
- Dishonesty
- Misappropriation of Louisiana Rural Ambulance Alliance or Government funds or Louisiana Rural Ambulance Alliance or Government property
- Use of language or action that is inappropriate in the workplace whether racial, sexual or of a general offensive nature
- Rude or discourteous behavior
- Falsification of documents
- Fighting, threatening, assaulting, or abusing another individual
- Illegal activities such as fraud, kickbacks, or falsifying expense accounts
- Carrying, possessing, or using a firearm or any dangerous weapon
- Use, sale, possession, or functioning under the influence of alcohol or unlawful drugs
- Gambling
- Insubordination, including refusal to follow work directions or instructions
- Violation of safety rules/regulations
- Conducting unapproved media interviews

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Discrimination

Emergency planning, response, and recovery efforts include persons who may be members of an at-risk or special needs population. These individuals may have a need for assistance in a certain area, such as medical care, transportation, maintaining independence for daily living, supervision, or communication. Persons with special needs or who are at risk in an emergency can include children, elderly persons, persons from diverse cultural origins, individuals with disabilities, individuals who are limited English speaking, persons who live in institutionalized settings and persons who do not have access to transportation, among others. Federal laws prohibit discrimination against individuals on basis of race, color, national origin, disability, or age. Louisiana Rural Ambulance Alliance policy also prohibits discrimination.

Accountability

Surge Contract responders shall be accounted for throughout the entire length of a deployment. Check-in and check-out procedures shall be followed as directed by the State when entering and leaving the theater of operations. While deployed it is imperative that each responder assures that their leader knows their location while on and off any active shifts. In order to be located without delay team members should keep leadership updated as to their specific location, routes that they will utilize, and the specific spot that they will be sleeping.

Just as it is important to be accountable for one's self during a deployment it is important to be accountable for the equipment and other assigned resources. Items such as Nextel Phones, GPS Navigation Devices, or any other item assigned to an individual during a deployment are the property of either Louisiana Rural Ambulance Alliance or the State of Louisiana. As such, these items must be returned as directed to the appropriate Louisiana Rural Ambulance Alliance or state representative. Marking, defacing, damaging, writing or drawing on or upon assigned property, including equipment, vehicles and facilities is not allowed. Use of materials or facilities for purposes not directly related to the deployment effort, including neglect, misuse or waste of materials, tools or equipment, inflicting damage to, or failure to properly safeguard or protect property is deemed as unprofessional conduct.

All Surge Contract responders should make every effort to report-on-time and ready for duty for whatever task, work shift or mission they have been assigned to. Lack of accountability, punctuality, or preparedness disrupts workflow and increases the workload of others. Subcontractors may risk reimbursement for accountability failure and punctuality and preparedness issues.

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Uniform, Identification and Appearance

The identification and appearance of all personnel involved in a disaster response is an important concern. Whether dealing with government officials, other disaster response professionals or the public in a direct or indirect manner it is essential that all team members project a professional image and are clearly identified.

The following guidelines provide an understanding of what Louisiana Rural Ambulance Alliance considers acceptable and unacceptable grooming and attire. Leaders may direct any team member who reports an un-groomed or in unacceptable attire to remedy the situation.

For EMT practitioners on duty, company approved uniforms shall be worn at all times when on an active shift

Attire that is *not* approved for wear during a deployment (on shift) includes:

- Beachwear/ Shorts
- Halter tops/ Muscle Shirts
- Visible piercing other than earrings
- T-shirts or visible tattoos depicting offensive, sexual, or hate content
- Flip-Flops / Croes

If in doubt whether attire is appropriate, wear something you know is appropriate and seek guidance from leadership.

Grooming

LRAA subcontractors are to follow general hygiene principles. Sub-contractors must be cleanly shaven when reporting to for duty. Sideburns, mustaches, and beards should be neatly trimmed and comply with all safety regulations. Any body piercing that interferes with the professional performance of your job is prohibited.