

**OKALOOSA COUNTY  
EMERGENCY MEDICAL SERVICES  
STANDARD OPERATING PROCEDURE**

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**Title:** Minimum Equipment  
**Policy:** 423.00  
**Purpose:** To ensure that OCEMS meets or exceeds all minimum equipment mandated by Federal and State requirements

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**Policy:**

Vehicles shall be inventoried at the earliest opportunity of each shift, utilizing the OCEMS ALS/BLS Checkoff Form. Missing, expired, or damaged items will be documented on the Daily Shift Report and sent to the Command staff email group electronically and stored in the EMS share file.

Equipment issues, supply needs, medication shortages/expiration, and/or damaged equipment is to be promptly reported to the Branch Commander to expedite restock and reporting.

Okaloosa EMS shall have at least the minimum equipment on all ALS and BLS Transport Vehicles according to the OCEMS Equipment Checkoff Form which meets or exceeds the Florida State EMS Requirements.

Variances shall be approved the OCEMS Medical Director and Florida Department of EMS Office in writing and stored in OCEMS E-File.

**Accountability and Compliance:**

1. It is the responsibility of both crewmembers to ensure the condition and proper par levels of all equipment at the beginning of each shift. If levels drop below minimum quantities, the crew will contact the duty Branch Commander immediately.

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CAAS: 203.03.01  
Author: Leadership  
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Approved: Leadership  
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