

BURLINGTON TWP. FIRE DEPARTMENT
STANDARD OPERATING GUIDELINE #12

MEDICAL FIRST RESPONDERS

Purpose: Ensure the highest quality service is provided to the residents and visitors of Burlington Township by establishing training, education, and response requirements for members of the Burlington Twp. Fire Department operating as Medical First Responders (MFRs).

Scope: This written policy establishes guidance for members of the Burlington Twp. Fire Department operating as MFRs, and Firefighters assisting with the MFR program. Members operating solely as Medical First Responders are responsible for compliance with all Standard Operating Guidelines of the Burlington Twp. Fire Department.

Training:

1. Certification- Members shall become MFR certified within two years, or during the next available training if not certified within two years.
2. Recertification- Members shall remain certified by completing the required Michigan Department of Health and Human Services continuing education requirements.
3. Quarterly Department Training- The department may conduct quarterly training focusing on MFR specific skills. Members are expected to attend quarterly MFR training when available.
4. HIPPA- All MFRs shall remain HIPPA compliant.

Schedule:

1. The Burlington Twp. Fire Department will utilize I am Responding to sign up for available MFR shifts. MFRs will schedule a shift as On Duty for EMS and On Duty at their current location for the date/times they are available to respond.
2. MFRs are urged to sign up as often as they are available.
3. MFRs should be aware that not all shifts will be filled and responding when you are not scheduled is encouraged.
4. If a member has signed up and more personnel than needed show up to the station at the same time, those on the schedule will be the first to respond to the incident.

Dress Code:

1. It is the responsibility of MFRs to dress appropriately.
2. Turnout gear is not generally worn on medical incidents, so it is recommended that the MFR wear an item of clothing with the Burlington Twp. Fire Department insignia. This includes the department issued T-shirt.
3. It is advisable that halter tops, shorts, or sandals not be worn on medical incidents.
4. Department members should wear their turnout gear and traffic safety vest when responding to a personal injury crash.

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Driving Vehicles:

1. Refer to Driver Certification S.O.G. #6 and POV Emergency Equipment S.O.G. #19.

Responding to the Scene:

1. All members are authorized to respond to MFR incidents, but at least one MFR will respond to the incident before or with Firefighters, if an MFR is available.
2. If no MFR is responding to the incident, Firefighters may respond to assist EMS in a BLS status only.
3. If a member arrives at the fire station after the initial rescue apparatus has departed, they shall radio the apparatus to determine if their assistance is needed.
4. Refer to Radio Use S.O.G. #27.
5. Refer to Personal Injury Crash S.O.G. #7 when responding to a PIC.

Universal Precautions:

1. Basic Universal Precautions (i.e. gloves, etc) are expected to be utilized on every incident. Gowns, goggles, and masks are available in rescue apparatus and must be utilized when contact or exposure to body secretions is imminent.

Roles and Responsibilities:

1. Rescue Coordinator: The Rescue Coordinator shall be responsible for the overall administration of the Burlington Twp. Fire Department Medical First Responder program. Specific duties include:
 - a. Ensure compliance with applicable federal, state, and county policies and protocols.
 - b. Coordinate with Lapeer County Medical Control and surrounding ambulance services.
 - c. Ensure adequate training of MFRs and Firefighters.
 - d. Ensure rescue apparatus are properly equipped and certified, to include drug box contents.
 - e. Manage the procurement of replacement or additional medical supplies.
 - f. Oversee department policies and procedures and recommend revisions to the Burlington Twp. Fire Department Fire Officers and Fire Chief.
 - g. Ensure accurate and thorough completion and submission of required reports and documentation.
2. I.C.: A Burlington Twp. Fire Department member shall assume the role of Incident Commander on all MFR incidents.
 - a. Command will not be transferred just because a senior member arrives on location. Command does not have to be transferred.
 - b. The first priority is life safety including everyone on location.
 - c. Only the I.C. is to have radio traffic with Central Dispatch and responding EMS apparatus.
 - d. Ensure accurate and thorough documentation of the incident.
3. Patient Care: An MFR will assume responsibility for patient care and begin rendering care until the patient is turned over to responding EMS personnel.

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4. Recorder: If possible, a department member will serve as recorder. The recorder will accurately and thoroughly complete the Burlington Twp. Fire Department patient care form based on the information being provided by the MFR providing patient care. In some instances, they may also be requested to record information being provided by the EMS agency providing patient care. In addition, they will begin completion of the Burlington Twp. Fire Department run report.

Patient Confidentiality:

1. The Burlington Township Fire Department respects the rights of all individuals that have been provided with patient care. Any information pertaining to the patient is to be considered confidential and is not to be disclosed to the public.

This information includes, but is not limited to, the following:

- a. Patient name, age, sex, and address
- b. Patient medical history
- c. Patient medical conditions
- d. Specific information regarding the incident or response
- e. Patient treatment provided by members or EMS
- f. Information contained on the incident report

Equipment:

1. Truck Checks are to be completed following every medical run for each apparatus that left the station.
2. Equipment used on a given run (i.e. bandages, c-collars, etc.) should be obtained from the transporting ambulance service.
3. In the event that equipment is unobtainable from the ambulance, then it must be replenished from in-house stock immediately upon return to the station. In-house stock is located upstairs at the fire station in the gray medical cabinet.
4. If something cannot be replaced, notify the Rescue Coordinator immediately so supplies can be ordered.

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