

Gator Emergency Medical Response Unit



Standard Operating Procedures

Revised: 8/27/17

**University of Florida Division of Public Safety
Gator Emergency Medical Response Unit - Standard Operating Procedures**

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Name

- Program name: Gator Emergency Medical Response Unit
- Preferred abbreviation: GEMRU

Purpose

- The Gator Emergency Medical Response Unit (GEMRU) is a student-operated, volunteer, not for profit, non-transport, emergency medical response service that exists to provide both emergency and non-emergent medical care to University of Florida students, faculty, staff, and visitors, in addition to the emergency medical services already in place in the community.
- Provide Event Standby services for major university-wide events to include game day operations as well as events offered by any college, school, division, or operational unit within the University of Florida.
- Work in close coordination with local EMS, Fire, and Police departments to augment already existing emergency medical services.
- Provide high-quality, professional, confidential, and expeditious emergency medical care to all individuals on the University of Florida main campus.
- Provide valuable educational opportunities for GEMRU members including the acquisition of medical knowledge, the development of leadership skills, the cultivation of communication skills, and the strengthening of decision-making skills.
- Promote the general health and well being of the University of Florida main campus.

Compliance

GEMRU shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

- **Non-Discrimination:** GEMRU agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.
- **Sexual Harassment :**GEMRU agrees that it will not engage in or promote any activity that is unwelcome conduct of sexual nature that creates a hostile environment.
- **Hazing:** GEMRU agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

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- **Responsibility to Report:** If GEMRU becomes aware of any such conduct described in this article, GEMRU will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University’s Title IX Coordinator.
- **Membership:** Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote, hold office, or respond with GEMRU. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

Administration

- GEMRU operates under the University of Florida Division of Public Safety under the administrative direction of Assistant Vice-President of Public and Environmental Safety, Chief Linda J. Stump-Kurnick.
- Medical direction to GEMRU is provided by UF Health Department of Emergency Medicine under the medical direction of the GEMRU medical director Dr. Benjamin Abo.
- GEMRU executive board : The GEMRU executive board is composed of 5 Directors who are selected based on their position as assistant director
- Selection: selection of assistant directors is conducted by the GEMRU executive board and will follow the actions listed in the GEMRU SOP’s *Structure and Responsibilities*
- Assistant directors: Assistant Directors will be selected through an internal application process each year. Selections will be made by a vote of the executive board. Applicants must undergo an interview and submit an application. A 3/5 majority of the newly elected directors must be achieved before the selection of any new leader.
- Appointed positions: All appointed positions as defined by the current executive board are chosen based on an application procedure outlining the minimum requirements needed for the position in interest. Selection and requirements for any appointed position falls under the responsibility of the position’s supervisor.
- General Member: Selection of volunteers for responder positions will be the responsibility of the GEMRU Student Executive Board. Selection will be done through a written application, a written protocol test, a practical scenario, and an interview.
- Directors shall assume their official duties on April 1st of each year and shall serve for a term of one academic year until April 1st of the next year.
- First Responder Gators/Gator EMR will act as a sister organization with elected officials taken from the GEMRU body

Structure and Responsibilities

- **Advisors**
 - Police Chief – Chief Linda J. Stump-Kurnick
 - Assistant Vice-President of Public and Environmental Safety
 - Provides administrative and financial oversight

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- Reviews, modifies, and approves program Standard Operating Procedures
 - Assures program adherence to State and University Laws and Regulations
 - Facilitates continuity of operations and external agency coordination
 - Oversees training operations
 - Liaison between GEMRU, the University of Florida, and the University of Florida Police Department
- Medical Director – Dr. Benjamin Abo
- UF Health Emergency Department Faculty
 - Doctor of Osteopathic Medicine
 - Develops, reviews, modifies, approves, and publishes Medical Protocols
 - Reviews, modifies, and approves program Standard Operating Procedures
 - Assures program adherence to State and County Laws and Regulations
 - Governs responder Scope of Practice
 - Oversees program Quality Assurance
 - Facilitates continuity of operations and external agency coordination
 - Facilitates procurement of medications
 - Oversees training operations
 - Liaison between GEMRU and UF Health Department of Emergency Medicine
- GEMRU Police Coordinator – Officer Gregory Castronover
- UFPD Special Events Coordinator
 - Reviews, modifies, and approves program Standard Operating Procedures.
 - Assures program adherence to State and University Laws and Regulations.
 - Facilitates continuity of operations and external agency coordination.
 - Liaison between GEMRU and the University of Florida Police Department.
 - Advises about training operations.
 - Facilitates event requests and GEMRU staffing.
 - Facilitates procurement of supplies and equipment.
 - Collects and reviews event after action reviews.
- **Student Executive Board**
- Administrative Director
- Student Volunteer
 - Minimum service requirement of two semesters as lead EMT responder to be eligible for the position
 - Provides administrative oversight over the student administration of GEMRU
 - Communicates with SG and GEMRU’s Student Government liaison
 - Facilitates communications with coordinating organizations

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- Develops, reviews, modifies, and approves program Standard Operating Procedures
- Assists Finance Director with financial oversight
- Maintains communication with GEMRU Police Coordinator
- Organizes induction of new board members
- Oversees and leads internal investigations
- Oversees the Public Relations and promotion of the unit
- Responsible for taking minutes at all meetings GEMRU attends
- Operations Director
 - Student Volunteer
 - Minimum qualification as a State and Nationally certified EMT-B
 - Minimum service requirement of two semesters as a lead EMT to be eligible for the position
 - Ensures Medical Protocol adherence and upkeep
 - Verifies scheduling of event, shifts, and teams
 - Verifies correct completion of After Action Reviews and forwards them to GEMRU Police Coordinator within two weeks of the completion of the event or shift to the GEMRU Police Coordinator
 - Coordinates GEMRU teams at events
 - Assists in developing, reviewing, and modifying program Standard Operating Procedures
 - Reports to event Officer In Charge (OIC), Incident Commander, or UFPD Shift Lieutenant
 - Perform supervisory duties over lead EMTs
 - Serves as a communications liaison with other agencies and point of contact at events
 - Holds a seat in the command post if one is established at organized events
 - Will be available by phone for questions that arise during shifts
- Training Director
 - Student Volunteer
 - Minimum qualification as a State and Nationally certified EMT-B
 - Minimum service requirement of one semester as a lead EMT-B responder to be eligible for the position
 - Responsible for training of new members
 - Oversees GEMRU responder continued education/ in-service training
 - Responsible for protocol education and testing (written and practical)
 - Responsible for new member in-processing functions and new member education
 - Responsible for responder evaluations
 - Responsible for Quality Assurance
 - Serve as acting President of First Responder Gators/ Gator EMR
- Communications Director

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- Student Volunteer
- Minimum qualification as a State and Nationally certified EMT-B
- Minimum service requirement of two semesters as a GEMRU responder to be eligible for the position
- Responsible for new responder applications, certificate collection and verification, ID issue
- Responsible for Volunteer Hour Tracking
- Responsible for organization IT functions (website, email, etc.)
- Manages CEU and certificate tracking for unit personnel
- Facilitates correspondence between executive board members and GEMRU Police Coordinator
- Maintains correspondence between unit personnel
- Responsible for tracking compliance policies online such as HIPAA and FERPA implementation within the unit
- Responsible for semesterly and yearly operational record keeping/compiling, and produces a report each semester
- Finance Director
 - Student Volunteer
 - Minimum qualification as a State and Nationally certified EMT-B
 - Minimum service requirement of one semester as a lead EMT-B responder to be eligible for the position
 - Provides financial oversight
 - Communicated with the SG liaison concerning the budget and funding
 - Responsible for equipment storage, equipment ordering, ensures restocking of equipment, and gear serviceability
 - Responsible for distributing, tracking, and retrieval of issued uniforms and badges
 - Responsible for seeking out potential funding or fundraising opportunities
 - Act as Treasurer of First Responder Gators/ Gator EMR
- All positions on Executive Board will have at least one assistant with whom they will share responsibilities. However, ultimate decisions are the responsibility of the Executive Board Directors. The assistants are to be trained on how to perform their corresponding Executive Board Director's role upon the end of their term. Assistant board members may succeed the board member which they have been trained under, so they must have two years of availability to lead when selected for the board. An assistant board member's succession is up to the discretion of the respective board member. By the end of their term as an assistant, each member must meet the minimum qualifications to fill their respective executive board position.
 - Appointment of Executive Board Assistants
 - The application process for new board members assistants (Administrative Director, Operations Director, Training Director, Communications Director, and Equipment

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Director) will open January 1st and close by February 1st. Interviews will be completed by March 1st. Elections, Election Results and new Directors will be completed and announced by April 1st. New Board Members will take office on April 1st.

- All applicants will be taken from the GEMRU body of responders.
- Qualifications for the position will be subject to the acting Executive Board members and their assistants .
- The process must include at the minimum
 - A written application reviewed by the acting Executive Board assistants, Medical Director and Police Coordinator.
 - An interview conducted by the executive board assistants
 - Vote of ¾ approval by the board assistants
- Administration, Operations and Finance directors are issued a key to the GEMRU gear locker. The Police Coordinator, Finance Director and Operation Director will also be issued a key to the GEMRU filing cabinet. It is the individual's responsibility to ensure the security of their assigned key and to return it upon the completion of their service to GEMRU. *NOTE: The GEMRU filing cabinet contains HIPAA protected documentation as well as personal files and thus should ALWAYS remain locked!*
- **Appointed Leadership Positions**
 - Shift Supervisor
 - Student Volunteer
 - Minimum qualification of EMT-B
 - Ensures Medical Protocol adherence
 - Supervises and evaluates new lead EMTs during 911 shifts
 - Ensures new EMTs understand and follow all GEMRU protocols
 - Ensures the new EMTs are prepared to lead
 - Can attend/supervise any shift that they would like as long as they inform the Operations Director and receive approval 24 hours in advance
 - Event Supervisor
 - Student Volunteer
 - Must be either a Shift Supervisor or Executive Member to act in this role.
 - Ensures Medical Protocol adherence
 - Supervises and oversees events larger than 1 team when the Operations Director feels they are needed
 - Introduces and communicates with event coordinators, UPD officers, other medical agencies on scene

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- Does not carry their own jump bag.
- Marketing Supervisor
 - Student Volunteer
 - EMR certification or higher
 - Promotes the unit on campus so that others can learn about the unit and to recruit new members
 - Responsible for the public relations of the unit
- Quality Assurance Supervisor
 - Student Volunteer
 - Minimum of an EMT-B certification
 - Completes Quality Assurance for the unit
 - Collects data from patient care reports to use as statistics for the unit
- **Responders**
 - Lead EMT-B/EMT-P
 - Student Volunteer
 - Minimum qualification as a State and Nationally certified EMT-B
 - Ensures Medical Protocol adherence
 - Perform supervisory duties over shift crew members
 - Responsible for designated shift operations and the safety and well-being of crew members and patients
 - Renders the highest level of medical care within his/her scope of practice and as outlined in the GEMRU medical protocols
 - Ensures restocking of equipment and gear serviceability at the beginning and end of each shift
 - Completes an After Action Report at the end of each shift
 - Completes supervised shifts in order to be a lead EMT responder during 911 shifts
 - Facilitate communications between crew and UPD Dispatch
 - Crew Members
 - Student Volunteer
 - Minimum qualification as a certified EMR or First Responder.
 - Ensures Medical Protocol adherence
 - Responsible for supporting the lead EMT with operations
 - Follows the guidance of the lead EMT in rendering the highest level of medical care within his/her scope of practice and as outlined in the GEMRU Medical Protocols
 - Ensures restocking of equipment and gear serviceability at the beginning and end of each shift

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- Ride-Along
 - Student Volunteer
 - Minimum requirement of valid BLS for Healthcare Providers CPR certification
 - Observes the GEMRU responders in order to learn more about emergency medical care and GEMRU operations.
 - It is up to the Executive Board Directors to determine if an individual is eligible and may reject any applicants at their discretion

Finance

- **Funding:** GEMRU will not require membership dues; however, it will raise funds through fundraising events including but not limited to grants, SG allocations, donations, and similar activities. Funds procured in this manner will be used for t-shirts, travel to leadership conferences, and other operational expenses of the organization. Members are expected to participate in these fundraising activities.
- **Funds upon dissolution:** In the event this organization dissolves, all funds left in the treasury, after outstanding debts and claims have been paid, as well as all equipment shall be donated to “Alachua County Fire Rescue and Gainesville Fire Rescue” equally.

Response Crew Composition and Duties

- All GEMRU volunteers are University of Florida undergraduate and graduate students or faculty/staff, all of whom are certified as Emergency Medical Responders (EMR), Emergency Medical Technicians (EMT), or Paramedics (EMT-P).
 - *Emergency Medical Responder (EMR)* – A student volunteer who possesses minimum qualifications as an Emergency Medical Responder (EMR) and a valid BLS for Healthcare Providers CPR certification. Serves both support and medical roles. Assists the EMT or EMT-P to render emergency medical care to patients at both event standby and response functions while operating within the scope of practice as outlined in the GEMRU medical protocols, approved by the medical director.
 - *Emergency Medical Technician (EMT)* – A student volunteer who possesses minimum qualifications as a National and State registered EMT and a valid BLS for Healthcare Providers CPR certification. Serves both support and medical roles. Renders emergency medical care to patients at both event standby and response functions while operating within the scope of practice as outlined in the GEMRU medical protocols, approved by the medical director.
 - *Paramedic (EMT-P)* - A student volunteer who possesses minimum qualifications as a National and State registered EMT-P and a valid BLS for Healthcare Providers CPR certification. Serves both support and medical roles. Renders emergency medical care to patients at both event standby and response functions while operating within the scope of practice as outlined in the GEMRU medical protocols, approved by the medical director.

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- A crew shall consist of no fewer than two volunteers or more than four, one of whom holds the minimum qualifications as a National and State registered EMT-B. An exception to this rule is if responders are working in teams with another agency. There must be at least one EMT-B, and one other EMT-B or EMR unless otherwise approved by the current medical director.
- A minimum of one Executive Board Member shall be available by phone during all shifts as defined by the *GEMRU executive Board On-Call System* and ready to support response functions remotely or respond to any large incident, which may require coordination between multiple departments.

GEMRU Executive Board On-call System

The GEMRU executive board consists of the directors and their assistants. All duties for staffing, managing, and filling events will be outlined below

- On-call
 - The designated Executive Board member Duties
 - Filling all events falling on their active days, this may and will often include filling the vacancy themselves if they are unable to find a substitute
 - Receiving any calls and questions from responders working events on designated days
 - Communicating with event supervisors and operations director
 - Knowing every event taking place during their designated days
 - Taking full responsibility and drafting a letter to the acting Operations director so that they may forward to the police coordinator explaining the circumstances of failed duties
 - Shifts taken while on call WILL NOT count toward total required exec shifts
- Shifts
 - Shifts will be taken based on a method chosen by by the operations director
 - As each semester varies in number of days, shift numbers will be calculated semesterly
 - Shifts may be designated by day or by events
 - Choosing shifts
 - The operations director and their assistant are in charge of assigning shifts
 - Beginning each semester the Executive board is required to submit a schedule of expected days they will be available, within 2 days/48 hours following drop/add week. Failure to do so will result in the member relinquishing their privilege of preferred days to the operations director.
 - Once the shift allotment has been drafted, the operations director must submit it for approval. Any needed changes must be submitted to operations for finalization within 2 days/48 hours after the listing is released for approval. Operations second draft WILL BE FINAL.
 - Only the operations director will have access to the schedule, any shift switches or drops will go through the Operations director for approval and will be adjusted for on the

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calendar.

- o Missing, Neglecting, or avoiding duties
 - Missing shifts while on call, Neglecting the duties as listed above, and avoiding the percentage of required shifts is unacceptable
 - Performing any of the above stated will result in an immediate strike as outlined in the GEMRU SOP's strike system which can result in impeachment or removal from the unit.
 - Special Circumstances
 - Cases may arrive where an individual is unable to perform their duties through no fault of their own and they cannot find a replacement.
 - o In these cases the Operations director or Assistant Operations director will take over all duties
 - o Operations reserves the right to call into question any circumstance claimed by the individual and proper documentation may be needed to verify certain cases
 - o Examples of Excusable circumstances
 - Death of a loved one
 - Severe sickness or injury
 - o Examples of inexcusable circumstances
 - Too busy
 - Studying for Tests or HW
 - Minor illness or injury
 - Parties, personal time, social events
 - It is important to note, while some of these may prevent the individual from working some events themselves, it does not impede their other responsibilities including filling shifts
- Operations Director
 - o Ultimately all events are the responsibility of the operations director, it is the director's duty to assist any executive board member when needed but not their responsibility to take over their assigned duties and will not be responsible for the assigned members failings.

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Uniform

Any piece of uniform issued to the Responder by GEMRU is property of GEMRU. No alterations are to be made to GEMRU-issued uniforms without prior approval by the Equipment Director. Uniforms issued to the Responder by GEMRU are to be returned at the end of the Responder's service. Any responders who damages off duty or does not return their issued uniform will be expected to compensate GEMRU the cost of the uniform.

- GEMRU uniforms are not authorized to be worn off-duty without express permission of a GEMRU Executive Board Member.
- The uniform of the Gator Emergency Medical Response Unit is as follows:
 - Issued uniform shirt: Dark blue GEMRU shirt with the appropriate certification level printed on the shirt. A long sleeve shirt may be worn under the uniform shirt, so long as it has no visible markings
 - Pants: Black/dark blue/navy blue BDU's/work-type pants with a black belt
 - Shoes: Boots or sturdy shoes are highly recommended. Sneakers are allowed as well, but must be all black, or mostly black with few markings
 - Headwear: Headwear is optional, however all head-wear must be pre-approved by the Finance Director prior to the start of a shift.
 - ID badge/documentation: Responders are to wear their Department of Public Safety ID visibly at all times while on duty. Responders must have their CPR card and EMT license if applicable on their person while on shift.
 - Watch: A watch with a second hand or a digital second counter must be worn
 - Outerwear- Responders can wear the GEMRU jacket or a dark-colored jacket with minimal markings while on shift. Any other outerwear must be pre-approved by an executive board member.
- When new uniforms are to be ordered:
 - If the uniform design is the same, the Equipment Director may order the new uniform through a vendor approved by UFPD
 - If the uniform design is changed, the new design must be brought to the attention of the Executive Board for approval. The Equipment Director may then order the agreed-upon uniform through a vendor approved by UFPD
 - Outerwear purchase is optional and will occur at the discretion of the executive board.

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Equipment

● **Key Checkout**

- The Unit will have a Gear Locker keys, filing cabinet key, and Polaris keys available for checkout at UFPD. The lead responder will sign out the keys at the beginning of shift. Signing out of keys acknowledges that the responders will not move, remove, or otherwise tamper with any equipment that is not the property of GEMRU in the Gear Locker.
- The Gear Locker is to be locked whenever the responders are not in the locker.
- The lead responder is responsible for the keys for the entirety of the shift. The keys will be returned and signed back in at the end of shift.

The Gear Locker is temperature monitored. If the temperature goes above a certain level, the fire department will be called. Thus, the locker door is to remain closed at all times, even when responders are in the locker.

● **Equipment Checkoff**

- 911 Shifts: Prior to every 911 shift the Lead EMT will go over their bag(s) and check off equipment via the online equipment checkoff sheet. They will also check the batteries on the AED, Suction, and radios. Any missing equipment will be replaced by the Lead EMT from the gear locker and report its replacement on the check off form. If an item is missing and there are no replacements for it, the Lead EMT will notify the On-Call Supervisor and the Finance Director, then check off another bag from the locker.
- Event Standby: Before and after every event, the lead EMT will go over their bag(s) and check off equipment via the online equipment checkoff sheet. They will also check the batteries on the AED and radio. Any missing equipment will be replaced by the Finance Director from the gear locker. If an item is missing and there are no replacements for it, the responder will notify the Finance Director and either replace the bag or continue without the item based on their own judgement.
- Minimum equipment needed per team:
 - Jumpbag or backpack
 - Gloves
 - One radio (for Team Leader)
 - Clipboard with Paper PCRs, Refusal Sheets, and Abbreviated Run Reports
 - Flashlight
- If available, teams should include:
 - AED
 - Electric suction unit
 - Disinfectant wipes

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● **Personal Equipment**

- Responders are encouraged to have some personal equipment. Approved personal equipment are as follows:
 - Stethoscope
 - Trauma Shears
 - Penlight
 - BP cuff
 - headphones/earpiece
- GEMRU may not be held liable for lost, stolen, or damaged personal equipment.
- No other personal equipment may be used unless approved by the Finance director

● **Computer Equipment**

- All GEMRU personnel using GEMRU affiliated equipment capable of internet communication, access to protected health information (PHI), or access to any other sensitive GEMRU documents and information will adhere to HIPAA privacy guidelines and protocols which includes the following:
 - Personnel using GEMRU equipment will not disclose their login information to anyone, even other GEMRU personnel, unless required to do so by law.
 - Personnel using GEMRU equipment must keep other personnel and bystanders from logging into equipment that aren't cleared to do so.
 - Personnel using GEMRU equipment to access, write, or modify PHI and any other sensitive information will not share, or copy this information for other people's use, unless access to information is required due to said person's line of work.
 - Computer equipment should remain locked, and responders kept logged off, unless actively being used
- GEMRU affiliated equipment includes: laptops, tablets, desktops, phones, and accompanying devices and accessories.
- GEMRU equipment will only be used to perform tasks related to GEMRU.
- GEMRU equipment should be treated delicately and not be used haphazardly.
- Personnel using GEMRU equipment may be held liable to damage or destruction of equipment.
 - Personnel that do cause damage or destruction equipment will be required to report this to the Equipment Director and online through the incident reporting form.
- If personnel using GEMRU equipment have any issues or problems with equipment, they are to report this to the Communications Director.
- GEMRU electronic equipment should be kept charging whenever possible.

● **Ordering new equipment:**

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- The Finance Director is in charge of preparing new equipment orders. The Finance Director shall prepare any and all information necessary for an order, and submit the information to UFPD for an order to be placed.
- Any form of equipment not previously in the inventory should be brought to the attention of the Executive Board for approval
- Equipment orders must be placed through vendors approved by UFPD
- Some equipment or medication may require medical director approval

● **Restocking Equipment**

- The GEMRU Finance Director is responsible for maintaining an up to date and complete listing of all equipment in each bag. This list may change and vary at the discretion of the GEMRU Finance Director. All GEMRU members will be notified via email whenever there is a change.
- The active GEMRU team should check the following:
 - All items listed on the bag check-off list are present .
 - The quantities of disposable items such as Bandages are sufficient as decided by the lead EMT on duty for the designated event.
 - All electronic equipment requiring batteries are charged and in working order.
 - All perishable items are within their expiration dates.
 - No equipment is damaged or dirty.
- In the case of equipment that is damaged or no longer working, list the item as DAMAGED on the online check off sheet and through an incident reporting form. DO NOT throw away any of these items without approval of the GEMRU Finance Director. Store all damaged items in a safe location in the GEMRU supply room on the table.
- If at any point during a shift any supply or equipment is used in its entirety contact the Finance Director and resupply before returning to duty unless otherwise instructed by a GEMRU director.

● **Sanitizing and Cleaning Equipment**

- Contaminated equipment and/or clothes is defined as anything that has come into contact with bodily fluids of a patient (Urine, Feces, Blood, Vomitus, etc.). If any GEMRU owned items or items owned by GEMRU personnel should become contaminated, it is the responsibility of the lead EMT to determine whether an item has become contaminated during a call and to report the contamination to the Finance Director and decontaminate said equipment following the procedures explained below. If there is any doubt as to whether or not an item is still sterile, it should be classified as contaminated, properly disposed, if applicable, or if not it should be cleaned in a manner similar to other contaminated items.
- All non-disposable potentially contaminated items will be classified into 3 categories. These classifications are porous absorbent material, non-porous solid surface material and disposable. For examples of each classification see the list below. Once an item is classified read the applicable section below for decontaminating procedures.

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- Procedure for Decontaminating Porous, Absorbent Material: In the case of porous material it is important to make sure to remove all potential contaminants from the entire material. To do so follow the procedure below:
 - 1. Ensure proper Body Substance Isolation (BSI) using protective gloves at all times. If necessary use goggles and a mask.
 - 2. Create a mixture of warm to hot water with soap and thoroughly scrub the item (use of hydrogen peroxide and cold water is most effective for blood removal). The item may be submerged for 10-15 minutes. It is important to maintain a contact time of at least 5 minutes on the material when not submerging. Contact time is defined as the length of time a substance is held in direct contact with a cleaning agent.
 - 3. Once cleaned by soap and water, spray a material safe decontaminating agent such as Sanizide or Cavi Solution. It is important to maintain a contact time of at least five minutes unless otherwise noted on the product used.
 - 4. Once the appropriate contact time has expired, thoroughly wash and wipe the now decontaminated items clean and allow them to dry in a separate area. Should clothing become contaminated it is important to follow the steps as above and then to also wash with warm water in a washing machine and dry in a dryer. Ideally, this should be in specified machines for this purpose, however if not available take care to not spread contaminants to the machine. This step is important as the heat provides another method for killing bacteria. Once clothing is decontaminated, if applicable it may be returned to the appropriate member of GEMRU.
- Procedure for Decontaminating Non-Porous, Solid Surface Material. In the case of non-porous material it is important to remove all potential contaminants from just the surface of the material. To do so, follow the procedure below:
 - 1. Ensure proper BSI using protective gloves at all times.
 - 2. Maintain separation between clean equipment and unclean equipment.
 - 3. Thoroughly wipe down all surfaces that came into contact with the patient using disinfecting wipes or other means of decontaminating.
 - 4. Once all surfaces have thoroughly cleaned allow a short drying period before reintroducing the equipment into the bag.
- When cleaning electronic or other equipment that is used often by the GEMRU team, gently clean with a decontaminating agent wipe. Care should be taken to not allow electronics to be destroyed during this process.
- Nonporous equipment includes:
 - Clip board
 - Shoes
 - Suction equipment
 - Backboards
 - Oxygen tanks

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- Glucometer
- Stethoscope
- Scissors
- AED
- Spo2 monitor
- Electronics
- BP cuff
- Porous equipment
 - Jump bags
 - Uniform excluding shoes
- Disposable
 - Ice bags
 - Bandages
 - Band-aids
 - Gauze
 - Glucose test strips
 - Sharps
 - Sharps containers
 - Face mask/shield
 - Nasal Cannula
 - Non rebreather
 - BVM
 - Tourniquets
 - MCI tags
 - Cling wrap
 - Ace Bandage
 - AED pads
 - Saline Bottles
- **Funding / Equipment**
 - UFPD may provide access to storage and communications.
 - UF Health Emergency Department may facilitate GEMRU with acquiring medications approved for use in the GEMRU medical protocols.
 - Any other college, school, division, or operational unit within the University of Florida interested in sponsoring the program may also provide program funding.

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Operations

● **Overview**

- GEMRU provides event medical standby and quick response alongside UPD for 911 response and special events on the University of Florida Campus.
- On scene medical operations during event standby and quick response services are outlined in the GEMRU medical protocols approved by the GEMRU Medical Director.
- Upon the completion of each event or shift, all patient care reports **MUST** be completed and placed in the locked PCR box for review. GEMRU Training Director will file all completed reports in the secured GEMRU filing cabinet.
- After Action Reports (AARs) will be completed by the lead EMT within 12 hours of the end of the event. Once completed the report will be left in the gear locker for review by the Operations Director. The Operations Director will then forward the completed and revised report to the GEMRU Police Coordinator within two weeks. A copy of the AAR will also be uploaded to the GEMRU dropbox.

● **Approving and Posting Events**

- UFPD will provide GEMRU with a list of events for the academic semester and assist in scheduling of events.
- All additional Event Standby requests will be completed online one week prior to the event.
- Approval for events is up to the discretion of the Executive Board.
- Events should be posted to the GEMRU website by the Communications Director or Operations Director upon approval from the executive board.
- Event times should be listed:
 - 1 hour before the start of any special events.
 - 30 minutes before the start of 911 standby.
 - In accordance with UPD start and end times at special events.

This allows responders enough time to get equipment and station accordingly.

● **Information to Responders Regarding Events**

- 24 hours before a special event the Operations Director should message all responders working information regarding:
 - Event
 - Time
 - Location
 - Uniform
 - Teams
 - Equipment
 - Event Coordinator
 - And any other necessary information regarding the event

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- The Operations Director event supervisor and on call exec should be available to answer any calls or questions regarding the event prior to the event and during the day of.

- **Filling Events**

- Frequent event reminders should be sent out about open positions in upcoming events.
- If an event does not have at least 1 EMT and 1 EMR 2 days before an event.
- In the case that an event cannot be filled, an email must be sent by the Administrative Director to the event coordinator and the police coordinator with an explanation on why we are unable to attend.
- It is first the responsibility of the on call executive director or assistant, followed by the event supervisor and finally the operations director to fill events, find replacements, and settle any other issues that may arise concerning events.

- **Attendance Policy**

- It is the responder's responsibility to show up for a shift he or she signed up for. Failure to show is unacceptable. The responder will get one warning. A second failure to show will result in their dismissal from the unit.
- If the responder realizes that they are unable to attend a shift they have signed up for, it is their responsibility to find a replacement.
- If the responder is unable to find a replacement, an executive board member must be notified at least 24 hours before the shift. If a replacement still cannot be found, the original responder must provide documentation to the executive board.
- Consequences will be determined on a case by case basis by a method approved by the executive board.
- It is first the responsibility of the on call executive director or assistant, followed by the event supervisor and finally the operations director to fill events, find replacements, and settle any other issues that may arise concerning events.

- **Canceling Events/Shifts**

Depending on certain circumstances, events (including 911 standby) may be cancelled.

- Any unsafe weather conditions may constitute a cancellation of a shift.
 - The operations director, on call executive director, and the event supervisor should be notified about inclement weather by the responders. Only these individuals can finalize any event cancellation
- Any responder can bring up any concerns to the Operations Director concerning shift cancellations.
- In the case that an event must be canceled, an email must be sent by the Administrative Director, to the event coordinator and the police coordinator with an explanation on why we are unable to attend.

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- **Starting Shifts**

- To begin each shift the Lead EMT or Event Supervisor must:
 - Check out radios from UPD. (1 team can have up to 3 radios if necessary and UPD allows. If there are multiple teams, 1 radio per team should suffice. An Event Supervisor should also check out their own radio).
 - Go to dispatch and get the locker/polaris keys.
 - While in dispatch, the Lead EMT/Event Supervisor should fill out a Roster of all the responders on shift and hand it to one of the dispatchers. (The Lead EMT/ Event Supervisor should ALWAYS visit dispatch before an event and fill out a roster, even in the event that they already have the locker/polaris keys)
 - Check and take all necessary equipment. (See Equipment Protocols, Multiple EMT's on Shift, and Polaris Procedures)
 - Call in over the radio (10-86) the unit numbers of the members on shift
 - Call in all members of each team.
 - Event Supervisors should always call themselves in .

- **Multiple EMT's On Shift**

- In the event that there are multiple EMT's signed up during 1 shift, it is acceptable to bring 1 jump bag per EMT as supplies permits.
- This is in case of the event that there are multiple pts. The Lead EMT can delegate the other EMT to run lead on a different pt.
- In the case of multiple patients in different locations, GEMRU responders are not allowed to split up unless there is at least 2 responders per team.
 - For example, if you are treating a pt during a 911 Standby shift and another call goes over the radio, the only time GEMRU is allowed to respond to both calls is if there are 2 responders per pt; One always has to be an EMT.

- **Hazardous Scenes and Scene Safety**

- GEMRU will only enter a scene that is safe, meaning there is no apparent risk to GEMRU responders.
- GEMRU responders will stage at a safe distance of every scene until requested by UPD officers.
- If a member feels at all uncomfortable about the safety of the scene, they should call for support from another agency.
- A UPD Officer should be requested for every patient, if not on scene already.
- GEMRU responders should never enter a burning structure. GEMRU responders are neither trained nor equipped for safety in a fire scene; this is the job of the local fire department. If someone reports a fire, smoke/flames can be seen, a fire alarm is sounding, or any other

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indications of a fire are present, GEMRU responders should stage at a safe distance outside of the structure and should call the fire department.

- The same applies for hazardous scenes; if chemicals or biological agents that may be hazardous are known or suspected to be present, GEMRU responders stage at a safe distance and should call the fire department and notify them of a possible hazardous materials incident.

- **Radio Procedures**

- Each responder on a team may have their own radio if there are enough radios available. If there are multiple teams, 1 radio per team should suffice. An Event Supervisor should also have their own radio.
- For each event standby and 911 shift the Lead EMT and/or Shift/Event Supervisors will facilitate radio communications between University of Florida Police Department and the GEMRU units staffing the event. Events larger than 1 team may have an Event Supervisor, based on the discretion of the Operations Director, who will oversee the operations of the event.
- For large events, or events with multiple teams, the designated Event Supervisor will be responsible for checking out radios from the UFPD building prior to the start of the event. They will also ensure that radios are of acceptable condition prior to the start of the event, including battery levels.
- Radio transmissions will be as brief as possible. No personal messages are permitted on the radio.
- Only appropriate GEMRU related information should be communicated on the radios.
- Pertaining to 911 standby, the Lead EMT should radio when they are responding to calls (10-51), on scene of calls (10-97), and when calls are cleared (10-8).
- All Lead EMT's for any shift should radio when they are starting shift (10-86) and ending shift (10-87).

- **During Event Protocols**

- The Lead EMT/Event Supervisor should introduce themselves to both the Event Coordinators and the UPD officers.
- GEMRU Tent/table placement is up to the discretion of the Event Coordinator.
- If the event cannot be found, or it looks like no one is there, contact the Operations Director or executive member in charge.
 - GEMRU must wait a minimum of 1 hr on scene of the expected event before calling a suspected event cancellation, or must wait for a confirmed event cancellation from UPD or event hosts.
 - Only the Operations Director or on call executive officer can release GEMRU responders from a suspected "event cancellation"
- In the event that there is a medical call going on outside of the event, GEMRU responders are only allowed to leave their designated event if they have multiple teams working one event.

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- The decision of which team leaves the events is up to the discretion of the Event Supervisor. In the event there is no Event Supervisor, the Lead EMT's must make the decision. If a decision cannot be made in a timely manner, neither team may leave the event.
- GEMRU must ALWAYS have at least 1 team at an event.
- If there are any questions during shift, responders can contact the Operations Director, or the executive member designated by the Operations Director.

- **Scene Command**
 - If GEMRU is the only unit on scene, the Lead EMT shall be in command of the scene.
 - If a fire/rescue department member is on scene, he/she shall be given scene command. If the scene is crime-related, the police department should always be informed.
 - If a police department member is on scene, he/she shall be given scene command.

- **Refusal of Care/Non-Emergent Patient Release forms**
 - Refer to the Medical Protocols

- **Simple Assists**
 - Simple Assists are classified as:
 - ACFR/GFR already on scene when GEMRU arrives
 - ACFR/GFR arrive on scene before pt care began
 - Giving out equipment in a situation where vitals **do not** need to be taken (ex. band-aid, ice pack)
 - The only paperwork needed for a Simple Assist is for it to be mentioned in the AAR with what equipment used.

- **Patient contact without UPD**
 - While on shift, the responders may encounter patients without being dispatched by UPD, or having UPD directly on scene. The following outlines when responders should request for UPD to come on scene.
 - During 911 Standby:
 - Call UPD on scene if there are any scene safety concerns
 - If the patient is more than a simple assist, the GEMRU team must inform UPD of their location and the patient's disposition.
 - If a patient needs to be transported, UPD must be on scene.
 - During Event Standby:
 - Call UPD on scene if there are any scene safety concerns
 - Asking for UPD to come to scene is up to the discretion of the responders.
 - If a patient needs to be transported, UPD must be on scene.

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- **Transfer of Care Protocols**

- See GEMRU medical protocols.

- **Accompanying Alachua County Fire Rescue**

- On occasion, Alachua County Fire Rescue (ACFR) may ask that a member of the GEMRU team on shift accompanies them to the hospital during patient transport. The lead EMT must stay on shift to respond to additional calls, but a secondary may ride with ACFR. GEMRU may only ride with ACFR if specifically requested; GEMRU may not ask to ride with ACFR.
- GEMRU is only permitted to accompany ACFR to UF Health Shands Hospital. They may not go to any other hospital. If a responder goes with ACFR, the team must pick them up at the North Tower of Shands. As a reminder, GEMRU is not permitted to cross Archer Road.

- **Polaris Operations**

- The Polaris will be used for all 911 response shifts on campus and for select standby events. Only approved individuals with UPD Polaris training and a valid driver's license may drive or operate the Polaris.
- The Polaris may never leave the main boundaries of campus for any reason. The Polaris may not drive on or cross 13th Street, 34th Street, Archer Road, or University Ave.
- No responder may use any form of electronic device while the polaris is in operation including but not limited to cell phones.
- Seat belts must be worn by all responders while the polaris is in operation.
- The Polaris may not be parked in any handicapped parking spaces or on the grass on campus.
- Responders driving the vehicle must not exceed the campus posted speed limit of 20 mph for any reason. No lights or sirens are to be used on the Polaris. Responders may drive the Polaris on the sidewalk if necessary.
- Key checkout: see starting shift section
- Finance Director or Administrative Director will refill the gas tank when needed. If the gas tank is below 2 bars, the lead EMT must contact one of these two directors immediately for further instruction.
- Following use, the Polaris should be returned to the parking hangar and left plugged in.
- Accident/Incident reporting: If for any reason a responder gets into an accident while in the Polaris they must immediately stop and contact the station. The responder should ask for an officer to come mediate/record the accident and a full incident report should be written. The responder must also report this incident and submit a copy of the incident report to the GEMRU Operations Director via the online incident reporting form located at www.gemru.org.

- **Ending a Shift**

- GEMRU responders must stay on shift until the end of the event or until event cancellation.

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- The end of a shift/event may be earlier than the projected end time indicated on the website. Either the Event Coordinator or Officers on scene may dismiss GEMRU from the event.
- In regards to 911 Standby, responders are expected to stay the full length of their shift.
- The end of a shift/event may also be later than the projected end time indicated on the website. This may be due to:
 - Getting a patient towards the end of the shift
 - Delayed start time to the event
 - General delay in the event schedule
 - If the late projected end time interferes with other personal matters, contact the Operations Director or the designated executive member in charge and notify them. Not every excuse grounds release from shift, it is up to the notified individuals listed to decide.
- It is the responders duty to schedule appropriately and allot time to possible delays, it is highly recommended to not schedule personal matters within an hour of a listed event end time.
- GEMRU responders must clean any trash they generated during shift. This includes any trash left in the Polaris and any food left in the gear locker.
- GEMRU responders need to correctly clean and put away all equipment. (See Equipment Protocols)
- The Lead EMT/Event Supervisor may allow other responders to leave while they complete any necessary paperwork including:
 - After Action Report: Completed after every shift- Placed in AAR Folder
 - Patient Care Reports: Done whenever there is pt contact that is not a simple assist. (See Simple Assist) - Placed in PCR Box
 - Incident Report: (See Incident Reporting Protocols) - Done on the GEMRU website.
- The Lead EMT/Event Supervisor must leave the GEMRU locker clean and organized. Lock the filing cabinet, and lock the locker door.
- The Lead EMT/Event Supervisor must then return the Polaris to its correct place and return the polaris keys to dispatch. (See Polaris Operations)
- If there were any major incidents, GEMRU responders should contact the Operations Director or executive member in charge.
- **Supervised 911 Shifts**
 - Every new EMT must have at least two 911 shifts with patient contact supervised by a designated Shift Supervisor before he or she is allowed to lead a 911 shift independently.
 - Before their first supervised shift, the EMT will have one training shift. In this training shift, the EMT will learn the policies and procedures for GEMRU 911 response, including everything that the EMT will be evaluated on during their supervised shifts. The EMT will act as the lead EMT, with the Shift Supervisor's guidance. Patient contact during a training shift is not necessary prior to the EMT moving on to supervised shifts.

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- The evaluation of the EMT will be documented on a standardized Shift Evaluation Form. The EMT will be evaluated on the following
 - Equipment
 - Radio Use
 - Scene Control
 - Patient Contact
 - Patient Assessment
 - Treatment of Patients
 - Documentation
 - The EMT will be given three opportunities to pass two supervised shifts. Should the EMT not pass two supervised shifts, they will be instructed to move to a secondary position for the remainder of the semester in 911. This will allow the EMT to assist, and learn from, a more experienced EMT. During any subsequent semester, the EMT may request to be supervised again. It is not guaranteed that the EMT will be given the opportunity to be supervised again, particularly if he or she did not volunteer for 911 shifts as a secondary. If the EMT begins supervised shifts again, they will be required to restart the process, and must pass two supervised shifts with patient contact.
 - It is understood that not every shift will have patients. Supervised shifts without patient contact will not count against an EMT's allotted shifts. Further, the EMT may ask for additional supervised shifts after having been approved for independent leading if he or she feels uncomfortable working independently. These shifts will also not count against the EMT. However, it is recommended that the EMT sign up as a secondary for an experienced EMT for their additional shifts.
 - The Shift Supervisor will fill out a Supervised Shift Evaluation form, and turn it into the Executive Board member designated to be in charge of the supervised shifts. This executive will make the decision to allow the EMT to lead independently, have the EMT be supervised for an additional shift, or have the EMT move to a secondary role for the remainder of the semester. The Shift Supervisor will give their recommendation as to whether or not the EMT should be able to lead a shift by himself or herself. This recommendation will carry considerable weight in the final decision of the Executive Board member.
 - As there will be some subjectivity in the evaluation process, the EMT has a right to request a different supervisor after each supervised shift with patient contact. These requests will be accommodated to the best of the ability of the shift supervisors, as scheduling will allow.
- **Role and Responsibilities of the Shift Supervisor**
 - During the training and supervised shifts for new EMTs, there will be a designated Shift Supervisor. The role of the Shift Supervisor is to ensure that the EMT is qualified and prepared to lead a 911 shift on his or her own. A Shift Supervisor must, at minimum, be an EMT-B with

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10 or more 911 shifts in a given semester within GEMRU and been approved by the executive board.

- Responsibilities of the Shift Supervisor during a training shift include:
 - Explain all policies and procedures for GEMRU 911 response
 - Train the EMT on proper radio use
 - Train the EMT on radio codes and signals
 - Show the EMT proper staging procedures and locations
 - Guide the EMT during patient contact as needed
 - Assist the EMT in transfer of patient care
 - Assist the EMT with writing Patient Care Reports as needed
 - Prepare the EMT for supervised shifts
- Responsibilities of the Shift Supervisor during a supervised shift include:
 - Evaluate the EMT using the Supervised Shift Evaluations form on the following:
 - Polaris Use
 - Equipment
 - Radio Use
 - Scene Control
 - Patient Contact
 - Patient Assessment
 - Treatment of Patients
 - Documentation
 - Provide adequate explanation for any evaluation less than a 4 on the evaluation sheet
 - Be prepared to take over as lead in the event of poor quality of care by the EMT
 - Give advice and critique the EMT during the shift
 - Prepare the EMT for leading shifts on their own
- During supervised shifts, the Supervisor will act as an observer. This means the EMT must recognize medical calls and respond appropriately over the radio, drive to - and assume control of - the scene, and render patient care on their own.
- The Supervisor will alert the lead EMT to medical calls over the radio only after it is evident that the lead EMT missed the call initially. The Supervisor also will not render patient care unless EMT skills are required that overwhelm the lead EMT and their team (i.e. multiple patients, serious patients requiring additional help).
- Advice and critiques to the lead EMT should be constructive in nature and discussed with the lead using appropriate discretion.

Responder Trainings

- **In-service trainings:** Mandatory in-service trainings will be held throughout the semester. There will be a mandatory Training Day at the beginning of each semester, as well as monthly one-hour trainings. There will two trainings each month and responders must attend one of them.

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- **Protocol testing:** Responders are responsible for knowing all medical protocols. To ensure that responders remember them, they will be tested monthly. There will be one test at the end of the Training Day covering protocols discussed that day, and then a short quiz at the end of each monthly session that can cover any protocols already taught. Questions will come from lecture material.
- **Absences:**
 - These training sessions are mandatory. If a responder has an exam, or another pre-approved absence for both dates in the month, their absence will be considered excused. They must submit proof of all exams and absences. Absences must be submitted at least 48 hours before the training session to operations@gemru.org. If responders have a regularly scheduled prior commitment one of the days and then have an excused absence on the other that is also considered approved.
 - For example, if a responder has band practice during session one and an exam during session two, that is considered excused for that month. Other than that, responders must have excuses for BOTH sessions in order to have an excused absence.
 - Failure to attend one of the monthly training sessions due to an unexcused absence will result in one strike (see Strike System)
- **Makeups**
 - If responders have an excused absence and miss a session, they will be required to review the information presented through the PowerPoint slides and make up the quiz. If they have an unexcused absence and miss a session, they will be required to review the information presented through the PowerPoint slides, make up the quiz, AND receive a strike. If responders earn more than one strike per semester they may be dismissed from the unit.
- **Failures**
 - If a responder fails a protocol test (score below an 80%) they will be required to review the material and to complete a longer makeup test on the tested topic.
- **Online Trainings**
 - Responders must complete online FERPA, HIPAA, Blood Borne Pathogens, and Sexual Harassment training annually, as well as any other online trainings requested by UPD or our medical director. These trainings must be done through UF's MyTraining System. Responders are responsible for keeping these certifications current and updating the copy GEMRU has on file annually. Responders who let these certifications lapse will not be allowed to volunteer until they are completed.
 - EMT responders must also complete FEMA ICS Training.
- **Shift evaluations**
 - All GEMRU responders are required to complete two on-shift evaluations per semester. These may take place during 911 shifts or 5K races.
 - EMRs: evaluations will be completed by the lead EMT on the shift. EMRs will be tested on vitals each time, as well as an additional skill, and either a medical or trauma scenario.

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- EMTs: evaluations will be completed by an approved EMT supervisor. EMTs will be tested on vitals as well as either a medical or trauma scenario.
- The rubric used will be the National registry EMR and EMT rubrics. The skills tested will be announced at the training that occurs at the beginning of each semester. It is the responsibility of the responder to make sure that they complete two evaluations each semester. Responders who do not pass will have to complete two additional evaluations that will be led by an executive board director. Responders who fail more than once will be put on probation and may be dismissed from the unit.

Quality Assurance (QA)

- GEMRU's medical director will do QA. 100% of reports will be reviewed. A slip will be attached to each report, labeled "Q/A Slip" with lines to fill in for name, date, and comments of the run report.
- The Training Director or QA Supervisor will alert the Medical Director if there is a report of a critical patient. Reports on critical patients must be reviewed by the medical director immediately in order to ensure that the best care is being delivered. The medical director will be reviewing these slips at least every month.
- The review process will be looking at both quality of the written report and quality of treatment. The QA Supervisor will review all patient care reports. With the Training Director's assistance, he will contact the authors of reports that show below-average documentation or poor patient care. Those responders will be counseled on better report writing and improved patient care.

Vaccinations and Health Records

- Responders must have the required vaccinations that the University of Florida requires of new students and dual credit enrollment students to have in order to register for classes. These include:
 - MMR/Measles
 - Mumps
 - Rubella Vaccine
 - Hepatitis B vaccine
 - MCV4 (menactra/menveo) or meningococcal meningitis vaccine
 - Tuberculosis screening (required for international students)
 - Influenza (by Oct 1st of each year)
- Optional immunizations include:
 - TD (tetanus/diphtheria) and/or Tdap (tetanus/diphtheria/pertussis)
 - Varicella (chickenpox)
 - Hepatitis A/HPV
 - Polio
 - Meningitis B

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- Responders must have successfully gone through the review and approval process of their vaccinations that the University of Florida requires of new students desiring to register for classes.
- Responders health records must be submitted, with required vaccinations stated above, to the GEMRU board in order to join the unit.

Incident Reporting

Certain types of calls, patients, and events require additional documentation and mandatory reporting to UFPD and GEMRU.

- Any incident outlined below requires notification of the Administrative Director and Operations Director, who together will notify the GEMRU Police Coordinator.
 - Any potential crime or crime scene
 - Any potential for child or elder abuse
 - Any suspected injuries caused by domestic violence
 - Any injury to GEMRU Responder
 - Any Polaris operations accidents
 - Any loss or damaging of equipment
 - Any other notable unusual occurrence
- The responder involved in any incidents must also fill out an incident report form through their account on www.gemru.org.
- Reasons for suspicion of any of the reasons listed above should be very detailed in documentation, and any information protected by HIPAA regulations should be retained in the PCR but not in the incident report.

Meetings

- Executive board meetings are to be called by either the GEMRU Police coordinator or the Administrative Director with a minimum two day notice to all participants. All efforts shall be made to ensure the attendance of all Executive Board Members.
- Minutes will be kept at all meetings and a follow up email or message with minutes attached will be sent to all meeting participants as well as any Executive Board Member that were unable to attend. General responders may request any minutes recorded during an Executive board meeting.
- General responder meetings are to be called by either the GEMRU Police coordinator or the Administrative Director with a minimum 2 weeks notice to all participants. All efforts shall be made to ensure the attendance of all Executive Board Members.
- A bi-weekly update will be sent out with information for responders.

Impeachment

- In the event of improper behavior, the Executive Board reserves the right to call for the impeachment of any member of the board. The executive board will appoint a temporary replacement immediately until

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an election can be held. Student administration team can consult the GEMRU Police Coordinator for assistance, if needed.

- There must be evidence of major wrongdoing or mismanagement presented prior to the vote of impeachment.
- The board, with advice from the medical director or police coordinator, reserves the right to discipline and/or remove any Executive Board member from their current position due to any operational infractions by means of immediate and/or delayed action. Any of the following infractions can result in disciplinary action and/or immediate expulsion from the Executive Board:
 - Failure to meet the required duties the board member previously consented to by accepting the position.
 - Misconduct in the field, including, but not limited to
 - Driver misconduct- a minor or major offense resulting in unsafe or unlawful operation of a vehicle, resulting or potentially resulting in the injury of response personnel, patients, or bystanders
 - Medical Misconduct- a minor or major violations of the standards of care that may or may not have resulted in serious harm to the patient, including the inability to perform standard BLS procedures.
 - Conduct unbecoming of a member- any offense not previously outlined above determined by other members of the Executive Board to be a poor representation of the unit.
 - Intentional or unintentional violation of HIPAA or FERPA guidelines due to either direct mishandling of documents containing secure information or spreading of information in any other indirect or direct matter.
 - Any other unprofessional, offensive, or obscene behavior that the other members of the Executive Board find to be unbecoming of an Executive Board member.
 - The Executive Board member found guilty of any of the above violations, must be given notice of 2 weeks, including an explanation, of potential expulsion. The board member eligible for expulsion has a right to a hearing with all other board members present and other affiliated personnel .
- Decisions will be decided via voting that will take place immediately following the hearing. Voting members of the board can either vote in favor of expulsion, against, or abstain from voting. In order to remove a board member, $\frac{3}{4}$ of the remaining eligible board members must agree on the decision, and the Administrative Director must approve the motion decided by the remaining board members. In the event that the Administrative Director has been impeached, the Operations Director will sign off on the decision.
- Responders who have complaints or grievances with executive board members are encouraged to contact the Police Coordinator to take further action

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Chain of Succession

- *Director Vacancy*
 - In the case of an executive member who is not an assistant resigning, being impeached, or for any other reason resulting in the loss of their position; before their assistant has had at least one full semester on the executive board. The next highest qualified individual in the unit will step into the role, following approval of entities previously defined in SOP's.
 - The next highest qualified member of the unit who meets the minimum requirements for the executive position they are filling will be chosen based on the following:
 - Hours worked
 - Position in the unit (ex: assistant, shift supervisor, event supervisor, etc.)
 - The role will not be filled by the assistant unless they hold the most hours involved. Position in the unit should only be used to justify selection on the basis of two individuals with matching unit hours.
 - If the assistant is found to be the most qualified individual they will immediately step into the role of their respective position following approval of entities previously defined in the SOPs. Upon doing so the normal selection of assistants should take place as stated in the unit SOPs. If the assistant is not found to be the most qualified member, the selected individual will assume the position in question and the assistant will continue in their role until completion of their term.
- *Assistant Director Vacancy:* If an assistant is removed from their position, normal election procedure should follow. In the case of an assistant being removed at any point during their final semester (spring semester) as an assistant, select the next executive board member assistant by following the *Director vacancy* chain of succession as defined above.
- *Transition:* Fulfillment of the vacancy should be taken as the highest priority of the executive board. While the selection process is in effect, the responsibilities of the vacant position will be assumed and shared by the executive board as they see fit. It is also the duty of the executive board to assist the newly elected officer until they can operate independently.

Internal Investigations

- Members will be considered “in good standing” so long as they adhere to the membership requirements set out by the Executive Board, attend mandatory training sessions, comply with guidelines set out in this constitution, and comply with the Medical Protocols.
- While on duty, members shall:
 - Be in approved GEMRU uniform.
 - Be sober and mentally ready to work.
 - Abide by HIPAA regulations.
 - Adhere to the GEMRU Medical Protocols and act within the responder's scope of practice, as defined by the State of Florida.
- While on duty, members shall not:

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- Be under the influence of any mind altering or intoxicating substance. Such substances include, but are not limited to: prescription drugs that affect mental acuity, alcohol, and illegal drugs.
 - Use any tobacco products, including smokeless tobacco.
 - Breach patient confidentiality.
 - Render care above the level to which they are certified, or beyond the GEMRU Protocols.
 - Act in a manner that may reflect poorly upon GEMRU.
- Should the performance of any member of GEMRU, including a member of the Executive Board, not follow these guidelines at any time, that member will be called before the Executive Board and their performance will be reviewed. Suspension and potential dismissal from the unit will be left to the discretion of the Executive Board

Strike system

- Responders earn strikes against their record by any of the following actions:
 - Missing a training for an unexcused reason
 - Missing a shift without prior notice
 - Cancelling a shift within one week of the shift and not finding a replacement for an unexcused reason
 - Showing up to visit crews on duty while intoxicated
 - Inappropriate behavior while on shift or off duty (Please note that depending on the severity, this may result in immediate dismissal from the unit.)
- Responders who earn **two strikes** will be dismissed from the unit following review by the executive board and not allowed to reapply for one year.

Email Operations

- Email and email lists are defined as email inquiries or messages that are sent within the designated GEMRU email account or accounts.
- Executive board members of GEMRU attempting to send emails to multiple people should do so within the designated GEMRU email account.
- When composing and sending emails, the email text or body should not include any sensitive information that would result in possible security compromise. These include but are not limited to personal emails, phone numbers, passwords, and Protected Health Information.
- Members may not use references to any other outside agencies without explicit permission from any of the Administrative Director.
- Members may not send emails with the intent of using GEMRU's title or affiliated resources for personal gain.
- Carbon Copy (CC) all Executive Board Members in all relevant email traffic to ensure Executive Board is fully aware and involved in GEMRU business and operations.

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- All emails must utilize proper etiquette. This includes an appropriate “Subject” heading, proper greeting/salutation, grammatically correct message body, and proper closure.
- GEMRU emails will be required to follow the standard email format as documented below:

Exec Name (Bold Font)

Exec Title

Gator Emergency Medical Response Unit

UF Division of Public Safety

Phone Number



Gator Emergency Medical Response Unit

University of Florida | Division of Public Safety
operations@gemru.org | www.gemru.org

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- **Medical records, general records, and accessibility:**
 - Records for members include training certificates and immunization records.
 - Records for members will be submitted upon first completion of GEMRU application, and resubmitted once those certificates expire or become invalid.
 - All records will be kept on the designated GEMRU server, as well as an additional “hard-copy” that will be kept in designated UFPD-GEMRU locker filing cabinet.
 - Members wishing to retrieve medical records or general records will be required to fill out a record request form via the online medical records request form at www.gemru.org. These forms shall be handled by the Communications Director.

 - **Liability**
 - Each college, school, division, and operational unit at the University of Florida is authorized and encouraged to utilize volunteers to assist in carrying out its programs.
 - A volunteer is any person who, of his or her own free will, provides services to the University with no monetary or material compensation, on a continuous, occasional, or one time basis.
 - Volunteers are entitled to workers' compensation and state liability protection under the same conditions as state employees. Volunteers shall be eligible for the other benefits listed in sections 110.502 and 110.504 of the Florida Statutes only as approved by the college, school, division or operational unit. (Rules of University of Florida 6C1-3.0031 Finance and Administration; Volunteers).
 - All GEMRU responders are volunteers of the University of Florida Department of Public Safety as authorized by the Assistant Vice-President of Public and Environmental Safety.

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Critical Incident Stress Management (CISM)

- If a member of the team is involved with an emotional scene(s), critical patient(s), experiencing overload from work, or any other type of stress or burden that they want to be addressed by a professional, they are to utilize our critical incident stress management system. Help for these members is located at the UF Counseling and Wellness Center located on the University of Florida's campus. They offer many services for many different needs. They have typical office hours, 8:00am-5:00 pm, and after-hour assistance as well.

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***Ratification of changes to the SOPs and changes to the GEMRU constitution are subject to different procedures and for this aspect will be held as separate documents.

SOP Ratification Protocol

The Standard Operating Procedures of GEMRU define the expected standards of practice, service, and behavior of all personnel. These are written in consideration with the policies set forth by the Florida Department of Health and the GEMRU constitution. The procedures apply to all persons who are working for the unit or render any form of medical care on behalf of the unit. If, however, it is decided that the Standard Operating Procedures should be changed for any reason, the following procedure must be followed in order for the modification to be considered:

- The member wishing to add or amend an SOP must be a current member of the GEMRU Executive Board
 - If the member wishing to change a Standard Operating Procedure is not a member of the current GEMRU executive board, said person can communicate with an executive board member, who must share the proposed amendment with all other executive board members.
 - The executive board member wishing to amend one or more of the Standard Operating Procedures must notify all other members of said amendment.
- Once the above conditions are met, all executive board members must meet to discuss the proposed amendment. Each revision must be considered separately, and each voting member of the GEMRU executive board must be present in order to consider said revision. After a proposal, a vote will be held and if 3/5 of the executive board wishes to uphold the amendment, than the SOP modification can be ratified. If the board meets a majority decision but not a 3/5 majority, than a second vote can be established either directly following the vote or at a later time as determined by the executive board.
- If a voting member wishes to abstain from voting, the member can do so during the original vote. If a second vote has been determined to occur, then all voting members must participate in the decision and no members can abstain from voting.
- All ratifications of amendments to the Standard Operating Procedures are considered permanent and have no expiration date. However, any article or clause of the Standard Operating Procedures can be amended at any time, as the standing executive board sees fit.

GEMRU Standard Operating Procedures will be reviewed and modified as needed yearly. All changes must be voted on by the executive board in the same way that an amendment is passed as described above.

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All Gator Emergency Medical Response Unit (GEMRU) Standard Operating Procedures contained herein have been reviewed and approved by the GEMRU Executive Board, Medical Director, Police Coordinator, and Program Coordinator. All Protocols are subject to review and modification by the GEMRU Program Coordinator upon approval from by the GEMRU Administrative Director, Medical Director and Police Coordinator.

Effective Date: 8/27/2017

Chief Linda J. Stump-Kurnick
Police Chief - Assistant Vice-President of Public and Environmental Safety

Dr. Benjamin Abo
GEMRU Medical Director

Officer Gregory Castronover
GEMRU Police Coordinator