

**SOG #  
99-35  
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**Purpose:  
To ensure proper stocking and security  
of supplies.**

**Scope:**

**All medical equipment shall be kept in specifically designed cabinets on the Rescue.**

**All jump kits will be sealed.**

**All ALS equipment and controlled substances shall be kept in a specifically designated cabinet out of public view.**

**In addition to the cabinet, the medical kit with the ALS supplies, will be sealed with a numbered seal. This kit will also contain a sharps container.**

**The medical storage area shall be climate controlled with the temperature maintained between 59 degrees F and 86 Degrees F.**

**After each call a firefighter will be designated to inventory all equipment and to sign off on the inventory sheet.**

**The medical equipment shall be check daily by a designated firefighter for loose equipment and/or contamination.**

**The medical equipment cabinets shall be cleaned and disinfected weekly and whenever necessary due to a contamination by a designated firefighter.**

**Topsfield Fire Department Personnel shall complete an electronic Run Report on each patient that is evaluated whether or not the patient was transported.  
Case reviews will be held on an “as needed basis”.**

**The Topsfield Fire Department Body Substance Isolation SOG shall be applicable to all Topsfield Fire Department Personnel.**

**Revised: 1/02**