



# TOLEDO FIRE & RESCUE DEPARTMENT



## Directive: 25-24 - Med Box for Engine 12

### 2025 Directives

**Date Issued: 10/30/2025**

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### Med Box for Engine 12

#### LOCKER

- A locker has been placed in the EMS supply room at Station 12 to store the ALS box when E12 is out of service.
- The ALS box is the only item to be stored in the locker.
- The locker will be secured with a keyed lock and a numbered breakaway seal.
- The locker's key will be kept in the officer's room desk, top left drawer when not in use along with the yellow seals, clipboard and forms.

#### FORMS

- Station 12 has been given a clipboard and forms to document when the ALS box is removed and when it is returned to the locker.
- The form **SHALL** be completed thoroughly with all the information required to indicate when the ALS box is removed from and replaced back into the locker.

#### PROCEDURE

- When E12 goes in service,
  - Standard 0700-hour check
  - The officer or the Paramedic will check the locker and confirm that the ALS box was properly locked up with the seal logged on the clipboard form.
  - Move the ALS box from the locker to the rig
  - Check the ALS box and sealed medication pouch - confirm and log old and new medication pouch seals in E12's Medication Journal
  - Announce to the RCOG on Channel 1 that E12 is in service

- Make a standard journal entry to start the day - including the time that E12 went in service and the ALS box's medication pouch seal
- When E12 goes out-of-service,
  - Announce to the RCOG on Channel 1 that E12 is out-of-service.
  - Ensure accuracy of (Record) the seal on the medication pouch in the ALS box.
  - The ALS box shall be placed in the locker and the keyed lock and numbered seal **SHALL** be in place.
  - Make an entry and log the new seal on the clipboard form.
  - Make a journal entry logging the time that E12 went o/s and that the station was checked and secured.
  - Check to ensure the station is completely secured when leaving the station.
- If these procedures have not been followed, Battalion Chief 3 will be notified.

Thank You

**Effective Date: October 30, 2025**

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