



## TOLEDO FIRE & RESCUE DEPARTMENT



# Directive: 24-14 - Narcotic Access for M13 & M12 (outdated)

## 2024 Directives

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## SEE UPDATED DIRECTIVE 25-02

The following procedure will be followed when ALS M13 and/or ALS M12 are placed In-Service when staffing is at or above 115 and 117 respectively. During regular business hours M-F, contact the Annex or the EMS Bureau for assistance obtaining narcotics at the Fire Shop.

For after hours and weekends, until 24 hours access is available at the EMS Annex and/or a 24-hour Paramedic Supervisor position has been established the following procedure will be followed.

ALS M13 or ALS M12 with at least one Paramedic, will contact a BC or Safety Officer to gain access to the Fire Shop and EMS Bureau area. Once inside the front office, the Paramedic will gain access to the EMS door to the right marked "M13 or M12" and then access the locked cabinet using the keys on the cot key ring. The Paramedic will take possession of the appropriate pelican case labeled M13 or M12 and corresponding Narcotic Daily Log book. You will fill out the Log Sheet on the clipboard and sign your name, including your 5-digit employee number. Reseal and lock the locker.

**DO NOT LOCK THE DOOR KNOB** inside the room. Lock the deadbolt with the key on the cot key ring.

When there is not a paramedic assigned to M13 or M12 and/or the Medic Unit is placed out-of-service, the following procedure will be followed to return the narcotics to the Fire Shop.

The Paramedic on Engine 13 or Engine 12 shall take possession of the narcotics and Daily Log book AFTER a narcotic exchange, inventory and reseal of the narcotics. If after hours or weekends, place the engine out-of-service and contact a BC or Safety Officer to gain access to the Fire Shop. If during regular business hours M-F, they can contact the EMS Annex or EMS Bureau for assistance.

The Paramedic will gain access into the EMS room and locker using the keys on the cot key ring. Return the pelican case **AND** Daily Narcotics Log book to the locker. Fill out the clipboard log sheet and place new seal and lock on locker.

DO NOT LOCK THE DOOR KNOB inside the room.

Lock the deadbolt with the key on the cot key ring, return the Medic Unit to station and return Engine to service. Follow up with an email to the EMS Annex at [TFRDAnnex@toledo.oh.gov](mailto:TFRDAnnex@toledo.oh.gov) and the EMS Bureau at [Fireemsbur@toledo.oh.gov](mailto:Fireemsbur@toledo.oh.gov).

**Effective Date: October 2, 2024**

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