

**Fannin County Fire/EMS**  
**20 Station Ridge**  
**Blue Ridge, GA 30513**

<b>SECTION: Job Description</b>	<b>Policy # 1      Page: 1    of    3</b>
<b>SUBJECT: EMT/Firefighter Duties</b>	<b>Approved By: Robert Graham, Director</b>
<b>References:</b>	<b>Implemented:09/2010 Revised: 10/2014</b>

**A. Purpose/Objective:**

The purpose of this guideline is to define the required duties and responsibilities of all EMT/firefighters in the Fannin County Fire/EMS.

**B. Policy:**

An EMT/firefighter's responsibilities are protecting life and property. They will be required to staff an ambulance and respond to any call for help from the citizens of Fannin County through the 911 center or by direct communication with citizens. They will perform EMT skills to the level at which they were trained and credentialed, caring for and transporting patients to and from medical care centers. This includes heavy lifting and stressful situations. They must also protect life and property through the prevention and extinguishment of fires and taking precautions to prevent re-ignite. Secondary to these are the preservation of evidence to determine the cause of the fire and inspection surveys for pre-fire planning along with station, vehicle and equipment maintenance.

**C. Procedure:**

1. The EMT/firefighter is responsible to their paramedic partner and then to the shift supervisor and any other superior officer following chain of command for the proper and efficient performance of their duties.
2. The EMT/firefighter is responsible for learning and obeying any rules, regulations, SOP/SOG's, personnel policies, etc. that may be set forth for the Department, as well as maintaining any required certifications.
3. The EMT/firefighter is responsible for learning the roads, streets, and physical features found within their assigned zone.
4. The EMT/firefighter shall report to the Incident Commander immediately upon arrival to any emergency scene.
5. The EMT/firefighter shall exercise precautionary measures and use proper lifting technique to avoid injury while in the performance of duties.
6. The EMT/firefighter shall report any accident, illness, or injury that occurs on an emergency scene, training exercise, or at any other Fire/EMS related function.

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**C: Procedure continued:**

7. The EMT/firefighter shall notify the appropriate supervisor of any changes in residence, phone number, contact information, etc.
  
8. The EMT/firefighter shall respond to any and all emergency calls when on duty and requested and perform any duties that they have been trained to perform. These duties may include:
  - a. Assist paramedic with patient care or care for patient directly as instructed.
  - b. Perform rescue operations.
  - c. Perform automobile extrications.
  - d. Perform CPR/First Aid or higher level of patient care.
  - e. Perform salvage and overhaul operations.
  - f. Assist Law Enforcement with traffic control.
  - g. Assist SAR Team with search and rescue operations.
  - h. Utilizing fire suppression tools and equipment.
  - i. Perform any other duties needed.
  
9. The EMT/firefighter shall develop skills in fire suppression, auto extrication, CPR/First Aid and participate in training and drills as required and keep all certifications current.
  
10. The EMT/firefighter shall be familiar with the location and function of all equipment on their assigned apparatus, both fire and EMS, as well as keep the apparatus, tools, and equipment in a clean and serviceable condition at all times. Ambulances are to be disinfected after each call/patient.
  
11. The EMT/firefighter shall keep their assigned station and premises neat, clean, and in good standing order.
  
12. The EMT/firefighter shall know basic safety inspection procedures and perform safety inspections if needed.
  
13. The EMT/firefighter shall instruct the general public on personal safety, basic medical care, fire hazards and dangers and any other public education when requested.

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**C: Procedure continued:**

14. The EMT/firefighter shall not release the name, medical history or any other personal information of any patient to any unauthorized person or otherwise cause a HIPPA violation. They will not provide any information of any fire to an individual from the general public. All such inquiries shall be directed to the Public Information Officer, Incident Commander or supervisor.

15. The EMT/firefighter shall accept the responsibility to act in a higher position of rank if requested or needed as long as his training allows it.

16. The EMT/firefighter shall not falsify records, deceive or make misleading statements, or willfully mutilate records, equipment, or apparatus.

17. The EMT/firefighter shall perform any other duties as assigned by a supervisor.