

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

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

A. Purpose/Objective:

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

B. Policy:

A Paramedic/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 Paramedic 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 Paramedic/firefighter is responsible to their shift supervisor and any other superior officer following chain of command for the proper and efficient performance of their duties.
2. The Paramedic/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 Paramedic/firefighter is responsible for learning the roads, streets, and physical features found within their assigned zone.
4. The Paramedic/firefighter shall report to the Incident Commander immediately upon arrival to any emergency scene.
5. The Paramedic/firefighter shall exercise precautionary measures and use proper lifting technique to avoid injury while in the performance of duties.
6. The Paramedic/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 Paramedic/firefighter shall notify the appropriate supervisor of any changes in residence, phone number, contact information, etc.
8. The Paramedic/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. Perform patient care.
 - 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 Paramedic/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 Paramedic/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 Paramedic/firefighter shall keep their assigned station and premises neat, clean, and in good standing order.
12. The Paramedic/firefighter shall know basic safety inspection procedures and perform safety inspections if needed.
13. The Paramedic/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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14. The Paramedic/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 Paramedic/firefighter shall accept the responsibility to act in a higher position of rank if requested or needed as long as his/her training allows it.

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

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