

## SINGAPORE CIVIL DEFENCE FORCE

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### **AMBULANCE BREAKDOWN** **SCDF-EMS-SOP-022**

#### **1. AIM**

- 1.1 This SOP spelt out the procedures to be undertaken in the event where the ambulance breaks down.

#### **2. DETAILS**

- 2.1 Emergency vehicle may malfunction while being engaged in an incident:
  - 2.1.1 unable to start upon activation from Fire Station, Firepost or at incident site.
  - 2.1.2 breaks down while proceeding to incident, hospital or returning to base.
- 2.2 Ops Centre is to be informed of the situation and another ambulance be activated to take over the incident, if necessary.
- 2.3 If the breakdown occurs with a patient/casualty in the ambulance:
  - 2.3.1 inform Ops Centre as in clause 2.2;
  - 2.3.2 inform the patient and the relative of the situation and reassure them another ambulance is on the way;
  - 2.3.3 continue to provide medical treatment/assessment while waiting for another ambulance to take over the case;
  - 2.3.4 handover the case to the arriving Paramedic;
  - 2.3.5 follow procedures stated in clause 2.5.2 to 2.5.6.
- 2.4 If the breakdown occurs at location before access to the patient/casualty:
  - 2.4.1 inform Ops Centre as in clause 2.2;
  - 2.4.2 proceed to incident site to provide medical treatment till the arrival of the ambulance taking over the incident;
  - 2.4.3 hand over the case to the arriving Paramedic;
  - 2.4.4 follow procedures stated in clause 2.5.2 to 2.5.6.

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- 2.5 If the breakdown occurs while returning to base:
  - 2.5.1 inform Ops Centre as in clause 2.2;
  - 2.5.2 request for contractor's attendance via Fire Station Watch room;
  - 2.5.3 locate any available spare ambulance while waiting for contractor;
  - 2.5.4 inform Ops Centre once the ambulance is repaired and operational;
  - 2.5.5 in the event that the ambulance is unable to be repaired at scene:
    - 2.5.5.1 spare ambulance is to be requested
    - 2.5.5.2 ambulance is to be towed to workshop for repair
  - 2.5.6 The decision to repair or change vehicle is based on which process is faster.
- 2.6 During the first parade task or anytime during shift, if vehicle is faulty or found to be damaged, the driver of the vehicle is to put up the Vehicle Service Job Sheet (Annex H).
- 2.7 Time log of the incident is to be documented and provided to the EMS DO on duty with the nature of the breakdown via SMS to the EMS DO phone:
  - 2.7.1 time off run;
  - 2.7.2 time contractor informed;
  - 2.7.3 time contractor arrived;
  - 2.7.4 time on the run.
- 2.8 Ops Centre is to be informed once the ambulance is operational.

### 3. EFFECTIVE DATE

- 3.1 This procedure shall take effect from 1<sup>st</sup> July 2019 and shall remain in force unless amended and/or revoked by Director, Emergency Medical Services, HQ SCDF.