CHAPTER 600 EMERGENCY RESPONSE TEAM POLICY AND GUIDELINES

600.01 Sections 600.001 through 659.999 shall be known as the “Emergency Response Team Policy & Guidelines”.

600.02 The Emergency Response Team Policy & Guidelines shall be arranged by subject matter in 6 parts, each composed of numerically designated sections, according to the following scheme:

Part 1 (Sections 600.001-609.999) General Provisions

Part 2 (Sections 610.001-619.999) Membership

Part 3 (Sections 620.001-629.999) Officers

Part 4 (Sections 630.001-639.999) Duties of Officers

Part 5 (Sections 640.001-649.999) Meetings

Part 6 (Sections 650.001-659.999) Suspension and Removal

600.03 The Standard Operating Guidelines shall govern all field operations and training events, as well as all cases not covered within this title.

600.04 The following words and phrases when used in 600.001 to 659.999 shall have the meaning as ascribed to them in this section:

1. “730” is in reference to Kubota emergency vehicle owned and used by the Emergency Response Team.
2. “740” is in reference to the Polaris Ranger emergency vehicle owned and used by the Emergency Response Team.
3. “BLS” is an abbreviation for “Basic Life Support.”
4. “CPR” is an abbreviation for “Cardiopulmonary Resuscitation.”
5. “EMT” is an abbreviation for “Emergency Medical Technician.”
6. “NIMS” is an abbreviation for “National Incident Management System.”
7. “PCR” is an abbreviation for “Patient Care Report.”

CHAPTER 610 – MEMBERSHIP

610.01 Open Membership: All registered students, faculty, and staff of Embry Riddle Aeronautical University are entitled to become members of this organization. A GPA of 2.0 is required for all members, and 2.5 for officers per Student activities. Although highly encouraged, membership will not be limited to certified First Responders and Emergency Medical Technicians (EMTs). Any party wishing to become certified or involved in EMS is welcome to join.

610.02 Active/Medical Membership: A member will be considered “active” if they are in good standing with the division. In addition, a member will have to complete a probation period in order to be considered “active”. This membership may be limited only to in-house CFR class and state-certified first responders, and EMTs.

610.03 Active/Medical Members must meet the following requirements each semester to retain Active/Medical Membership:

1. A current EMT certification or valid CFR certification.
2. A valid CPR card.
3. Attendance of at least 50% of general membership meetings.

610.04 Probationary Membership: All state certified members must undergo a probationary period before actively performing emergency medical care in the field unless under the supervision of a crew chief. A CFR trainee is considered a probationary member. The Probationary period will be a length of time that it takes for the member to complete the all the requirements set forth below.

610.05 Probationary Members must meet the following requirements to become an Active Member:

1. Completion of the EMT Clearing Sheet or First Responder Class, as applicable and stated in the Standard Operating Guidelines.
2. Completion of the BLS Protocol Test.
3. Concurrence of the Chief, Assistant Chief, and the Training Officer that the member is ready to provide the highest level of care as a member of the organization.

610.06 The Executive Committee shall have the final authority on determining when a Probationary Member may become an Active Member or Associate Member.

610.07 Associative Membership: This membership will be available to members wanting to become involved with the organization, but choose not to perform duties of active members or do not have the necessary qualifications. They are invited to attend all organization events outside of regular shift and standbys.

610.08 All Associative Members are required to hold a BLS CPR from the American Heart Association.

610.09 Alumni Membership: A member will be considered “Alumni” if they have graduated from the university in good standing. In addition, a member will have to have been a member of the organization in good standing for at least two semesters while they were here as a student. This membership may be limited only to state certified EMTs and in-house trained CFRs. They are invited to attend all organization events outside of regular shifts and standbys.

610.10 Inactive Membership: Inactive membership will apply to any member unable to be on duty for any reason, including, but not limited to: academics, medical, or personal reasons. In addition, the Chief reserves the right to place any member on inactive status for any reason for a period lasting no longer than ten days without the approval of the officers. If after ten days the officers have not met to review the case, the member shall be returned to active status.

610.11 Active members who do not attempt sign-up for shifts or standbys within the designated period will be moved to inactive status for a period of one semester. After being inactive for one semester, the member will be removed from membership and all ERT rosters.

CHAPTER 620 – OFFICERS

620.01 The officers of the Emergency Response Team are as follows:

1. Chief
2. Assistant Chief
3. Training Officer
4. Public Relations Officer
5. Logistics Officer
6. Quality Assurance Officer
7. Finance Officer
8. Admin Officer

620.02 Organizational Chart/Chain of Command



620.03 The Executive Committee shall consist of all previously mentioned officers, each having equal vote in the organizations business.

620.04 The executive committee shall meet at a minimum, once a week during the fall and spring semesters. Additional meetings shall be scheduled on an as needed basis and may sometimes include members from outside the executive committee, if necessary.

620.05 In the event a regularly scheduled meeting cannot take place; the executive committee reserves the right to take action on any general organization business that is to be announced at the next general meeting.

620.06 Term of office is to be from the last day of the spring semester, to the last day of the following spring semester, as determined by the Embry Riddle Aeronautical University academic calendar.

621.01 The minimum requirements to be eligible to run for the executive board are as follows:

1. Must be a Medical Member
2. Must hold a minimum GPA of 2.5
3. Plan to attend the following Fall and Spring semester.

621.02 Nominations will be held the week prior to an election, those qualified can nominate themselves or any voting member can nominate an eligible member. Nominations will be taken up until the day of the election meeting.

621.03 Elections shall be held the week before the SGA elections are held.

621.04 Elections will be either in person online via campus groups or in person by ballot. In the case of vote by ballot, the Chief will count the ballots at first, then the Admin officer will complete a second count. Both officers will have to be present during both counts.

621.05 Any voting member may call for a single recount (a maximum of three counts) at the conclusion of the meeting the results will be final.

622.01 In the case of removal or resignation of an officer, the organization shall elect a new member to assume the responsibilities of that officer.

622.02 Until the position is filled the Chief will appoint a qualified member to discharge the duties of that position until an election can be held.

622.03 In case of removal or resignation of the Chief, the Assistant Chief shall assume the responsibilities of the Chief until a vote can be taken.

622.04 Nominations for the position will be accepted from the time of the vacancy announcement until the time of election.

622.05 Every attempt should be made to elect new officials as soon as possible after a vacancy arises within two general meetings.

622.06 Given any unusual or extenuating circumstances, the executive committee is permitted to make arrangements to have positions filled and responsibilities covered without specifically following the above process.

623.01 Any officer of the organization may be removed from the organization for neglecting duties stated in the by-laws or any office misconduct.

623.02 The accused must be notified at an officer meeting before charges are brought against him/her.

623.03 Charges shall be read to the general membership at the general membership meeting

623.04 The accused will have an opportunity to address the general membership before the vote.

623.05 After the general membership meeting is over the officers in attendance will cast a vote, the officer will be removed after a majority vote is cast. The officer accused is not eligible to vote.

623.06 The member will be immediately informed of the decision.

623.07 The member can appeal the decision to the advisor up until five school days after the vote.

CHAPTER 630 – DUTIES OF OFFICERS

630.01 The ERT Chief shall hold the rank of Chief and serve as NIMS INCIDENT COMMANDER on incident scenes.

* 1. The ERT Chief shall serve as the Chairperson of the Executive Committee and Chief of the operational and administrative divisions.

630.03 The ERT Chief shall serve as the presiding officer at all non-operations organization events. Ensure that the organization is operated with the principles set forth in these by-laws and SOGs.

630.04 The ERT Chief shall serve as chief spokesman and representative of the organization.

* 1. The ERT Chief shall serve as the direct supervisor over the Assistant Chief, Admin Officer, Public Relations Officer and Finance Officer.
  2. The ERT Chief shall serve as official point of contact for the advisor.

630.07 The ERT Chief must have held an officer position for at least a semester.

630.08 The ERT Chief must be a state licensed EMT and an active medical member in the organization for at least an Academic year.

* 1. The Assistant Chief shall hold the rank of Assistant Chief and serve as NIMS OPERATIONS on incident scenes.

631.02 The Assistant Chief shall, if the Chief is not present, serve as presiding officer.

631.03 The Assistant Chief shall regulate all operations of the division.

631.04 The Assistant Chief shall submit recommendations to the ERT Chief.

631.05 The Assistant Chief shall assist the Chief in any duties deemed necessary.

631.06 The Assistant Chief shall serve as the direct supervisor of the Quality Assurance, Training Officer, and Logistics Officer.

631.07 The Assistant Chief shall have held an officer position for at least a semester.

631.09 The Assistant Chief shall be a state licensed EMT and an active medical member in the organization for at least an Academic year.

632.01 The Training Officer shall serve as the NIMS SAFETY officer on incident scenes.

632.02 The Training Officer shall regulate all training activities.

632.03 The Training Officer shall provide the membership with outside training opportunities.

632.04 The Training Officer shall assist the membership in obtaining higher levels of certification.

632.05 The Training Officer shall coordinate public safety training for outside organizations.

632.06 The Training Officer shall be responsible for maintaining all training equipment.

632.07 The Training Officer shall be an AHA BLS Instructor at the beginning of the next CFR class.

632.08 The Training Officer shall be a state licensed EMT.

633.01 The Logistics Officer shall serve as NIMS LOGISTICS.

633.02 The Logistics Officer shall be responsible for carrying out day-to-day logistics duties set forth by the Assistant Chief.

633.03 The Logistics Officer shall be responsible for scheduling, under the supervision of the Assistant Chief

633.04 The Logistics Officer shall be responsible for maintaining the organization’s facilities.

633.05 The Logistics Officer shall ensure the vehicles equipment is always up to date and fully stocked.

633.06 The Logistics Officer shall stock bags and keep track of the inventory of the organization’s assets and equipment.

633.07 The Logistics Officer shall ensure members receive properly fitted uniform items in a timely manner and keep a uniform/patch inventory.

634.01 The Finance Officer shall serve as NIMS FINANCE on incident scenes.

634.02 The Finance Officer shall be responsible for tracking all finances and keeping an electronic copy of the records via the finance thumb drive and backed up on one drive.

634.03 The Finance Officer shall present a report of the organization’s financial status at every officer meeting.

634.04 The Finance Officer shall create, present and keep current a budget for the semester.

634.05 The Finance Officer shall execute or approve major transactions.

635.01 The Quality Assurance Officer shall serve as NIMS TRIAGE on incident scenes.

635.02 The Quality Assurance Officer shall ensure patient care reports (PCR’s) and the rig checks are completed in a timely manner.

635.03 The Quality Assurance Officer shall review PCR’s and any other necessary documentation.

635.04 The Quality Assurance Officer shall assess quality of patient care.

635.05 The Quality Assurance Officer shall create ideas to improve quality of patient care.

635.06 The Quality Assurance Officer shall evaluate any and all patient surveys.

635.07 The Quality Assurance Officer shall be responsible for maintenance and reviewing of 730’s dash cam as outlined in the Standard Operating Guidelines.

636.01 The Admin Officer shall serve as LIAISON OFFICER on incident scenes.

636.02 The Admin Officer shall be responsible for the maintenance of the organization’s records for seven (7) years.

636.03 The Admin Officer shall keep a current roster and all records of the membership.

636.04 The Admin Officer shall keep a calendar of all events.

636.05 The Admin Officer shall take attendance at each meeting.

636.06 The Admin Officer shall ensure organization’s paperwork is up to date.

636.07 The Admin Officer shall keep minutes of each meeting and distribute them on the Google Drive.

636.08 The Admin Officer shall remind members of upcoming general membership and officer meetings.

636.09 The Admin Officer shall attend SGA Constitution Board meetings.

637.01 The Public Relations Officer shall serve as the NIMS PUBLIC INFORMATION OFFICER (PIO) on incident scenes.

637.02 The Public Relations Officer shall promote the organization through various mediums.

637.03 The Public Relations Officer shall coordinate the organization’s presence at university events.

637.04 The Public Relations Officer shall seek the organization’s awareness and publicity through press and media.

637.05 The Public Relations Officer shall be responsible for recruiting.

637.06 The Public Relations Officer shall inform membership of upcoming events.

637.07 The Public Relations Officer shall be responsible for working with the SGA Webmaster.

637.08 The Public Relations Officer shall attend SGA Marketing Board meetings.

638.01 The Advisor shall:

1. Give an experienced opinion in all matters as a staff member of the university.
2. Be a full-time employee of the University.

638.02 The Advisor is appointed by the Executive Committee and is not part of the Executive Committee or Chain of Command.

638.02 The organization shall appoint a full-time faculty or staff member employed by Embry-Riddle Aeronautical University, Daytona Beach to serve as the university advisor to this organization as required by the University. Auxiliary staff, part time staff, and student assistants are not eligible to serve as advisors.

638.03 The advisor shall fulfill the responsibilities specified in the Advisor Agreement Form. Advisors shall serve on an academic year basis or until their successor has been selected.

CHAPTER 640 – MEETINGS

640.01 General organization meetings shall be held weekly on a date and time decided by the general membership in the beginning of the semester, discuss upcoming events and organization news.

640.02 General meetings are open to the public to include active, inactive, alumni, and any other interested individual.

640.03 Every effort should be made to remind members of the meetings.

641.01 Officer meetings must be held at least once a week on a date and time decided by the executive committee in the beginning of the semester.

641.02 Officers will be required to attend at least 85% of these meetings.

642.01 Meetings may coincide with training events to further increase the organization’s proficiency of medical and safety procedures.

643.01 Upon request of the membership, or as deemed necessary by the executive committee, special meetings may be called with no less than 24 hours’ notice.

643.02 Every effort will be made to notify members of the upcoming meeting.

644.01 Organization elections will be held during general membership meetings. Only present, active members will be allowed to vote, and a majority vote will approve the organization’s business.

644.02 No voting shall take place at an ERT meeting unless a quorum of at least majority of the active voting members are present.

644.03 All active medical members are eligible to vote.

644.04 The Executive Committee may choose to use an online-survey method for voting.

CHAPTER 650 – SUSPENSION AND REMOVAL

650.01 Due to the very delicate matter the organization deals with, the organization reserves the right to suspend or remove any member at any time for just cause.

651.01 The Chief or Assistant Chief can temporarily suspend a member’s medical membership privileges until charges can be brought up and voted on in a general membership meeting.

651.02 The accused must be notified at an officer meeting before charges are brought against him/her.

651.03 Charges shall be read to the general membership at the general membership meeting.

651.04 The accused will have an opportunity to address the general membership before being removed.

651.05 A majority vote of the present officers at an officer meeting will be required in order to suspend or remove a member.

651.06 The member will be immediately informed of the decision.

651.07 The member can appeal the decision to the advisor up until five school days after the vote.

652.01 Any member that meets the requirements for removal from their position per Campus Safety or Student Government Association will be brought before the Executive Committee. In the case that the member is an officer; an emergency Executive meeting shall be convened in no less than two (2) business days.