

* Minimum policies to have in each ambulance or accessible electronically

TABLE OF CONTENTS

Policy No.	Title	Implemented
A-1*	Abandonment vs. Prudent Use of EMS Personnel	11/13/25
A-2*	Use of Aeromedical Transport Vehicles..... Helicopter request worksheet (attached to policy)	9/11/25
A-3*	ALS -EMR Services Scopes of practice Initiation of Care In-field Service Level Upgrades Transport of Service Dogs and Emotional Support Animals Treatment of Police Dogs / Service Dogs	10/9/25
A-4	Use of Automated External Defibrillators	8/1/19
A-5	Abandoned (Relinquished) Newborn Protection	3/15/23
	Checklist PDF forms to provide to relinquishing adult	
B-1*	Hospital Resource Limitation/Ambulance Bypass	10/9/25
	Peak census/Surge procedures & Dispatch center notification numbers Region IX/NWC EMSS Critical Capacity/Bypass Worksheet Hospital Bypass Worksheet form	
C-1	State Licensure as an EMT or PM (See EMS Rules).....	10/9/25
C-2	Continuing Education Policy	10/9/25
	IDPH Training application (site code) form and instruction checklist NWC EMSS CPR certificate (used alternate year from AHA card)	
C-3*	Crisis Response Plan.....	8/1/23
	System Crisis forms Resource Hospital / Members	
C-5	Commendations/Certificate of Merit.....	5/1/23
	Commendation/Merit award application 5/1/23	
C-6*	EMS Controlled Substances (CS) Program.....	8/1/23
	Controlled substance log Ambulance & Supplemental Log (10/1/20) Controlled substance log NON-TRANSPORT Vehicles (10/1/20) PEER to PEER Mutual Aid CS Restock and Exchange Form (8-1-23) Missing CS - link to DEA form 106	
C-7*	Confidentiality of Patient Records (HIPAA compliance).....	8/1/23
	HIPAA Checklists Disclosure of EMS ePCR template C7 HIPAA-Poster-for-Practitioners_05.20.2021	
C-8*	Communications Policy	3/7/25
C-9	Documentation of EMS Communications Log	7/1/14
C-10	Conceal and Carry (under revision)	2014
D-1	Due Process: Corrective coaching/Disciplinary Action.....	3/10/22
D-2*	Drug Replacement: soon to expire, outdated or damaged	8/1/23
D-3*	Drug-Pharmacologic Mgt: Approval, Issuing, Storage, Exchange, Disposal, Reporting	8/1/23
	Sample notice of ambulance restocking program Latex-free supplies (Drug & Supply List) Drug & supply list - Ambulances (Latest edition posted to System website) Drug & supply list – Alternate response vehicles (See Policy M9)	

Northwest Community EMS System

POLICY MANUAL

3/5/26

TABLE OF CONTENTS - cont.

Policy No.	Title	Implemented
D-4	Data Collection & submission ePCR software EMS Short Form NWC EMSS Short Form (Rev. 8-1-23) NWC EMSS Short Form QI Audit form	10/9/25
D-5*	ILLINOIS POLST form and Advance Directive Guidelines IDPH POLST form & FAQs -22 POLST form education slide deck 2022 (See IL POLST website)	10/9/25
D-7	Emergency Medical Dispatcher.....	7/1/10
E-1*	Emotional Illness and Behavioral Health Emergencies Prehospital use of restraint – See SOPs and Procedure Manual	10/18/21
E-2*	Nondisposable Equipment Exchange Non-disposable equipment exchange receipt (attached to policy)	1/1/14
E-3	Entry into the Northwest Community EMS System	4/1/24
E-5*	Code of Ethics Behavioral Expectations Code of Ethics Statement of Intent NAEMT Code of Ethics; Fire Fighters Code of Ethics Oath of Geneva ANA Code for Nurses; Ethics in Nursing; ENA Code of Ethics for Emerg Nurses American College of Healthcare Executives Statement of Principles for Students	5/13/21
E-6*	Episodic Mass Gathering Events Mass Gathering Patient Log Sheet attached to policy IDPH Special Events Form https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-special-events-request-application.pdf	9/1/01
E-7	Emergency Communications Registered Nurse (ECRN) Education/Licensure/CE/Relicensure/Extension/Inactive status	2/1/23
F-1	First Responder/Emergency Medical Responder (EMR).....	7/1/10
G-1	Grievance Recourse Step 1: Request for Clarification/Complaint Investigation RFC form EMS RFC / Complaint investigation form (1/2024)	3/8/25
G-2	Grievance Recourse System Review Board..... 2024 Review Board List	1/11/24
G-3	Grievance Recourse State EMS Disciplinary Review Bd.	1/11/24
I-1	Inactive Status (Inactivation and Reactivation requests) See IDPH website for all processes and forms below: https://dph.illinois.gov/topics-services/emergency-preparedness-response/ems/licensing.html#forms IDPH EMS Inactive Request IDPH EMS Reactivation Request	1/11/24
I-2*	Infection Control Measures/Communicable Disease Follow-up I2 Appendix – DICO listing for NWC EMSS I2 Appendix – follow up of exposure events/DICOs I2 Request for Exposure Determination (1-1-16) I2 Request Source Pt Testing Form (3/13) I2: Cook County Dept. of Public Health Reportable Diseases	10/9/25 6/1/11
I-3*	Invalid Assists.....	2/1/19
I-4*	Impaired behavior and Fitness for Duty	9/9/21

Northwest Community EMS System

POLICY MANUAL

3/5/26

TABLE OF CONTENTS - cont.

Policy No.	Title	Implemented
L-1	Patients in Law Enforcement custody (See also P3).....	8/1/23
L-2*	Safe Ambulance Operation: Use of Lights and Sirens	12/1/23
M-1	Mobile Integrated Health Care Program (MIHP)	10/9/25
M-2	Mandatory Reviews	7/1/05
M-4*	Medical Examiner/Coroner Guidelines.....	8/1/23
M-6*	MD/Physician Back-Up for ECRNs	9/11/25
M-8*	Medical Device Failure/Malfunction Incident reporting	4/1/18
	System report form (3/28/17)	
	FDA report forms 3500 Voluntary and 3500 A Mandatory	
M-9*	Med-Engines/Alternate response vehicles.....	10/9/25
	EMS Non-Transport Provider Application	
	EMS Non-Transport Application for Existing Transport Provider	
	NT Vehicle Inspection instructions	
	IDPH NT Vehicle Inspection form	
	https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/opr-non-transport-inspection-form-provider-050516.pdf	
	NWC EMSS NT Vehicle Inspection form (System website)	
O-1*	Procedure for Handling Overrides Form	9/11/25
P-1	Preceptors: Paramedic/PHRN/ECRN	3/14/19
	Application for PM/PHRN Preceptor status (updates annually - see System website)	
	Preceptor Agreement (updates annually – see System website)	
P-2*	Independent Physician/Nurse on Scene.....	8/1/23
P-3*	Interaction with Police Crime Scene Response CESSA	8/1/23
	Evidence collection/preservation guidelines	
P-4	Prehospital RN (PHRN)/PHAPN/PHPA recognition.....	5/11/23
P-5	System Plan Vehicle Service Providers Ambulance licensure-operation.....	3/7/25
	All State forms: IDPH EMS website https://dph.illinois.gov/topics-services/emergency-preparedness-response/ems/provider-vehicle-licensing.html	
P-6	System Plan Amendments: Providers.....	7/1/05
	IDPH Sys-Mod form (See IDPH EMS website for current form)	
P-7	Peer Educator I –IV/Illinois Lead Instructor.....	5/11/23
	Peer Educator Table of Specifications	
	Peer Educator fillable application	
R-1	Re-licensure/Reinstatement/Dropping to lower level of licensure: EMT/PM/PHRN ...	10/9/25
	Renewal Instructions 8-23	
	See IDPH website for all processes and forms below: https://dph.illinois.gov/topics-services/emergency-preparedness-response/ems/licensing.html#forms	
	IDPH EMS Renewal notice	
	IDPH EMS Extension Request Application	
	IDPH EMS Independent Renewal request	
	IDPH EMS Request for Reinstatement form	
R-2	Review and Maintenance of EMS Personnel Files	7/1/05
R-6*	Refusal of Service (Elements of granting & withholding consent)	9/14/23

Northwest Community EMS System
POLICY MANUAL
3/5/26

TABLE OF CONTENTS - cont.

Policy No.	Title	Implemented
	Release of liability forms English and Spanish Consent for treatment of minors	
R-7*	Reportable Incidents Sentinel event reporting	1/18/23
S-1*	Stress Intervention / CISM.....	11/13/25
S-2	Specialized EMS Vehicles	5/1/05
S3	EMS Staffing requirements (formerly M5)..... https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-ambulance-staffing-waiver-application.pdf	2/1/22
T-1*	Triple Zero/Non-Initiation of CPR	1/11/24
T-2*	Transport decision/Selection of Receiving Facility	9/11/25
V-1	Variance/Waiver Request..... Variance form- NWC EMSS Staffing variance request form IDPH Waiver request form – IDPH- see IDPH website	10/9/25
V-2*	Violence: Suspected Child Abuse and Neglect	8/1/23
	Mandated reporter acknowledgment form (Cants 22 5/19) Child Abuse report form (Cants 4) Medical Professionals Child Abuse report form (Cants 5) Mandated reporters DCSF Mandated Reporter Manual (2020) Medical and non-medical indicators for suspected child abuse and neglect	
V-3*	Violence: Suspected Elder Abuse and Neglect	10/1/19
V-4*	Violence Domestic/interpersonal Human Trafficking (Adults)..... Domestic Violence Suggested History Questions Domestic Violence Resource Information to give to patient (1/23)	8/1/23