



CITY OF HOUSTON

Department of Health and Human Services

Bureau of Community and Children's Environmental Health
Houston Department of Health and Human Services
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Bill White

Mayor

Stephen L. Williams, M.Ed., M.P.A.
Director
Health and Human Services
Department
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Dear Ambulance Service Provider,

The Emergency Medical Services (EMS) licensing and inspection program has changed its office procedures.

After a preliminary evaluation of the effectiveness and efficiency of the EMS Program and service provided to EMS companies and local residents, several changes are being made to improve the program. Changes to protect the health and safety of Houston residents beginning October 15, 2009, include:

- The 7411 Park Place Boulevard cashier will be available from;
 - 8:00 a.m. to 12:00 p.m.
 - 1:00 p.m. to 2:30 p.m.
- Beginning October 15, 2009, the payment for inspection services will terminate at 2:30 p.m. Monday through Friday. All payments must be received at the cashier's booth before the 2:30 p.m. closing time.
- All payments for ambulance drivers permits must be received between 8:00 a.m. and 2:30 p.m. Monday through Friday.
- The annual company application packet must include a photocopy of the owner's Texas driver's license.
- All company certificates will be mailed by certified mail.

Your cooperation with these needed changes is appreciated. If you have any questions, please call Mr. Reggie Greff at 713-640-4370.

Sincerely,

A handwritten signature in black ink, appearing to read "Brenda Reyes".

Brenda Reyes, MD, MPH
Bureau Chief

The following are the changes to the required minimum equipment for all ambulances operating in the City of Houston. Changes are highlighted in red.

All Vehicle Requirements

- Current State Inspection
- Current TDSHS Certification
- Current Liability Insurance
- Current Registration & Plates
- Name of Service on Both Sides
- **Unit # Displayed on Both Sides**
- No Unauthorized Wording or Markings
- 3 Emergency Road Triangles
- No Smoking Signs Front Rear
- Tires in Good Condition
- **Doors in Acceptable Condition**
- All Items Securely Stored
- Dome Light High Low
- Seat Belts Front Rear
- **Emergency Lights Siren**
- HVAC Front Rear
- **Horn Vehicle Emergency**
- Lights Front Rear Stop Turn
- Windshield Free From Obstructions
- **5# BC Mounted Fire Extinguisher w/ Gauge**
- **Communications Equipment**
- **Current Key Map**
- **Current Hazmat ERG**
- Steps and Body Free From Major Damage
- **2 Flashlights with Extra Batteries**
- Positive Locks on Cabinets and Seats
- Free From Exposed Electrical Hazards
- **Free From Service Lights on Dash**

Sanitation & Protection

- **Clean Equipment Pt. Area**
- **Reflective Vests**
- Clean Sheets, Blankets, Pillows
- Protective Eye Wear
- Protective Gowns
- **Protective Shoe Covers**
- Protective Gloves
- **Protective Respiratory Masks N95 or N100**
- **Disposable Cleaning Supplies**
- Red Medical Waste Bags
- No Reusable Cleaning Materials
- **Interior in Acceptable Condition**
- Hand Antiseptic
- **Sharps Container Mounted Portable**

Basic Life Support (BLS) Supplies

- **Protocols Signed**
- Multi-Level Stretcher & Mount
- **Stethoscope Adult Pedi**
- **BP Cuffs Adult Child Infant Large**
- **Arterial Tourniquet**
- **Trauma Shears, Min. 2**
- **Thermometer with Covers**
- Airways Oral Nasal
- B.V.M. Adult Child Infant
- **Secure O₂ Main 2 Portable**
- O₂ Devices Adult Child Infant
- **Portable O₂ Regulator >12LPM**
- Suction Mounted Portable
- Suction Tubing & Catheters
- AED with No Error Messages
- **AED Pads Adult Pedi**
- **Epi Auto-injector Adult Child**
- Oral Glucose
- Other Meds Per Protocols
- **Glucometer**
- **Pulse Oximeter**
- **Disposable Bags & Basins**
- **Triangular Bandages, Min. 2**
- **Sterile 4x4's, Min. 60**
- **Occlusive Dressings 3x8 or Larger**
- **Adhesive Tape, Various Sizes, Min. 2 Each**
- **Roller Gauze, Various Sizes, Min. 6**
- **Sterile Trauma Dressings, Min. 2**
- **Sterile Burn Sheets, Min 2**
- **Disposable Emergency Blankets, Min. 2**
- **Cold Packs, Min. 4**
- Sterile O.B. Kit
- Separate Infant Insulating Device
- Cervical Collars Adult Child Infant
- **Head Immobilizer**
- Traction Splint Adult Child
- Extremity Splints
- Backboard Straps or Webbing
- Short Board or K.E.D.
- **Stair Chair**
- Long Backboard
- **Triage Tags**
- **Pediatric Sizing/Dosing Reference/Tape**

Reference: "Equipment for Ambulances April 2009" ACS·ACEP·NAEMSP