



# Carroll County Department of Fire & EMS Standard Operating Procedure

## DOCUMENT DETAILS

Standard Operating Procedure: 3.01	Effective Date: June 8, 2023
Subject: Med Vault Access	Section: EMS Operations
Authorized: Eric Zaney, Assistant Chief	Revision Date: April 17, 2026

Applicability:         Volunteer         Career

## I. PURPOSE

This policy applies to all ALS personnel affiliated with Carroll County and is intended to reduce the diversion of controlled dangerous substances while ensuring uniform access across all ALS units.

## II. DEFINITIONS

**Med Vault** – Brand name of controlled substance container that CCDFEMS is utilizing.

**Personal Identification Number (PIN)** – A generated 6-digit number that is assigned to ALS clinicians as the pass code to gain entry to the Med Vault.

## III. PROCEDURES

### A. Confidentiality:

- a. It will be the responsibility of each ALS Clinician to keep the issued PIN number confidential.
- b. All ALS clinicians are responsible for maintaining confidentiality. The ALS clinician could face disciplinary action based upon the reason for revealing the PIN number, however, it is understood that extenuating circumstances could require the clinician to reveal the PIN number to benefit the patient.
  - i. If the PIN number has been revealed, the clinician shall maintain control of the controlled substances and notify their Lieutenant immediately. The Lieutenant shall report to the on-duty Battalion Chief.
  - ii. The Assistant Chief of EMS will deactivate the clinician's PIN and assign a new PIN.

- iii. Once a new PIN has been assigned, the clinician and the Lieutenant shall verify all medication counts are accurate and sealed. Once verified, the medications shall be returned to the Med Vault, and the unit shall return to service.
- iv. The clinician shall provide, through the chain of command, with the Assistant Chief of EMS complete documentation as to why the PIN was revealed. The documentation will be reviewed, and a determination will be made if disciplinary action is required.

**B. Issuing PINS:**

- a. All ALS clinicians, affiliated and cleared to function in Carroll County Department of Fire and EMS (DFEMS), will be issued a six (6) digit PIN number.

**C. MISC:**

- a. All new Med Vault purchases must be authorized by the Director/ Fire Chief of DFEMS.
- b. The software, user information, and other remotely accessible data shall be managed by DFEMS.
- c. The Shift Commanders and Lieutenants shall maintain physical override keys. Override keys shall only be used to access the medications in the event of power failure or failure of the keypad on the Med Vault. If the override key is used, notification to the Assistant Chief of EMS is required.

**IV. RECISSION**

This Standard Operating Procedure rescinds all directives regarding Med Vault Access or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

**V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS**

**VI. ATTACHMENTS**