



**Division of State Patrol  
Policy and Procedure**

Number  
**15-4**

Subject <b>EMERGENCY MEDICAL TRANSPORT</b>	
Author/Originator Bureau of Field Operations	Approved by <b>Superintendent</b> <i>Anthony L. Burrell</i>
Records Management Statement Supersedes P&P 15-4 dated March 7, 2014 Posted on WisDOT Internal Website (SharePoint) at <a href="https://wigov.sharepoint.com/sites/dot-dsp/policy/sitepages/home.aspx">https://wigov.sharepoint.com/sites/dot-dsp/policy/sitepages/home.aspx</a>	

**I. POLICY**

It is the policy of the Division of State Patrol (DSP) to provide emergency transportation services in life threatening or other situations when reasonable public or private emergency transport alternatives are not available. The DSP frequently receives requests for the emergency transport of human organs, fluids, body parts, medical personnel, etc.

**II. BACKGROUND**

While this service is not a statutorily directed function of our Division, we can expedite an emergency or urgent transport and potentially save lives and/or prevent temporary or permanent disabilities. The Division recognizes that preservation of life and the prevention of disabilities to individuals during emergency and urgent situations is a priority.

**III. GENERAL PROVISIONS**

Requests for emergency transport may be granted for the following: blood and blood products (including bone marrow), body organs for transplant, eyes and eye tissue for transplant (not research), other body parts as necessary and medical personnel accompanying the above.

Division transportation will not be authorized in non-emergency situations when other available alternative services should be used. Suggestions and phone numbers may be provided to a caller whose request has been denied (Lions Club, local bus station, etc.).

**IV. PROCEDURE**

A Division employee receiving a request for emergency transport shall refer the request to the Law Enforcement Dispatcher (LED) and supervisor on duty.

**A. LED**

Requests for emergency medical transport may come from other law enforcement agencies, another region/post, a hospital, or from an outside agency. The LED in the region/post where the transport will begin shall:

1. Receive requests for emergency transport of human organs, fluids, body parts, or medical personnel.
2. Verify the identification of the requester, the patient, the nature of the request, and the destination.
3. Advise the duty supervisor of the emergency transport request.
4. Record and maintain information as applicable in the manner specified in IV. A. 8. of this policy. If a hospital or other outside agency makes the request, advise the agency that neither the patient nor any other person or agency shall be billed for State Patrol service.
5. When conducting an inter-region transport, contact the other region/post communications centers and provide all necessary transport information.
  - a. The receiving region/post LED will contact the duty supervisor of that region/post for direction.
  - b. All regions/posts involved in the transport will record and maintain information as specified in IV. A. 8. of this policy.
6. Advise the appropriate State Patrol mobile units of the emergency transport. Provide pickup location and destination information as directed by the duty supervisor.
7. Coordinate pickup and delivery locations between State Patrol mobile units, other State Patrol regions/posts and other law enforcement agencies involved.
8. The LED will create an incident assigning a CFS number in the Computer Aided Dispatch (CAD) system to be maintained as an electronic file. Pertinent information (such as time requested and completed, item(s) relayed, hospital/institution origin and destination, requestor name and employer, patient number, physician name, pick-up location, person receiving, personnel assigned with related miles/minutes used, and any additional information) may be entered under that CFS number as a “comment” by any DSP personnel involved in the transport.

**B. Duty Supervisor**

1. Receive the request for emergency transport from the LED on duty.
2. Determine if the request is a bona fide emergency transport.
3. Determine if other public or private transport alternatives have been exhausted.
4. Verify that region/post personnel are available for the transport.
5. Approve or deny the request.
6. If the request is denied or no State Patrol personnel are available, the requester should be directed to other appropriate agencies for transport.
7. Assign the region/post personnel required for the transport.
8. Monitor the transport while State Patrol personnel are involved.

**C. Field Personnel**

1. Proceed with the transport as directed, following Division policies and State Statutes governing operations of emergency vehicles. As a general guideline, speeds should not exceed 20 mph above the posted speed limit.
2. Transmit information concerning beginning and ending time, receiving agency, if applicable, and mileage to the region/post communications center.
3. Record detail time on PeopleSoft as special detail.
4. When practicable, alert law enforcement authorities of jurisdictions through which emergency medical movement will occur.