



MECKLENBURG EMS AGENCY

Policy and Procedure for Shorelines

Purpose

The purpose of this policy is to outline proper shoreline use and storage. It will serve to outline the correct use of shorelines at Post 100 and outlying posts.

Definitions

Junction Box- At most outlying posts the shoreline is controlled by a weatherproof toggle style switch. The purpose of the junction box is to energize and de-energize the shoreline. This is the energy source.

Shoreline- This is the black electrical cord that attaches from the junction box to the vehicle. It can either hang from the ceiling (at Post 100) or on a retractable reel at outlying posts. Its function is to provide electrical power to the vehicle when it is not running.

Plug- Weatherproof locking plug designed to be inserted into the ambulance.

Receptacle- Three prong weatherproof receptacle mounted on the ambulances.

Proper Technique Prior to Leaving Post 100

1. The shoreline will always be DE-energized before handling. These shorelines are hanging from the ceiling.
2. Turn the power source OFF by flipping the switch to the off position at the top of the power cord.
3. Unhook the bungee style cord from driver's side door and connect into a loop to keep from dragging on floor.
4. Remove the plug from the receptacle by grasping the plug firmly and pulling straight out of the receptacle.
5. Keep hold of the power cord to keep it from swinging, striking you or the ambulance.
6. Close the cover to the receptacle.

At various posts around the county, we have a different style of shoreline storage system. The process for handling stays the same but the steps are slightly different. Please remember to reel in any bungee cords at these outlying stations.

Proper Technique When Returning to Post 100

1. The shoreline will always be DE-energized before handling by OST staff member. No field employee will be backing the vehicles in a parking space in the bay at Post 100 unless INSTRUCTED by an OST to pull into the overflow area.
2. Park the vehicle and locate the shoreline hanging from the ceiling.
3. Open the cover to the receptacle and insert the plug into it. **Please note there are three prongs on the receptacle. Two straight blades and one reverse "L" shaped blade.** The plug is to be inserted into the receptacle aligned with the correct blade.
4. Make sure the power cord is fully seated.
5. Attach the bungee style cord to the vehicle to prevent cord from binding on the plug and creating stress to the cable or plug and receptacle at Post 100 only.
6. Energize the shoreline by turning the power on.
7. Ensure the truck is receiving energy by examining the small green LED light above the receptacle. If it is illuminated the truck is receiving power through the shoreline.

Things to Remember

The shoreline MUST ALWAYS be DE-energized before any handling. This is for your safety.

The goal of storage is to ensure that the shoreline and plug are stored correctly. At no time should the cord or plug be on the ground where it can create a trip hazard or damage the plug.

*When reeling the shoreline manually around the reel at outlying posts, big loops are preferred to tight ones. This is to prevent damage to the cord. **Never tie a knot of any kind into the shoreline.** This will create weak points in the shoreline and could lead to the cord becoming a fire hazard.*

At outlying posts never allow the cord to retract uncontrolled. This is unsafe to both the employee and the equipment and could cause injury or failure of equipment.

Any and all shoreline damage discovered or caused will be immediately reported to the on duty supervisor. If a shoreline is damaged and not reported to the on-duty supervisor, the crew that identifies the damage must report it immediately. The crew before them will be charged with the damaged shoreline.

When at an outlying post and a damaged shoreline is discovered, place a red OUT OF SERVICE sign on the toggle switch after the power is turned off. This is to be done by the crew that damages the shoreline or the crew who finds the damaged shoreline. Then contact the on-duty supervisor.

Each time a shoreline is damaged, corrective action will follow the PIPD policy.