



Petersburg Volunteer Fire Department (PVFD) Policy:

Physical Resources and Instructional Environment

1. Purpose

This policy ensures that the Petersburg Volunteer Fire Department (PVFD), as an authorized Emergency Medical Services Training and Educational Institution (EMS-TEI), provides a high-quality learning environment with the necessary physical resources to meet the instructional objectives of the EMS continuing education (CE) curriculum.

2. Policy Statement

In accordance with 202 KAR 7:601 Section 5(7)(a-c), the PVFD EMS-TEI shall ensure that all physical resources—including classrooms, skill practice areas, instructional aids, and supplies—are sufficient, available, and maintained in good working order for every course offered.

3. Resource Requirements and Availability

3.1 Classroom and Skill Practice Areas

- **Availability:** Appropriate learning spaces, including traditional classroom settings and dedicated areas for psychomotor skill practice, shall be secured and available for every scheduled class session.
- **Adequacy:** Skill practice areas shall provide sufficient space to accommodate the number of students enrolled, allowing for safe and effective hands-on practice.

3.2 Instructional Aids and Textbooks

- **Access:** For every course, students shall be provided with clear notice regarding how to purchase or access required textbooks, digital materials, or supplemental instructional aids.
- **Support Materials:** The EMS-TEI shall provide necessary audiovisual equipment, presentations, and handouts required to deliver the didactic portion of the curriculum.

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3.3 Equipment and Supplies

As a Continuing Education (CE) provider, the PVFD is not required to maintain a permanent Level 1-4 Equipment Inventory (KBEMS E-12). However, for all courses involving hands-on skills, the department shall ensure that all training equipment and medical supplies are:

- Available: Present at each class session where skills are taught or practiced.
- Adequate in Number: Distributed in a ratio that allows for active participation and repetitive practice by all enrolled students.
- Well-Maintained: Inspected prior to use to ensure they are in good working order, clean, and safe for student use.

4. Inspection and Maintenance Procedures

- Pre-Class Inspection: The Lead Instructor or EMS Coordinator shall inspect all physical resources and equipment prior to the start of a session to verify functionality and safety.
- Deficiency Reporting: Any equipment found to be malfunctioning, damaged, or insufficient in number shall be removed from the training rotation and reported to the EMS Coordinator for repair or replacement.
- Supply Restocking: Consumable supplies (e.g., bandages, electrodes, PPE) shall be inventoried and restocked following each training session to ensure readiness for the next scheduled class.

5. Regulatory Compliance Note

As the PVFD functions exclusively as a Continuing Education EMS-TEI, it is exempt from submitting the KBEMS E-12 Equipment Inventory. This policy serves as the primary documentation for physical resource compliance.

END OF POLICY

Policy Approved By:

Approved on (Date): 26/01/26

Brian K. Copeland
EMS Coordinator

[Brian L. Hall \(Jan 26, 2026 12:12:34 EST\)](#)

Brian Hall
Chief

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