



Jackson Hole Fire/EMS Operations Manual

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PURPOSE

To provide a means of producing clear and concise communications through the reasonable use of abbreviations within the Fire/EMS Department's records and reports.

SECTION I - GENERAL

Within this policy there shall be provided a listing of approved abbreviations which are appropriate for use in all department written communications. Unapproved abbreviations may be utilized in a communiqué provided that a clear and specific definition of that abbreviation is provided within that communiqué. Utilization of abbreviations shall be at the discretion of the communicator but shall not be utilized in such a manner as to hinder clarity or continuity of the communiqué.

SECTION II - ADMINISTRATIVE ABBREVIATIONS

- A. Rank: BC - Battalion Chief
 BEC – Basic Emergency Care Technician
 Capt. – Captain
 DC - Deputy Chief
 Disp. – Dispatcher
 EMT B – Emergency Medical Technician, Basic
 EMT I – Emergency Medical Technician, Intermediate
 EMT P – Emergency Medical Technician, Paramedic
 FC - Fire Chief
 FF – Firefighter
 FM - Fire Marshal
 FP - Fire Prevention

IC - Incident Commander
 Mech. – Mechanic
 Trng – Training

SECTION III - GENERAL ABBREVIATIONS

Bldg. - Building
 Blvd. - Boulevard
 BTNF- Bridger-Teton National Forest
 Co. - Company
 Comm. - Communications
 C.P. - Command Post
 Dept. - Department
 DOA - Dead On Arrival
 Dr. - Drive
 Eng. - Engine
 E.R. - Emergency Room
 F.D. - Fire Department
 GTNP – Grand Teton National Park
 I.C.S. - Incident Command System
 Insp. - Inspection
 L.P.G. - Liquefied Petroleum Gas
 Ln. - Lane
 P.D. - Police Department
 S.O. – Sheriffs Office
 St. - Street
 Trk. – Truck
 YNP – Yellowstone National Park

SECTION IV – MEDICAL ABRREVIATIONS

Medical abbreviations allow for patient care report narratives to be condensed in a way understood by medical providers. Abbreviations allow writers to condense narratives to place a large quantity of information in a brief format. In order to provide consistency with those abbreviations used by St. John’s Medical Center, medical abbreviations shall comply with the text *Medical Abbreviations: 14,000 Conveniences at the Expense of Communications and Safety*, Eleventh Edition, 2003, Neil M. Davis, as published by Neil M. Davis Associates, 1143 Wright Drive, Huntington Valley, PA. 19006-2721.

The following table of “Do Not Use” abbreviations, as adopted by St. John’s Medical Center, shall apply to medical documentation generated by Jackson Hole Fire/EMS.

Item	Abbreviation	Potential Problem	Preferred Term
1.	U (for unit).	Mistaken as zero, causing a tenfold overdose.	Write “unit”.
2.	IU(for international unit).	Mistaken as IV (intravenous) or 10 (ten).	Write “international unit”.
3.	Q.D.	Mistaken for each other. The period after the Q can be mistaken for an “I”	Write “daily” and “every other day”.
4.	Q.O.D.		

	(Latin abbreviation for once daily and every other day).	and the "O" can be mistaken for and "I".	
5. 6.	Trailing zero (X.0 mg) Lacking of leading zero (.X mg).	Decimal point is missed.	Do not write a zero by itself after a decimal point (X mg), and do write a zero before a decimal point (0.X mg).
7. 8. 9.	MS MSO ₄ MgSO ₄	Confused for one another. Can mean morphine sulfate or magnesium sulfate.	Write out drug name "morphine sulfate" or "magnesium sulfate".
10.	H.S. (for half-strength or Latin abbreviation for bedtime).	Mistaken for either half-strength or hour of sleep (at bedtime). q.H.S. mistaken for every hour. All can result in a dosing error.	Write out "half-strength" or "at bedtime".
11.	D/C (for discharge).	Interpreted as discontinue whatever medications follow (typically discharge medications).	Write "discharge". D/C can be used for discontinue.
12.	c.c. (for cubic centimeters).	Mistaken for U (units) when poorly written).	Write "ml" for milliliters.