

Quarterly Status Report Guide

Example for Quarter 1 for EMS Grants

Goal: To decrease extrication time and expedite first responder care, and transport to a health care facility within the golden hour

Required Information:

- Percentage of patients who made it to a healthcare facility within 1 hour of the crash
- Provide the average time of extrication for all incidents in the reporting quarter

Example: In Q1 50% of the patients extricated from a crash made it to a healthcare facility within 1 hour of their crash. Q1 extrication log is attached.

Goal: To track and report the usage and extrication times for the newly purchased extrication tool to compare to the extrication times for the older extrication tools and the determination of an average reduction in total extrication time

Required Information:

- Provide a list of extrication times for the reporting quarter; describe type of equipment used
- Compare extrication times from Q1 of 2024 (Oct-Dec) and the extrication times of Q1 2025.

Example: Average extrication time in Q1 2024 was 2 hours and the average extrication time in 2025 was 1 hour. Extrication log for Q1 is attached.

Goal: To provide training to staff on the proper use and maintenance of extrication tool (spreader, cutter, stabilization bars, etc.)

Required Information:

- Include dates and location of extrication training. Attach agenda and sign-in sheet. Include an explanation if training has not occurred.

Example: We conducted our extrication training for the full staff on November 7th. Sign-in sheet is attached.

Goal: Participate in and train staff on the TN Yellow Dot program and its use as a proactive measure to ensure more expedient care to injured motorists following a crash event and ensure all trained EMS responders will be able to recognize the Yellow Dot decal

Required Information:

- Include dates and locations of Yellow Dot Trainings. Denote separately for agency staff or community trainings. Attach agenda and sign-in sheet.

Example: We hosted a Yellow Dot staff training on November 13th and a public event on December 1st. Sign-in sheet for November 13th training is attached.

Goal: Our primary objective is to maintain a ZERO rate of line-of-duty injuries and fatalities caused by traffic-related hazards at crash scenes. To track progress, quarterly status reports will provide updates on whether this goal is met through the use of scene safety materials designed to enhance visibility and expedite roadway clearance, ultimately preventing secondary crashes.

Required Information:

- Include quarterly comparison of line-of-duty injuries from Q1 2024 (Oct-Dec) to Q1 2025.
- Include other pertinent information as necessary.

Example: In Q1 2024 there were 2 line-of-duty injuries and in Q2 there was 1 line-of-duty injury.

Task: Participate in regional network meeting.

Required Information:

- Include name(s) of everyone from your agency who attended
- Include date and location of the attended meeting
- Include an explanation if no one from your agency attended a network meeting

Example: Sgt. Jetson and Grant Analyst Cosmo Spacely attended the virtual network meeting on December 15.