

Timbrook Public Safety Center  
231 East Piccadilly Street, Ste. 330  
Winchester, VA 22601

Telephone: (540) 662-2298  
FAX: (540) 542-1318  
Website: [www.winchesterva.gov](http://www.winchesterva.gov)

TO: Operational Staff  
FROM: Jon Henschel, Battalion Chief  
RE: ER Proxy Cards Update  
DATE: October 18, 2013

## **INFORMATIONAL BULLETIN IB-13064**

New ER cards were obtained from the medical center a few weeks ago. Since that time, several cards have been lost or misplaced. Some of the cards have been left in uniform pockets and come back from Cintas damaged.

I requested some ideas from a few of you in an effort to help retain these cards. After consulting with DC McClellan and evaluating our options, we decided to place a card at the end of each cot on the medic units. The cards are attached to a mini carabiner for quick removal when entering the ER. Please try and remember to put the cards back in this location prior to leaving the ER. We all need to be more mindful of this important item that is necessary for our day to day operations. Please continue to let DC McClellan or I know if cards are lost or missing.