

# *Ambulance Service of Manchester, LLC*

P.O. BOX 300  
MANCHESTER, CONNECTICUT 06045

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## Instructions for Observers, EMT Students and Paramedic Field Interns

**Physical Address:** 275 New State Road, Manchester, CT 06042

**Phone:** (860) 649-9798



### **Directions**

#### **From the West**

I-84 eastbound to Exit 60. At the ramp's end, turn right onto Middle Turnpike West. There are two high schools on the left side of the road visible from the exit. Take New State Road, which is the leftmost road, closest to the schools.

ASM is 275 New State Road, a plain, one-story brick building, with a car port and antennas on the roof, just before Tony's Imported Auto Service. The front of the building is reserved for Marcus Communications. ASM's entrance and parking is in the rear of the building.

### **From the East**

I-84 westbound to Exit 62 Buckland Street. At the end of the exit ramp, take a right onto Pleasant Valley towards Buckland Hills Mall. At the next traffic light take a right onto Buckland Street. Stay straight for around a mile onto Adams Street. You will pass Manchester Honda and go under a train bridge. Take your next right onto New State Road.

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### **From the North**

I-91 South into Connecticut. Take exit 35A, I-291 East towards Manchester. Take exit 5, Tolland Turnpike. At the end of the exit ramp, turn left. Remain on Tolland Turnpike for 1 mile. When you see Manchester Honda on your right, make a right at the light onto Adams Street. Go under the train bridge and make a right at the next light onto New State Road.

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### **From the South**

Take I-91 to I-84 East. Follow the directions above for "From the West."

### **Where to Report**

You or your Program Coordinator should schedule all training time in advance, with ASM's Coordinator (Mike Bova, (860) 647-9798 x 246) unless otherwise arranged.

All students should park in the rear of the building, away from the large white bay doors and out of the expected pathway of emergency vehicles entering through the bay doors.

At the center of the rear of the building is a door marked "Dispatch-Authorized Personnel Only." Knock on that door and let the on-duty dispatcher know you are a student, what hours you are going to ride and whether you are an EMT or Paramedic student. He or she will direct you where to go next.



## **What to Bring**

All students should bring a watch, a pad and a pen. Your uniform description may have been pre-designated by your Program Coordinator and may differ from the description below. If your program does not have a specific uniform then you should wear navy blue uniform pants (no jeans) and a white button-down shirt or polo shirt. Students should wear a black belt and black shoes or boots (or completely plain black sneakers).

Do NOT wear any logos, lettering or emblems unless directed by your program. Absolutely nothing you wear should identify you with a fire department or EMS agency. Your program may have issued you identification which you should wear in accordance with your program's rules. Do not bring any EMS equipment or medical supplies, beyond a stethoscope, if applicable.

Students are encouraged to bring study materials, outlines, pocket guides, or anything else that may aid in the learning process and can be easily stowed when on ambulance calls.

## **General Rules**

Your field trainer/preceptor will remain with you throughout the shift and will guide you through the day and through the ambulance calls. You should remain with this person, as you must be accompanied when on company property. Your trainer will make sure you are following company policies and procedures.

There is no smoking in the building. Your trainer will bring you somewhere to eat at some point during the day and please, don't be too shy to ask.

Ride time ends at midnight for all students, without exception.

If you have any feedback, please do not hesitate to express it to your Program Coordinator, or to any of ASM's Managers. We are constantly looking for ways to improve our service and programs. The Ambulance Program Coordinator can be reached at [MBova@asm-aetna.com](mailto:MBova@asm-aetna.com) or by phone at (860) 647-9798 x 246.

Don't forget to ask for an application during your time with us and don't be surprised if attempts at recruitment are made. We are always looking for quality EMS Providers, including new program graduates.