

Texas Fire Chiefs Association  
**DOCUMENT SUBMISSION FORM**

Candidate Department: Coppel Fire Department

Best Practice Standard: 10.04  
(insert the Best Practice Standard you are working on - example "1.01")

**Proofs of Compliance Submitted:**  
--Copy of Infection Control Policy


<b>Submitted By:</b> Gregg Loyd	<b>Date:</b> 10/1/2013
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**Evaluator's Review**

**Evaluator:**

**Date Accepted:**

## Coppell Fire Department Standard Operating Guidelines

<b>SOG# 01-05 – Infection Control</b>	<b>Effective Date:</b> 10/31/2005
<b>Fire Chief:</b> 	<b>Revised Date:</b> 10/1/2013



**Purpose:** To maintain personal safety from infectious agents

**Scope:** This policy applies to all members of the fire department

**Directions:**

1. The Coppell Fire Department will aggressively pursue infection control measures to protect its members from communicable diseases.
2. All members will wear the appropriate PPE for the incident type.
3. After any incident, the EMS personnel should decontaminate themselves by immediately hand washing with soap.
4. In the event a uniform is soiled during an incident, that uniform should be removed in a manner as to avoid cross contamination. That uniform should then be placed in a biohazard container and disposed of in accordance with SOG # 03-06.
5. Station wear is not permitted to be taken home. It is to be laundered at the stations as part of the Infection Control Program.
7. If contaminants were encountered on the uniform, then the member should also consider themselves contaminated.
8. All personnel should employ measures to avoid the contamination of any area for both self and the patient.
9. Thorough decontamination of the MICU and equipment will be done after every patient encounter. Cot linens will be changed after each and every patient encounter.
10. Equipment that is disposable will not be decontaminated, but instead discarded at the Emergency Department in the proper receptacle.
11. Equipment that is not disposable will be decontaminated in an appropriate area designed for decontamination.
12. When cleaning any contaminated item appropriate PPE will be worn.


13. Once the person, their clothing, and the equipment are decontaminated, then attention should turn to the vehicle. The patient compartment will be swept and mopped out at the beginning of shift and after every call and the surface areas wiped down with a disinfectant spray and cleaning median. Decontamination should also be employed in the cab. The areas in the cab include the radio, door handles, seatbelt receptacle and steering wheel.
14. All cleansing material used should be placed in a Biohazard Bag and left at the Emergency Department where the patient was taken
15. Members participating in the MICU decontamination will utilize appropriate PPE.
16. All items used to disinfect the MICU should be disposable in nature and be placed in a Biohazard Bag once decontamination is completed.
17. For further instructions regarding the packaging of Biohazard Waste, refer to SOG #03-06 *Biohazardous Medical Waste*.
18. All members requiring decontamination from Biohazard or infectious waste shall complete the appropriate forms as outlined in the “City of Coppell Safety Handbook.”
19. The Infection Control Exposure Report must be completed by each department member exposed to a potential or known reportable communicable disease source, immediately upon arrival at the Emergency Department. A copy of the Infection Control Exposure Report should be made and left at the facility and the original returned with the member.
20. A Coppell Fire Department Exposure Report will also be filled out and a copy of the county health department form attached to it. This form will be turned in to the Station Officer upon return to the station. The Station Officer must then notify Human Resources immediately of the nature of the injury/illness by faxing a report to them and following up with an email or telephone call for direction. The member exposed must also complete a DWC – 1 “Employees First Report of Injury, ” and The City of Coppell “Accident Investigation Form”.
21. Once the reports are completed, the DWC -1 “Employees First Report of Injury,” and both exposure reports must be forwarded to Human Resources for review and follow-up. The City of Coppell Accident Investigation Form must be completed by the Station Officer and forwarded to Fire Administration.
22. If follow-up is necessary, department members will be provided with what, if any, medical attention or action should be taken. Medical attention is never to be withheld from personnel suffering any injury or illness as a result of an emergency incident. Non-Urgent medical attention should be sought from the approved City of Coppell Medical facility as indicated by Human Resources, otherwise an after hours Emergency Department visit is warranted. The key is to have the employee treated somewhere immediately.

## Directions for completing the Coppell Fire Department Exposure Report

<b>Date of Exposure</b>	Calendar date that the exposure occurred
<b>Incident #</b>	Fire Department Incident Number
<b>Name/SS#</b>	Member's name as it appears on their social security card and their social security number
<b>Medical Facility</b>	Name of the medical facility the patient was taken
<b>Source of Exposure</b>	Indicate/list all sources the report member was exposed to
<b>P.P.E In Use At Time of Exposure</b>	Indicate/list all personal protection equipment in use by the member at the time of exposure
<b>Type of Exposure</b>	<p>Skin – Indicate if the exposure came in contact with the reporting member's skin</p> <p>Intact – Indicate if the reporting member's skin at the point of source contact was intact and if not; what breach existed, i.e.,</p> <ul style="list-style-type: none"> <li>*Laceration</li> <li>*Abrasion</li> <li>*Puncture</li> <li>*Rash or eczema</li> <li>*Piercings</li> <li>*Open sores or lesions</li> <li>*Needle stick</li> </ul> <p>Mucous membrane – Indicate all point(s) of source contact with member's mucous membrane</p> <p>Clothing – Indicate if source came in contact with reporting member's clothing</p> <p>Saturated – Indicate if the reporting member's clothing became saturated with the exposure source; marking this section required that the "SKIN" section also be completed</p> <p>Drop(s) – Indicate if a drop or drops of the exposure source came in contact with the reporting member's clothing</p> <p>Diluted – Indicate if the exposure source was in a diluted form (i.e., with water, etc.) when it came in contact with the reporting member's clothing</p>

	Dried – Indicate if the exposure source was in a dried form when it came in contact with the reporting member’s clothing
<b>Duration of Exposure</b>	Indicate in minutes, hours, or a combination of the total time the reporting member was exposed to the exposure source
<b>Known Exposure</b>	Indicate all KNOWN diseases the reporting member was exposed to
<b>Task(s) Being Performed</b>	Indicate/list all tasks being performed by the reporting member at the time of exposure
<b>Witness(es)</b>	List all witnesses to the reporting member’s exposure; if more than three witnesses are to be listed, mark “Continuation Sheet Attached” and list additional witnesses on the continuation sheet
<b>Describe Exposure Episode</b>	Describe, in narrative form, the circumstances surrounding the exposure episode; if additional narrative space is needed, mark “Continuation Sheet Attached” and complete the narrative on the continuation sheet

## Coppell Fire Department Standard Operating Guidelines

<b>SOG# 03-06 – Biohazard Waste</b>	<b>Effective Date:</b> 03/01/2012
<b>Fire Chief:</b> 	<b>Revised Date:</b> 10/1/2013



**Purpose:** To direct members on the disposal of biohazard waste

**Scope:** This policy applies to all members of the Operations Division

**Directions:**

1. Materials such as biohazard waste, blood and blood products and pathological wastes will be placed into a red biohazard bag with appropriate labels. This bag **SHOULD NOT** be purged of air, will be taped securely and placed in a Biohazard Receptacle.
2. Materials such as Sharps and pharmaceuticals and drugs shall be placed in a puncture proof sharps container with appropriate label this container shall be secured with tape to ensure security.
3. The red bags, after being securely closed, will be placed in one of the appropriate waste receptacles found at each of the stations.
4. The receptacle box will be lined with a 3 mil red biohazard liner and labeled as Biohazard Waste. All Sharps containers and red bags will be placed into this box until full.
5. **DO NOT COMPACT THE WASTE INTO THE BOX.** The box is not to weigh over 45 pounds.
6. Once the receptacle is full, the liner will be securely fastened utilizing a piece of tape. The carton will then be closed and securely fastened with a heavy-duty 2-inch water-resistant tape on all flaps. It will be forwarded to Station #1.
7. The carton shall be labeled with the following information utilizing a black marker:
 

Coppell Fire Department  
Station 1  
520 Southwestern Blvd.  
Coppell, TX 75019  
972-304-3512
8. Any receipts generated for cartons collected shall be forwarded to Fire Administration

10. Biohazard waste or red bags may be deposited at the hospital where the patient was transported or at the fire station in the appropriate receptacle.
11. The criteria for disposal of this waste at the hospital is:
  - a) Waste must be biohazard, in accordance with the definitions in this policy, and
  - b) The biohazard waste must belong to the patient that was immediately transported, and not from a previous incident, and
  - c) The biohazard material must not contain any garbage or refuse as defined in this policy.
12. The depositing of waste at the hospital is required to prevent the continued transportation and exposure to personnel of contaminated hazardous waste.