

Fire Department and EMS Operations

7.0 Fire and EMS Operations Guidelines

Purpose: In order to provide the County of Franklin with timely, efficient, and effective fire and emergency medical services, guidelines for their provision are necessary in order for responders to deliver these services safely, orderly, and within accepted parameters.

7.0.1 First Responder Agency Guidelines

1. Fire Departments that desire become a licensed first responding EMS agency shall practice under the Franklin County Department of Public Safety's (FCDPS) EMS license and will use the Franklin County Department of Public Safety agency number when completing patient care reports.
2. Apparatus lettering must meet all OEMS rules and regulations regarding lettering and equipment.
3. The EMS response area for the department shall be that of their primary fire response area. The fire department alerted EMS calls in that area that meet the following criteria:
 - (a) Calls received that are reported to be life threatening.
 - (b) Calls where the first due EMS agency have a delayed response.
 - (c) Motor vehicle, farm machinery, boating, and aircraft accidents.
 - (d) Calls where the first due EMS agency requests assistance in handling.
 - (e) Calls in which the Public Safety supervisor requests a response from the first responder EMS agency.
4. All Pre-Hospital Care Reports or similar electronic reports used for documenting patient care, shall be completed using the Franklin County Department of Public Safety number (00594).
5. All EMS responders must maintain current training certifications for all CPR and EMS training. These records will be maintained by the Franklin County Department of Public Safety, Deputy Chief of Operations in accordance with regulations established by the Virginia Office of EMS. It is the responsibility of each provider to insure that their certification is renewed on time.
6. First Responder EMS agencies shall provide to the Franklin County Department of Public Safety, maintenance records for each licensed EMS vehicle used by their department.

7.1 Fire and EMS System Communications

7.1.1 Agency Communications Guidelines

1. The career staff shall mark units and Quick Response Vehicles (QRV) in service at the beginning of their shifts.
2. During the times no career staff are on duty, each volunteer EMS agency shall notify the communications center and advise them that they have a "call crew" available.
3. When a call is received for an EMS agency and they have NO call crew marked up, the communications center shall notify the next due agency having a call crew marked up as well as the first due agency.
4. The communications system radio designation for the Franklin County E-9-1-1 Center will be "Franklin" when communicating on radio channels designated for use for Fire/EMS operations.
5. The communications system radio designation for the Franklin County E-9-1-1 Center will be "Control" when communicating on radio channels designated for use for Law Enforcement operations.

7.1.2 Fire/EMS System Supervisor Communications Guidelines

1. It shall be the duty of the on duty career Captain to check with the communications center each evening between 1800 and 2000 provided he is not on calls to obtain the status of marked up crews.
2. If the career Captain is on calls he shall obtain this information as soon as clearing the call.

7.1.3 Dispatch Guidelines

1. When the E-9-1-1 center receives a request for Fire/EMS service they will alert the appropriate first due agency as identified in the Computed Assisted Dispatch (CAD) system.
2. If within three (3) minutes the agency does not have appropriate apparatus enroute the communications center will again alert the same first due agency.
3. If within two (2) minutes, the first due agency still does not have appropriate apparatus enroute the communications center will again alert the first due agency along with the second due agency, this should occur five (5) minutes from the initial call.
4. If after alerting the second due agency, if there is no agency is enroute the on duty Fire/EMS System Supervisor shall be notified and the call dispatched following his/her advice.
5. The "3/2" rule will always be followed when dispatching units. Dispatchers should not call stations or units to inquire whether the alerted agency can handle a call.
6. If the information is available, alerts from the E-9-1-1 center dispatcher should contain the following information:
 - (a) The agency or unit to respond.
 - (b) Nature of the call: i.e Chest Pain, Structure Fire, Smoke Report, etc. The nature of the call should be short and concise. Detailed information can be given after apparatus enroute.
 - (c) Location of call.
 - (d) When a call is received during career staffing hours and no career truck is available to respond, the E-9-1-1 dispatcher should follow the alert message with the following statement:
"Be advised all career trucks are busy"
7. CAD recommendations should be followed at all times regarding first due agency assignments.
 - (a) If the CAD system makes a recommendation that is in error, and the field units notify the E-9-1-1 Center that an error occurred, continue with the original first due agency assignment and alert the agency that field units recommend alerting.
 - (b) Any such errors shall be reported to the communications center supervisor as soon as possible.
8. Communications System Testing/Announcements
 - (a) The communications center will ATTEMPT to broadcast special announcements each Monday between 1800 – 1900 hours.
 - (b) All requests for special announcements MUST be into the Public Safety administration office no later than 1600 hours on Monday.
 - (c) Communications system tests may be conducted at any time at the discretion of the E-9-1-1 dispatcher, Public Safety Supervision, Communications Center Supervisor, or Fire/EMS Agency Supervisor, to determine that the communications alert system is operational.
9. Notifications
 - (a) PS 1, PS 2, PS 3, PS 7 and Captain 1 shall be informed of weather updates received in the communications center. This shall be done by email or text messaging.
 - (b) PS 1, PS 2, and PS 3 shall be immediately notified all the following by email or text messaging:
 - (1) Structure Fires,
 - (2) Traffic and Boating Accident Fatalities,
 - (3) Bomb Threats,
 - (4) HazMat Incidents,
 - (5) Specialty Team activations. (Search and Rescue, Dive Team, etc..)
 - (6) Communications system outages
 - (7) The unit notified should acknowledge receipt of the message. If no receipt is received, contact the unit by telephone.

7.1.4 System Communication Guidelines

1. All fire and EMS communications will be transmitted using plain English. NO TEN CODES will be utilized.
2. Size-Up (Units arriving on scene providing initial report)
 - (a) The initial unit on scene shall establish command and provide a scene size up. This command shall remain

in charge until another provider of equal or higher training and/or rank arrives on scene and assumes command.

3. All scene size up information AND apparatus or scene status reports shall be repeated back by the communications officer.

7.1.5 System Radio Designations

1. Public Safety Radio Designations

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|------------------|--|
| (a) PS-1 | Director of Public Safety |
| (b) PS-2 | Fire Marshal |
| (c) PS-3 | Division Chief of Operations |
| (d) PS-7 | Deputy Division Chief of Operations |
| (e) Captain 1 | Fire/EMS System Supervisor |
| (f) EMS 1 | Operational Medical Director |
| (g) Admin 1 | County Administrator |
| (h) Admin 2 | Deputy County Administrator |
| (i) Admin 3 | Deputy County Administrator |
| (j) FM-1 | Deputy Fire Marshal |
| (k) HazMat-1 | Hazardous Materials Response Vehicle |
| (l) Utility-1 | Utility Truck |
| (m) Rehab-1 | Fire/EMS Rehabilitation Support Vehicle |
| (n) SCUBA-1 | Dive Team Support Vehicle |
| (o) 210-2199 | Public Safety Staff |
| (p) EOC | Emergency Operations Center (Public Safety Office) |
| (q) Command Post | Fire/EMS Command Vehicle (Crash-10) |

2. EMS Agency Radio Designations

- | | |
|-------------------------|---|
| (a) Medic | Advanced Life Support Ambulance |
| (b) Rescue | Basic Life Support Ambulance |
| (c) Crash | Crash/Rescue Truck |
| (d) Response | Non-Transporting Class "A" licensed EMS vehicle |
| (e) Captain-? | EMS Agency Supervisor |
| (f) Lieutenant-? | EMS Agency Deputy Supervisor |
| (g) 2-2-0 thru 2-2-99 | Squad 2 Personnel (Franklin Co. Rescue) |
| (h) 2-3-0 thru 2-3-99 | Squad 3 Personnel (Ferrum Rescue) |
| (i) 2-4-0 thru 2-4-99 | Squad 4 Personnel (Glade Hill Rescue) |
| (j) 2-5-0 thru 2-5-99 | Squad 5 Personnel (Callaway Rescue) |
| (k) 2-6-0 thru 2-6-99 | Squad 6 Personnel (Snow Creek Rescue) |
| (l) 2-7-0 thru 2-7-99 | Squad 7 Personnel (Boones Mill Fire/EMS) |
| (m) 2-8-0 thru 2-8-99 | Squad 8 Personnel (Fork Mountain Rescue) |
| (n) 2-9-0 thru 2-9-99 | Squad 9 Personnel (Red Valley Rescue) |
| (o) 2-10-0 thru 2-10-99 | Squad 10 Personnel (Scruggs Fire/EMS) |
| (p) 2-13-0 thru 2-13-99 | Squad 13 Personnel (Cool Branch Rescue) |

3. Fire Agency Radio Designations

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|----------------------|---|
| (a) Engine | NFPA 1901 approved fire apparatus designed for fire attack |
| (b) Pumper/Wagon | NON-NFPA approved fire apparatus designed for fire attack |
| (c) Ladder | NFPA approved fire apparatus with straight truck mounted ladder designed for fire attack. |
| (d) Tower | NFPA approved fire apparatus with "Bucket" designed for fire attack |
| (e) Brush | NFPA 1906/1901 approved fire apparatus designed for wildland/brush fire |
| (f) Utility or Truck | Support apparatus designed to carry equipment or personnel |

(g) Air	Support apparatus designed for response to provide breathable air
(h) Mini-Pumper	NFPA 1901 approved apparatus designed for "QUICK" initial attack.
(i) Tender	NFPA 1901 approved apparatus designed for the carrying of water.
(j) Department-1	Rocky Mount Fire Department
(k) Chief-1	Fire Chief, Rocky Mount Fire Department
(l) Chief-?	Fire Department Supervisor
(m) Deputy/Assistant Chief-?	Fire Department Deputy Supervisor
(n) 3-1-0 thru 3-1-99	Department 1 Personnel (Rocky Mount Fire Department)
(o) 3-3-0 thru 3-3-99	Company 3 Personnel (Ferrum Fire Department)
(p) 3-4-0 thru 3-4-99	Company 4 Personnel (Glade Hill Fire Department)
(q) 3-5-0 thru 3-5-99	Company 5 Personnel (Callaway Fire Department)
(r) 3-6-0 thru 3-6-99	Company 6 Personnel (Snow Creek Fire Department)
(s) 3-7-0 thru 3-7-99	Company 7 Personnel (Boones Mill Fire/EMS)
(t) 3-8-0 thru 3-8-99	Company 8 Personnel (Fork Mountain Fire Department)
(u) 3-9-0 thru 3-9-99	Company 9 Personnel (Burnt Chimney Fire Department)
(v) 3-10-0 thru 3-10-99	Company 10 Personnel (Scruggs Fire/EMS)
(w) 3-11-0 thru 3-11-99	Company 11 Personnel (Smith Mtn. Lake Marine Fire Co.)
(x) 3-12-0 thru 3-12-99	Company 12 Personnel (Hardy Fire Department)
(y) 3-13-0 thru 3-13-99	Company 13 Personnel (Cool Branch Fire Department)
(z) 3-14-0 thru 3-14-99	Company 14 Personnel (Henry Fire Department)

7.1.6 Radio programming guidelines

- Portable and mobile radios that are owned by any public safety agency or affiliate agency will be programmed with identical channels and only by programmers authorized by the Director of Public Safety.
 - Radios that do not conform to the Public Safety guideline 7.1.6.1 will not be authorized to utilize frequencies utilized by the County of Franklin.
 - Any deviation from 7.1.6.1 shall only be authorized in writing by the Director of Public Safety.
- Portable Radio Program Schedule Fire/EMS radios
 - Franklin Main Channel (Repeater)
 - Franklin Fire/EMS Tac 1 (Repeater)
 - Franklin Fire/EMS Tac 2 (Repeater)
 - Franklin Main Channel (Direct)
 - Franklin Fire/EMS Tac 1 (Direct)
 - Franklin Fire/EMS Tac 2 (Direct)
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7.2 Initial Apparatus Response

7.2.1 Fire/EMS Response Guidelines

- The following apparatus are recommended to be dispatched by the communications center as the initial response for the following incidents.

(a) Motor Vehicle Accident	Ambulance/Engine/Crash Truck/State or Town Police
(b) Medical Call	Ambulance
(c) Commercial Fire or Alarm	3 Engines/Ladder/Ambulance/Captain-1/Rehab-1/Command Post/Air Truck
(d) Residential Fire (Day)	3 Engines/Ladder/Ambulance/Captain-1/Rehab-1/Air Truck
(e) Residential Fire (Night)	3 Engines/Ladder/Ambulance/Captain-1/Rehab-1/Air Truck
(f) Residential Fire Alarm	Engine/Ambulance
(g) Brush Fire	Engine/Brush Truck/Tender/Ambulance
(h) Chimney Fire	Engine/Ladder/Ambulance
(i) Carbon Monoxide Alarm	Engine/Ambulance
(j) LP Gas Leak or Odor	Engine/Ambulance/Captain-1

(k) Gas Leak from Vehicle	Engine
(l) HazMat Spill	Engine/Ambulance/Captain-1/HazMat-1
(m) Illegal Burning Complaint	Engine/Captain-1/PS-2
(n) Aircraft Accident	2 Engines/2 Ambulances/Crash Truck/Captain-1/Command Post/State Police
(o) Smoke Investigation	Engine
(p) Trench or Structure Collapse	Engine/Ladder/Crash Truck/Captain-1
(q) Highway Blocked by debris	Engine
(r) Wires Down	Engine
(s) Boating Accident (SML)	Fire Boat/Ambulance/Conservation Police
(t) Boating Accident (Philpott)	Ambulance/Conservation Police/US Army Corps of Engineers
(u) Drowning	Ambulance/Dive Team/Sheriff's Department

2. The Fire/EMS System Supervisor (Captain-1) may make adjustments at their discretion to any response recommendation outlined in 7.2.1.1 (a thru u)

7.3 Vehicle Incidents and Investigations

7.3.1 Accidents involving Emergency Vehicles

1. All vehicle crashes and incidents involving county owned vehicles, regardless of how minor must be investigated by the law enforcement agency having jurisdiction.
2. The involved driver shall make the proper notifications through the communications center.
3. All parties involved in crash shall be assessed for injuries.
4. Assess for any hazards such as leaks, traffic hazards or any other situation which will make remaining at the site of the incident more hazardous.
5. Fire/EMS staff responding to a call must immediately notify the communications center of the incident and have another unit dispatched to handle the initial call. If the unit involved is an ambulance and transporting a patient, another ambulance shall be dispatched to handle the transport.
6. The communications center shall notify the proper law enforcement agency having jurisdiction to conduct an investigation.
7. The Director, Division Chief of Operations, and Captain-1 shall be notified by phone or email.
8. The Senior Officer on scene shall make sure that driver involved in the accident completes an accident report form and submits it into the administration office with 24 hours.
9. If the incident involves a volunteer unit the Chief Officer of that agency shall also be notified.
10. The involved driver shall be transported to the hospital and shall be tested for drugs and alcohol.

7.3.2 Emergency Vehicle Incident Review Committee

1. The Director of Public Safety shall appoint an Emergency Vehicle Incident Review Committee to review the facts gathered from incidents involving county owned emergency vehicles. The committee will be responsible for the following:
 - (a) Conduct a review each incident reported to determine in-service drivers training should be conducted to address accident trends.
 - (b) Determine if the emergency vehicle operator followed Emergency Vehicle Operation guidelines, local ordinances, and state law.
 - (c) Make recommendations to the Director of Public Safety regarding Emergency Vehicle Operation policy and procedure.
 - (d) Determining if the occurrence is one of the following:

- (1) Incident-An unavoidable occurrence in which the operator did not contribute to the event.
 - (2) Accident (Mild Chargeable)-An avoidable occurrence in which the operators action, or lack thereof, or violation of an emergency vehicle operating guideline, contributed to the cause of the event.
 - (3) Accident (Strong Chargeable)-An avoidable occurrence in which the operators action, or lack thereof, or violation of an emergency vehicle operating guideline, or local ordinance, or violation of state law, was the direct cause of the event.
 - (4) Accident (Gross Negligence)-An avoidable occurrence in which the operator willfully and intentionally violated an emergency vehicle operations guideline, local ordinance, or state law, which resulted in, or contributed to the event.
2. The committee shall meet semi-annually to review incidents.
 3. Any damages incurred to private vehicles which are operated by fire and emergency medical services personnel shall NOT be covered by county insurance in accordance with Guideline 3.1.2.

7.4 Career Staff Volunteering Within Franklin County

7.4.1. Employee Volunteer Service Guideline

1. With the passage of the Fair Labor Standards Act (FLSA), non-exempt employees must be compensated at a rate of one and one-half times their normal pay rate for hours worked greater than forty (40) per each work week. The courts have ruled that volunteering in the same or similar position as the employee's work also is considered as time on the job and therefore must be compensated. This policy was developed to eliminate the possibility of this department being held liable for overtime associated with time worked as a volunteer. This policy can be referenced under U.S. Department of Labor 29 CFR 553.102 and 29 CFR 553.103.
2. **Full time employees**
 - (a) Full time employees whose job function includes responding to emergencies on a routine or occasional basis are NOT permitted to hold an active membership in any volunteer department within Franklin County whose duty is to perform similar activities (i.e. fire, rescue, EMS).
 - (b) Full time employees may hold life or honorary memberships within volunteer departments of the county.
 - (c) Full time employees may involve themselves with social type activities of a volunteer department such as fund raising projects, records management, awards ceremonies, and other events.
 3. **Part time employees**
 - (a) Part time employees are permitted to hold active membership in any volunteer department within Franklin County whose duty is to perform similar Fire/EMS activities.

7.4.4 Out of County Volunteer Service

1. Employees are not prohibited from volunteering with fire and EMS departments outside of Franklin County; however, they cannot answer calls located within Franklin County with that department unless approved by the Fire/EMS System Supervisor.

7.5 Standby Fees

1. The Department of Public Safety has established the following cost that agencies may charge in order to recover any cost associated with standing by at events.
2. When the standby is conducted by volunteer personnel the cost shall be \$75.00 per apparatus per hour.
3. When the standby is conducted by career personnel the cost shall be the actual time worked at a rate of one and one half times the normal salary of the employee.
4. Volunteer staffing will always be utilized when possible.
5. Volunteer agencies may deviate from this pricing guideline IF PRIOR arrangements have been made with the organization requesting the standby.

7.6 Career Reaction Times

1. All career Fire/EMS trucks shall respond (reaction time) to calls within two (2) minutes of being dispatched when the unit is available for service.
2. When a unit is unable to respond (i.e. out of service) the on duty career Captain shall be notified.

7.7 Standby Fees

1. The Department of Public Safety has established the following fee schedule that agencies may charge in order to recover any cost associated with providing standby services at events.
 - (a) When the standby is conducted by volunteer personnel the cost shall be \$75.00 per apparatus per hour.
 - (b) When the standby is conducted by career personnel the cost shall be the actual time worked at a rate of one and one half times the normal salary of the employee.
4. Volunteer staffing should always be utilized when possible.
5. Volunteer agencies may deviate from this fee schedule if prior arrangements have been made with the organization requesting the standby.

7.8 Exposure Control Plan

1. The following job classifications, both volunteer and career staff are those which hold a reasonable occupational risk of exposure to blood or other potentially infectious materials:
 - (a) Paramedic
 - (b) EMT/Intermediate
 - (c) EMT/Enhanced
 - (d) EMT-Basic
 - (e) Firefighter
 - (f) Fire/EMS Officer
 - (g) EMT/Instructor
 - (h) Operations Captain
 - (i) Deputy Division Chief of Operations
 - (j) Division Chief of Operations
 - (k) Law Enforcement Officer
 - (l) Animal Control Officer/Senior
 - (m) Animal Control Officer
 - (n) Adoption Specialist
 - (o) Other Fire/EMS Responder
 - (p) Fire Marshal
 - (q) Deputy Fire Marshal
 - (r) Director of Public Safety
2. The following job classifications are those which hold little or no risk of occupational exposure to blood or other potentially infectious materials:
 - (a) Administrative Assistants
 - (b) Secretaries
 - (c) Non Fire/EMS Office Staff
3. The Franklin County Department of Public Safety shall ensure that this guideline is made accessible to each existing member.
4. Food or drink shall not be permitted to be stored or transported in any patient compartment area of an ambulance, or in any work area where there is a reasonable likelihood of occupational exposure.

5. Personnel shall not eat, drink, smoke, chew tobacco/smokeless tobacco, apply cosmetics or lip balm, or handle contact lenses in any patient compartment area of an ambulance, or any work area where there is a reasonable likelihood of occupational exposure.
6. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances.
7. Personnel with extensive skin lesions or severe dermatitis on their hands, arms, head, face or neck, shall not engage in direct patient contact, handle patient care equipment or handle medical waste.
8. The Franklin County Department of Public Safety shall ensure this document is reviewed and updated annually. Any additions or changes in policy or procedure shall be passed on to the intended audience.
9. The Franklin County Department of Public Safety shall provide the following personal protection equipment:
 - (a) Disposable Examination Gloves
 - b. Disposal Surgical Masks
 - c. Disposal Gowns
 - d. Eye Protection
 - e. Pocket Mask with a One-Way Valve
 - f. Waterless Hand Cleaner or Equivalent
10. The equipment listed above, shall be placed onto every vehicle whose primary responsibility is to respond to EMS calls and made available for employees listed in 7.8.1
11. Appropriate barrier protection shall be implemented whenever the possibility exists for occupational exposure. Disposable gloves shall be worn on all EMS calls where a likelihood of exposure exists for the care providers. During incidents such as motor vehicle crashes, personnel shall wear appropriate gloves, i.e. latex or leather, consistent with the anticipated activity.
12. Masks and protective eyewear shall be worn in situations where airborne transmission of fluids or splashes of body fluids are likely to occur.
13. Gowns shall be worn during situations that are likely to generate splashes or body fluids.
14. Adjunct respiratory devices shall be utilized to perform artificial ventilations.
15. Gloves shall be changed between the contacts of different patients.
16. Gloves shall be changed as soon as practical when they become contaminated, torn or punctured.
17. Personnel shall wash their hands and any other exposed skin as soon as possible after the removal of gloves or other barrier protection. If the personnel are away from the station or medical facility, these body areas shall be cleaned with a waterless hand cleaner. As soon as feasible, personnel shall wash these body areas with soap and water.
18. Personnel shall wash as listed above or flush any mucous membranes with water, immediately or as soon as possible following contact of these body areas with blood or other potentially infectious materials.
19. The Franklin County Department of Public Safety shall provide the following waste control devices:
 - (a) Waste Containers for Ambulances

- (b) Waste Containers for Stations
- (c) Large and Small Red Biohazard Bags
- (d) Needle/Sharps Disposal Containers

20. When handling infectious waste, personnel shall wear appropriate barrier protection.
21. Infectious waste shall be handled in the following manner:
- (a) Scene Waste:
 - (1) Infectious waste at the scene shall be placed into a waste bag at the point of origin at which it was generated.
 - (2) Picking up waste and carrying it to a waste container shall not be permitted.
 - (3) Once all waste is placed into the waste bag, the waste bag shall be placed into the waste container on board the ambulance.
 - (4) If there is no ambulance at the scene, the waste bag shall be sealed and transported to the station or hospital and disposed on in the proper container.
 - (b) Waste in The Ambulance:
 - (1) Any infectious waste generated in the ambulance shall be placed in the vehicle's waste container.
 - (2) Upon returning to the station, the liner shall be removed from the vehicle's waste container and placed into the station's waste container.
 - (3) A new liner shall be placed into the waste container in the ambulance.
 - (c) Linens:
 - (1) Linens, which have been contaminated, shall be placed in the appropriate container upon arrival at the receiving medical facility.
 - (2) Contaminated linens that are not transferred to a medical facility shall be placed into a red waste bag at the site.
 - (3) The waste bag is to be sealed and transported back to the station or medical facility where it shall be placed into the proper waste container.
 - (d) Needles/Sharps:
 - (1) At no time shall contaminated needles or other sharp instruments be recapped, bent or broken.
 - (2) Contaminated needles shall not be removed from the syringe.
 - (3) Contaminated needles/sharps shall be placed into an appropriate sharps container as soon as possible after use.
 - (4) Once a sharps container becomes full, the container is to be closed/sealed and taken to a medical facility for disposal. A new sharps container is to be placed back into service.
21. The Franklin County Department of Public Safety shall provide the following cleaning and disinfecting supplies:
- (a) Disposable Gloves
 - (b) Disposable Gowns
 - (c) Eye Protection
 - (d) Disposable Masks
 - (e) Disinfectant
 - (f) Red Waste Bags

22. Areas that are used for the purpose of cleaning or disinfecting medical equipment and supplies shall be physically separate from the area used for food preparation, cleaning of food and cooking utensils, personal hygiene, sleeping and living areas.
23. During any process of cleaning or disinfecting, gloves shall be worn. Additional Barrier protection shall be worn proportionate to the magnitude of the cleaning task.
24. During any process of cleaning or disinfecting, personnel shall not eat, drink, smoke/smokeless tobacco, chew, apply cosmetics or lip balm, or handle contact lenses.
25. Medical Equipment and Supplies cleaning and Disinfecting:
 - (a) Any piece of reusable medical equipment or supply that has become soiled or contaminated shall be placed into a red waste bag when use is complete. This equipment shall remain in the waste bag until such time that it is to be cleaned and disinfected.
 - (b) Metal and electronic equipment shall be cleaned and disinfected in accordance with the manufactures recommendations.
 - (c) Disinfectant shall be used for the general maintenance and cleaning of the interior surfaces of the ambulance and the exterior equipment boxes that may have been handled with gloved hands.
26. Uniforms cleaning and disinfecting:
 - (a) Uniforms/Street clothing shall not be considered as appropriate barrier protection.
 - (b) Spot Cleaning:
 - (1) If a small area of the station uniform becomes contaminated, spot cleaning of the garment is appropriate. The spot cleaning procedure is as follows:
 - (i) Squirt pre-cleaner onto the garment
 - (ii) Gently rub fabric together
 - (iii) Rinse with cool water
 - (c) Laundering:
 - (i) Uniforms that have been grossly contaminated with bodily fluids shall be removed as soon as possible and placed into a red waste bag until such time that it can be laundered at the departments laundering center.
 - (ii) Grossly contaminated uniforms shall not be taken home to be cleaned.
 - (iii) Contaminated uniforms shall be laundered as follows:
 - 1) Wash contaminated clothing separately
 - 2) Wash in hot water with water setting at highest level
 - 3) Wash garments using ½ cup oxygenated bleach, such as liquid Clorox 2, and one cup liquid detergent such as liquid Tide.
 - 4) The washing machine should be programmed for normal cycle using a second rinse.
 - 5) DO NOT use chlorine bleach on station uniforms.
27. Protective Clothing (Turnout Gear) Cleaning and Disinfecting:
 - (a) Turnout Gear shall not be considered as appropriate barrier protection.
 - (b) Spot Cleaning:
 - (i) If a small area of the protective clothing becomes contaminated, spot cleaning of the garment is appropriate. The spot cleaning procedure for protective clothing is the same as for uniforms.

(c) Laundering of Protective Clothing:

- (i) Protective clothing that has been grossly contaminated with bodily fluids shall be handled as follows:
 - (ii) Remove the garment as soon as possible
 - 1) Rinse the garment to remove the majority of the contaminated material
 - 2) Allow to air dry
 - 3) Follow the manufactures guidelines for cleaning
 - 4) Notify and officer in order to obtain replacement gear
28. The Franklin County Department of Public Safety shall provide training to all members regarding the administration, safety and benefits of the Hepatitis-B Vaccine.
29. After the above training, the Franklin County Department of Public Safety shall make available to the member the Hepatitis-B Vaccine. The vaccine shall be offered at no cost to the member.
30. If the member has previously received vaccination against Hepatitis-B, and the anti-body testing reveals that the employee is immune, or if the vaccine is contraindicated for medical reasons, the vaccine will not be made available.
31. If the member declines the Hepatitis-B vaccine the Refusal Form shall be filled out completely.
32. If the member initially declines the Hepatitis-B, but at a later date decides to accept the vaccination, the Franklin County Department of Public Safety shall make the vaccination available at no cost.
33. If the U.S Public Health Service ever recommends a routine booster dose of the Hepatitis-B vaccine, such doses shall be offered at no cost.
34. If during a routine physical or blood work an HBV titer shows you are not immune a booster shall be offered at no cost to the employee.
35. An exposure translates into contact with an infectious agent, such as blood or bodily fluids that have the potential to contain blood in it, through inhalation, percutaneous inoculation, or contact with an open wound, non-intact skin or mucous membrane. PLEASE NOTE THAT CONTACT OF BLOOD OR BODY FLUIDS ONTO INTACT SKIN DOES NOT SIGNIFY AN EXPOSURE.
36. Any member who has had an exposure incident shall comply with the following:
 - (a)Wash the exposed area well with soap and water and approved cleaner. In the event of mucous membrane exposure, such as blood in eyes, flush the eyes with water as soon as possible.
 - (b)Upon arriving at the accepting medical facility, report the exposure to the physician responsible for the source individual's care. Ensure that their personnel complete the appropriate post-exposure documentation at the receiving medical facility.
 - (c)The Franklin County Department of Public Safety Post-Exposure Document shall be completed within 24 hours.
 - (d)The Operations Captain on duty shall be notified immediately after arriving at the receiving facility or upon returning to the station.
 - (e)If a volunteer has an exposure they must also notify the administrative assistant at the public safety administration office within 3 days of the incident.
 - (f)If a career employee has an exposure they must notify Phyllis Scott within 24 hours of the incident.

37. The Franklin County Department of Public Safety shall ensure that:
- (1)The exposed member is sent to the approved physician as soon as feasible so that baseline examinations can be performed and/or baseline blood samples drawn.
 - (2)The results of the source individual's test are communicated to the exposed individual.
 - (3)Any post-exposure prophylaxis, treatment or counseling shall be provided to the exposed member as indicated, at no cost to the member.
38. The Franklin County Department of Public Safety shall provide annual training to all members, concerning communicable diseases. This training shall include, but not limited to the following topics:
- (1)Any changes in policy or procedure that effect occupational exposure.
 - (2)Explanation of OSHA regulations and other related material.
 - (3)Explanation of modes of transmission and symptoms of communicable diseases.
 - (4)Explanation of use and limitations of barrier protection devices and preventive practices.
 - (5)Information on types, basis of proper selection, proper use, location, removal, handling, decontamination and disposal of personal protection equipment.
 - (6)All information regarding Hepatitis-B vaccines.
 - (7)Explanation of the procedure to follow if an exposure incident occurs.
 - (8)Information regarding the post-exposure evaluation.
 - (10)Information and explanation concerning hazardous communication and labeling.
- 39 This training shall be provided at no cost to personnel.
39. The station officer shall submit to the counties training officer, the following Information regarding the above training, once completed:
- (1)Dates of training sessions
 - (2)Summary of the training session
 - (3)Name of person(s) conducting the training
 - (4)Name of personnel attending the training
41. The Franklin County Department of Public Safety shall ensure that the above training records are maintained for a period of not less than 3 years from the date the training was provided.
42. The Franklin County Department of Public Safety shall ensure that the following personal and medical information is established and maintained for each member:
- (1)Name and social security number of the member
 - (2)A copy of the members Hepatitis-B vaccination status, including dates of inoculation
 - (3)Records of all results of examinations, medical testing and follow-up procedures as required for post exposure incidents, as well as copies of the physicians written opinion regarding the exposure.
43. The Franklin County Department of Public Safety shall ensure that the medical records and information on exposures listed in 7.8.44 and 7.8.45 are maintained indefinitely.

7.8.44

FRANKLIN COUNTY DEPARTMENT OF PUBLIC SAFETY
POST-EXPOSURE REPORT

Exposed Members Name: _____

SSN: _____

Station: _____

Name of Patient: _____

Patients DOB: _____

Patients Address: _____

Suspected/Confirmed Disease: _____

Accepting Medical Facility: _____

Date of Exposure: _____

Time of Exposure: _____

Type of Incident: Trauma Medical Other: _____

What were you exposed to: Blood____Tears____Feces____Urine____Saliva____
Vomitus____Sputum____Other_____

Parts of your body that became exposed. Be Specific:

Did you have any open cuts, sores or rashes that became exposed? Be Specific.

How did the exposure occur? Be Specific.

Did you notify the receiving medical facility of the exposure? _____

Name of Officer notified and Date: _____

Members Signature: _____ Date: _____

Please Attach a copy of PPCR/VFIRS & Medical Facility Exposure Report

7.8.45

FRANKLIN COUNTY DEPARTMENT OF PUBLIC SAFETY

Hepatitis-B Vaccine Refusal

I, _____, understand that due to my occupational exposure to blood and other potential infectious materials I may be at risk of acquiring Hepatitis-B infection. I have been given the opportunity to be vaccinated with the Hepatitis-B Vaccine, at no charge to myself. However, I decline Hepatitis-B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis-B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis-B vaccine, I can receive the vaccination series at no charge to me.

Member Signature: _____

Date: _____

Station: _____

Witness Signature: _____

7.9 Response to patients that are Dead on Arrival (DOA)

1. It shall be the guideline of Franklin County Department of Public Safety that once clinical death has been established that preservation of the scene shall be maintained until it is cleared by Law Enforcement.
2. Upon Arrival of EMS personnel:
 - (a) Upon arrival determine if the scene is safe
 - (b) Determine if clinical death has occurred per **WVEMS protocol G-3**
 - (c) Contact the communications center. Advise the communications center of the DOA and request that law enforcement respond, unless the death is in a health care facility and no evidence of foul play exists.
 - (d) Do not disturb the scene
 - (e) Do not allow unauthorized persons in the area and keep EMS personnel to a minimum number necessary to handle the call safely.
 - (f) Wait for law enforcement to arrive
 - (g) Contact the medical examiner
 - (h) Once the body is released by the M.E., the funeral home of family choice, or a body removal service to transport the remains.
 - (i) Document all information pertaining to the call.
 - (j) Before leaving, speak with a family member to determine if any further assistance is needed or answer any questions that they may ask to the best of your ability.

7.10 Medical Direction

1. All EMS responders shall follow Western Virginia EMS protocols and those approved by the Operational Medical Director (OMD) of Franklin County.
2. Any Basic Life Support provider coming from outside the Western Virginia EMS Council region shall be approved by the OMD prior to practicing.
3. No ALS provider may practice until they have been cleared by the Franklin County Department of Public Safety and the OMD.