

POLICY: EXPOSURE REPORTING

Hadley Township Fire Department
Policy # 015

I. Scope:

This policy shall apply to any member who has been exposed to or has been in contact with any hazardous material, contagious disease or foreign body fluids while on duty.

II. Procedure:

- A. Whenever a member is exposed to or comes in contact with a hazardous material, contagious disease or foreign body fluid while on duty, he/she shall complete a record of the incident on the Hazardous Materials Exposure Form. The completed form shall be forwarded to the Fire Chief within 24 hours of the exposure.
- B. A copy of the completed form shall be placed in the member's permanent medical file.
- C. Coding instructions:
 1. Insert the member's name and SSN, the incident number, and the date of the exposure.
 2. List the type of incident:
 - a. Chemical reaction
 - b. Spill or leak
 - c. Fire
 - d. Explosion
 - e. Vapor release
 - f. Medical incident
 - g. Any combination of the above.
 3. Level of protection used:
 - a. Full structural protective clothing, SCBA, and duct tape for all exposed areas.
 - b. Full-face cartridge respirator with the appropriate cartridge hard hat, appropriate splash clothing, gloves, and boots.
 - c. Fully encapsulated suit and SCBA.
 4. Supplement number if more than two chemicals are encountered by the individual.
 5. Insert the time and location of the incident.
 6. Vital signs taken on the initial medical survey. Each member who is directly involved in the operation shall have a set of vital signs taken.
 7. Length of the exposure in minutes:
 - a. On the scene.
 - b. In the hot zone.
 8. Medical action:
 - a. Conditions monitored on the scene by the paramedics—i.e., vitals, survey, etc.
 - b. Transported to a medical facility for observation or treatment.
 - c. Transported to a medical facility, laboratory work, and follow-up with a physician. Not admitted.

- d. Transported to a medical treatment with post-release follow-up.
- 9. On-scene activity performed:
 - a. Entered hot zone.
 - b. Entered warm/decontamination.
 - c. Remained in cold zone.
- 10. Hazard class:
 - a. Explosives
 - b. Gases
 - c. Flammable and Combustible liquids
 - d. Flammable solids
 - e. Oxidizers and organic peroxides
 - f. Poisons
 - g. Radioactive materials
 - h. Corrosives
 - i. ORM (other related materials)
 - j. Biological
- 11. United Nations Identification Number (DOT book).
- 12. Shipping name if known.
- 13. Trade name if known.
- 14. Biomedical name: Enter the biological or common medical name of the disease exposed to if known; attach a copy of the patient form to the Hazardous Materials Exposure Form.
- 15. Enter other pertinent information at the bottom of the page or on the back.

III. Responsibilities:

- A. Each member shall be responsible for completing the Hazardous Materials Exposure Form whenever he/she is exposed to or comes in contact with a hazardous material, contagious disease or foreign body fluid while on duty.
- B. Officers shall be responsible for ensuring that members under their command have properly completed the Hazardous Materials Exposure Form whenever they have come in contact with a hazardous material, contagious disease or foreign body fluid. Officers shall forward the completed forms to the Fire Chief within 24 hours of the exposure.