

COVID-19 OPERATIONAL CHECKLIST

Bay Ridge Volunteer Fire Company

3/21/2020

The following is an operational checklist to ensure each task is completed.

This follows with the COVID-19 Response Plan 3/17/2020

Fire Company On-Scene PRIOR to EMS

Command

- Review dispatch information
- Notify EMS of the Fire Company being on-scene on the responding EMS agency's frequency
- Ensure access for responding ambulance
- Attempt to contact patient or family member from outside the structure
 - Obtain information of the patient's condition
- Identify which medically trained member or members shall don the PPE prior to entering
- Notify Communications of a possible/confirmed COVID-19 patient at the address by **telephone**.
- Update responding EMS of any new information
- Identify cold zone/warm-hot zone line (*for example: front door*)
- Ensure EMS personnel have donned the appropriate PPE

Members not donning PPE

- Assist member donning PPE
- Ensure hand sanitizer/sanitizing wipes are present
- Establish a doffing area outside the structure but away from the ambulance/fire apparatus
- Place a red bio-hazard bag, sanitizing wipes, liquid hand sanitizer and a contaminated equipment bucket in the doffing area
- Ensure the door/window between the ambulance's patient compartment and cab are closed and secure
- Turn on the patient compartment's vent/exhaust fan

Members donning PPE and entering

- Obtain proper PPE: mask, gloves, gown and eye protection
- Ensure PPE is intact and the proper size
- Utilize hand sanitizer **prior** to donning PPE
- Don portable radio, gown, gloves, mask and eye protection
 - In this order
 - ** Gloves shall be placed OVER the arms of the gown
 - ** The ENTIRE Portable radio MUST be under the gown
- Obtain minimally required medical equipment
(*avoid utilizing entire bag during entry*)
- Notify command when patient contact is established
- Request any additional equipment that may be needed
 - Any additional equipment will be placed near/at the established cold zone/warm-hot zone line
- Advise command of the patient's status/condition
- Advise command if EMS will be NEEDED to enter
 - If the patient can be removed by FD personnel, and the patient's status dictates, advise command to instruct EMS personnel to remain outside
- Treat the patient as needed, remove patient to the ambulance
 - If patient can walk, assist them
 - If additional members are needed, contact command
- Report to the doffing area

Doffing procedure

- Place any equipment into the decon bucket
- Utilize hand sanitizer/sanitizing wipes:
 - Gloves
 - Bottom of footwear
- Remove the PPE into the red bio-hazard bag in this order:
 1. Gown
 2. Gloves
 3. Eye protection
 4. Mask
- Utilize hand sanitizer/sanitizing wipes

- Exit the doffing area

AVOID TOUCHING ANY SKIN PRIOR TO SANITIZING HANDS

EMS On-Scene PRIOR to Fire Company

Command

- Review dispatch information
- Notify EMS of the Fire Company responding on the squad's radio frequency
- Ascertain if fire company members will be needed to assist EMS inside the structure
- Obtain information of the patient's condition
- Maintain communications with the EMS crew at all times
- Obtain amount of EMS personnel inside

If Fire Company members are NOT needed inside:

- Ensure the door/window between the ambulance's patient compartment and cab are closed and secure
- Turn on the patient compartment's vent/exhaust fan
- Establish an equipment "staging area" in the cold zone for any requested equipment for use inside by the EMS crew

If Fire Company members ARE needed inside:

- Ascertain the number of members needed from the EMS members
- Ensure the member/s don the full PPE Ensemble, as described above
- Ensure sanitizer/sanitizing wipes are present while donning/doffing
- Establish a doffing area outside the structure but away from the ambulance/fire apparatus
- Place a red bio-hazard bag, sanitizing wipes, liquid hand sanitizer and a contaminated equipment bucket in the doffing area

INFECTION CONTROL KIT CONTENTS

- 1 COVID – 19 OPERATIONAL CHECKLIST
- 1 bottle Hand Sanitizer
- 2 pair of Safety Glasses
- 2 Disposable Gowns
- 4 Surgical Masks
- 4 N 95 Masks
- 4 Pair Nitrile Gloves
- 12 Hand Sanitizer Wipes