



CITY OF HARRISONBURG
FIRE
DEPARTMENT

101 NORTH MAIN STREET
HARRISONBURG, VA 22802
OFFICE (540) 432-7703

Comprehensive Long-Term Isolation Plan

86 Maryland Avenue (Modular Structure)

PURPOSE:

To ensure public safety personnel (as defined by the Fire Chief, or designee) including career and volunteer fire and rescue personnel, law enforcement and public safety telecommunicators a mechanism for temporary physical isolation as a result of a work-related exposure to a contagion when directed by a healthcare practitioner in conjunction with the State or Local Health Entity Authority Having Jurisdiction. In general, allowing personnel to isolate at home is preferred, although not always practical or possible.

PROCEDURE:

To effectively execute this plan, it is divided into the following phases:

- Phase I** Activation of location & readiness confirmation procedure
- Phase II** Essential incidentals & domestic supply deployment procedure
- Phase III** Transportation of personnel to location procedure
- Phase IV** Accommodations arrangement procedure
- Phase V** Sustainment process
- Phase VI** Termination and demobilization procedure

The following procedure and checklist should be followed to ensure key components are addressed. When identified gaps exist, they should be routed through the chain of command, typically beginning with the on-duty Battalion Chief, or designee.

The use of ICS forms is recommended when activation and execution of this plan is required.

PHASE I: Activation of 86 Maryland Avenue

The preferred primary isolation location for first responders under the authorization of the Fire Chief is 86 Maryland Avenue, located next to Fire Station 1. In some instances, this may not be possible or practical and an alternate location must be secured. The basic components of the plan remain valid regardless of the selected location. Surge capacity locations to be considered include un-used residence halls at JMU, temporarily unstaffed City fire stations, temporarily unstaffed County Fire or Rescue Stations.

The HFD Duty Officer is responsible for activating this plan. Upon notification to the on-duty HFD Battalion Chief, they will direct and verify the following actions to occur:

EXAMPLE OF DELEGATION: Tasking the Engine or Truck Company at Station 1.

ACTION ITEM(S)	COMPLETED BY INITIALS	DATE & TIME
1. On-Duty Battalion Chief notified of the activation of this procedure.		
2. Meticulous documentation of this procedure will occur throughout the <i>Activation</i> and conclude upon completion of <i>Demobilization</i> . This document shall serve as documentation in addition to other logs, receipts, and business transaction records.		
3. Facility is unlocked/ and inspected, ensuring power throughout 86 Maryland Avenue.		
4. The thermostat(s) set to achieve a room temperature throughout of 68 - 70 degrees Fahrenheit		
5. Appliances confirmed operational: - Refrigerator - Range & oven; hood system (with a few pots and pans) - Microwave oven - Dishwasher (run empty with soap to circulate water potentially stale) - Coffee pot (with filters)		
6. Misc. kitchen utensils: - Spatula - Slotted turner - Large spoon - Ladle - Strainer - Can opener (manual type) - Sharp knives (steak set and butcher type)		
7. Smoke alarms functional		
8. Carbon monoxide alarm functional		
9. Fire extinguishers		
10. Sprinkler System functional (if applicable)		
11. Basic first aid kit		
12. Ten (10) surgical masks for acutely ill occurrences. Located near first aid kit in utility room		
13. Medical thermometer with protective covers/sleeves		
14. Water faucets functional & draining		
15. Sharps container and biohazard trash receptacle in utility room for chronic medication administration, personal epinephrine for allergies, or potential medications ordered in a medical plan.		
16. Water heater functional (hot water at all faucets and shower)		
17. Shower(s) functional and draining		
18. Television functional or plan to move one in place		
19. Cellular phone support products (i.e. chargers)		
20. Internet service functional (if feasible)		
21. Bunks made with linens (bed bud cover, fitted sheet, cover sheet, comforter) and 2 pillows each for every occupant.		

22. Blanket for each anticipated occupant available		
23. Approved electric power strips (6) made available - staged in utility room.		
24. Outside trash container(s) in place to receive trash bags from inside structure.		
25. Duty Officer notifies Peer Support Team Leader to coordinate behavioral health support for affected members (and family).		

PHASE II: Essential Incidentals & Domestic Supply

NOTE: These are only items that are identified to get the employee(s) and/or volunteer(s) in place. *The employee(s) and/or volunteer(s) may submit special requests regarding essentials that he/she may need specific to their gender, and or preexisting conditions or special needs. Those will be in addition to items noted below.*

These items exist in quantity and will simply need opened up from packaging and deployed to appropriate locations in the structure.

ACTION ITEM(S)	COMPLETED BY INITIALS	DATE & TIME
1. Dish soap multiple small bottles		
2. Hand soap (proximity of all sinks and faucets)		
3. Dishwasher detergent (individual packets)		
4. Approved aerosol spray disinfectant (can in each room, 4 spare in utility room)		
5. Paper towel rolls (dispensers & proximity of all sinks)		
6. Trash can liners in all cans and extra supply on hand		
7. Disposable forks, spoons, knives (at least 24 each)		
8. Paper napkins (at least 100)		
9. Disposable plates (at least 100)		
10. Disposable plastic cups (at least 100)		
11. Disposable coffee/hot cups (at least 100)		
12. Alcohol based hand sanitizer (Dept approved) 6		
13. Toilet paper on dispenser, 6 extra rolls near by		
14. Toilet hygiene wipes (ie "baby wipes") 2 packs		
15. Cavicide™ disinfectant (Restroom, Kitchen, Utility Room) in spray bottle		
16. Mop and bucket in utility room		
17. Bathing linens (4 towels, 4 wash cloths each person)		
18. Shower luffas (1 each person, all different colors if possible)		
19. Shower curtain in place (new); door clean if such equipped		
20. Vacuum cleaner or shop vacuum (interim) in utility room		
21. 1 gallon or greater floor disinfectant in utility room		
22. EMS type gloves, box each size in utility room (for cleaning)		
23. Gender neutral body shower soap		
24. Disposable toothbrushes (8 for each person)		
25. Small toothpaste tubes (2 for each person)		
26. Single serving mouth wash units (2 each person per day)		
27. Shaving cream (small containers) men & women's (2 for each person)		
28. Disposable razors (multi pack for each person)		

29. Bottle water in refrigerator (up to 24)		
30. Bottle Gatorade in refrigerator (up to 24)		
31. Coffee (10 packs) & Filters (10)		
32. Tea bags (10)		
33. Sugar & creamer		
34. Salt & Pepper in shakers or grinder dispenser (non-bulk)		

PHASE III: Transportation of the employee(s) and/or volunteer(s).

ACTION ITEM(S)	COMPLETED BY INITIALS	DATE & TIME
1. Transportation will be coordinated through the HFD Battalion Chief and in coordination with a healthcare facility (if applicable). This will include a decon. strategy for the transport vehicle upon arrival at the destination.		
2. Transportation shall not occur until confirmation of completion of PHASE I & II.		
3. Transportation should not occur until completion of an individual medical plan is reviewed by the Fire Chief or designee. NOTE: The Individual Medical Plan is confidential and will occur separate this process. This plan is designed to ensure safety of the person being isolated and others who may also require isolation.		
4. Prior to departure from the departure location, the person being isolated may request special hygiene products, nutrition, and food requests they anticipate for the next 24 hours.		
5. Prior to departure from the departure location, person being isolated may request items from their home that family may deliver to the isolation location such as additional clothing, footwear, sleep wear, housing items, etc. NOTE: this does limit other opportunities during the rest of the isolation duration. This effort is to simply expedite comfort & accommodations the person being isolated.		
6. The transport vehicle should have all unnecessary items removed. The preference would be to allow the person being isolated to drive themselves in the designated vehicle to the isolation facility, park the vehicle, and make entry into the facility unassisted. This may not be possible and may require a driver to don appropriate PPE prior to driving the vehicle.		
7. Transport shall not involve any stops between the departure location and isolation location.		
8. Upon arrival at the destination, the subject transported will report directly into the structure.		
9. Decontamination will occur to the transport vehicle as was determined prior to departure from the hospital.		

PHASE IV: Accommodation Arrangement

This phase will begin with requests made during the pre-transport efforts (PHASE I). The remainder of this will occur once the employee(s) and/or volunteer(s) arrive at the location and identify their requests and will occur as they “settle in” and acclimate to the environment. Accommodations include anything this is **key to his/her comfort, nutrition & well-being**.

NOTE: HFD Command Staff may consider assigning an HFD Logistics employee directly to this PHASE and the next PHASE (sustainment) to ensure needs are met and procurement occurs efficiently and consistently that this process occurs over and over. This discussion will occur during PHASE I.

ACTION ITEM(S)	COMPLETED BY INITIALS	DATE & TIME
1. Personnel in isolation being accommodated are encouraged to evaluate their needs & requests forecasted in a 24-hour window. Once established, a regular schedule for requesting new items should be determined and followed. A guideline should be a minimum of 10 hours prior to expected delivery of new items.		
2. Personnel in isolation being accommodated are encouraged to combine requests and provide a list of items and products electronically (ie. Text, email, via phone to someone writing or typing them). Sporadic requests are not prohibited and should be noted.		
3. Requests will be filled as promptly as possible.		
4. Emergency requests will be addressed through the on-duty Battalion Chief.		

PHASE V: Sustainment

This phase ensures that the personnel being supported continue to have the supplies of food, nutrition, daily living essentials, and domestic items needed to thrive. There is latitude in guidance of this PHASE due to the potential number of personnel and individual needs of those personnel.

NOTE: HFD Command Staff may consider assigning a Logistics employee directly to this PHASE to ensure needs are met and procurement occurs efficiently and consistently that this process occurs over and over. This discussion will occur during PHASE I.

ACTION ITEM(S)	COMPLETED BY INITIALS	DATE & TIME
1. Logistical personnel assigned to be responsible for this PHASE will contact the personnel who are isolated at regular intervals to ascertain what needs are being requested.		
2. Personnel who are isolated shall have access and be assured that they can request need fulfilment at any point during the isolation period.		
3. Contact, communications, & sustainment actions should be documented on ICS 214 Forms.		
4. Emergency requests may be filled immediately by resources determined by on Duty Battalion Chief.		
5. Laundry Services: A process for laundering clothing will be established and provided.		
6. Trash Services: Trash shall be set outside for routine pick up.		

PHASE VI: Termination and Demobilization Procedure

This phase ensures that at the when all personnel are released from isolation, the isolation period can be safely terminated and prepared for another activation.

ACTION ITEM(S)	COMPLETED BY INITIALS	DATE & TIME
1. Upon abatement of the Personnel being isolated, the structure shall be ventilated for a period of at least 1 hour (doors open, windows open).		
2. Cleaning and disinfecting of surfaces shall occur according to CDC recommendations.		
3. All disposable utensils that are open and in drawers shall be disposed of. This also applies to open toiletry items.		
4. At the conclusion of cleaning and disinfecting, when all surfaces are dry, the facility will be reset in preparation for a reactivation and PHASE I inspection. The thermostat should be turned back on, but set at 55F (winter), 80F (summer).		
5. The location shall be locked (windows secured; doors locked). Such shall be noted on the last line of the ICS 214 Form.		
6. PHASE II Items shall be immediately inventoried to ensure that the facility is logistically prepared for reactivation. This may be done while the facility is being ventilated.		