3-02/040.26 - Employee Exposed to Smoke Inhalation

An employee who responds to a fire and is exposed to fumes/smoke inhalation in the line of duty shall be responsible for the following:

- Immediately notify their supervisor of the exposure.
- Complete a Smoke and Fire Exposure Report (SH-R-426A)
    - When multiple employees have been exposed while responding to the same incident, each individual employee shall complete a separate report.
    - An employee injury packet should only be completed if the employee receives medical treatment.
- Submit the SH-R-426A Report to their immediate supervisor without delay.
    - If an employee seeks immediate medical attention or seeks treatment at any time due to experiencing symptoms or complications after being exposed to smoke/fumes, an industrial injury claim should be completed. At that time, a URN should be pulled. A copy of the Smoke and Fire Exposure Report (SH-R-426A) shall be attached to the injury packet, as well as the same URN from the injury packet. The original packet shall be placed in the employee's unit medical file and a copy emailed to the Disability Management and Compliance Unit's DMCU Injury Reports email group.

Supervisor's Responsibilities:

The immediate supervisor of an employee who responds to a fire and is exposed to fumes/smoke inhalation in the line of duty shall be responsible for the following:

- Ensure the employee completes and submits a Smoke and Fire Exposure Report

  (SH-R-426A). In the event the employee is injured and unable to complete the form, the supervisor will complete the Smoke and Fire Exposure Report (SH-R-426A) form on behalf of the employee.
    - When multiple employees have been exposed while responding to the same incident, each individual employee shall complete a separate report.
    - An employee injury packet should only be completed if the employee receives medical treatment.
- Place the original report in the employee's unit medical file and email a copy to the Disability Management & Compliance Unit Help Desk.
    - If an employee seeks immediate medical attention or seeks treatment at any time due to experiencing symptoms or complications after being exposed to smoke/fumes, an industrial injury claim should be completed. At that time, a URN should be pulled. A copy of the Smoke and Fire Exposure Report (SH-R-426A) shall be attached to the injury packet, as well as the same URN from the injury packet. The original packet shall be placed in the employee's unit medical file, and

a copy emailed to the Disability Management and Compliance Unit's DMCU Injury Reports email group.

Safety Equipment:

Consistent with operational requirements in Manual of Policy and Procedures: 3-02/040.25 Employee Exposed to Communicable Disease, all units shall maintain an adequate supply of resuscitation masks, disposable gloves, disposable towels, NIOSH-rated N-95 respiratory masks, disinfectant spray, and biohazard storage/disposal bags. Specialized units within Detective Division may also maintain adequate inventories of additional protective apparel. Items may be obtained through divisional budget representatives utilizing standard requisition procedures.

Unit commanders shall ensure that adequate supplies are maintained and distributed to Department employees, vehicles, and work locations in accordance with divisional directives.

Safety Equipment Usage for Risk Reduction

- Resuscitation masks/bag valve masks or Department approved barrier devices should be used during the resuscitation of any person who has stopped breathing.
- Disposable gloves should be routinely worn when in contact with toxic or contaminated materials.
- Disposable face masks (NIOSH N-95) should be utilized by employees where smoke is present, or when in contact with toxic or contaminated materials.
- Disinfectant spray should be used on any surface contaminated by toxic materials.
- Disposable towels should be used in conjunction with disinfectants prior to touching contaminated sites; and biohazard storage/disposal bags should be used to transport and store any clothing, etc., or to transport disposable soiled gloves, towels, or cleaning materials which have been contaminated by toxic materials. Contaminated materials that are to be held as evidence shall be dried, then packaged in paper evidence envelopes/bio-hazard bags.

General Precautions:

- Personal Protective Gear: Wear standard law enforcement gear, but also consider additional protective clothing like heat-resistant gloves, boots, and helmet to protect from smoke, heat, and debris.
- Respirators: In areas with thick smoke or hazardous air quality, respiratory protection

(e.g., NIOSH N-95 masks) should be worn to prevent inhalation of harmful particles.

Decontamination:

- Contaminated surfaces and personal equipment may be decontaminated with Department-issued disinfectant spray, any commercial disinfectant, or a solution of one part bleach to ten parts water (1:10).

- Clothing and uniforms may be decontaminated by washing with laundry soap or dry cleaning.
- Disposable gloves, towels, and other items used to clean up contaminated areas should be placed in biohazard storage bags and disposed of at the nearest appropriate disposal site.