



HOUSTON FIRE DEPARTMENT

MEMORANDUM

To: All Officers and Members
From: Ruy Lozano, Assistant Chief *Ry*
Through: Rodney West, Assistant Fire Chief
Subject: Body Substance Isolation Distributions
Date: March 27, 2020

Mayor
 Sylvester Turner

City Council

District A
 Amy Peck

District B
 Jerry Davis

District C
 Abbie Kamin

District D
 Carolyn Evans-Shabazz

District E
 Dave Martin

District F
 Tiffany Thomas

District G
 Greg Travis

District H
 Karla Cisneros

District I
 Robert Gallegos

District J
 Edward Pollard

District K
 Martha Castex-Tatum

At-Large 1
 Mike Knox

At-Large 2
 David Robinson

At-Large 3
 Michael Kubosh

At-Large 4
 Letitia Plummer

At-Large 5
 Sallie Alcorn

Controller,
 Chris Brown

Starting Monday March 30th, 2020, in addition to surgical gowns, the Distribution Warehouse will be sending out surgical masks and N95 masks to the District Houses and Senior Supervisors Only. These will be used for apparatus/EMS Unit distribution and resupply. **The surgical masks are for patient use only that present in an aerosol-generating capacity (coughing, sneezing)**. Body Substance Isolation (BSI) Supply Logs will be used when distributing these items, whether initial distribution or resupply. Although our supplies are still adequate, the supply chains are not dependable. District Chiefs/Sr. Supervisors are to ensure the information is captured on the logs and that we are being judicious with our usage. Judicious usage includes but is not limited to:

- **Having only one member encroach a patient's 6 ft perimeter, reducing the members being exposed and the quantity of PPE being utilized.**
- Ensure that hoarding or stockpiling at fire stations is not being performed to ensure department-wide availability.
- Keeping good records to reduce shrinkage due to theft or irresponsible usage of supplies.

Process:

- DC/Sr. Supervisor resupply Form 293 - is available on HFD Desktop titled HFD District Station BSI Order Form
- Orders need to be in by 8:00 AM or it will roll over to the next day.
- Orders will be taken M-F, if after 8:00 on Friday they will be delivered Monday, or they can be picked up Saturday at the DC.
- Chiefs/Sr. Supervisors can still pick up at Distribution Warehouse, but only for their own districts or EMS area of responsibility respectively.
- Items on daily order are BSI/Sanitizing items.
- Send form to HFD Supply Depot hfdsupdepot@houstontx.gov .

This process will be maintained until that pandemic response resolves or alternative solution is implemented.

20-107

Samuel Peña, Fire Chief

1801 Smith Street, 7th Floor | Houston, Texas 77002 | (832) 394-6702

"Courage, Commitment and Compassion"

www.houstontx.gov/fire

