



# HOUSTON FIRE DEPARTMENT

## MEMORANDUM

**To:** All Officers and Members  
**From:** Justin Wells, Assistant Fire Chief *JRW*  
**Subject:** COVID-19 Roles and Responsibilities  
**Date:** May 5, 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

HFD Members should be familiar and competent with what their own roles and responsibilities are when dealing with possible COVID19 exposures, COVID exam results and or developing signs and symptoms associated with the disease.

COVID19 is a 'Novel Corona Virus' and new information, analysis and recommendations pertaining to the pandemic emerge frequently. The Infection Control Office (ICO) and HFD Administration rely on CDC recommendations, when available, and Medical Direction recommendations on matters not specifically addressed by standard governing or regulatory bodies.

The dynamic nature of the response to COVID19 requires agencies to be flexible and able to update their procedures upon receipt of new information, analysis and recommendations. The operating procedures of ICO and HFD Administration will adjust and reflect the latest recommendations and guidelines.

Current recommendations and guidelines can be reviewed at [WWW.HFDMD.ORG](http://WWW.HFDMD.ORG)

Members and Officers are to review the attached flowchart based on what their own roles and responsibilities are and assure that all actions required are performed by the responsible party.

Any questions regarding this memorandum can be directed to the Infection Control Office (ICO) at (346) 291-4964.

20-141



**Samuel Peña, Fire Chief**  
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 "Courage, Commitment and Compassion"  
[www.houstontx.gov/fire](http://www.houstontx.gov/fire)

