

Operating Guideline # 1103

Designated Officer Responsibilities

April 8, 2020



PURPOSE:

The purpose of this Operating Guideline (OG) is to describe the function of the designated officer, how to contact the designated officer and their role in supporting firefighters who may have been exposed to a communicable disease or related issue.

GUIDELINE:

1. The department shall appoint a "Designated Officer" who is responsible for coordinating the department's response to a worker who may have been exposed to a communicable disease and who will serve as the primary point of contact between the department, the affected firefighter(s) and the Medical Officer of Health/Simcoe Muskoka Health Unit.
2. The "Designated Officer" shall be contacted immediately upon an exposure of a worker to a communicable disease by calling him at home or by contacting Muskoka Ambulance Dispatch and asking that the "Designated Officer" be paged. In the absence of the "Designated Officer", the Fire Chief or Prevention Officer shall assume the "alternate" role and carry out the duties of the "Designated Officer".
3. The "Designated Officer" shall ensure that constant communications and information updates are provided to any firefighter exposed to a communicable disease. This includes ensuring that active support is provided to the staff member and their family as may be dictated by the circumstances.

RESPONSIBILITY:

It is the responsibility of all firefighters to comply with the provisions of this Operating Guideline.

REFERENCES:

- Section 21 Committee Guidance Note GN-2-05, Designated Officer Program for Communicable Disease
- OG 1102 – Infectious Disease Controls