



**WESTPORT EMERGENCY MEDICAL SERVICE**  
a division of the Westport Police Department



# Memo

**To:** Westport EMS, Westport Police, Westport Fire Department  
**From:** Michael R. Salvatore, Infection Control Officer  
**Date:** 3/1/2012  
**Re:** Process for filing Bloodborne & Airborne Exposure Reports

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1. The form is to be completed as soon as possible by the employee who believes he/she has had an airborne or bloodborne pathogen exposure.
  - a. Completion of the form should not delay immediate first aid, but should, if possible, be completed by the employee prior to seeking follow-up primary treatment at the ER or other medical facility.
  - b. The description section toward the bottom should be as detailed as possible, including but not limited to the name and DOB of the original patient and, if applicable, the hospital to which they were transported.
2. The form is to be reviewed and signed by the service's on-duty Crew Chief or Shift Commander.
3. The on-duty EMS Crew Chief or Shift Commander will attempt to contact me as soon as possible via phone to advise me of the exposure. Primary attempt should be to my cellular phone(s) (203) 293-6032 and/or (203) 509-9339; secondary attempt should be to my office (203-341-6033); tertiary attempt should be to my home (203) 264-1752.
4. Depending on my location at the time, I will advise the Crew Chief or Shift Commander of the best way to send me a copy of the report (fax vs. e-mail).
5. A hard copy of the report will also be sent to my attention via interoffice mail.
6. Upon my receipt of verbal notification and hard copy of the report, I will begin the investigation process to determine what additional information and/or treatment is required or indicated. Although this step may take some time, especially if follow-up from other health professionals and facilities is needed, I will make every effort to complete this process and provide feedback to the affected employee as expeditiously as possible, always bearing in mind the concern and uncertainty inherent in this type of exposure.