

2008 FEMA ROOM AND VEHICLE DECONTAMINATION WORKSHEET

This worksheet is designed to help facilitate the narrative process and is to be used to help Departments create a unique narrative for the 2008 FEMA Grant.

First and Foremost: **Read the Program Guidance!!!!!!!** (www.firegrantsupport.com)

THE PURPOSE OF THE AFG PROGRAM IS TO “PROTECT THE PUBLIC AND FIRE SERVICE PERSONNEL FROM FIRE AND ALL OTHER HAZARDS.”

Project Description and Budget (1st Element of Narrative)

Department Information:

- Department name
- Which category are you applying for?
- What has the department identified as potential risks under your annual risk assessment committee meeting?
- How to determine a risk assessment?
 1. *Are you sufficiently prepared to respond safely to your risks?*
 2. *Where/when are your responders/citizens vulnerable?*
 3. *Are there weaknesses in the organization that put firefighters at risk?*

Project Information:

- Per your department's risk assessment, what type of equipment is your department in need of?
 - What standards, if any, will be met if this equipment is funded?
NFPA 1581, OSHA Blood borne Pathogens Standard - 29 CFR 1910.1030, NFPA 1500 8-5.1 and 8-5.2, NFPA 1581, OSHA 3328-05 regarding the Pandemic Influenza Preparedness and Response Guidance for Healthcare Workers and Healthcare Employees.
- List the different pathogens this system will kill:
MRSA, HEP C, Pandemic Influenza, HIV, Toxic Mold and Mildew, lice, bed bugs etc. Also mention how important and effective this equipment is in controlling infectious diseases and decontaminating specified areas due to its three dimensional benefits.
- Define the department's financial need for the project.
- Clarify that the department is willing to provide the necessary matching funds.

Demographic Information:

- What kind of department do you have (paid or combination)?
Let the reader understand that even if you have part-time employees, the department is a full-time department.
- How many firefighters/EMS does the department have?
- If you are a fire department applying for a decontamination system mention the following:

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Identify how many active firefighters (not members) are firefighter 1 or equivalent (they want percentages %)

If the department is not 100%, include any training programs that the non firefighter 1 firefighters are engaged in to become certified. If there are no attempts to get them certified, it would be in your best interest to include the funding needed to get them certified. This is a new requirement and will be asked multiple times during the application process, and will be asked in all activities!

- How many beds does your department have to house personnel?
- Does your department have paid EMS personnel or routinely participate in EMS calls?
- What is the call volume for the department annually?
- How many square miles does the department cover?
- What is the population of the area?
- Where can the units be used?

Local Hospitals, Urgent Care Centers, Dialysis Centers, School locker rooms, goodwill centers, community health departments, decontamination tents and facilities, other fire departments (a regional device), local churches, homeless shelters, retirement communities, etc.

- What percentage of the area is rural, urban, residential, and industrial?
- Any major railroads, highways (identify if your station is located on a peninsula and if the highway is the only way in and off the peninsula), pipelines, hospitals, power plants, rivers, or coastline?
- What type of service does your department provide?

Fire, Rescue, first responder services, HazMat, or technical rescue.

- Do any hazardous materials ship through your area via railroads, highways, or waterways?
- How many vehicles pass the station on a daily basis?

This can be obtained by contacting the state DOT office.

Financial Need (2nd Element of Narrative)

Budget Information:

- Why do you need federal money from the federal government?
- Provide the department's current operating budget-try to illustrate your department's current budget deficiencies!

Example:

The current budget for XXXXXXXX Volunteer Fire Department is \$1,918,130 annually. The departments expenses are as follows: Utilities \$63,000, maintenance and repairs \$88,500, personnel, salaries and benefits \$1,213,042, insurance and professional \$76,000, training and supplies \$38,500, vehicle fuel \$28,000, loan payment \$287,608, equipment and radios \$25,300, vehicle replacement fund \$68,180, personal protective equipment \$30,000. About 97% of our budget goes toward the cost of personnel, insurance, operations, maintenance, loan payments and vehicle replacement. This leaves only about 3% to spend on new equipment, PPE and upgrades.

- How many retired people live in the area and does the area's population increase during any point in the year due to tourism or summer home usage's?

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- What kind of budget cuts has the department had?
- Any loss of tax revenue from the loss of local businesses, textile plants, or other industries?
- Have you attempted to fund this equipment from any previous fund-raisers during the year? If so, which ones and how much money has been raised, and how much more does the department need to fund the project?
- Mention if your fund-raising efforts have decreased over the past several years due to the poor economic stability of your district (*list the percentage changes*).
- Explain to the reader that without federal assistance this much needed safety equipment will take several years to obtain, or may never get approved.

Cost/Benefit (3rd Element of Narrative)

- Indicate that the risk assessment of the department identified the use of an infectious disease control and decontamination system as a high priority.
- The system can clean more effectively, more thoroughly, and faster than how they currently clean.
- Mention that the department does not currently have any type of decontamination System.
- Mention that the department is used 24 hours a day 7 days a week by paid, combination, and volunteers.
List how many times per month the volunteer firefighters perform training at the station.
- List local infectious disease numbers.
Documented MRSA, STAPH, HEP, HIV, FLU, Norovirus, etc. cases in your coverage area.
- The decrease and elimination of the deadly pathogens will increase the health and safety of the firefighters/EMS and citizens of the community who often patron the station(s).
List some group examples; expecting mothers, car seat installation center, civic groups, boy scouts, voters, school children, voting precinct, etc.
- The risk of potential litigation and worker's compensation costs from knowing the effects of known pathogens in the fire station and not being in the financial position to correct the problems associated with it.
- How will the department save money in the future from the decrease in station maintenance costs?
Define how much time this equipment will save in man hours and how much of a thorough job it will do.
- Mention any interoperability claims the system will have
Standardization does not necessarily equate to interoperability
- The long-term benefit of protecting the turnout gear, firefighting equipment, and hoses
If the department has been given an AFG award in the past for turnout gear, equipment, or hoses; mention that the decontamination equipment will help protect the investment of that equipment by preserving its integrity and providing longer life.

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- The decontamination system will eradicate MRSA on turnout gear and medical supplies.
- The system will also decontaminate your decon equipment by protecting it from mold and mildew.
- Does your department have workout equipment in the apparatus bay?
The benefit of protecting all of the personnel from the deadly pathogens known to be passed on by the use of this workout equipment.
- The benefit of protecting the families of the firefighters and community members that work and visit the station on a daily basis.
Also mention the benefit of the decontamination system if the station is a “safe haven” for the Community.
- List any consequences of not receiving the grant for this much needed safety Equipment.
- The decontamination system will decrease the department’s operational costs, allow our department to train more effectively, be better prepared, and increase department morale.

Effect on Daily Operations (4th and Final Element of Narrative)

Safety Information:

- This section is designed to identify any future improvements or visions in the department (how will this equipment be used on a daily basis and how long will it protect the department).
- The system will sterilize the air and decontaminate every surface, thus giving the full protection from deadly pathogens on a daily basis 24 hours per day, 7 days a week.
Explain how the system is three dimensional and leaves a veil of protection for weeks.
- MRSA can live on surfaces and on turnout gear for up to 56 days

Daily Operation Information:

- This system will protect the families of the personnel who work at the fire station by Killing these deadly pathogens the department comes into contact with on a daily basis.
- Let them know that a schedule will be created and used to help the surrounding fire, EMS, and local government use this much needed safety equipment.
Visionary Plan of Action.
- This decontamination system will benefit our paid staff, volunteers, and community members by offering a facility with a safer and cleaner environment for them to use
Mention that this equipment is portable-this identifies the interoperability of the system.
- Provide an example of firefighters/EMS personnel that have become ill and/or have

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died from contracting MRSA on the job.

Local Info

- The system can be used to decontaminate the HazMat/Decontamination equipment before storing, thus preventing the buildup of toxic mold and mildew when in storage.

Mention how expensive HazMat/Decon equipment is.

- This safety equipment is immeasurable and will provide safety for years to come
- The department needs the funding in order to provide a safer environment for the personnel and community members it serves.
- Also list again if the department is a “safe haven”
- Deadly Pathogens can and should be eliminated from the workplace, thus providing a safer work environment.

This system will enable us to perform more training, fire prevention, a safe haven, and community activities instead of performing costly housekeeping chores that are currently highly ineffective in killing infectious pathogens.

- The reduction of these pathogens will increase the life and services of our XXX Firefighters.
- The decontamination system will enable the department to address one of the most important risks identified in our recent documented risk assessment.
- With the use of the Zimek unit and the Z-Vac unit, the room will be completely decontaminated and disinfected.

REMEMBER THAT ONCE THE NARRATIVE IS SUBMITTED, IT CANNOT BE CHANGED. MAKE SURE IT IS COMPLETE BEFORE YOU SUBMIT!!

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