Disclaimer: All Best Practices are provided as a guide for departments by the Pennington Co. Fire Service Board. These are for general guidance and should be modified by each department based on their own individual rules or standard operating guidelines/policies. Each department within Pennington Co. is ultimately liable for its own operations and practices.

PREMISE: Firefighters or other 1st responder’s who are dispatched to an emergency, whether it is a fire, medical call, or accident, may be exposed to the Hepatitis-B virus. The Pennington County Fire Service Board (FSB) recognizes the need to make the Hepatitis-B immunization shots available to all firefighters and recognizes that some firefighters cannot afford the cost or are not eligible to receive the vaccine through their full-time or part-time employment.

PURPOSE: It is the purpose of this practice to describe the procedure the FSB will use in providing assistance to fire departments or individuals who request Hep-B vaccinations.

SCOPE: This practice applies to fire departments, first responder organizations, ambulance services, and individuals who request assistance from the FSB.

HISTORY: Original Draft September 12, 1992
Original Release October 14, 1992
Revised February 14, 2001
Revised June 12, 2013

OPERATING PRACTICE:

1. The FSB will accept written requests from departments and/or individuals requesting reimbursement for the cost of Hepatitis-B shots.
2. Requests for Hepatitis-B shots will be accepted and acted upon per the FSB bylaws.
3. Emergency request may not be considered due to the time period required for the series of shots.
4. The FSB will only reimburse a department or specific individual for the cost of vaccine. The FSB will not pay for administering the shot or subsequent follow-up test(s). The FSB will only reimburse for an amount obtained from the lowest price obtainable by the FSB.
5. The written request for reimbursement must contain the following information:
   A. Name, address, DOB of the individual.
   B. Signed documentation from a qualified heath person that they administered the complete series of Hep-B including the dates of vaccinations.
   C. Reasonable proof that the individual's department would not or could not provide the vaccination.
   D. The request must be signed by the chief, or equivalent rank, of the fire department.
6. The FSB considers it the responsibility of the fire department and/or individual to keep records on booster shots and all other required information.

7. The FSB reserves the right to revise this guideline at any time and to act on each request as the FSB deems in the best interest of Pennington County.

8. The FSB will not advance the cost of the vaccinations to any individual or fire department.

9. Training and/or update information will be required by the individual and/or department as required by OSHA regulations.

10. Any firefighter who declines the vaccination should sign the attached declination form, and this form should be retained in the firefighters personnel file.
Hepatitis B Vaccine Refusal Form

I ______________________________ understand that due to my occupational exposure to blood and other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease.

If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed ___________________________________________________________________ Date________________________________________