



## Outline of BBP Roles and Responsibilities

All: Restrict discussion of BBP incident respecting privacy of those involved

Employee	Supervisor	Facility Safety Liaison/Designee	Health Services	DOJ
Notify supervisor of exposure. Wash/shower & change clothing, if needed.	Document exposure and collect evidence (pictures and clothing, if possible). Allow employee to shower/change. Notify Health Services of incident.		Render emergency care, as needed	
Provide information for Supervisor's Report. (CD 1401) Information needs to include source inmate, if known.	Encourage employee to seek medical evaluation/treatment. Gather information and begin CD 1401. Notify Health Services of source inmate, if known.	Encourage employee to seek medical evaluation/treatment.	Contact inmate source. Document if inmate will/will not release medical information, and submit for future testing.	
Seek or refuse emergency medical evaluation/treatment. If employee seeks medical treatment, copy of Attachment A and CD 1404 are provided for medical provider. Return CD 1404 to supervisor once complete. Provide name/address of medical provider.	Notify Facility Safety Liaison/Designee of incident. Provide employee with Attachment A and begin CD 1404, if the employee seeks medical treatment/evaluation. Forward documentation to Facility Safety Liaison/Designee, if employee refuses medical treatment.	If employee refuses to seek medical evaluation/treatment, document the refusal. Also, document the refusal to file for Worker's Comp benefits.	If consent is given by source inmate, supply known information to employee's medical provider. Obtain samples from source inmate for further testing. Transmit test results to employee's medical provider.	
Assist supervisor to complete CD 1401, employee section of CD 1381, and SAIF 801.	Offer Emergency Staff Services to affected staff.	Complete Post-Exposure Follow-Up Checklist.		
	Complete CD 1401, supervisor section of CD 1381 and SAIF 801.	Assist employee/supervisor in completing CD 1401, CD 1381 and SAIF 801.		
Notify Superintendent/FUM of intent to compel source inmate to submit to testing.	Superintendent/FUM contacts DOJ and prepares order to compel packet.		If exposure was substantial and source inmate refuses to provide information, notify employee/supervisor immediately.	Prepare petition for an order to compel, for circuit court.
Provide name/address of medical provider to FUM.			If court orders further testing of source inmate, administer required tests, and forward result to employee's medical provider.	Represent DOC in ex parte hearing in circuit court.