



Rogers Fire Department Standard Operating Procedures

Policy Title:	Protective Clothing Maintenance and Replacement		
Policy Number:	314	Volume:	Safety
Approved By:	Tom Jenkins	Last Updated:	August 2016
CFAI Reference:	6F.2, 6F.3, 6F.4	CAAS Reference:	N/A
Revision Summary:	Created – November 2011 Formatted – May 2012 Revised – January 2014 (Gear Washing) Revised – August 2016 (Gross Decontamination)		

PURPOSE

The purpose of this policy is to ensure all members of the RFD have appropriate protective clothing and are familiar with the replacement and maintenance plan.

POLICY

It is the responsibility of each member issued protective clothing to maintain and inspect it regularly. The department will also conduct an annual inspection and review of personal protective equipment.

The following rules are applicable to the department's personal protective equipment program:

1. Employees shall not alter personal protective equipment unless approved by the Fire Chief.
2. Personal Protective Equipment shall be inspected by the Company Officer at least once a month. Employees shall inspect their personal equipment at the beginning of each shift to determine if the equipment is in operating condition.
3. All bunker gear shall undergo a gross decontamination at structural fires to remove visible products of combustion. Effort will also be made to remove soiled or wet bunker gear prior to returning to the cab of the apparatus.
4. Bunker coats, bunker pants, structural gloves, and Nomex hood shall be laundered after every exposure to products of combustion.
5. Helmets, boots and gloves shall be cleaned as needed to prevent accumulation of combustion products.
6. Maintenance of protective clothing shall be done by an approved vendor as designated by the RFD and based on manufacturer's recommendations.

Bunker gear and related items shall be maintained in the designated PPE storage room at Central Fire Station. Access to this room shall be limited to the ranks of Battalion Chiefs and above.

All Citywide Tour Commanders and the Deputy Chiefs are responsible for handling all PPE-related issues for their assigned members. The following items of PPE can be replaced with the approval of a Battalion Chief or above:

Safety Glasses (Disposable)	Nomex Hood	Extrication Gloves
Structural Gloves	Flashlight	Ear Plugs

If a member of the department requests replacement of any other PPE item, it requires the approval a supervisor (listed above) and the Fire Chief. This approval should be sought during Command Staff meetings to establish a formal process for PPE management. As a general rule, repairs should be attempted on bunker coats and pants, while replacement is preferred on structural boots and helmets.

The department shall attempt to maintain an adequate stockpile of PPE equipment so that replacement of commonly damaged items can occur quickly. The following table identifies the quantity of items recommended to be stored in the PPE storage room. It is the responsibility of all parties involved in PPE management to communicate low quantities of any item.

Item	Benchmark Quantity in Stock	Comments
Safety Glasses	20+	Ordered in box quantities
Fire Helmet	5 Black 2 Red	Paul Conway American Classic
Bunker Coat	25+	
Bunker Pants	25+	
Bunker Boots	1 – Size 10M 1 – Size 11M 1 – Size 12M	
Flashover Hood	20+	American Firewear PAC II or PAC III
Structural Gloves	10+ (Size Large and XL)	
Flashlight	3 (New)	LED
SCBA Face Piece	3 (M L XL)	Scott AV-3000

When exchanging damaged bunker gear, the gear requiring repair will be marked appropriately and left in a designated location inside the PPE storage room.

Whenever possible, it is encouraged for the member needing the repairs to take ownership of the problem and transport it to the designated repair location.

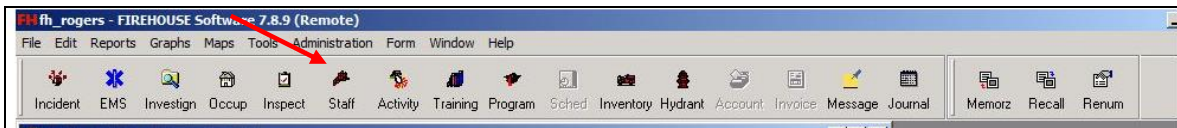
Respiratory Protection Equipment

In accordance with the Respiratory Protection Act (29 CFR 1910.134) all members are issued SCBA face pieces for self-contained breathing apparatus. Problems with face pieces shall be reported to supervisors and handled in the same manner as other PPE. Face pieces must be issued in the proper size and members checked for fitness each year according to SOP 309, Respiratory Protection.

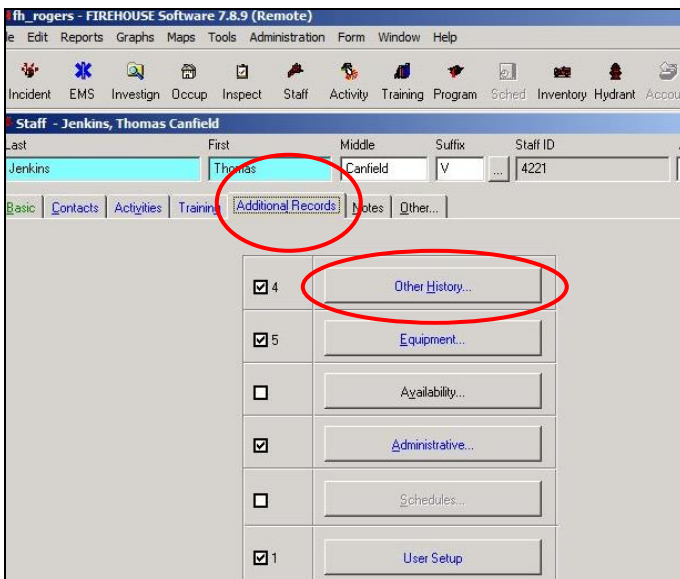
Information Tracking

All PPE items issued to department members shall be tracked in the Firehouse Records Management System (Firehouse RMS). It will be the responsibility of the officer issuing the PPE to ensure it is properly recorded in Firehouse RMS. Information must be logged for the issuance of the following PPE items: flashlight, structural gloves, extrication gloves, flashover hood, bunker boots, bunker coat, bunker pants, or fire helmets. This information shall be logged immediately using the following process:

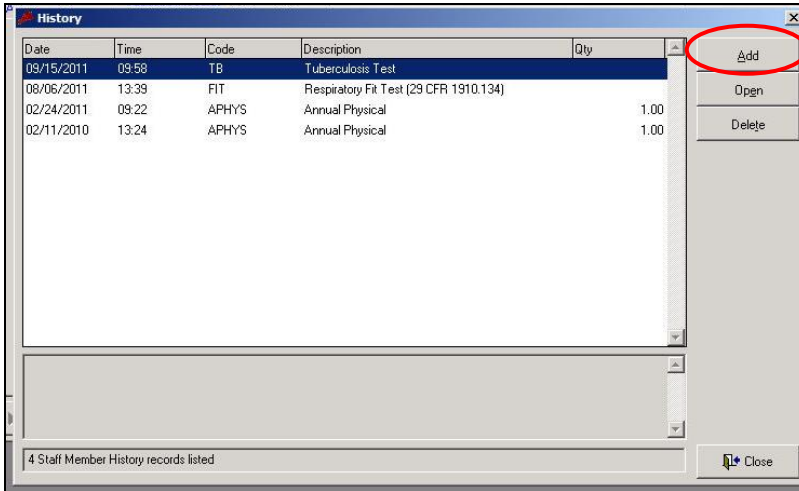
1. Locate the staff record in the Firehouse RMS



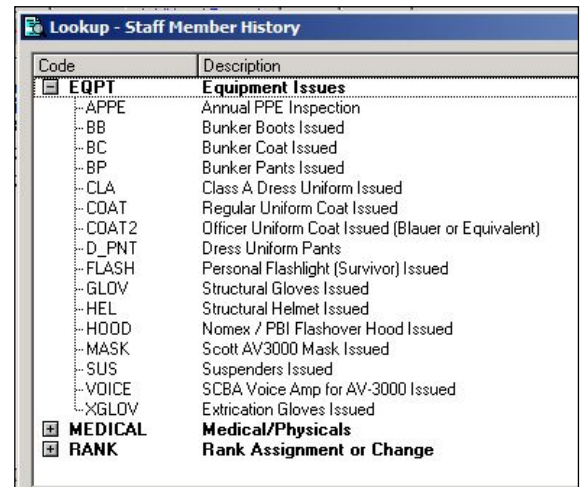
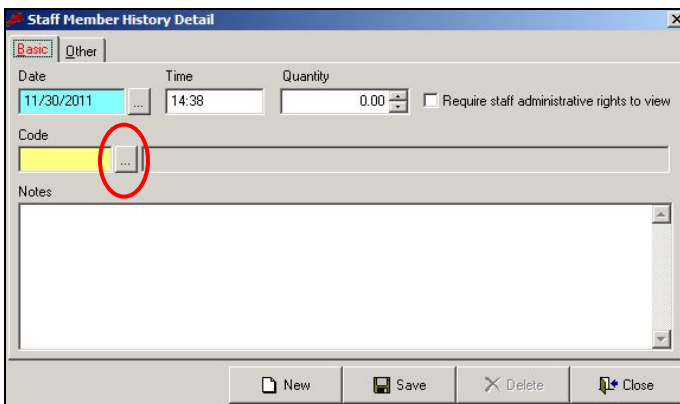
2. Select the "Additional Records" tab within the selected staff member and click on the "Other History" button.



- Once you click on the “Other History” button a window will open showing a comprehensive history of the member. Click the “Add” button to create a history event for the issuing of PPE.



- After clicking the “Add” button a window will appear that provides the opportunity to enter the date and code for the history event. The code shall be selected by clicking on the button to the right of the yellow box.



- Select the appropriate code under the Equipment drop down menu. In the notes section enter any information regarding the type of equipment issued (inventory number, size, make/model) that is applicable. After entering that information save the history record and staff record.