



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Protective Clothing Maintenance and Replacement		
<b>Policy Number:</b>	314	<b>Volume:</b>	Safety
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	Jan 2020
<b>CFAI Reference:</b>	6F.2, 6F.3, 6F.4	<b>CAAS Reference:</b>	N/A
<b>Revision Summary:</b>	Created – November 2011 Formatted – May 2012 Revised – January 2014 (Gear Washing) Revised – August 2016 (Gross Decontamination) Revised – January 2020 (Gross Decon/PPE Room)		

### 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.

Upon exiting an IDLH environment at structure fires bunker gear shall undergo a gross decontamination to remove visible products of combustion. This will be accomplished with the provided gross decontamination equipment found on all fire apparatus. This process will include: rinsing the gear with water, application of mild detergent, scrubbing from the coat collar down to the bottom of the boots, and then a final rinse. Upon removing helmet, SCBA mask, Nomex hood, and gloves members should immediately clean their face neck and hands with the provided cleansing wipes. Helmet and SCBA mask will be cleaned prior to returning to service. Soiled or wet bunker gear should be placed in a plastic bag and stowed in an outside compartment for transport to a gear extractor for final cleaning.

- Care should be used when opening the bags for laundering to ensure proper ventilation and the use of latex gloves while handling soiled gear.
3. Structural gloves, and Nomex hood shall be replaced following significant exposure to products of combustion.
  4. Helmets, SCBA Masks and boots shall be cleaned as needed to prevent accumulation of combustion products.
  5. 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.

When exchanging damaged bunker gear, the gear requiring repair will be marked appropriately stating the needed repair and placed in the appropriate bin labeled torn, zipper, or Velcro. All other needs should be clearly stated on the provided tag and attached to the garment.

The Deputy Chief – FOD with the assistance of the Administrative Assistance will manage and coordinate needed repairs to ensure protective gear is returned to a state of readiness in a timely manner and does not accumulate in the gear room.

The Deputy Chief – FOD shall maintain an adequate stockpile of PPE equipment so that replacement of commonly damaged items can occur quickly. A monthly inspection will be conducted of the gear room to ensure equipment is available as stated in the following table which identifies the quantity of items recommended to be stored in the PPE storage room. Any shortages or concerns noted by any chief officer pertaining to stock or organization should be forwarded to DC-FOD for correction.

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

### **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 Vector Check-It Records Management System (Check-It). It will be the responsibility of the officer issuing the PPE to ensure it is properly recorded in the RMS. Information must be logged for the issuance of the following PPE items: flashlight, extrication gloves, bunker boots, bunker coat, bunker pants, or fire helmets.

### **Non-Fire Department Issued Personal Protective Equipment**

Any PPE that is not issued by the Rogers Fire Department must be approved by the Command Staff before purchase or use. Members who choose to purchase their own PPE should understand that loss, damage or replacement cost of these approved items will not be the responsibility of the Rogers Fire Department.