



Effective Date: October 1, 2009

Revision Date:

## Bastrop County Emergency Services District No. 1

### Standard Operating Procedures

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**Title: Personal Protective Equipment**

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**Originator – Fire Chief (Signature/Date):** \_\_\_\_\_

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#### **GLOSSARY**

P.P.E. – Personal Protective Equipment

Approved – Meets N.F.P.A. Standards 1500, 1851, 1971, 1972, and 1974

CBRN – An abbreviation for chemicals, biological agents, radiological particulate hazards and nuclear.

ISP – Independent Service Provider

#### **PURPOSE**

- To maintain protective gear in a readiness state
- Assure protective gear is clean and decontaminated
- Address record keeping system
- Risk assessment for proper selection of P.P.E.
- Inspection guidelines
- Repair policy and guidelines
- Storage guidelines
- Retirement, disposition and special incident procedure
- Providing instructions when P.P.E. is used

## **POLICY**

These guidelines are for the use, selection, care and maintenance of personal protective equipment.

## **PROCEDURES**

- A. Garments listed as issued protective firefighting equipment shall consist of the following:
  - 1. Approved turnout coats and trousers (Bunker coats and pants)
  - 2. Approved boots
  - 3. Approved gloves
  - 4. Approved helmet
  - 5. Approved protective head hood
  - 6. Approved S.C.B.A. mask
- B. Firefighters shall wear full protective clothing and provided safety equipment as a preventive aid to personal injury while engaged in any fire department drill or training activity where required P.P.E. levels are necessary for training evolutions. Protective clothing shall be worn in all emergency activities including rescue and extrication. Firefighters shall be fully dressed in protective firefighting clothing and equipment during all active phases of firefighting and related firefighting work such as ventilation, overhaul and salvage. Anyone driving apparatus will be exempted from wearing P.P.E. while driving, but upon arrival at the emergency scene driver will don P.P.E.
- C. Personal Protective Equipment may be removed at the discretion of the Incident Commander or their designee (Safety Officer)
- D. Safety glasses – exception: When face mask is donned or helmet is worn with eye protection in use.

## **COMPONENTS**

**Helmets** – Only N.F.P.A. approved helmets shall be worn by personnel. This helmet will provide a face shield and or eye protection to be used during rescue and firefighting work to prevent glass and debris from entering the eyes.

**Bunker Coat and Pants** – Only NFPA approved coat and pant shall be worn when engaged in firefighting, salvage and overhaul operations, rescue, training with hose and ladders or when safety officer deems necessary, when using rescue tools, and any other situations where injuries to the body are likely to occur.

**Gloves** – Only NFPA approved gloves shall be worn when engaged in firefighting, salvage and overhaul operations, rescue, training with hose and ladders, when using rescue tools, and any other situations where injuries to the hands are likely to occur.

**Hoods** – Only NFPA approved hoods shall be worn when any firefighting operations take place training or emergency response. This will protect the ears and face from excessive heat.

**Boots** – Only NFPA approved boots shall be worn during any incident or drill where a firefighter will participate.

## **RECORDS**

The following information shall be maintained at a minimum:

- A. Person to whom the garment was issued
- B. Date and condition when issued
- C. Manufacturer and model name or design
- D. Manufacturer's ID number, lot number, or serial number
- E. Month and year of manufacture
- F. Dates and finding of advanced inspections
- G. Dates of advanced cleaning or decontamination
- H. Reason for advanced cleaning or decontamination and who performed it
- I. Dates of repair(s), whom performed the repair(s), and a brief description of repair(s)
- J. Date of retirement
- K. Date and method of disposal

## **SELECTION and PURCHASING**

The Department will conduct a risk assessment prior to purchasing of P.P.E. to include, but not be limited to, the hazards that can be encountered based on the following:

- 1. Type of duties performed
- 2. Frequency of use of garments
- 3. Department's past experiences
- 4. Incident operations
- 5. Geographic location and climate
- 6. Likelihood of or response to CBRN terrorism incidents

All garments will meet or exceed the minimum NFPA standard pertaining to each garment and be manufactured no later than six months earlier than the date it was received.

### **ROUTINE INSPECTIONS**

Routine inspections of personal protective equipment shall be conducted by each individual upon reporting for duty and following each use.

### **ADVANCED INSPECTIONS**

On the first working day of every month, the station officer or his/her designee, which is properly trained on the inspection of gear, shall conduct a **Routine and Advanced Inspection** of all gear for their assigned personnel. The Fire Chief and any additional firefighting assigned personnel shall bring their P.P.E. to be checked on this date as well or as soon as possible on the days following. Any personnel that may be absent or not available on this date shall have their P.P.E. inspected on the next available date reported for duty. All inspections shall be done in accordance with NFPA 1500, 1971, 1975, 1851, Texas Commission on Fire Protection chapter 435, and common sense. Monthly inspection forms shall be filled out, signed, and put in each person's folder. Any deficiencies/noncompliant piece of equipment shall be taken out of service, replaced, cleaned, or repaired **as soon as possible**. Loaner equipment shall be issued if possible.

**Complete Liner Inspection** shall be performed annually by a verified ISP or by trained department personnel. Documentation of each inspection will be committed and maintained in permanent record.

### **PROCEDURES FOR INSPECTION**

Each piece of Personal Protective Equipment shall be inspected according to the adopted ***Personal Protective Equipment Checklist/Log***. Documentation shall accompany each inspection.

### **CLEANING PROTECTIVE EQUIPMENT**

All Personal Protective Equipment shall be inspected and cleaned according to the degree of soiling after each use. Bi-annually, or as required by inspection, each piece of machine washable protective equipment will be machine washed in the department provided machine with a mild LIQUID laundry detergent, rinsed and ***hung to dry! DO NOT DRY IN A CLOTHES DRYER OR IN DIRECT SUNLIGHT***. Each time a garment is washed, that individual will document the garment and date of washing on the department approved form located near the machine.

## **WASHING PROCEDURES**

- A. Wash separately from other garments
- B. Spots may be pretreated with liquid detergent or spot pretreatment provided by the department prior to washing with liquid detergent
- C. Fasten all hook closures and secure all Velcro
- D. DO NOT overload machine – wash 1 coat and 1 pant, or 2 pants or 2 coats at a time
- E. Separate outer shell and liners and wash separately
- F. Wash according to machine/manufacture directions regarding the level of soiling

## **DO NOT's**

- Do Not use Chlorine Bleach
- Do Not take to Dry Cleaners or Laundromat
- Do Not use Fabric Softener
- Do Not use Powder Soap Detergent/Cleaners
- Do Not use Machine Dryers
- Do Not Hang in Direct Sunlight

## **DISPOSITION OF EQUIPMENT**

Should equipment become contaminated or damaged to the point of disposal, all efforts to dispose of it in accordance with departmental guidelines for disposal of any departmental property shall be followed.

## **RECORD KEEPING PROCEDURES**

Each member of the department shall have a file with a list of the equipment they are issued and its respective serial number (if applicable) logged onto it. Whenever a new piece of equipment is issued or disposed of, a new sheet with the new information shall be put into the file along with the others. This system shall be used to track the equipment should it become contaminated or damaged beyond repair. Each member is held personally responsible for their assigned personal protective equipment issued to them. This is a bare minimum and any technology up-grades or manufacture record keeping systems will be utilized whenever possible.

## **STORAGE OF GEAR**

P.P.E. and all other gear shall be stored in a well ventilated area that is out of direct sunlight. Only departmental representatives or their designees are allowed to remove, take in, or issue items from the equipment rooms, and they are required to document all pertinent information.