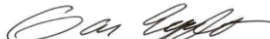


## **FIRE RESCUE**

**ALBEMARLE COUNTY**

### **Administrative Policy(SAP) – Operational Guideline(SOG)**

<b>Subject:</b>	Turnout Gear Maintenance and Supply
<b>Reference Number:</b>	SOG_OPS_026
<b>Effective Date:</b>	2016 May 25
<b>Last Revision Date:</b>	
<b>Signature of Approval:</b>	

**J. Dan Eggleston, Chief**

#### **Purpose:**

The purpose of this guideline is to provide a consistent approach to the Maintenance and Supply of turnout gear for all members.

#### **Scope:**

This guideline applies to all career and volunteer members from each department in Albemarle County's coordinated fire rescue system.

**This SAP supersedes and replaces SAP-DEP-039 (Volunteer PPE Purchase and Replacement)**

**This SAP supersedes and replaces SAP-DEP-014 (Helmet colors and markings)**

#### **Definitions:**

Personal Protective Equipment (PPE) – All structural firefighting gear including Helmet, hood, turnout coat, turnout pants, structural gloves, structural boots.

#### **Policy:**

- A. Maintenance and care
  - a. Inspections
    - i. Inspections should occur on all PPE biannually and after each IDLH event.
    - ii. Inspections should be conducted at the crew/station level with records kept on Imagetrend of the inspection results and any actions deemed necessary
  - b. Cleaning
    - i. Cleaning of all PPE should occur biannually and after each IDLH event or event that causes noticeable soiling of garments.
    - ii. PPE should ONLY be washed in a commercial extractor designed to filter the water waste.
    - iii. PPE should never be dried using heat. It should be dried using a dryer on "Air Only" or line dried.
    - iv. Gear being dropped off at a designated station for washing should be properly prepared by removing all personal items and separating the liners and shells. Liners should be turned inside out and placed in a separate RED laundry bag along with the hood. Shells should be placed in a separate RED laundry bag along with structural gloves.
    - v. NEVER use any cleaning or sanitizing products on PPE for spot cleaning without first consulting with the station quartermaster who is knowledgeable in the proper cleaning of PPE.
  - c. Repairs
    - i. Any PPE in need of repair shall first be cleaned using the procedures in section A(b).
    - ii. A yellow Repair tag shall be completely filled out noting the repairs needed and contact information and the PPE should be delivered to Hollymead Station 12 for repairs.
  - d. Life Cycle

- i. NFPA standards dictates any gear older than 10 years or deemed not repairable should not be used in an IDLH atmosphere
- ii. Red Line Gear may be used in training scenarios indefinitely as long as it is in good repair and the training is non-IDLH.

B. Personal Protective Equipment (PPE)

a. Turnout Gear

- i. IDLH compliant – any PPE that is less than 10 years old and in good repair
- ii. Red Line Gear - Gear deemed not suitable for IDLH entry, but still functional and in good repair. Such gear shall be clearly marked with orange reflective stripes sewn on the pocket flaps.
- iii. Extrication Gear – This gear may be issued for extrication use by qualified personnel but may not be used in an IDLH environment. Gear should be maintained in the same manner as IDLH qualified gear.

b. Helmets

- i. Helmet colors will be designated as follows:
  - 1. White – Chief, Deputy Chief, Assistant Chief, Division Chief, Battalion Chief
  - 2. Yellow – Line officer (Captain, Lieutenant)
  - 3. Black – Released Firefighter – able to function in an IDLH environment
  - 4. Red Metro helmet– Non IDLH firefighter
  - 5. Blue – EMS only
- ii. Shield and shield lettering may differ by station. Basic helmet colors will be used by command on scene to identify officers and released/unreleased firefighters. It is up to the crew leader of each responding apparatus to know the level of ability of all the members in their crew and utilize them accordingly during an incident.

C. Central Supply

a. Inventory

- i. Inventory of non-issued (stock) gear will be managed by ACFR and maintained in storage at the administrative offices. Representatives from each station will have access to inventory as needed for emergent needs, however normal issue of turnout gear will be conducted by ACFR quartermaster or station quartermasters.
- ii. Inventory of all issued and stock gear will be recorded and managed through the inventory module of Imagetrend with access provided to all station quartermasters.

b. Issue

- i. ACFR Central Supply shall issue the following items to all members:
  - 1. Helmet appropriate to level of training (shield issued by individual station)
  - 2. Nomex Hood
  - 3. Turnout Gloves
  - 4. Turnout Boots
  - 5. Turnout Coat and Pants (w/ suspenders) appropriate to level of training (red line vs IDLH)
  - 6. Eye protection, ear protection.
- ii. Issued gear shall be in good repair and pass the gross fit test. All other gear will be the responsibility of the station.
- iii. New Member – When a department receives a new member or proposed member, the station quartermaster will contact the ACFR quartermaster via email and the ACFR quartermaster will schedule a date/time suitable to all parties to issue the appropriate PPE.
- iv. Existing Members
  - 1. Emergent Need – Members with an emergent PPE need (nights/weekends) will contact their station quartermaster/designee who can either visit the Central supply office and obtain needed items or contact the on-duty Battalion Chief for assistance.
  - 2. Routine gear replacement – PPE will be replaced yearly based on funding and the replacement priorities established:
    - a. Priority 1: Gear that has reached the end of life cycle of 10 years per NFPA will be replaced.
    - b. Priority 2: Central supply will maintain a 25% replacement stock of all coat chest sizes and pants waist sizes currently issued to members. When those numbers

fall below 25%, new gear will be issued to members who wear those sizes needed for stock with gear typically being pulled for stock at about 5 years of life.

- c. Priority 3: Other gear needs such as unusual sizes not in stock or atypical circumstances.

- c. Return to Inventory

- i. Any member who leaves the Albemarle County fire rescue system shall return all issued PPE to the central supply office within 30 days of resignation/termination. All items should be clean and in good repair.

- d. Disposal

- i. Any PPE determined to be unfit for IDLH or Red Line use shall be destroyed and disposed of by the ACFR quartermaster.

- D. Funding

- a. All funding of PPE will be provided by Albemarle County to the extent the yearly budget allows.
    - i. \*Funding for Charlottesville Albemarle Rescue Squad will be provided at approximately 50%.
  - b. Budget figures will be determined based on system data including membership and age of PPE in the system.

- E. Personally owned equipment

- a. Personnel wishing to purchase their own gear items shall adhere to the following rules
    - i. Personal gear shall be limited to hoods, gloves, suspenders, helmets, and boots.
    - ii. Personal gear shall meet all applicable NFPA standards and be presented to the Station Quartermaster for approval prior to use.
    - iii. Any repairs or replacement needed will be the responsibility of the individual.