
	<b>Department of Public Safety</b>	
	<b>Standard Operating Guidelines</b>	
	<b>Subject:</b>	<b>Personal Protective Equipment</b>
	<b>Section:</b>	<b>Operations</b>
	<b>Guideline Number:</b>	<b>306</b>
	<b>Effective Date:</b>	<b>June 28, 2007</b>
	<b>Revised Date:</b>	<b>October 1, 2024</b>
<b>Signature of Approval:</b>	<b>Charles R. Pruitt</b> <b>Director of Public Safety</b> 	

**PURPOSE**

To establish guidelines concerning the issue, care and use of clothing and personal protective equipment. In addition, the following will establish the responsibility of the department, supervisor and the employee in the use and maintenance of this equipment.

**SCOPE**

To reduce the health and safety risks associated with improperly maintained, contaminated or otherwise damaged personal protective equipment.

**TURNOUT GEAR ISSUE**

Each uniformed employee shall receive and maintain a complete set of turnout gear. This issue shall consist of the following:

1. Helmet, with eye protection, fire retardant liner and chin strap, front leather shield
2. Turnout coat
3. Turnout pants
4. Bunker boots
5. Structural fire fighting gloves x 2
6. Work & Extrication gloves x 1 each
7. Fire retardant hood x 2
8. SCBA mask & mask bag
9. Personal Protective Equipment (PPE) Garment Bag
10. Glove(s) pouch x 2
11. Extrication safety glasses
12. Hearing protection
13. EMS Coat
14. Safety Vest
15. EMS PPE Bag

**TURNOUT GEAR USE**

Only department issued turnout gear and clothing shall be utilized for normal emergency incident use. This requirement shall be strictly adhered to due to legal liability constraints and to ensure the department's personal safety levels are maintained. As safety requirements, construction materials and fire fighting techniques change, we must be prepared to evaluate any and all turnout gear

advancements. To this end, new equipment may be placed into service for testing. This will be done only under the direction and approval of the Director.

Requests to utilize non-issue gear may be submitted in writing, via the chain of command. Final approval will be the decision of the Director.

Full turnout gear will be worn for all firefighting, hazmat, motor vehicle accidents involving vehicle entry or extrication and while working in any IDLH environment. For motor vehicle accidents not involving vehicle entry or extrication it is acceptable to doff the turnout coat. During any other type of incident, the officer-in-charge shall use discretion regarding the wearing of turnout gear and advise all personnel on-the-scene of the incident. Full turnout gear is defined as helmet, turnout coat, turnout pants, gloves and boots. Full protective equipment will be required by driver once on fire ground working in the hazard zone. Turnout hood will be worn during firefighting or anytime there is a risk of fire. SCBA w/ face piece shall be worn while working in any IDLH environment, such as, areas where there is exposure to products of combustion or when working in oxygen deficient or enriched atmospheres.

## **EMPLOYEE RESPONSIBILITY**

The following are the general responsibilities of the firefighter regarding turnout gear:

- \* Ensure that a complete set of approved gear is available to them during duty hours.
- \* Maintain all gear in a clean and presentable condition. Proper cleaning instructions are on a permanent label attached to turnout coats and pants. Perform gross decontamination of turnout gear after an exposure to fireground contaminants. Following any exposure to the products of combustion, all PPE should be cleaned to reduce cross-contamination and further exposure.
- \* Regularly inspect all gear and report any damage or excessive wear to their supervisor.
- \* No recording devices shall be permitted on PPE.
- \* To prevent loss and theft all PPE should be stored in the assigned PPE Garment Bags or PPE rack when off duty.
- \* The department will replace PPE that is damaged due to regular and proper use. The employee will be responsible for the replacement of PPE that is lost or that is damaged due to neglect.

## **BATTALION CHIEF RESPONSIBILITY**

Battalion Chiefs shall hold a minimum of one formal inspection annually of their personnel's PPE and report discrepancies to the Equipment Coordinator.

The Battalion Chief shall be responsible for determining if replacement of the PPE issue is warranted. Any questions concerning PPE safety levels and/or need for replacement or repair should be addressed to your Battalion Chief.

Battalion Chiefs will be responsible for scheduling a formal cleaning of their assigned personnel's PPE annually. PPE will be cleaned using a washer and a dryer extractor for the annual cleaning.

## **CAPTAIN RESPONSIBILITY**

Captains shall conduct monthly inspections of their personnel's PPE and report discrepancies to their Battalion Chief.

## **TURNOUT GEAR REPLACEMENT**

Battalion Chiefs shall require the individual in need of new gear to complete the equipment request form and forward it to the Equipment Coordinator. Gear including helmets shall be replaced every ten years.

## **MARKING AND IDENTIFICATION**

The following standards have been adopted for identification for career personnel.

### **Marking & Insignia Chart**

Y = yellow W = white R = red B= black G= gold

	<u>Coat</u>	<u>Helmet</u>	<u>Shield</u>	<u>Insert</u>	<u>Lettering</u>	<u>Numbers</u>
Recruit	Y	R	B	R	W	Recruit
Fire Medic	Y	Y	B	R	W	W
Captain	Y	W	W	R	G	B
Battalion Chief	Y	W	W	W	G	B
Director	Y	W	W	W	G	B

Department number will be assigned to each employee to aid in accountability and item marking for inventory.

## **HELMET**

1. Structural firefighter's helmet shall have helmet shields on the front denoting the individual's rank.
2. Helmet front will identify employee using DPS assigned number marking.
3. Last names may be placed on the rear of the helmet using one inch stick on letters. (black only-employee purchased)
4. Flashlights and holders specifically designed for attachment to the face shield bracket will be permitted.
5. Rubber bands to hold flashlights and chocks will be permitted.
6. No other modifications can be made beyond that of the manufacturer. Example- Drilling holes to mount accessories, external stickers applied by wearer.

For additional helmet inquiries see SOG# - 306.1- Helmet.

## **TURNOUT COATS AND PANTS**

All pockets and attachments will conform to current department specifications.

Coat lengths shall be no shorter than 32 inches, unless approved by the Director.

Additional patches are not permitted.

Names will be printed by the manufacturer or written in permanent black magic marker on the inside of the storm flap. Names are not to be written on the outside of the coat or pants.

Any alterations and/or additions will conform to current department specifications for turnout clothing and will be sewn on by the department's designated repair facility.

Any questions regarding the use, care or safety of protective clothing should be addressed to your Captain, Battalion Chief or the Equipment Coordinator.

## **SAFETY VEST**

Guidelines for safety vest use include but not limited to:

- Traffic control
- Driver operator of apparatus & assigned vehicles
- EMS or other calls where providers are assigned to working in vehicle traffic situations not requiring firefighting PPE;
- Rehab sector
- Any situation which requires high visibility of personnel (i.e. Mass Casualty Incidents, early morning, evening responses, etc.)
- In wooded areas as to alert hunters of your presence during fall and winter months
- As directed by Director, Battalion Chief, or Captain

## **PERSONAL PROTECTIVE EQUIPMENT (PPE) GARMENT BAGS**

The PPE garment bags are to be used for the protection of personnel and personal property from contamination by structural fire fighting protective clothing and equipment.

## **PROCEDURES**

1. All personnel shall be issued one (1) PPE garment bag to be used for the storage of department issued structural firefighting protective clothing and equipment. These garment bags are designed to carry all issued personal protective equipment. Personnel shall be responsible for proper maintenance of issued PPE garment bags.
2. The primary purpose of the PPE garment bags is for transporting structural fire fighting protective clothing in vehicles and to prevent the cross contamination of harmful carcinogens that may be present on structural firefighting protective clothing.
3. By providing these garment bags, it does not relieve personnel from routinely cleaning and washing their structural fire fighting protective clothing, especially after personnel have been involved in a working fire or an exposure to blood or other body fluids.

4. To clean these PPE garment bags, they may be washed with soap and water or machined washed in cold or warm water. They are to be air dried only.
5. Each member issued a PPE garment bag will be responsible for the security of this bag when not in use.
6. While on duty PPE may be kept out of PPE garment bag. At the end of your scheduled shift and while off duty all assigned PPE must be stored in PPE garment bag or in PPE Gear Rack (See attached photos). Doing so ensures accountability of assigned PPE items. If PPE items are wet, they may be allowed to remain out of PPE garment bag to allow those items to dry.



**Accomack County  
Department of Public Safety  
Equipment Request Form**

**Name:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_

Item	Size	Qty.	Reason for Replacement	Completed
Helmet - Firefighting				
Helmet Shield - DPS# or Rank				
Helmet Name Accountability Tags				
Hood				
Coat - Bunker				
Pants - Bunker				
Suspenders				
Gloves - Firefighting				
Gloves - Leather Work				
Gloves - Extrication				
Boots - Leather FF				
SCBA Mask				
SCBA Mask Bag				
Extrication Glasses				
Gear Bag				
Traffic Safety Vest				
Glove Pouch				
EMS Bag				
--Hearing Protection				
--Eye Protection				
--Gown Kit				
--N95 Mask				
ID Card				

**Signatures:**

**Fire Medic:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_

**Battalion:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_

**Please make sure to leave a copy of this form for Nicole B.**