Montgomery County Fire and Rescue Service

FIRE CHIEF'S GENERAL ORDER

NUMBER: 12-16

June 21, 2012

TO: **All MCFRS Personnel**

FROM: **Fire Chief Richard Bowers**

SUBJECT: **LFRD Personal Protective Equipment (PPE)**

This **Fire Chief's General Order** applies to *all* LFRD personnel of MCFRS' Division of Volunteer Service. It provides the responsibilities, requirements, and procedures for acquiring the components of Firefighter and EMS Provider Personal Protective Equipment (PPE) complement, including circumstances for their issuance, marking, and maintenance. ***In all cases, non-compliant gear is prohibited from being used.***

PPE Complement for LFRD Firefighter/Rescuer I Rank and Above: Consists of approved NFPA 1971 and ANSI-compliant PPE items, including one PPE coat, one pair of PPE trousers, one set of suspenders, one pair of firefighting gloves, one pair of extrication gloves, one hood, one helmet, one pair of boots, one set of eye protection, and one set of hearing protection.

PPE Complement for EMS Provider I Rank and Above: Consists of approved NFPA- and ANSI-compliant PPE items, including one PPE coat, one pair of PPE trousers, one set of suspenders, one helmet, one pair of extrication gloves, one set of eye protection, and one set of hearing protection.

PPE Markings. ***MONTGOMERY FIRE AND EMS,*** and the ***LFRD's name*** will be marked on the back of the PPE coat, as is currently designated for the UASI gear. The PPE coat will be marked with the last name of the LFRD member near the bottom of the back of the coat, as approved by the Fire Chief.

The Logistics Section will issue an unmarked PPE helmet. The LFRD may place a station identifier with the LFRD name or MCFRS identifier on the front panel. The Logistics Section will provide "Rank Rockers" for the helmet with the individual's IECS rank.

Issuing PPE for Training Courses at the MCFRTA. Montgomery County Fire Rescue Training Academy (MCFRTA) staff will issue PPE to all LFRD personnel who do not have LFRD-issued PPE for attending approved MCFRTA training courses. If a volunteer LFRD candidate does not have LFRD-assigned PPE, the individual *must* attend a measuring

session with an authorized MCFRS-approved vendor to determine the individual's appropriate sizing information before receiving PSTA- issued PPE.

The PSTA will issue PPE gear, as necessary, to LFRD personnel who are attending *PPE, Foam,* or *Hazardous Materials Operations* training courses. ***This gear must be returned to the instructor immediately upon the conclusion of the class.*** The training certificate for successful completion of the course will *not* be issued until all PPE is returned to the PSTA training instructor.

The PSTA will assign a complete set of PPE to LFRD personnel who lack LFRD- or PSTA-issued PPE, and are attending Firefighter I or Firefighter II courses at the PSTA, *as long as equipment is available*. PSTA-issued PPE is for the student's use during this training class and *must* be returned immediately to the PSTA instructor when the student completes the training course, withdraws, or is excused. PPE is the responsibility of the LFRD individual, who will be held accountable for its use and return. Academy-assigned PPE gear will be marked "PSTA."

The LFRD Chief or designee who excuses a volunteer member from the course is responsible for ensuring the return of all PPE. If a PSTA instructor excuses a student, it is the *instructor's* responsibility to reclaim the PPE from the student; it is the *student's* responsibility to return all PSTA-issued PPE to the instructor. Failure to return all PSTA-issued PPE may result in disciplinary action.

PPE Issuance to *New* LFRD Members. At the request of the LFRD Chief or designee, the DVS Chief will order PPE for LFRD personnel without prior qualifications, upon the successful completion of the PSTA instructor's midterm evaluation of Firefighter I or EMT-B class. The LFRD member will be instructed to attend a gear sizing session with the MCFRS Logistics Section. Once the DVS Chief has certified that the LFRD member has successfully completed the FFI or EMT- B class, the Logistics Section will issue PPE to the LFRD member, if PPE is available. If new equipment is *not* available, LFRD personnel may continue to use the PSTA-issued equipment until their new PPE becomes available. Their new gear will *not* be issued until they have returned their MCFRTA-assigned gear to their instructor.

For IECS-qualified LFRD personnel with equivalency certification from any other jurisdiction that has been approved by the PSTA Training Officer, the DVS Chief will advise the respective LFRD chief or designee to have the member sized for PPE gear. The Logistics Section will direct the LFRD member to be sized for his equipment.

PPE Issuance to *Current* LFRD Personnel. The LFRD Chief or designee will forward a request to the DVS Chief requesting that PPE be assigned to an individual who is an IECS-Certified service provider. The PPE request must include sizing documentation provided by the Logistics Section. The LFRD member must be listed on the MCFRS IECS Certified List as a service provider before the gear is issued. The individual must submit a request to the LFRD Chief or designee to replace worn, damaged, lost, or stolen PPE. Proper written documentation must be forwarded to the DVS Chief.

Return of PPE. LFRD personnel who leave MCFRS, or who become an inactive service provider for more than three consecutive months, or who are recommended as inactive by the LFRD Chief or designee to the Fire Chief, must *immediately* return all PPE components

to the MCFRS Logistics storeroom. An exemption for a specific situation that exceeds the criteria outlined above may be forwarded by the LFRD to the Fire Chief for approval.

PROCEDURE FOR ISSUANCE

MCFRS Logistics Storeroom. The Logistics warehouse will schedule evening and weekend hours to ensure that LFRD members have the opportunity to pick up and return equipment. Those scheduled hours must be posted on the Logistics Section of the MCFRS website.

PPE Issuance to LFRD personnel. All PPE ordered for LFRD members will be shipped to the MCFRS Logistics Storeroom. Logistics Section personnel will notify the LFRD Chief when the PPE is in stock. The LFRD member will report to the Logistics Storeroom to obtain issued PPE and complete all necessary paperwork.

PPE MAINTENANCE

Routine PPE Maintenance. PPE *must* be cleaned *at least once a year* to ensure both the safety of the individual, and the proper use and life of the equipment. The LFRD Chief must ensure that all LFRD PPE is sent to the Logistics Section to be properly cleaned and maintained. The LFRD should make every attempt to schedule PPE cleaning when the equipment will not be required for use during a seven consecutive day period, to allow enough time for its cleaning and return to the LFRD. If the LFRD member provides staffing for the Department during multiple shifts (e.g., Chief Officers, live-ins, etc.,) and cannot be without PPE for a period of a week or longer, loaner PPE may be approved by the DVS Chief and provided by the Logistics Section, if available.

Tagging Procedure. The Logistics Section provides service tickets to the LFRDs for PPE items to be cleaned. LFRD members must complete and attach a tag to *each* PPE item (e.g., coat, trouser, helmet) to be cleaned, to ensure proper billing. The tagged items must be placed in the Logistics Section's designated bags at each station, and the vendor will collect those bags.

Condemned PPE. If an Incident Commander or Safety Officer condemns any component of a PPE complement because of contamination, the Logistics Section will provide loaner PPE at its earliest convenience.

When the contractor finds a component of a PPE complement submitted for cleaning is unfit for further service, the vendor will return the condemned PPE coat, trousers, or helmet to the Logistics Storeroom, and Logistics Section personnel will notify the DVS Chief and LFRD Chief of the condemned PPE items. DVS members must then report to the Logistics Storeroom for replacement equipment.