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Issued by:

Guideline Number: Section 2-3


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### Section 2-3: Personal Protective Equipment and Pagers

**Purpose:** This guideline is to establish how the turnout gear and other equipment will be managed


**Guideline:** This guideline will describe the process of issuing turnout gear and pagers, who is responsible for it, inspections, maintenance, unissued equipment use, and the signed agreement.

1. Issued Gear:
  - A. Each Firefighter will be issued at least one (1) set of turnout gear. The firefighters that are more active will be issued a 2nd set of turnout gear. For firefighters that respond to incidents out of other UH&L #33 stations will be issued a 2nd set if it is available.
  - B. Each firefighter will be issued a pager that will be programmed to activate for dispatched incidents for the United Hook and Ladder #33.
    - i. At no time may a pager be reprogrammed or another departments dispatch tones be added.
  - C. The set of issued equipment will consist of:
    - Turnout Coat
    - Pair of Turnout Pants
    - 1 pair of Structural Firefighting Boots
    - 1 pair of Structural Firefighting Gloves
    - 1 Nomex Hood
    - 1 Helmet


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- 1 Pair of Safety Glasses
- 1 Pair of Leather Work Gloves
- 1 Gemtor Belt or similar ladder belt system
- 1 Gear Bag or plastic tote
- 2 Accountability Tags
- 1 Minitor Pager
- 1 Set of Forestry Fire PPE based on availability

- D. Each firefighter will be responsible for contacting the Line Officer in charge of gear when needing a set of gear.
  - E. When the Firefighter is issued a set of turnout gear, all the information will be obtained and documented on the turnout gear inventory along with the date of issuance.
  - F. If at any time a firefighter either becomes inactive or does not meet the standard percentage of calls as outlined in the Active Member Policy (Administrative), his/her equipment may be recalled and issued to another firefighter.
  - G. This will be based on a need basis and the Fire Chief will make the final determination.
2. Responsibility:
- A. Each firefighter is tasked with being responsible for his/her issued equipment
  - B. If at any time the issued equipment become damaged, he/she is responsible to notify the Line Officer in charge of equipment.
  - C. If the Equipment needs to be replaced, it will be up to the Line Officer to find another item that is safe for operating practices to be issued in interim.
  - D. The UH&L #33 will assume all financial responsibility for any issued equipment.

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- E. If the equipment is either lost or stolen, then the local police department having jurisdiction will be notified to begin an investigation.
3. Inspections:
    - A. Each year there will be an annual gear inspection and inventory.
  4. Maintenance:
    - A. Each firefighter is required to keep up on the maintenance for his/her turnout gear.
    - B. This includes cleaning the gear when it is soiled. Most firefighters should be washing their gear every 6 months, or after an incident that it becomes severely soiled with dirt and contaminates.
    - C. The inner liner and outer shell should be separated prior to washing, and both should be washed separately.
    - D. If the firefighter does not take care of the equipment in a timely manner, then the Line Officer in charge of equipment has the right to address the issue. The Line Officer in charge of equipment will not be responsible for returning a firefighters gear to service.
  5. Unissued Items:
    - A. Any firefighter may have the option of wearing unissued equipment.
    - B. If the firefighter chooses to wear unissued equipment, the following will apply to financial responsibility:
      - i. If the unissued equipment becomes damaged or destroyed during an emergency incident, an insurance claim will be filed through UH&L #33 to cover the cost of the equipment.

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- ii. If the unissued equipment becomes damaged or destroyed during a span of use, then it will be the responsibility of the firefighter to replace the equipment at their cost.
  - C. The Fire Chief or assistants hold the right to deem whether an unissued piece of equipment is allowed or is to be taken out of service.
- 6. Signed Agreement:
  - A. Each firefighter will be required to sign a written agreement that records identifying information from the issued equipment.
  - B. When the firefighter signs the agreement, they will also abide by following the guide to the percentage of incidents needed to remain active.
  - C. If at any time a new piece of equipment must be issued, a new agreement must be signed to keep accurate inventory and tracking of issued equipment.
- 7. Percentage of Calls:
  - A. Throughout this guideline, a percentage of calls have been listed to maintain active status.
  - B. If a member cannot meet the percentage of 5-10% (based on 400 calls a year, equaling approximately 20-40 calls) of the calls per year, then that member may be deemed inactive and have their equipment returned to the inventory and reissued to another member.

