



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

## **PURPOSE**

It is the policy of the Russellville Fire Department to provide its members with protective clothing and equipment to safeguard them from injury when involved in fire department activity. The protective clothing and equipment shall be appropriate for the various activities and services the fire department members may provide.

The purpose of this procedure is to establish a system to regularly inspect protective clothing and equipment assigned to its members, and to set standards for the maintenance of these items. This inspection is intended to assure that all personnel are provided with a complete set of protective clothing and equipment, maintained in safe and functional condition.

## **POLICY**

Protective clothing inspections will use the following inspection criteria to evaluate the condition of protective clothing.

Each item will be rated in at least one of the five categories:  
Satisfactory - Clean - Repair - Replace - Missing Item

Protective clothing and equipment items to be inspected are included on the Protective Clothing Inspection Report form. Any issued item not listed on the inspection form shall be written in on the form in the blanks provided.

The Health and Safety Officer (HSO) or designee is responsible for management of the protective clothing and equipment inspection program. The HSO will designate a Shift Commander to conduct the inspections. Protective clothing inspections will be conducted at least two (2) times annually. A more frequent inspection may be conducted anytime by the Shift Commander or company officers. The Shift Commanders are responsible for the management of protective clothing and equipment inspections and adherence to requirements on their designated shift.

The inspecting officer shall verify proper fit of turnout coats and pants while the clothing is actually being worn by the firefighter when conducting the inspection. Protective hoods shall be inspected with SCBA facepiece in place and hood on to verify proper fit and coverage of all facial and neck skin surfaces.

Each member of the fire department is responsible for inspecting his/her protective clothing daily, as well as for the cleaning, care and maintenance of all issued protective equipment. The individual member is responsible for obtaining repairs or replacement items, when needed, by following established procedures.

The department will issue, repair and clean all protective clothing and equipment as required. At least two (2) times a year HSO or his designee will schedule for the cleaning of all structural protective clothing. The picking up and returning of the gear will be coordinated by Shift Commander.

Protective Clothing Inspection Reports will be filled out for each scheduled inspection. The completed form will be signed by the Shift Commander. A copy will be kept on file at the Shift Commanders office for 12 months, and the original will be sent to the Health and Safety Officer for filing.

Approved

Fire Chief

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The inspecting officer will determine the time allowable for correction of any deficiency. This shall not exceed 7 days in any circumstance. Protective clothing or equipment that will not provide adequate protection shall be replaced immediately. Personnel will not be permitted to engage in operations in the absence of, or with seriously deficient, protective equipment.

Protective equipment needing replacement will be exchanged at the earliest opportunity.

Only protective clothing issued or approved by the Russellville Fire Department shall be worn. Protective clothing will not be modified without the approval of the Fire Chief.

#### Helmets

Helmets shall be maintained reasonably clean. Face shield, chin strap, ear flaps and suspension shall be in good condition.

##### Cleaning:

1. Helmets should be cleaned with hot tap water and mild (household) detergent.
2. The following is a list of additional cleaning materials which can be used to remove stubborn dirt and smoke stains:
  - a. Isopropyl alcohol (rubbing alcohol)
  - b. Windex (regular, not ammoniated)
  - c. Dishwashing detergent
  - d. Dupont Wash-wax
  - e. Jeweler's polish for face shield scratches
3. Do not use other materials such as strong (industrial strength) detergents, solvents, petroleum products, etc. These will damage the shell and face shield, and reduce the protective capability of the helmet.

##### Repair:

1. Missing nuts face shield adapters.
2. Face shield excessively scratched.
3. Chin strap and assembly broken or torn.
4. Helmet liner worn, shredded, split, cracked or blistered.
5. Webbed suspensions broken.

##### Replace:

1. Severely stained or split face piece.
2. Helmet with visible cracks.
3. Helmet which is warped or bubbled from exposure to heat.
4. Helmet which has been exposed to mist or fumes which are known to weaken polycarbonate.

*Note: All items constructed from thermoplastics are susceptible to ultraviolet and chemical degradation. When the helmet loses its surface gloss and the surface begins to flake away, this chemical degradation has occurred. During inspections, helmets will be checked for these conditions and the shell will be replaced immediately if they are evident.*

#### Protective Hood

Cleaning--use warm water and any mild detergent.

##### Replace:

1. Hoods that have holes or tears in them.
2. Hoods which are not Fire Department approved.
3. Hoods stretched out of shape and/or do not provide coverage of all face or neck skin surfaces.
4. Hoods that have burn discoloration.

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Personal Identification Tags

The personal identification name tags will be checked. Obtain or replace missing or damaged name tags.

Gloves

Cleaning--use warm water and mild detergent.

Replace:

1. Stiff or rigid gloves.
2. Stitching worn or rotten.
3. Glove insulation is worn through.
4. Leather split.
5. Gloves with holes or tears in them.
6. Gloves that do not fit properly.
7. Gloves which are not Fire Department approved.

Turnout Coats and Pants

Cleaning:

1. Liners and shells can be washed with mild detergent.
2. Heavily soiled spots can be removed with general spot cleaners.

Repairs:

1. All repairs requiring stitching must be made with Nomex thread.
2. Broken snaps.
3. Rivets pulled loose from fabric and from the objects they secure.
4. Suspenders, snaps, and leather eyes which are broken or elongated.
5. Stitching missing.
6. Holes or rips in the shell of garment.
7. Frayed or worn collars.
8. Ripped liners.
9. Reflective stripes which are burned, cracked, melted or torn.
10. Wristlets that are torn or stretched.

Replace:

1. Coats and pants on which the stitching is damaged beyond repair.
2. Coats and pants on which the fabric is worn through.
3. Coats and pants soiled to the point they cannot be cleaned, or saturated with oil, tar, etc.
4. Coats with charring or evidence of other fire damage.
5. Improper fitting coats - i.e. sleeves too short.

Boots

Inspect the rubber or leather boots that are part of the turnout pants.

Replace:

1. Boots that are severely cracked.
2. Boots with any holes in them.
3. Improper fitting boots.
4. Obvious excessive tread wear.

Approved

Fire Chief

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