

**NEW CANAAN POLICE DEPARTMENT**

**SUBJECT: USE AND DEPLOYMENT OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**GENERAL ORDER NUMBER: 04-01-111  
FILE: OPS.15**

**I PURPOSE/POLICY**

The purpose of this general order is to establish policy and procedures for the implementation, administration, deployment and use of Personal Protective Equipment (PPE) and its related program.

The issuance and use of PPE by employees of this Department shall comply with Occupational Health and Safety Administration (O.S.H.A.) regulations pertaining to the proper use of such equipment and shall be concerned with reducing the exposure risk of employees during a Chemical Biological Radiological Nuclear Explosive/Weapon of Mass Destruction (CBRNE/WMD) incident.

**II RESPONSIBILITY**

It shall be the responsibility of all departmental personnel to adhere to this general order. It is the additional responsibility of all supervisory personnel to insure its compliance.

The Department Training Officer shall be designated as the program administrator and shall be responsible for maintaining all records of employee training and compliance with O.S.H.A. regulations.

**III PROCEDURES**

**A Medical Evaluation**

1. All personnel shall undergo a medical examination by a Physician or other Licensed Health Care Provider (PLHCP), as determined by the Chief of Police or his designee prior to the fit-testing, issuance or use of any type of respirator.
  - a. Each employee to be fit-tested with a respirator shall have been deemed medically fit to wear a respirator by the designated PLHCP
  - b. The PLHCP shall make such recommendation to the Department, in writing, as to which employees are deemed medically fit to wear a respirator
  - c. Any records that contain employee medical information shall be maintained in the Chief's Office, separate from other records and in compliance with State Statue and all other applicable laws and regulations. All other records shall be maintained by the Training Officer
2. Additional medical evaluation may be required under the following conditions:
  - a. Employee reports medical signs or symptoms related to the ability to use the respirator

- b. The PLHCP, Program Administrator or supervisor recommends re-evaluation of employee
- c. Information from the respirator program, including observations made during fit-testing and program evaluation indicate a need
- d. Change in workplace conditions or deployment directives that may substantially increase the physiological burden on the employee

**B** Fit-Testing

- 1. Only personnel who have been deemed medically fit to wear a respirator by the designated PLHCP shall be fit-tested with such respirator.
- 2. The Program Administrator shall insure that such fit-testing is conducted prior to initial issuance/use of said equipment and at least once annually thereafter. Additional fit-testing may be required under the following circumstances:
  - a. When a new respirator or face-piece is used
  - b. Whenever the employee reports or the PLHCP, Program Administrator or a supervisor makes a visual observation of changes in the employee's physical condition that could affect respirator fit (i.e. facial scarring, dental changes, cosmetic surgery or an obvious change in body weight)
- 3. Respirator fit-testing shall be administered using an O.S.H.A accepted Quantitative Fit-Test (QLFT).
  - a. Prior to use of respirator, all eligible employees must pass this Quantitative Fit-Test

**C** Training

- 1. Prior to use or field deployment of Department issued Personal Protective Equipment (PPE) all eligible personnel shall receive training to include at minimum:
  - a. Why a respirator/PPE is necessary and how improper fit, use or maintenance can compromise the protective effect of the respirator/PPE
  - b. Capabilities and limitations of the issued respirator/PPE
  - c. Positive/negative pressure check
  - d. Canister identification and proper use
  - e. Emergency use of PPE
  - f. Proper don/doff technique
  - g. Proper inspection of equipment (to include seals & seams)
  - h. Proper maintenance, cleaning and storage procedures
  - i. Recognition of medical signs and symptoms that may limit or prevent the effective use of PPE

- j. Proper hydration
  - k. CBRNE/WMD incident familiarization
  - l. ICS protocols and terminology
  - m. Department deployment protocols
  - n. Review of this General Order
2. Annual re-training will be required when:
    - a. Deployment protocols are changed
    - b. New types of respirators are used
    - c. Employee's inadequate knowledge or improper use of PPE indicates a need

#### **D** Field Deployment

1. Department Personnel will don Personnel Protective equipment (PPE) in the field under the following conditions when directed by the Incident Commander or command staff personnel:
  - a. A CBRNE/WMD incident within this jurisdiction
  - b. A CBRNE/WMD incident outside this jurisdiction where the possibility of contamination presents a danger/hazard to persons inside this jurisdiction
  - c. As directed in incidents of mutual-aid with other jurisdictions
2. The Department issued PPE is to be deployed in outside environments only. The PPE issued to Department personnel is designated as Level C. This equipment is not designed to be deployed in environments that:
  - a. Contain less than 19.5% oxygen
  - b. Contain high concentrations of Chemical Warfare Agents (CWAs), Toxic Industrial Chemicals (TICs), Toxic Industrial Materials (TIMs) or particulate matter
  - c. Exceed the manufacturer's specifications as to the limitations of the equipment
  - d. Are designated as a "Hot-Zone"
3. The Incident Commander shall be responsible for the following during a CBRNE/WMD incident:
  - a. Determining if PPE should be deployed
  - b. Notifying necessary personnel as per G.O. 87-7-42 NOTIFICATION
  - c. Designating a Safety Officer to monitor the physical and mental condition of personnel wearing PPE in the field

- d. Establishing an Incident Command Post and performing his/her assigned duties as per G.O. 90-1-77 UNUSAL OCCURENCES & D.O. 08-01-06 Incident Command Trailer
  - e. Preparing an Incident Action Plan (ICP)
  - f. Designating Command Staff for incident
  - g. Activation of sections designated in the Incident Command System (ICS) as required by the scale of the incident
  - h. Performing a Command Briefing whenever relieved by a new Incident Commander
4. The Incident Commander shall appoint a Safety Officer, who will have the following responsibilities during incidents where Department personnel are deployed in the field wearing PPE:
- a. Monitor the physical and psychological fitness/well-being of field personnel
  - b. Maintain a log of personnel location(s) and time spent in PPE
  - c. Insure that replacement equipment is ready and available for field personnel if necessary
  - d. Monitor and insure that deployed personnel are not exposed beyond the recommended time limits of the PPE (i.e. effective canister life, break-through times of equipment)
  - e. Advise incident commander of status of deployed personnel with regard to allowable deployment time remaining for each officer and current status of field performance
  - f. Insure that deployed personnel have access to fresh water and that they remain properly hydrated
  - g. Immediately report any medical concern to incident commander and insure that proper medical attention is provided to affected personnel as soon as possible
  - h. Monitor donning/doffing of PPE whenever possible
5. Department Personnel shall be field deployed in teams of two responders.
- a. Personnel shall report to the staging area with their issued PPE
  - b. Personnel shall check-in and report to the Safety Officer
  - c. Prior to donning PPE, Personnel shall be checked by medical personnel, who will at minimum record the responder's blood pressure, heart rate and respirations
  - d. Responders will don their PPE in the presence of the Safety Officer or his/her designee when ever possible

- e. The safety Officer or his/her designee shall visually inspect the responder's PPE after donning to insure proper fit and function
  - f. Each responder shall provide their individual PPE Deployment Tag to the Safety Officer who will mark each tag with the required information and retain it.
6. Department personnel shall not be deployed in areas designated higher than a "warm" zone. The designated safety officer shall keep the Incident Commander advised of the metabolic and environmental factors which are affecting the deployed personnel so that a proper rotation schedule can be established. Whenever possible, personnel should be rotated out of field deployment at least every four (4) hours.
  7. Communication during a CBRNE/WMD incident shall be conducted as per G.O. 89-12-65 COMMUNICATIONS. Whenever possible:
    - a. Radio transmissions will be kept to a minimum
    - b. Dispatch will check the status of personnel deployed in PPE every thirty (30) minutes
  8. In the event that a CBRNE/WMD incident occurs in which Department personnel are deployed to another jurisdiction for a mutual-aid or multi-jurisdictional operation, they should follow the procedures utilized by the incident commander of that jurisdiction.
  9. All Department personnel leaving a field deployment area shall follow proper decontamination procedures prior to and while doffing PPE.
    - a. Department personnel will decontaminate in the designated decontamination corridor established by the incident commander
  10. The Commander of the Patrol Division or his/her designee shall complete an After-Action Report following any incident in which Department personnel were deployed in PPE. The After-Action Report should contain at minimum:
    - a. The reason for deployment
    - b. Exposure of any employee(s)
    - c. Length of deployment
    - d. Effectiveness of Department response
    - e. Inventory of all equipment utilized during the deployment (to include all equipment damaged and/or to be decontaminated or destroyed)
    - f. Listing of all agencies involved
    - g. Suggestions on improvements/changes to be made for future deployments

## **E** Equipment

1. All Department personnel who have been deemed as medically fit to wear Personal Protective Equipment (PPE) by the designated PLHCP shall be issued one (1) nylon gear bag containing the following:

- a. One (1) Air Purifying Respirator (APR), full-face type (fit-tested to that particular officer)
  - b. Two (2) multi-purpose CBRN canisters
  - c. One (1) "Level C" chemical protective suit (jacket and pants)
  - d. One (1) Tactical Carrier with holster and reflective identification "POLICE" front and rear
  - e. One (1) CBRN rated "Camelback" hydration system
  - f. One (1) pair of chemical resistant gloves (outer)
  - g. One (1) pair of chemical resistant gloves (inner)
  - h. One (1) pair of chemical resistant boots
  - i. One (1) pair of boot liners
  - j. One (1) roll of chemical tape
  - k. One (1) Smart Card (M-8 paper)
2. All Personnel shall wear the items of PPE as deemed necessary by the Incident Commander, per incident
  3. The following duty gear is authorized for deployment in PPE and shall be worn on the Tactical Carrier in the prescribed manner:
    - a. Duty Weapon and two magazines
    - b. TASER (if available)
    - c. Flex cuffs
    - d. Dosimeter
  4. One member of each team deployed in the field will be issued a Dosimeter and voice amplifier
  5. All personnel shall be responsible for proper care and handling of their issued PPE.
  6. Each gear bag containing the equipment listed in Sec. E, 1, a-k of this general order shall be stored and maintained in a location and manner prescribed by the Commander of Staff Services.
  7. Shift Commanders shall have patrol personnel qualified to wear Personal Protective Equipment bring their PPE gear on patrol when:
    - a. The Director of Homeland Security has designated the threat level as "Orange" or higher for our area

- b. The Director of the State of Connecticut Department of Public Safety, Division of Homeland Security has designated the threat level as “Orange” or higher for our area
- c. The Chief of Police or his/her designee has credible information that would warrant the elevated tactical readiness of Department personnel

**F Program Evaluation / Record Keeping**

1. At least once annually, the Program Administrator shall be responsible for conducting an evaluation of the PPE program and forwarding the findings to the Commander of Staff Services. The purpose of the evaluation will be to determine if:
  - a. Employee knowledge of equipment and deployment protocols is adequate for safe use
  - b. All issued equipment is in proper operational condition
  - c. Equipment has been properly rotated to insure that service-life limits have not been exceeded
  - d. Deployment protocols and procedures are in compliance with O.S.H.A. regulations
  - e. Inventory levels of equipment are adequate for current Department mission
2. Records of medical evaluations shall be retained and made available to the employee or his/her designated representative in accordance with O.S.H.A. regulation 29 CFR 1910.1020.
3. The Program Administrator shall maintain the records of employee fit-testing until the next fit-test is conducted.
4. The PPE Program Administrator shall conduct a documented inspection the Department’s personal protective equipment at least quarterly. This shall be accomplished by:
  - a. Insuring that all stored bags have their seals in place
  - b. If a seal is found broken, a full inspection of the contents will be conducted to insure it is fit for deployment.
  - c. Full inspection of PPE shall be conducted in conjunction with annual fit testing.
5. The Program Administrator shall maintain all records of employee training in the Training Office.

**IV DISTRIBUTION**

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department General Orders through a read-only file on their individual domain of the Department’s computer network. Printed copies and/or CD’s will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

**V EFFECTIVE DATE**

Approved by the Police Commission on 08/25/2004 and  
Effective on 08/25/2004  
Revised October 2008

Per Order,

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Edward J. Nadriczny  
Chief of Police