

	BEDFORD COUNTY DEPARTMENT OF FIRE & RESCUE Standard Operating Guideline	
	Discipline: Administration	DATE: December 13, 2022
	Reference Number: FR-19	
	APPROVED BY: Chief Janet Blankenship	
	SUBJECT: Turnout Gear Requisition Procedures	

Purpose

To develop, approve, and authorize a comprehensive countywide standard operating guide that will provide direction to all county fire service agencies regarding the requisition of structural firefighting personal protective equipment (PPE) that is funded by Bedford County.

Scope

The SOG applies to all agencies under the authority of the Bedford County Department of Fire & Rescue.

Procedures

Structural firefighting personal protective equipment is assigned to all active, trained members of Bedford County fire companies. All members will follow proper procedures for wearing their PPE. It is imperative that any member who will be responding to, and working at any emergency incident, be outfitted with all necessary PPE and trained in its use.

The County has, through careful planning and funding, enabled the Department of Fire & Rescue to budget for the purchase of structural firefighting personal protective equipment for each organization annually. The items considered under this funding allowance include structural firefighting coats, structural firefighting pants, boots, and helmet, according to the established specifications of Bedford County Fire & Rescue. Agencies may request PPE modifications that meet or exceed the County specification but remain responsible for any additional cost resulting from the modification/upgrade.

The number of sets able to be purchased by each organization through the Department of Fire & Rescue will be determined each budget year by allocated funding resources, to be spread equally among each county fire organization.

A **Turnout Gear Requisition Form** has been developed and will be utilized by each organization for the purchase of BCoFR approved gear that is purchased utilizing county funding. No exceptions to this requirement will be allowed.

- a. Fill in top section of form (**Step 1**) with Department and member information. Submit the form to the Deputy Chief of Administration for approval and submission to designated vendor.
- b. The vendor will contact the member to arrange an appointment for sizing (**Step 2**).
- c. The vendor will then complete the bottom section of the form (**Step 3**) and fax a copy to the BCoFR office.

- d. Failure to complete all portions of the form will result in the order not being placed.

It is of the utmost importance that all emergency response personnel realize the inherent dangers associated with any emergency response. In understanding these inherent dangers, all personnel must be able to fully protect themselves with the proper protective equipment when on any emergency scene.



TURNOUT GEAR REQUISITION

Date _____

Department _____

**Step
1**

Member's Name _____

Email address _____

Contact Phone # _____

Chief's Approval _____ Date _____

BCoFR Office approval signature for member(s) to receive turnout gear under Bedford County specifications: _____

Vendor's Name / Address: **Blue Ridge Rescue Suppliers**
3632 Blue Ridge Boulevard
Blue Ridge, VA 24064
Phone 1-866-411-9745

**Step
2**

To Be Completed By Vendor or Their Authorized Representative

Vendor's Signature _____ Date _____

Coat Size _____

**Step
3**

Pant Size _____

Helmet Size _____

Boot Size _____

*** This Form Must Be Returned To BCoFR Office To Be Validated ***