




**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER**

General Order Number: 02-33	Effective Date: December 3, 2021
Division: Apparatus and Equipment	
Chapter: Loaner SCBA Face Pieces	
By Order of the Fire Chief: Tiffany D. Green 	Issue Date: December 3, 2021

POLICY

To provide a loaner Self-Contained Breathing Apparatus (SCBA) face piece, so employees/members can continue providing service.

DEFINITIONS

N/A

PROCEDURES / RESPONSIBILITIES

I. General Provisions

- A. The Fire/Emergency Medical Services (EMS) Department issues each employee/member a face piece. Employees/members must ensure issued equipment is accounted for and functional at all times.
- B. An employee/member may need a loaner face piece in the event of damage or loss.
- C. The on-duty Career Safety Officer, Battalion Chiefs 881, 884 and 885 each carry six (6) face pieces (two small, two medium, and two large) in their vehicles.

II. Procedures

- A. Employees/members with a damaged or lost face piece must contact their immediate supervisor and report the status of the equipment.
- B. During normal work hours, contact Apparatus Maintenance for repair/replacement.
- C. After hours, contact Battalion Chiefs 881, 884 or 885, or the on-duty Career Safety Officer.
- D. Using the Fit Test Database, Career Safety Officers will issue a loaner face piece upon confirmation of fit test compliance. When a loaner face piece is issued, send an email to PGFDBAShop@co.pg.md.us.
- E. The Career Safety Officer/Battalion Chiefs will take possession of damaged equipment for delivery to Apparatus Maintenance.
- F. The Notice of Loss or Damage Report and SCBA Loaner Tracking Form/Receipt will be completed by the Career Safety Officer/Battalion Chiefs and signed by the employee/member.
- G. When equipment is repaired or replaced, Apparatus Maintenance will notify the employee/member to retrieve the equipment and return the loaner face piece to Apparatus Maintenance.



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REFERENCES

N/A

FORMS / ATTACHMENTS

Attachment A – PGC Form #556, Notice of Loss or Damage Report
Attachment B – SCBA Loaner Tracking Form/Receipt

PRINCE GEORGE'S COUNTY GOVERNMENT

NOTICE OF LOSS OR DAMAGE REPORT

DEPARTMENT .		CODE NO.		
DATE OF LOSS OR DAMAGE		DO NOT WRITE IN THIS SPACE		
PROPERTY AFFECTED	ESTIMATE OF LOSS	FILE NO.		
BUILDING OR STRUCTURE	<input type="checkbox"/> \$	DATE RECORDED		
MOTOR VEHICLE	<input type="checkbox"/> \$	COVERAGE PERIOD		
OTHER PROPERTY	<input type="checkbox"/> \$	ACTION TAKEN	Adjust	Subrogate
TYPE OF LOSS		DESCRIPTION OF PROPERTY AFFECTED		
FIRE, WINDSTORM, OR OTHER	<input type="checkbox"/>			
ACCIDENT OR COLLISION	<input type="checkbox"/>			
THEFT	<input type="checkbox"/>			
CAUSE OF LOSS OR DAMAGE (Attach Supporting Information) .				
DATE	SIGNED	TITLE		
DO NOT WRITE – INFORMATION NOTES				
<p>FORWARD IN DUPLICATE TO: SAFETY AND INSURANCE MANAGEMENT DIVISION Room 5000, County Administration Building</p>				



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMS DEPARTMENT



NAME: _____ ID: _____ STATION: _____

DAMAGED EQUIPMENT

REGULATOR

FACEPIECE

SMALL

MED.

LG.

REGULATOR LOANER # _____

FACEPIECE LOANER #: _____

DESCRIBE PROBLEM:

ISSUED BY:

NAME

ID #

RECEIVED BY:

NAME

ID #

CONTACT NUMBER:

PHONE NUMBER

**DROP OFF THE ABOVE PIECE(S) OF EQUIPMENT TO APPARATUS MAINTENANCE
BREATHING AIR SHOP ON THE NEXT AVAILABLE BUSINESS DAY.**