I. POLICY

All correctional facilities shall have and maintain a sufficient supply of self-contained breathing apparatuses (SCBAs) in accordance with the provisions herein.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written guidelines for staff governing the storage, maintenance and inspection of SCBAs.

B. Applicability

This directive is applicable to all correctional facilities within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Program Authority

The person designated by the Chief Administrative Officer (CAO) as the Safety and Sanitation Coordinator shall be one of the four highest ranking employees of the facility and shall be responsible for program coordination and document maintenance.

E. Definitions

Self-contained breathing apparatus (SCBA) – a positive pressure device where compressed fresh air is stored in a cylinder and supplied to the wearer via a regulator, hose and mask. Supplied air creates positive pressure within the mask. SCBAs shall be used upon entry into atmospheres which may be immediately dangerous to life and health.

F. Type

SCBA – Scott Air-Pak 4.5.

Air Tanks – Scott brand, for use with Air-Pak 4.5 model. Tanks may have a 30, 45 or 60-minute capacity rating. All compressed air shall meet purity standards at least as great as those described in 29 CFR 1910.134(d).
G. **Requirements**

The Chief Administrative Officer (CAO) shall ensure written guidelines are established. The guidelines shall include the following provisions:

1. **Use**

   Employee use of self-contained breathing apparatuses (SCBAs) shall be in accordance with Administrative Directive 05.02.116.

2. **Access**

   a. The exact number and location of SCBAs shall be noted in the facility’s written fire plan procedure (see Administrative Directive 05.02.110).

   b. SCBAs shall be accessible to staff, but inaccessible to offenders. Access limitations shall be described.

3. **Storage and Maintenance**

   a. SCBAs and component parts shall be stored under sanitary conditions in a way that will protect the equipment from dust, sunlight, heat, extreme cold, excessive moisture or damaging chemicals.

   b. SCBAs shall be properly cleaned and disinfected according to the manufacturer's instructions after each session of use and prior to storage. All problems and defects shall promptly be reported to the Safety and Sanitation Coordinator.

   c. Any SCBA or component part shall promptly be repaired or replaced:

      (1) At intervals according to the manufacturer's instructions.

      (2) If it fails to perform as designed.

      (3) If physical damage or other conditions render it unsuitable for use.

   d. Repair or parts replacement shall be performed only by experienced persons with parts designed for the SCBA. All maintenance records shall be maintained.

   e. The Safety and Sanitation Coordinator shall inspect SCBAs monthly for the following:

      (1) Safe operating condition and cleanliness. The check shall be according to the SCBA manual instructions.

      (2) Correct cylinder pressure. Cylinders that are at less than the manufacturer’s recommended capacity shall promptly be refilled. Arrangements for the refilling of cylinders shall be made.

      (3) Cleanliness of SCBA storage areas.

      (4) Mixing of components between different types or makes of respirators.

      (5) Use of non-approved component parts.
4. **Inventory**

All SCBAs and related hardware shall be on inventory and records of storage, maintenance and refilling shall be maintained. This responsibility shall be assigned to a specified individual and shall be part of the individual's performance objectives (see Administrative Directive 03.03.110).