

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 518-S

REFERENCE STANDARDS: 46.1.6

SUBJECT: Respirator Protection Program

PURPOSE: The purpose of this document is to outline the process of issuing, training and use of protective respirators.

POLICY: The Hanover Park Police Department recognizes that officers may be called upon to respond to incidents involving nuclear, biological or chemical agents. Within the bounds of available resources, it is the policy of the Hanover Park Police Department to establish the Respirator Protection Program in order to provide for the protection of officers in an incident involving nuclear, biological or chemical weapons. Pursuant to this policy, the Hanover Park Police Department shall make respirators available to every sworn officer.

I. DEFINITIONS:

Air Purifying Respirator (APR)- A respirator to be used in toxic environments where the breathable level of oxygen is known to be sufficient. Air-purifying respirators are designed to protect the wearer for short periods **ONLY**.

Escape-Only Respirator- A respirator intended to be used only for emergency exit.

Fit Test- A test to ensure that an issued respirator is the proper size for the wearer and that an airtight seal is achieved between their face and the respirator in order to determine a correct respirator size and fit.

Licensed Health Care Professional (LHCP)- Includes medical doctor, registered nurse, paramedic or EMT.

NBC- Nuclear, Biological or Chemical

Qualitative Fit Test (QLFT)- A pass/fail test to assess the adequacy of respirator fitness that relies on the individual's response to a test agent.

POLICE OPERATIONS MANUAL

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VILLAGE OF HANOVER PARK

Auth:

Respirator Administrator- The person responsible for overseeing the respirator program.

II. **Responsibility**

- A. The Chief of Police is responsible to ensure that the Respirator Program is instituted and enforced, an operational and appropriate respirator and canister is available for every officer and each officer has the appropriate training and testing pursuant to this directive.
- B. The Respirator Administrator is responsible for being familiar with this policy and have the appropriate training and understanding of the use of the respirators, develop a training and testing regiment which meets the appropriate State and Federal requirements and maintaining training, equipment and testing records.
- C. Officers are responsible for ensuring that they have a full understanding of the use of the respirators and the requisite skills needed to use them when necessary, they have full understanding of this policy and its requirements for APR use and keep the equipment in good working order by following all maintenance procedures.

III. **Selection of Equipment**

- A. The Hanover Park Police Department has selected the NIOSH-approved AVON FM-12 air-purifying respirator along with the AVON DPF-12 NBC canister. Other supporting equipment such as carrying cases, lens inserts and other canisters may be selected by the Chief of Police.
- B. The department has also selected the 3M N-95 Particle Respirator to provide as optional equipment.

IV. **Medical Evaluations**

- A. Prior to the issuing of an APR to any employee, a medical evaluation questionnaire will be completed by the employee. The questionnaire will be forwarded to the Health Care Provider designated by the Human Resources Department who will serve as the Licensed Health Care Professional (LHCP) for review, as required by the Illinois Department of Labor.
- B. If the LHCP needs to clarify any questions, the LHCP will contact the employee directly.
- C. If the LHCP feels a medical condition of the employee may restrict their ability to safely wear and use a respirator, the employee may be referred to a physician for follow-up.
- D. After consulting with the employee, the physician will then be requested to communicate their finding with the Chief of Police regarding the employee's ability to safely wear and use the respirator.
- E. The medical evaluation questionnaire will be maintained with the Human Resources Department for the Village of Hanover Park.

V. Fit Testing

- A. At the time of initial issuance and thereafter on an annual basis, a respirator fit test shall be used to determine the ability of each member to obtain a satisfactory fit with the issued APR.
- B. Fit Testing will be conducted by a trained employee
- C. Fit Testing will be conducted by using either a qualitative or quantitative method.
- D. A written record of the fit testing will be completed and maintained by the Respirator Administrator.
- E. Any facial hair, which may interfere with a clean seal between the user's face and the respirator face-piece is prohibited unless authorized by the Chief of Police.
- F. A fit test for the 3M N-95 Particle Respirator will be conducted during the same session as the APR.

VI. Use of Respirators

- A. Each sworn officer will be issued the following equipment: one AVON FM-12 respirator, one NBC & Toxic Agent filter canister and one canvas bag
- B. The use of prescription eyeglasses are not allowed for use with the APR respirator. Officers who wear prescription eyeglasses to correct their normal vision will be provided with monacle inserts for the respirator that have been made to the individual's eyewear prescription by an optometrist of the department's choosing, at no cost to the individual. Officers who need monacle inserts for their respirators will make arrangements with the program administrator for the production of the inserts to their prescription.
- C. Officer may not substitute any equipment for use, apply or affix any non-departmentally issued accessories or items to the APRs.
- D. The AVON FM-12 respirator shall not be used for fire fighting or other oxygen deficient environments. The respirator is intended for use as a means of **emergency escape only** in an incident involving nuclear, biological or chemical hazards.
- E. Canisters are to remain in their sealed bag until needed. The normal shelf life of a canister in a sealed bag is 10 years. Once the canister has been removed from the sealed bag, the shelf life is reduced to approximately 1 year.
- F. Whenever an officer reasonably believes that an imminent threat of a nuclear, biological or chemical nature exists, the officer should put on the respirator along with the canister that was provided with it. After putting the respirator on, the employee should ensure that it has a proper seal by performing a negative pressure test as demonstrated in training.
- G. If possible, officers should remove themselves from the area of the threat before taking off the respirator. If the officer is unable to be removed from the threat area, it is imperative that the respirator remains intact and properly seals the face throughout the duration of the incident.

VII. Deployment of Masks

- A. Respirators will be stored alphabetically, by officer's last name, in the evidence processing room. The On-duty Supervisor will coordinate deployment of the masks.
- B. The National Terrorism Advisory System, (NTAS), will govern when respirators will be issued to officers. The carrying conditions are as follows:
 - ELEVATED Alert- Respirators are deployed to all shifts and mandatory carry in vehicles by all officers.
 - IMMINENT Alert- Respirators are deployed to all shifts and mandatory carry by all officers on their person.
- C. Personnel may be required to carry the respirator at other times as directed by a supervisor.
- D. While under either the ELEVATED or IMMINENT Alert, any personnel who have facial hair other than a trimmed moustache must report to duty clean-shaven unless given authorization from the Chief of Police. Being clean-shaven is a requirement for proper respirator fit.
- E. While under either the ELEVATED or IMMINENT Alert, all personnel will store their respirator in their individual locker at the police department.
- F. The issuance and return of the respirators will be documented by the on-duty supervisor on the designated Respiratory Inventory Sheet (Appendix A).
- G. The 3M N-95 Particle Respirators are not assigned to employees and may be distributed by a supervisor during a pandemic event. It is the employee's option to be issued and use the N-95 Respirator.

VIII. Maintenance and Inspection

- A. Employees shall be responsible for cleaning the respirator after each use and replacing the filters when necessary. Additionally, they are responsible for the issued APR's and supporting equipment and shall report any problems or maintenance issues to their immediate supervisor or Respirator Administrator as soon as possible.
- B. Cleaning will be done according to the procedures set forth in the training documentation.
- C. Inspection of the respirators will be documented monthly by the Patrol Division Lieutenant. The inspection will be documented on the Respirator Inventory Sheet (Appendix A). (46.1.6)

IX. Training

- A. All personnel issued an APR shall be trained prior to its use.
- B. Training shall cover the proper use of the respirators, including putting on the respirator, putting the canister on the respirator, taking off the respirator, storage of the respirator, proper care and cleaning and the capabilities and limitations of the APR and the supporting equipment.
- D. Refresher training shall be conducted on an annual basis.
- E. Training/retraining for the 3M N-95 Particle Respirator will be conducted during the same session as the APR.

X. Evaluation of Program

- A. The Respirator Protection Program will be evaluated on an annual basis.
- B. The purpose of the evaluation will be to determine the effectiveness of the program.
- C. The Respirator Administrator will be responsible for conducting the evaluation and making any changes to the program based on feedback from the evaluation.

XI. Special Use of the Respirator

- A. If the Chief of Police deems necessary, the Respirator Protection Program may be expanded to include “special use” of the APR. Special use is any use of the APR that is NOT “escape only.”
- B. If such an expansion of the Program is undertaken, it is incumbent on the Chief of Police to:
 - Review and update this policy document, the Respirator Program, training and use given the expanded use.
 - Ensure that this policy document is amended to include requirements as outlined by the Illinois Department of Labor and any other requisite regulations.
 - Ensure that medical examination by a LHCP of each affected officer is conducted at Department expense on an annual basis.