



SECUR-ID™ FIRE SERVICE PRE-POST KIT

SOP Template

Whether the fire department is helping someone at a fire, an automobile accident, a chemical spill or a natural disaster, the person involved at the incident is provided with a **SECUR-ID™** Fire Service Pre-Post Kit to walk themselves through the process of: (a) safely storing their personal belongings; (b) showering and/or changing affected clothing; and, (c) proceeding to a triage area, a hospital or some other location.

Procedure

1. Fire department or emergency staff member gives person **SECUR-ID™** Fire Service Pre-Post Kit, making sure that kit is properly sized to the individual's height & general body frame, as follows:

<u>Kit Size</u>	<u>Max Height (ft. in)</u>	<u>Max Height (cm)</u>
• Youth	4' 6"	137
• Adult	5' 6"	168
• Large Adult	7' 0"	213

2. Person confirms that the **SECUR-ID™** Fire Service Pre-Post Kit given to them is the proper size (e.g. Youth, Adult or Large Adult, based on the "height table" shown on the exterior of the kit). If the wrong size kit has been received, person should ask fire department or emergency staff member for a new kit.
3. Person confirms that all parts of the **SECUR-ID™** Fire Service Pre-Post Kit are complete, as listed below:
 - a. Red (pre-kit) side of "saddle bag" (marked with the numeral 1) includes:
 - Red privacy gown
 - Small **SECUR-ID™** pictogram property bag (for small items & valuables)
 - Large **SECUR-ID™** pictogram property bag (for clothes, shoes, etc.)

NOTE: Both the small & large **SECUR-ID™** pictogram property bags should have the same unique barcode ID number on each bag. If not, person should ask for a new kit.

- b. Green (post-kit) side of "saddle bag" (marked with the numeral 2) includes:
 - Green privacy gown
 - Drying towel(s)
 - Booties
 - Comb

If parts of the **SECUR-ID™** Fire Service Pre-Post Kit are missing, person should ask fire department or emergency staff member for a new kit.



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4. Person proceeds to triage or shower area.
5. Person removes red privacy gown from the red section of SECUR-ID™ Fire Service Pre-Post Kit.
6. If triage or shower area is private, person should remove all of their clothing & put on the red privacy gown by lifting the gown over their head and extending arms through the arm holes.

NOTE: The black interior of the gown provides opacity (privacy).

If the triage or shower area is NOT private, person should put on the red privacy gown over their clothes by lifting the gown over their head. With arms still inside gown, person should remove all of their clothes and let them drop to floor. Person then extends arms through the gown's arm holes.

7. Person gathers all of their personal belongings & sorts them into two piles: (a) one pile of small items & valuables; and (b) one pile for everything else.
8. Person opens the small SECUR-ID™ pictogram property bag, noting the pictogram instructions on the outside of the bag, & places all of their small belongings & valuables inside that bag. Once all of person's small & valuable belongings have been placed inside the small SECUR-ID™ pictogram property bag, the bag is then sealed by removing the backing (white or clear) from red tamper-evident seal and firmly pressing the red tamper-evident seal onto SECUR-ID™ pictogram property bag.
9. Person tears top section of small SECUR-ID™ pictogram property bag at perforation, away from the sealed bag, noting that this top section acts as a "receipt" for the person by having the same unique barcode ID number on the receipt as is on the sealed SECUR-ID™ pictogram property bag. Person inserts hand through hole in top section receipt of small SECUR-ID™ pictogram property bag to wear on their wrist and to keep with them.
10. Person gathers all of their remaining personal belongings & opens large SECUR-ID™ pictogram property bag, noting the pictogram instructions on the outside of the bag. Person places all of their remaining belongings inside large SECUR-ID™ pictogram property bag. Once all of person's remaining belongings have been placed inside this bag, the bag is then sealed by removing white backing from red tamper-evident seal and firmly pressing the red tamper-evident seal onto SECUR-ID™ pictogram property bag.



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11. Person tears top section “receipt” of large **SECUR-ID™** pictogram property bag at perforation, away from the sealed bag. Person inserts hand through hole in top section receipt of small **SECUR-ID™** pictogram property bag to wear on their wrist and to keep with them.
12. Person now is:
 - wearing red privacy gown
 - wearing two wrist receipts from the **SECUR-ID™** pictogram property bags
 - holding two **SECUR-ID™** pictogram property bags (loaded with their personal belongings)
 - holding green (post-kit) side of “saddle bag” (marked with the numeral 2)
13. Person puts their two **SECUR-ID™** pictogram property bags (loaded with their personal belongings) into the marked bins located in the triage or shower area or as instructed by emergency staff member.
14. Person proceeds to triage or shower area and removes red privacy gown when instructed by emergency staff member. Person discards red gown where instructed and is triaged or begins shower process.
15. Person exits triage or shower area and opens green section (marked with the numeral 2) of **SECUR-ID™** Fire Service Pre-Post Kit.
16. Person uses disposable drying towel(s) from green section of **SECUR-ID™** Fire Service Pre-Post Kit.
17. Person removes green privacy gown from the green section of **SECUR-ID™** Fire Service Pre-Post Kit and puts on gown by lifting it over their head and extending arms through the arm holes.
18. Person removes booties & comb from green section of **SECUR-ID™** Fire Service Pre-Post Kit. Person puts on booties & combs hair.
19. Person now is:
 - wearing green privacy gown & booties
 - wearing two wrist receipts from the **SECUR-ID™** property bags
19. Person leaves triage or shower area & proceeds to location instructed by emergency staff member.

NOTE: Person will receive their personal belongs after inspection (or decontamination) has occurred.