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| DATE: | OCTOBER 2, 2019 |
| NUMBER: | H.1 |
| SUBJECT: | FIRE PROCEDURES |
| RELATED SECTIONS: | H.2 , H.3 , H.5 , H.7 , J.1 , J.2 |

PURPOSE

To establish an effective and uniform procedure for responding to reports of fire and/or smoke within a detention facility.

POLICY

In the event of a fire within any detention facility, the immediate emphasis shall be on the protection and safety of human life within the facility. The protection of property will be secondary. Fire procedures will be reviewed and updated annually by the facility fire safety officer (FSO) and approved by the facility commander.

PROCEDURE

- I. Each detention facility will develop a fire response procedure that will meet the needs of the individual facility (refer to green sheets). The procedure will include, but not be limited to:
 - A. Fire discovery
 - B. Fire suppression
 - C. Personnel responsibilities (sworn and professional staff)
 - D. Fire equipment
 - E. Reference to evacuation plans
 - F. Quarterly staff drills
 - G. Notification requirements
- II. Each facility will maintain an Emergency Operations Manual (EOM) in accordance with the guidelines presented in section H.2. Copies of the facility EOM will be placed in strategic work locations for use as references in the event of a fire. They must be kept secure to prevent access by inmates.
- III. All personnel will be required to familiarize themselves with facility fire procedures prior to their work assignments and to attend scheduled fire training classes/drills.
 - A. Fire prevention methods and implementation of fire procedures will be the subject of regularly scheduled line-up training sessions.
 - B. Shift supervisors are directly responsible for ensuring personnel are properly trained for fire response.
 1. All deputies and sergeants will be tested quarterly in Survivair use and will demonstrate proficiency. This testing will be documented using the Quarterly Survivair Proficiency Testing (J-16) Form. Personnel who fail to

demonstrate proficiency will be immediately scheduled for retraining. All completed forms will be collected from each sworn staff member and submitted to the facility training staff. The facility training staff will retain the forms until the completion of each quarterly training report.

2. All sergeants and deputies will participate in bi-annual drills that will include briefing training and hands-on application in the use of fire suppression equipment.
- IV. The facility commander shall ensure there is, at all times, at least one person on duty who is trained in fire and life safety procedures that relate specifically to the facility.
 - V. To ensure the safety of all facility occupants, fire prevention is of the utmost concern. Fire prevention shall include, but not be limited to:
 - A. Facility fire safety inspections.
 - B. Proper storage of toxic and caustic materials.
 - C. Special containers for flammable liquids and for rags used with flammable liquids.
 - D. Separate containers for combustible refuse in all housing areas and other locations throughout the facility.
 - E. Selection and approval of appropriate facility furnishings, which should indicate the fire safety performance ratings of the materials selected.
 - VI. The facility commander is directly responsible for ensuring the implementation of this policy.