

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
May 30, 2017	BUREAU-WIDE	COURT HOLDING	E.5
SUBJECT: FIRE SUPPRESSION PLAN - TITLE 15 COMPLIANCE			PAGE 1 of 2

Purpose:

To provide guidelines for a fire suppression plan for Court Services Bureau (CSB) court holding facilities. This section is intended to satisfy the requirements of the California Code of Regulations Title 15, Division 1, Chapter 1, Subchapter 4, Article 3, Section 1032 and Penal Code section 6031.1 (b).

Policy:

Each CSB court holding facility will have a fire suppression plan in the form of a facility specific sheet that will include site specific issues and the requirements from Title 15 as listed below. Each CSB facility will assign a deputy to ensure these requirements are met. Each fire suppression plan will be reviewed annually.

Procedure:

- I. The assigned deputy will conduct monthly inspections of the fire equipment within the holding tanks and immediate areas. The results of inspections will be documented and kept on file at each command for minimum two years.
- II. Local commands will be responsible for scheduling facility inspections by the local fire department at a minimum of every two years. These inspections are required for compliance with Penal Code section 6031.1 and Health and Safety Code sections 13146.1(a) and 13146.1(b).
- III. All court holding facility fire suppression plans must include an updated evacuation plan for inmates and staff and must include a plan for the emergency housing of inmates in case of fire.
- IV. The Department of General Services is primarily responsible for maintenance of fire suppression equipment. The following table is provided for reference and to assist local commands with scheduling inspections. When staff conducts inspections, any unusual conditions or circumstances should be documented and reported to the Department of General Services as soon as possible.

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**Fire Suppression Equipment
Inspection Checklist**

Type of Equipment:	Required Service:	Authority:	Date Last Inspected	Inspected By:	Date Inspected:
Dry chemical fire extinguishers	Serviced yearly or after use	CFC sections 1001.5, 1002.1 CCR Title 19 Chapters 1 and 3			
Stand pipe system risers	Inspect semi-annually, service at 5 years	CFC section 1001.5.2 NFPA Standard 25			
Fire hose in racks	Unrack and reload annually. Initial test at 5 years; 3 years thereafter	CFC 1001.5.2 CCR Title 19 NFPA Standard 1962			
Manual fire boxes	Test semi-annually	CFC section 1001.5 NFPA Standard 72			
Smoke detectors	Test annually	CFC 1001.5 NFPA Standard 72			
Annunciators	Test quarterly	CFC section 1001.5 NFPA Standard 72			
Control Unit Panel and Trouble Signals	Test lamps, LEDs, fuses, primary and secondary power	CFC section 1001.5 NFPA Standard 72			
Fire Alarm	Annually activate on device per circuit	CFC section 1001.5 NFPA Standard 72			
Evacuation Routes Clear of Debris/Fire Doors Operable	Keep routes clear and doors operable at all times				

CFC = California Fire Code CCR = California Code of Regulations NFPA = National Fire Protection Association