

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

DATE	DISSEMINATION	CATEGORY	NUMBER
January 29, 2013	CHULA VISTA	COURT HOLDING	E.5.C
SUBJECT: FIRE SUPPRESSION PLAN – TITLE 15 COMPLIANCE			PAGE 1 of 2

PURPOSE

To establish a fire suppression plan and a procedure for inspecting fire/safety equipment for South Bay Court Services Holding Areas.

POLICY

South Bay Court Services Bureau shall designate a “Fire Safety Officer” who shall conduct timely inspections and reviews of fire/safety equipment and procedures. The Fire Safety Officer shall be responsible for an annually review of the fire suppression plan.

PROCEDURE

- I. The “Fire Safety Officer” shall be designated by the court sergeant.
 - A. The Fire Safety Officer shall perform a comprehensive and thorough monthly inspection of the facility for compliance with safety and fire prevention standards.
 - B. An inspection form will be used to properly document such inspections.
- II. The Fire Safety Report will be incorporated with the quarterly ARMS Report.
- III. Fire Inspections conducted by the Chula Vista Fire Marshal will occur every two years.
 - A. The Fire Safety Officer shall schedule the inspection.
- IV. Fire Discovery
 - A. When a deputy discovers a fire, he/she will immediately notify a supervisor via radio or telephone of the following:
 - 1. The specific area of the fire.
 - 2. The extent of the fire, or disaster.
 - 3. Type of material that is burning.

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V. Suppression

A. CSB personnel at the fire scene shall attempt to extinguish the fire by using available extinguishing equipment. If the fire is beyond control, a plan of evacuation will be followed.

III. Evacuation

A. Evacuation procedures are outlined in section G.3.C of this manual.