

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

DATE	DISSEMINATION	CATEGORY	NUMBER
August 1, 2018	SAN DIEGO	COURT HOLDING	E.05.S
SUBJECT: FIRE SUPPRESSION PLAN - TITLE 15 COMPLIANCE			PAGE 1 of 4

Purpose:

To establish guidelines for the San Diego Central Courthouse (SDCC) & Hall of Justice (HOJ) fire suppression plan and procedures for inspecting fire /safety equipment.

Policy:

A deputy shall be designated to conduct monthly inspections of fire/safety equipment in or adjacent to the holding tanks. In the event of a fire in the SDCC or HOJ, Court Services Bureau (CSB) personnel shall follow the below listed procedures to suppress the fire and ensure the safety of everyone in the building.

Procedure:

I. Fire Discovery

A. SDCC Fire alarms. When the fire alarms are activated, the Lobby personnel will close the front doors to prevent entry, but manage egress and wait for verification. Alarms will be activated on the floor of detection, and one floor above and one floor below – not the entire building. None of the automatic alarms will trigger alarms on all floors of the entire building. This can only be manually done from the Fire Control Center (FCC) by the Fire Department, if they choose to do so. Occupants of the three floors are required to evacuate the building. Occupants of the floors not affected by the fire alarm activation may choose to remain on their floors. When a fire alarm/smoke alarm is activated, all the lights in the entire building will go to full brightness. Coordination with the Fire Department and Presiding Judge will determine if evacuation of additional floors is necessary.

1. When a fire alarm is activated in the SDCC, an automated voice message will announce:

"May I have your attention please. May I have your attention please. A fire has been reported which may affect your floor. Please walk to the nearest exit and evacuate the building."

2. If the fire alarm or smoke alarm is activated in an elevator lobby, an automated voice message will announce:

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*"May I have your attention please. May I have your attention please.
Please exit the elevator when it stops and await further instruction."*

- B. HOJ. When the fire alarms are activated, the Lobby personnel will close the front doors to prevent entry, but manage egress and wait for verification. The HOJ sergeant will respond to the fire control room. Another ranking supervisor should respond to the location of the reported fire. Control will disseminate information to all responding personnel. All deputies should provide assistance in the evacuation and then look for the cause of the alarm and report the status to Building Control in the SDCC and the Court Sergeant in HOJ. Maintenance will respond to the Fire Command Center to determine the exact location of the alarm. When the Fire Department or Maintenance has determined that it is safe to reopen the building, the sergeant will notify Building Control.

1. When a fire alarm is activated in the HOJ, an automated voice message will announce,

"A fire has been detected on your floor, please evacuate."

- A. If a deputy discovers smoke or fire, he/she will immediately activate the nearest fire alarm and notify Building Control via radio or telephone of the following:

1. The location of the smoke or fire
2. The extent of the smoke or fire
3. Type of material that is burning, if known
4. Casualties/Victims, if known

- B. Building Control personnel shall immediately notify the San Diego Fire Department, Control Sergeant, and Lieutenant. Although the fire control system is designed to automatically send a notification to the Fire Department, the Building Control Deputy or Dispatcher should also contact the Fire Department.

II. Suppression

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

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III. Evacuation

- A. Evacuation procedures are outlined in Facility Specific Sheet G.3.S Evacuation Procedures and the SDCC Post Orders.
- B. In the event of any fire alarm activation, ALL inmates will be secured in the nearest holding tank/waiting tank, regardless of where the alarm is activated. If determined to be a false alarm, the inmate will be readily available to return to the courtroom. [REDACTED]

IV. Monthly Inspections

- A. Monthly inspections will be conducted by a deputy or designee. Fire/safety equipment includes the following:
 - a. Dry chemical fire extinguishers
 - b. Fire hoses
 - c. Fire alarms
 - d. Smoke detectors
 - e. Evacuation routes clear of debris and operable fire doors
- B. The assigned deputy will inspect fire extinguishers located in the holding tank areas for charge level, safety pin and zip tie. Additionally, any unusual conditions and circumstances should be documented and reported to the Administrative Sergeant, Department of General Services (DGS) or current State contracted maintenance company to ensure the discrepancy is documented and repaired. DGS will also conduct their monthly checks.
- C. Fire alarms, smoke detectors and fire hoses will be visually inspected for serviceability.
- D. Personnel working in court holding areas will immediately notify the assigned deputy of any equipment problem(s) and document it in JIMS.
- E. An inspection form, contained in this policy, will be used to properly document such inspections. The results of monthly inspections will be documented and kept on file for a minimum of two years. Furthermore, the assigned deputy shall be present during local and state fire department facility inspections of the holding tank areas.

FIRE EQUIPMENT INSPECTION LOG FOR HOLDING TANK AREAS

Inspection Period: _____

Fire equipment in holding tank areas will be inspected the beginning of each month.

- Check fire extinguisher's pressure gauge ensuring it is holding appropriate pressure level on green indicator.
- Check placement of safety pin preventing accidental discharge.
- Check presence of zip tie indicating ready use.
- Check alarms, fire hoses and smoke detectors for serviceability.
- Check evacuation routes for debris and operable fire doors

The following deputies are assigned to inspect this equipment on a monthly basis.

Name and ARJIS # of primary deputy: _____

Name and ARJIS # of secondary deputy: _____

Holding Tank Area	Extinguisher	Alarms, hoses, and smoke detectors	Inspected by:	Deficiency:	Maint. notified by:	Correction:
HOJ						
B1						
HT1						
WT8						
WT10						
HT11N						
HT11S						
HT12N						
WT12S						
WT13N						
WT13S						
WT14						
WT15N						
WT15S						
WT16N						
WT16S						
WT17N						
WT17S						
WT18N						
WT18S						
WT19N						
WT19S						
WT20N						
WT20S						
WT21N						
WT21S						
WT22N						
WT22S						

Reviewed by: _____
(Supervisor)

This form must be completed on a monthly basis. If a maintenance issue is discovered notify Admin Sergeant immediately. Submit form to Admin upon completion of inspection to maintain on file for two (2) years.