

<b>DATE:</b>	<b>April 23, 2022</b>
<b>NUMBER:</b>	<b>H.1.S</b>
<b>SUBJECT:</b>	<b>FIRE PROCEDURES</b>

**PROCEDURE**

Upon discovery of a fire the following procedures will be followed to suppress the fire and ensure the safety of the staff and incarcerated persons.

**I. FIRE DISCOVERY**

A. When an employee discovers a fire, they will immediately notify Control of the following:

1. The specific area of the fire.
2. The extent of the fire.
3. The type of material that is burning.

**II. SUPPRESSION**

A. All deputies should obtain a Survivair in the event of their assigned area being overcome by smoke at any time. With the exception of minor flames that can be suppressed by a fire extinguisher, fire suppression will primarily be the responsibility of the CVFD. Deputies will be responsible for the following procedures in the event of a CVFD response.

1. The Incident Commander, or his designee, will meet with the CVFD and brief them upon their arrival. One or more deputies will be completely suited up in turnout gear and prepared to escort the firefighters to the affected scene with a fire set of keys.
2. Escort deputies will lead the CVFD fire team to the fire location and assist them in any way they need to suppress the fire. Observation deputies will update Control of the status of the fire team.
3. Special attention will be paid to providing security for the CVFD fire team. Additional staff may be deployed for this task.

### III. PERSONNEL RESPONSIBILITIES

A. Upon notification of the fire, the Watch Commander shall notify, as soon as practical, the Facility Commander.

B. Sworn staff responsibilities.

1. The Watch Commander will assume responsibility as the Incident Commander. The Control area will serve as the command post.

The Incident Commander, will as necessary:

**Govt. Code 6255(a)**

2. A Corporal/Training Officer, or senior deputy will assume the role of Team Leader and organize a response to any situations that arise.

**Govt. Code 6255(a)**

3. The Control Deputy, will as necessary:

**Govt. Code 6255(a)**

**Govt. Code 6255(a)**

C. Professional staff responsibilities.

1. All Professional Staff will report to their assigned evacuation areas and check in with the Control Deputy as soon as possible.
2. Professional Staff should return their incarcerated person work crews to Module 3B if it is safe to do so. Otherwise, they should turn the incarcerated person workers over to a deputy.
3. Professional Staff may be assigned administrative responsibilities at the command center.

IV. EQUIPMENT

A. A variety of emergency equipment is available for use throughout the facility. Equipment shall be deployed as needed to meet the needs of staff responding to the emergency. Deputies will deploy equipment in a manner consistent with Policies and Procedures relating to the equipment.

B. Fire Response Room (FRR) – Contains a variety of equipment for fire response. The Fire Safety Officer, or designee, will maintain an updated inventory at all times. This inventory is available on the FRR door.

1. **Govt. Code 6255(a)**
2. **Govt. Code 6255(a)**
3. **Govt. Code 6255(a)**
4. **Govt. Code 6255(a)**
5. **Govt. Code 6255(a)**
6. **Govt. Code 6255(a)**
7. **Govt. Code 6255(a)**

C. Station stairwell equipment storage-Located between Stations 1 and 3 and Stations 2 and 4.

1. **Govt. Code 6255(a)**
2. **Govt. Code 6255(a)**

D. Control- Located underneath the metal key box.

1. **Govt. Code 6255(a)**

E. Weapons and personal safety equipment – a variety of specialty munition weapons, lethal weapons, and personal safety equipment are available, as needed, for security.

F. **Govt. Code 6255(a)**  
The Fire Safety Officer will update these as needed.

V. EVACUATION PLANS

- A. When an evacuation is deemed necessary, staff, visitors, and incarcerated persons will be moved to a safe area. Deputies will conduct evacuations in accordance to Green Sheets H.3.S.

VI. QUARTERLY STAFF DRILLS

- A. The Detentions Training Unit (DTU) mandates quarterly fire training.
  - 1. Security Team trainers will conduct quarterly fire training for their respective teams. The Security Team Sergeant will ensure his team members are adequately versed in the facility fire procedures.

VII. EMERGENCY OPERATIONS MANUALS

- A. Emergency Operations Manuals shall include information regarding fire procedures, evacuation plans, and facility maps. There shall be manuals kept in the following locations:

**Govt. Code 6255(a)**

VIII. FIRE PREVENTION

- A. Fire prevention is of the utmost concern. Fire prevention strategies are employed daily, monthly, and yearly, as outlined in Green Sheet H.7.S. All staff participates in fire prevention.