DATE:	April 23, 2022
NUMBER:	H.5.S
SUBJECT:	FIRE/SMOKE DETECTION SYSTEMS

PROCEDURE

I.   PULL ALARM SYSTEM

   A.   The fire alarm system will audibly sound throughout the facility when a pull alarm is activated. A red "Notifier" pull alarm is located on the back wall of every deputy's station, the maintenance office, the loading dock, and the facility lobby. Pulling down the lever sets off the audible alarm heard in Control and throughout the facility. The "Notifier" control panel located in Control will show the location where the pull alarm was activated.

   B.   The pull alarms are not directly linked to the fire department. The Control Deputy must be given sufficient information regarding the fire to decide whether the fire department is to be called. The Control Deputy should consult with the Watch Commander if possible.

II.   SMOKE DETECTOR SYSTEM

   A.   Smoke detectors/sensors are located on the module ceilings of the dayroom, cells, and in the smoke/pipe chases. They are also scattered throughout the facility in the hallways, offices and storage spaces.

   B.   Smoke detectors/sensors are activated by the presence of a small quantity of smoke or fine particulate matter.

      1.   A "fire alarm" or "pre-alarm" will initiate an audible alarm in Control and throughout the facility and must be investigated by sworn staff.

      2.   A "trouble" alarm will initiate a beeping sound on the Notifier panel. The beeping sound can be reset via the "signal silence" button. Trouble alarms do not initiate a response from sworn staff and are simply maintenance notifications.

   C.   In response to a "fire alarm" or "pre-alarm", the Control Deputy will do the following:

      1.   Silence the alarm.
      2.   Check the "Notifier" fire alarm panel in Control to identify the location of the alarm.
      3.   Send an available deputy to investigate the alarm.

4.   Upon conclusion of the incident, the Control Deputy will reset the fire alarm panel from Control.

III.   FIRE SPRINKLER SYSTEM

The Fire Sprinkler System is automatically activated once the sprinkler head is heated to temperatures around one hundred and thirty-five degrees Fahrenheit (135F). The sprinklers are scattered throughout the facility in the modules, hallways, offices, and storage spaces and are mounted on the ceilings. The Fire Sprinkler system can be shut off inside the boiler room, located in the maintenance area behind the loading dock.

IV.   MAINTENANCE AND INSPECTIONS

A.   When any sworn or non-sworn staff member discovers a broken or damaged piece of the Pull Alarm, Smoke Alarm, and Fire Sprinkler systems, they shall immediately notify the Watch Commander.

B.   The Watch Commander will notify the Fire Safety Officer (Administrative Sergeant) of all fire safety maintenance issues.

1.   The Operations Deputy will manage routine repairs.
2.   Critical repairs may require immediate action, at the discretion of the Watch Commander, Fire Safety Officer (Administrative Sergeant), or Facility Commander.

C.   Pull Alarm, Smoke Alarm, and Fire Sprinkler systems will be inspected monthly during the Fire Inspection.

V.   RESET PROCEDURES

A.   The Control Deputy will depress the "signal silence" button which will silence the Notifier panel in Control. The Control Deputy will dispatch a rover to the affected area to check the alarm prior to resetting the system.

B.   To reset an unfounded alarm, the Control Deputy will depress the "system reset" button.