

DATE:	SEPTEMBER 14, 2022
NUMBER:	H.1
SUBJECT:	FIRE PROCEDURES
RELATED SECTIONS:	H.2 , H.3 , H.5 , H.7 , J.1 , J.2

PURPOSE

To establish an effective and uniform procedure for responding to reports of fire and/or smoke within a detention facility.

POLICY

In the event of a fire within any detention facility, the primary emphasis shall be on the protection and safety of human life within the facility. The protection of property will be secondary. Fire procedures will be reviewed and updated annually by the facility fire safety officer (FSO) and approved by the facility commander.

PROCEDURE

- I. Each detention facility will develop a fire response procedure that meets the needs of the individual facility (refer to facility Green Sheets). The process will include, but not be limited to:
 - A. Fire discovery
 - B. Fire suppression
 - C. Personnel responsibilities (sworn and professional staff)
 - D. Fire equipment
 - E. Reference to evacuation plans
 - F. Bi-annual staff drills
 - G. Notification requirements
- II. Each facility will maintain an Emergency Operations Manual (EOM) in accordance with the guidelines presented in Detention Services Bureau Policies and Procedures section H.2. Copies of the facility EOM will be placed in strategic work locations for use as references in the event of a fire. They must be kept secured to prevent access by incarcerated persons.
- III. All personnel will be required to familiarize themselves with facility fire procedures prior to their work assignments and attend scheduled fire training classes/drills.
 - A. Fire prevention methods and implementation of fire procedures will be the subject of regularly scheduled line-up training sessions.
 - B. Shift supervisors are directly responsible for ensuring their personnel are properly trained on fire response.

1. All deputies and sergeants will be tested bi-annually in self-contained breathing apparatus (SCBA) and will demonstrate proficiency. This testing will be documented using the Bi-annual Survivor Proficiency Testing (J-16) form. Personnel who fail to demonstrate proficiency will be immediately scheduled for retraining. All completed forms will be collected from each sworn staff member and submitted to the facility training staff. The facility training staff will retain the forms until each quarterly training report is completed.
 2. All sergeants and deputies will participate in bi-annual drills that will include briefing training and hands-on application in fire suppression equipment.
- IV. The facility commander shall ensure there is, at all times, at least one person on duty who is trained in fire and life safety procedures that relate specifically to the facility.
- V. Fire prevention is of the utmost concern to ensure the safety of all the facility occupants. Fire prevention shall include, but not be limited to:
- A. Facility fire safety inspections.
 - B. Proper storage of toxic and caustic materials.
 - C. Special containers for flammable liquids and for rags used with flammable liquids.
 - D. Separate containers for combustible refuse in all housing areas and other locations throughout the facility.
 - E. Selection and approval of appropriate facility furnishings, which should indicate the fire safety performance ratings of the materials selected.
- VI. The facility commander is directly responsible for ensuring the implementation of this policy.