

# KERN COUNTY SHERIFF'S OFFICE

## Maximum-Medium Facility Policies and Procedures

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**TITLE: EMERGENCY FIRE PROCEDURES**

**B-120**

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**EFFECTIVE DATE:** 02-16-08

**REVISED:** 09/25/2019

**APPROVED BY:** Maximum-Medium Facility Manager

**REFERENCE:** Title 15 1028,1029(a)(7), 1032

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### **POLICY**

All facility personnel will be trained in fire prevention, detection, and response. All personnel will familiarize themselves with the emergency fire equipment, their locations and operation. All fires will be reported to the Kern County Fire Department to conform to the Uniform Fire Code.

#### **Directive #1**

Staff will periodically review contingency plans for fire evacuation including floor plans with evacuation routes for all duty stations.

#### **Procedure A. Fire Alarm, Fire, or Smoke**

##### **Fire Alarm System**

Heat sensors in the ventilation system, pull stations, and smoke detectors will sound a warning alarm in the duty office and a panel showing the location of the fire will light.

##### **If the warning alarm sounds, the Duty Officer will:**

- Notify the shift supervisor.
- Send an officer to the indicated location of the fire.
- Make the proper notifications.
- Reset the cycle in the duty office to prevent sounding of the general alarm. The heat sensors automatically reset when the temperature returns to normal.
- Send an officer to reset the pull alarms at the alarm site

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### **In the event of a fire Staff will:**

- Notify the Duty Officer.
- Activate the nearest pull alarm.
- Announce over the radio the location of the fire.
- Immediately notify the duty officer of the location, the extent and type of fire (i.e. what is burning, amount of smoke, etc.).

### **The Duty Officer will:**

- Notify the shift supervisor.
- Have the Comm Center (861-3110) dispatch the required emergency services (i.e. Fire Department, ambulance, etc.).
- Notify medical staff of situation and potential for fire related injuries.
- Initiate an incident log (personnel on duty, personnel called out, times fire and ambulance are notified, etc.).

### **The Officer(s) at the scene of the fire will:**

- Put on an SCBA unit prior to entering any fire, smoke filled or contaminated area.
- Attempt to extinguish the fire.
- Advise the Duty Officer if successful or unsuccessful at extinguishing the fire.
- Direct the evacuation of inmates if it appears they are endangered. Direction of evacuation routes will be dependent upon the location of the fire.
- If inmates must be removed from their living areas, use the secondary holding to secure them.

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**Options include:** Recreation Yard, Multi-Purpose Room or the Kitchen Dining Hall

### **The Shift Supervisor will:**

- Make sure floor plans with evacuation routes are posted at all duty stations.
- Be in charge of inmate evacuation unless relieved by higher authority.
- Assess equipment and manpower needs and order any resources needed through the Duty Office.
- Notify the Division Lieutenant.
- Keep the Duty Officer updated on the status of the emergency.
- Notify the department watch commander and request patrol personnel as needed to assist in prisoner control during evacuation

### **Procedure B. Post Emergency**

#### **The Shift Supervisor will:**

- Ensure maintenance is called (to reset the alarm) to inspect and repair the affected area to maintain a safe and secure housing area prior to returning any inmates back into the affected area.
- Ensure medical services have been or are provided for all injured persons.
- Ensure that all inmates and staff are accounted for.
- Ensure the affected area is searched for contraband or items that could be used as weapons.
- Ensure the facility is safe before re-housing inmates.
- Restore the facility to normal operations as soon as possible.

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- Ensure all reports are written and approved.
- Ensure all equipment is returned or replaced as needed.
- Ensure a debriefing of the incident is conducted as soon as practical.

**NOTE:** The Kern County Fire Department Station 61 (Norris) will have a twenty (20) minute response time to the facility. Additional Fire department equipment and crews will respond as needed.

# KERN COUNTY SHERIFF'S OFFICE

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**TITLE:** FIRE SUPPRESSION PREPLANNING **B-500**

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**EFFECTIVE DATE:** 02-16-08

**REVISED:**

**APPROVED BY:** Maximum-Medium Facility Manager

**REFERENCE:** Title 15, Section 1029, 1032, C.C.R.; DBPPM B-500

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### **POLICY**

The Section Lieutenant shall designate an officer as the Fire Life Safety Officer. This officer will be responsible for the training, inspection and maintenance of all fire related equipment in accordance with DBPPM Section B-500. All records and files regarding fire related training, inspection and maintenance will be routed to the Administrative Sergeant. These records will be filed in the Administrative Sergeant's Office and kept for a period of 5 years. In addition to the procedures in DBPPM Section B-500 the following procedures are specific to the Max-Med Fire Life Safety Officer.

#### **Procedure A. Fire Extinguishers**

##### **The Fire Life Safety Officer will:**

- \* Arrange for yearly service of fire extinguishers through Maintenance
- \* Maintain a diagram showing where each fire extinguisher in the facility is located and the type, capacity, serial number and county number of each unit

#### **Procedure B. Fire Hoses**

##### **The Fire Life Safety Officer will:**

- \* Ensure proper maintenance of fire hoses through monthly inspections and after each use.