

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 7.01	PAGES: 1 of 6
	RELATED ORDERS: ACA 4-ALDF-1C-01, 1C-02, 1C-07, 1C-08, 1C-09, 1C-10, 1C-15 MJS 1029, 1032 P&P 6.02, 7.02, 7.04, 7.05,7.20	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: September 1, 2015	
	REVISION DATE: September 16, 2014	
CHAPTER: Safety and Emergency Procedures	SUBJECT: Fire Safety	

- I. **PURPOSE:** To establish a facility fire protection plan and describe fire prevention methods for Santa Rita Jail (SRJ) and Glenn E. Dyer Detention Facility (GEDDF).
- II. **POLICY:** The policy of the Detention and Corrections Division (D&C) is to provide a system of fire prevention and control through the use of efficient fire protection services and equipment, utilization of appropriate fire safety codes, and regular monitoring to ensure the safety of all personnel, inmates and visitors. In an emergency, essential lighting and life-sustaining functions are maintained inside the facility, and strategies exist to maintain communication with the community outside the facilities. These systems and controls will be reviewed annually and updated as needed, which shall include, but not be limited to the following:
 - A. An adequate fire protection service
 - B. Fire drills at least once each quarter
 - C. Quarterly equipment testing
 - D. An annual inspection by a qualified outside fire inspector, including approval of the fire alarm and automatic detection system, and approval of any variances, exceptions, or equivalencies to ensure these do not constitute a serious life or safety threat to occupants
 - E. Monthly inspection by the facility Fire/Life Safety Deputy
 - F. Weekly inspection by a qualified Agency staff member
 - G. Placement of adequate fire protection equipment throughout the facility
 - H. Use of various types of automatic fire alarm systems to provide early warning for the presence of fire and/or smoke
 - I. A written, facility-wide evacuation plan, to include a floor plan layout, location of exits, evacuation routes, and location of fire plan

III. DEFINITIONS:

- A. **FIRE/LIFE SAFETY DEPUTY:** An individual who has received specialized training in fire safety, prevention and inspections.
- B. **QUALIFIED AGENCY STAFF MEMBER:** An individual who has received training by the Fire/Life Safety Deputy to conduct weekly facility fire/safety inspections.

IV. PROCEDURE:

- A. **FIRE PREVENTION:** The most important aspect of an effective fire protection program is fire prevention and compliance with fire and safety codes. Personnel should always be aware of fire hazards such as overloaded plug outlets, improper trash storage, or expended fire extinguishers. Personnel should make fire prevention a basic part of their daily routine.
 - 1. To augment the fire safety plan, personnel shall:
 - a. Properly store combustible materials.
 - b. Prevent hazardous electrical situations.
 - c. Report fire hazards immediately.
 - d. Check firefighting equipment regularly.
 - 2. Specifications for selecting and purchasing furnishings must indicate acceptable requirements for fire and safety performance of materials prior to purchase by Supply, pursuant to Title 19 of the California Code of Regulations.
- B. **FIRE, SAFETY INSPECTIONS AND PLAN RESPONSIBILITY:** The facility Fire/Life Safety Deputy shall be responsible for facilitating inspections and ensuring the adequacy of the fire plan.
 - 1. The Fire/Life Safety Deputy is responsible for facilitating weekly and comprehensive monthly inspections. The Fire/Life Safety Deputy will train other staff members, designating them as “Qualified Agency Staff Members” to conduct weekly inspections. Only the Fire/Life Safety Deputy performs the monthly inspections. These inspections include, but are not limited to:
 - a. Fire equipment
 - b. Smoke detectors, sprinklers
 - c. Extinguishers, fire hoses and cabinets, standpipes
 - d. Fire hazards
 - e. Fire prevention practices
 - f. Use, storage and disposal of hazardous materials

2. The Fire/Life Safety Deputy will coordinate fire drills, which will be conducted quarterly on each shift, in all facility locations, as directed by the facility Commanding Officer or designee. The facility Commanding Officer will maintain a record of all fire drills. Evacuating inmates for fire drills will be at the discretion of the Facility Commanding Officer, based on safety and security considerations.
3. Inspection Reports:
 - a. The Fire/Life Safety Deputy shall submit the monthly inspection reports to the facility Commanding Officer and the Administrative Lieutenant by the 10th of the month for the previous month's inspection. The Administrative Lieutenant will then advise the appropriate personnel or entity responsible for the affected area(s) to take corrective action and report back, indicating the completed and/or initiated corrective action taken.
 - b. The weekly inspection reports will be completed by a qualified Agency staff member. All inspection reports will be returned to the Fire/Life Safety Deputy, who will then advise the personnel or entity responsible for the affected area(s) that need corrective action. The supervisor or designated staff member will report to the Administrative Lieutenant, indicating the completed and/or initiated corrective action taken.
 - c. The Administrative Lieutenant will follow up on all pending corrective action and maintenance repairs until each deficiency is completed.
- C. **AUTHORITY AND RESPONSIBILITY DURING A FIRE:** During an emergency, the facility Commanding Officer, or highest ranking officer on duty, will have authority for decisions made affecting the facility, the emergency and security. Upon arrival of the fire department, the on-scene firefighters shall assume command of the fire scene.
- D. **BASIC GUIDELINES FOR ALL PERSONNEL:**
 1. Emergency evacuation routes will be posted throughout the facility to facilitate evacuating inmates, visitors and staff. The travel distance to all exits shall be in compliance with the National Fire Safety Code and certified by the State Fire Marshal and/or designated local authority.
 2. Fire doors will not be blocked or tied in an open position.
 3. All housing units have emergency lighting installed to provide sufficient illumination to egress areas and stairwells during emergencies.
 4. Facility staff will be trained on written emergency plans prior to commencing duty.
 5. Facility staff will be trained in the location and use of firefighting equipment.
 6. Facility staff will be trained in the location of fire exits and evacuation routes.
 7. If a fire is discovered in a cell/room, the deputy will remove the inmate from the area and close the door, if possible, to prevent smoke from contaminating the pod.

8. All fire incidents will be documented in an Incident Report or Crime Report (Arson) when necessary. The fire department will be summoned for fire incidents, depending on the incident's severity, which will be determined by the Watch Commander or the highest ranking officer on scene.
- E. Personnel observing a fire at GEDDF shall notify Central Control via radio or telephone. Personnel at SRJ shall immediately notify Control Point 1 (CP-1) by pulling a fire alarm handle, if available, and/or calling CP-1 via radio or telephone.
1. Housing Units:
 - a. The housing control technician shall monitor all housing unit fire detection equipment.
 - b. Upon activation by a fire alarm or trouble/tamper alarm of the audible/visual enunciator or control panel, the housing control technician will take the following actions:
 - 1) Note the type and location of the alarm.
 - 2) Silence the audible signal (SRJ only).
 - 3) Detail a deputy to investigate and report on the alarm.
 - 4) Contact Central Control/CP-1 via the Master Intercom System (MIS) or radio, to report his/her findings.
 - 5) Advise Central Control/CP-1 of any need for firefighting assistance.
 - 6) If evacuating inmates is required, advise them of procedures over the cell intercom system or use of the security paging system in the living area.
 - 7) Control opening doors for evacuation.
 - 8) For false alarms at GEDDF, request BMD/GSA to reset the fire light.
 - 9) For false alarms at SRJ, notify CP-1 of the type of trouble and request corrective action by BMD/GSA.
 2. Central Control/CP-1: Upon activation of the audible/visual signal on the graphic display panel, personnel will take the following actions:
 - a. Note the type and location of the alarm.
 - b. Silence the audible signal (SRJ only).
 - c. Contact staff in the affected area for a report on the condition of the alarm; if the alarm is in an unstaffed area, electronic control room, service building area or closed housing unit, have a deputy immediately respond to the area and investigate.

- d. Determine the fire fighting response required.
- e. Notify the Watch Commander, sergeant and BMD.

F. FIRE DEPARTMENT NOTIFICATION:

1. To obtain fire department assistance, staff members will contact Central Control/CP-1 and provide necessary information to enable dispatch of requested assistance as quickly as possible.
2. When notified of a fire, Central Control/CP-1 will immediately dial 911 and provide the following information:
 - a. Name and address of the facility where the fire department/equipment is to respond
 - b. Involved building; i.e.: Core, Housing Unit #, Service Building, etc.
 - c. Specific location of fire; i.e.: Infirmary, "A" Pod, Kitchen, etc.
 - d. Type of fire and if a medical emergency exists, if known
 - e. That responding agencies shall meet SRJ personnel at the north/south corridor slider behind SRJ; GEDDF personnel will be met at the outer 6th Street vehicle entrance
3. Central Control/CP-1 will notify the Watch Commander of the nature of the fire call, location of occurrence and location of the fire equipment.
4. The Watch Commander or designee shall coordinate the Sheriff's Office response.
 - a. He/she will designate appropriate staff to respond. SRJ personnel respond down the north/south corridor to meet emergency personnel. GEDDF personnel meet emergency personnel at the outer 6th Street entrance of the vehicle sally.
 - b. He/she will designate SRJ staff to respond to critical or affected areas to open the fire gate with the 5XT-4 key, which is available at CP-1, CP-7 and CP-48.
5. If the Watch Commander determines the designated fire equipment arrival point is not the fastest means, based on circumstances at the time of the incident, he/she may change the staging area. The reason for the change of arrival point is to be included in the Incident Report.

G. CENTRAL CONTROL/CONTROL POINTS:

1. Central Control/Control Points will make emergency keys available to the deputy in charge immediately upon notification of an emergency. The Watch Commander will determine the need for emergency keys, and have emergency keys available if they are needed.

- a. At GEDDF, Central Control will have emergency keys for the entire facility.
- b. At SRJ:
 - 1) CP-1 will have emergency keys for the Core and Service Buildings.
 - 2) CP-7 will have emergency keys for Housing Units on the west side of the facility.
 - 3) CP-48 will have emergency keys for Housing Units on the east side of the facility.
 - 4) Emergency keys are to be readily identifiable.
2. Central Control/CP-1 will maintain an accurate record in the shift log of notifications and times of requests for fire department and medical assistance.
- H. The BMD worker monitoring the Building Maintenance System will notify appropriate BMD personnel and Central Control/CP-1 of the nature and type of alarms.
- I. Emergency Breathing Apparatuses are located in all housing units, control points and various key locations throughout the facility. Emergency breathing apparatuses are to be used only by staff and only for evacuation during a fire.