

## Fire Safety and Evacuation Procedures

### 2602.1 FIRE PREVENTION

Intake Release Center – Refer to CCOM Section 3016 - Fire Safety and Evacuation Procedures

Central Men's Jail – Refer to CCOM Section 4013 - Fire Safety and Evacuation Procedures

Central Women's Jail – Refer to CCOM Section 5022 - Fire Safety and Evacuation Procedures

James A. Musick Facility – Refer to CCOM Section 6024 – Emergency Evacuation Routes and Procedures

Theo Lacy Evacuation – Refer to CCOM Section 7052 - Fire Safety and Evacuation Procedures

- (a) Fire prevention will be the responsibility of all Custody Operations employees.
- (b) Fire hazards such as altered electrical outlets, overloaded electrical units, expended or unserviceable firefighting equipment and improper trash storage will be immediately corrected.
- (c) Fire hazards such as paper stuffed in air returns or air supply ducts, and excess accumulations of clothing and paper materials in cells will be corrected upon discovery.
- (d) Housing and inmate accessible area searches for contraband will be conducted. Excess clothing and paper materials will be removed from the cells and storage rooms to reduce fire hazard potential as well as for property control.
- (e) Training for employees who work in Custody Operations will include fire safety training in formal classes as follows:
  - 1. Basic Academy
    - i. Fire conditions
  - 2. Basic Jail Academy
    - i. Causes of Fires
    - ii. Types of Fires
    - iii. Poisons and Smoke
    - iv. Fires in Institutions
  - 3. Basic Jail/Adult Institutions
    - i. Emergency Evacuation Procedure
    - ii. Smoke Venting
- (f) Periodic shift briefings will include fire prevention information.

### 2602.2 FIRE SAFETY INSPECTIONS

- (a) The staff of Theo Lacy and the CJX facilities will conduct monthly fire-safety inspections; members of the local fire department will conduct annual fire safety inspections.

# Orange County Sheriff-Coroner Department

## Custody and Court Procedures Manual

### *Fire Safety and Evacuation Procedures*

---

1. Each facility's Fire/Life Safety Deputy will conduct monthly inspections of all fire safety equipment (e.g., fire extinguishers and Scott Air Packs). The Fire/Life Safety Deputy will ensure that all equipment is in working order and properly serviced or replaced. These inspections will be documented on monthly inspection records and maintained in the Fire/Life/Safety Deputy's office.
2. Designated members of the local fire department will conduct annual fire safety inspections of each facility. A report of each inspection will be delivered to the Division Commander. The Division Commander will address any deficiency noted in the report. A written response from the Division Commander to the fire department will explain any corrective measures taken to alleviate reported deficiencies.

#### **2602.3 AUTHORITY/RESPONSIBILITY DURING A FIRE**

- (a) Authority and responsibility during a fire will be vested in the Watch Commander for decisions affecting the facility.
- (b) Upon arrival of the local fire agency, the fire officer in charge will be delegated sufficient authority to perform his functions without breaching security. Fire Department personnel will be under the supervision of the fire officer in command. Jail personnel will be under the supervision of the Watch Commander.

#### **2602.4 GENERAL INFORMATION FOR EMPLOYEES**

- (a) Evacuation Plan Booklets have been distributed to each work station.
- (b) Practice fire drill evacuations are scheduled periodically. All employees will conduct fire drills to meet SAFE requirements.
  1. Any fire drill conducted in an HCA area will include HCA staff as well as OCSD staff.
  2. The fire drills will be documented with a JI number.
- (c) Automatic fire doors and curtains will not be blocked or tied open. Doors may be opened, but will then be closed immediately.
- (d) All employees will be instructed on the use, types and location of firefighting equipment in the building. They are responsible to know the location and function of equipment stationed in their assigned work area(s).
- (e) As with all emergency situations, no employee will enter an occupied cell alone during a fire.
- (f) Fire hoses will be used as necessary to extinguish fires.
- (g) Fire incidents will be documented in Jail Incident Reports. Copies of the reports will be sent to the local fire agency as required.
- (h) Activation of any smoke or sprinkler alarm in any facility requires immediate verification. The summoning of the local fire department emergency vehicles to the facility shall only be done at the Watch Commander's direction.

# Orange County Sheriff-Coroner Department

## Custody and Court Procedures Manual

### *Fire Safety and Evacuation Procedures*

---

- (i) Specifications for the selection and purchase of furnishings must indicate acceptable requirements for fire and safety performances of materials prior to purchase by Research and Development's Asset Procurement office.
- (j) There are designated exit routes throughout the facility to permit the prompt evacuation of inmates, visitors and staff members in an emergency (See Evacuation Routes).
- (k) All fire exit doors will be clearly marked, kept clear of obstructions and tested monthly for proper opening.
- (l) All stairwells will be checked once per shift in accordance with established facility procedure.
- (m) The travel distances of all evacuation routes have been approved by the State Fire Marshal and are in compliance with code requirements.
- (n) Combustible materials will not be stored in any room not specifically designated as a storage room.

#### **2602.5 DISCOVERING A FIRE IN PROGRESS**

- (a) Discovering a fire in progress in the facility will require immediate, positive action on the part of the employee.
- (b) No fire will be left to burn itself out. The employee must extinguish small fires, if possible.
- (c) Large fires and fires in occupied housing locations will be first reported to Main Control before attempting to extinguish the fire or enter the area.
- (d) The Deputy will immediately move the inmates from the affected area to another secure location and make immediate notification to a Sergeant. Implementation of evacuation procedures will be at the Watch Commander's direction.
- (e) Main Control, or any other guard station receiving a fire/smoke alarm signal, will immediately contact a Prowler Deputy.
- (f) The nearest Deputy will inspect their entire area of responsibility for fire or smoke.
- (g) The Main Control Deputy/SSO, at the direction of the Watch Commander, will coordinate the arrival of the local fire agency in to the facility.
- (h) The Main Control Deputy may need to quickly notify other county agency buildings in the immediate area.
- (i) The supervising Sergeant will send a Deputy to meet the arriving fire equipment and direct the firemen to the affected area and Main Control.
- (j) [REDACTED]
- (k) [REDACTED]

# Orange County Sheriff-Coroner Department

## Custody and Court Procedures Manual

### *Fire Safety and Evacuation Procedures*

---

#### **2602.6 USE OF SELF CONTAINED BREATHING APPARATUS (SCBA)**

- (a) Every Jail Operations facility will have SCBA equipment located in each Module and each Guard Station.
- (b) The SCBA is intended to provide complete self-contained breathing protection in uninhabitable atmospheres, either contaminated or oxygen deficient, as would be encountered in a jail fire.
- (c) Deputies will be trained in the use of SCBA equipment. All smoke resulting from fires in the facility will be considered dangerous to health. SCBA will be used to enter an area involved with fire and/or smoke.
- (d) See facility specific appendix for Scott Air Pack storage locations.

#### **2602.7 FIRE HOSES AND EXTINGUISHERS**

- (a) Every employee will be responsible to know the location and operation of the hoses and extinguishers in their work area.
- (b) Fire extinguishers are classified on their label identifying the contents and general usage. All employees will be trained in their use and location in each facility.
- (c) Hoses may only be used as necessary to extinguish a fire. Two Deputies will be present when the hose is used to ensure control of the hose and doors. (Note: Fire hoses that emit water will not be used on electrical fires).

#### **2602.8 ELEVATORS**

- (a) Whenever a pull box is activated, use of facility elevators will cease. Elevators will not be used unless all other means of exit cannot be utilized.