EMERGENCY EQUIPMENT TESTING

POLICY.

The Deschutes County Sheriff’s Office – Adult Jail (AJ) will maintain and test emergency equipment for lighting, power and communications.

PURPOSE.

This policy sets testing intervals for emergency equipment, including fire alarms, fire detection systems and fire suppression systems according to OSHA standards and manufacturers recommendations.

OREGON JAIL STANDARDS:

- H-204 Testing of Emergency Equipment

REFERENCES:

- ORS 169.076 Standards for Local Correctional Facilities

DEFINITIONS:

Control Center Console.

Emergency Power Generator.

Panic Button.

Staff-Issued Radio. A portable radio that corrections staff carry for communication.

PROCEDURES.
SECTION A: GENERAL GUIDELINES


The jail will have an emergency generator that provides emergency power for jail security, lighting and communications systems. The jail security system must be on an uninterrupted power system during the switch-over to the generator.

a. The Building Maintenance Supervisor will ensure:
   1) The jail’s emergency power generator is always ready for use.
   2) There is a preventative maintenance plan in use for the generator.
   3) Emergency responders can run the generator manually or automatically.

b. The Building Maintenance Supervisor will make sure facilities maintenance staff conducts a start-up test of the generator at least every 30 days and an annual load-run test.


The Corrections Division is equipped with staff-issued radios for jail deputies, medical, mental health, and administrative staff to use while on duty. Each jail, court security, transport and Work Center (WC) deputy will be issued a radio each shift. All staff issued a radio will test each radio prior to use by completing the following:

a. Turn the radio to the on position.

b. Ensure the radio battery is sufficiently charged.

c. Ensure the radio is on the correct “jail” or “jail repeater” channel.

d. Call the control center and ask for a radio check.

e. Confirm control center acknowledges the radio check.

f. Report any radio malfunction to the shift supervisor.

A–3. The AJ and WC are equipped with intercom systems. Control center deputies will monitor the intercom system as part of their duties in the control center. The intercom system is designed to assist in communicating the needs of inmates lodged in the AJ or WC.

a. Control Center staff will report any malfunction of the intercom system immediately to the shift supervisor.

b. The shift supervisor will contact the Building Maintenance Unit (BMU) and/or DCSO Information Technology (I.T.) staff for repairs.

A-4. One system may serve as a backup for another in an emergency. The Corrections Captain will ensure staff maintains the following systems for staff communications:

a. Intercoms in all secure areas of the AJ and WC.

b. Radios for all on-duty jail deputies and designated staff.

c. Telephones at each control center console and in each staff work area. Radios will serve as backup for fixed telephones.
SECTION B: EQUIPMENT MAINTENANCE

B-1. Equipment and System Tests Every 30 Days.
Every 30 days, the Building Maintenance Supervisor will use the Monthly Equipment Checks Form No. 917 and the Generator Testing Log Form No. 904 to direct tests for emergency equipment. Only qualified staff or contractors will conduct the tests. BMU staff will immediately replace or repair defective equipment. Equipment that requires testing includes the following:

a. Generators – Jail and Sheriff’s Office.
b. Elevator – Sheriff’s Office.
c. Dishwasher – Jail
d. Steam oven – Jail.
e. Steam kettle – Jail.
f. Domestic hot water – Jail, Sheriff’s Office, Work Center and EMS/Motor Vehicles.
g. Freezer – Jail.
h. Grinder (Muffin Monster x 2), North and South Jail.
i. Refrigerator evaporators and condensers – Jail.
k. Vent fans and ducts – Jail and Sheriff’s Office.
l. Cooling tower – Jail.
m. Auto-sally doors – Jail.

B-2. Equipment and System Tests (Bi-annually). Twice a year, the BMU will conduct tests utilizing the Semi-Annual Preventative Maintenance and Inspection Form No. 916 and the AFP-200 Fire Suppression Test Form No. 915 on the following:

a. RTU filters/belts – Sheriff’s Office.
b. HP filters – Jail.
c. MV filters – Jail.
d. Fire alarms – Jail, Sheriff’s Office and Work Center.
e. HP water strainers – Jail.
g. Tamper switches – Jail
h. Test flow switches – Jail
i. Roll door releases – Jail
j. Walk test all detectors.

Each shift, the floor supervisor, or designee, will conduct an inspection and test of emergency flashlights and multi-sound megaphones. The units will be inspected for any damage and for the need to replace batteries.

a. The floor supervisor, or designee, will replace the batteries as needed to ensure the flashlights and megaphones are operational at all times.
B-4. **Monthly Jail Equipment Check.**
A designated jail supervisor, or designee, will inspect all security equipment each month. The inspection of equipment will be documented and the *Monthly Security Equipment Inventory Form No. 919* will be turned in to the designated lieutenant. Any discrepancies, missing items, or malfunctions will be reported for replacement or repair. The inspection of equipment will include:

a. Radios.
b. Restraint equipment – handcuffs, leg irons.
c. Restraint chains.
d. Waist restraints and locks.
e. Multi inmate escort chains.
f. Leg braces.
g. Restraint chairs and The WRAP.
h. Tyvek suits.
i. Jail extraction equipment.
j. Pepper spray.
k. Flex cuffs.
l. Jail keys.
m. Tasers.
n. Stun belts.
o. AR-15 Rifles.
p. Less lethal weaponry.

B-5. **Test Logs.**
BMU staff will maintain manual or electronic logs to document the equipment tests. They may use the events log in the computer system. No jail log is needed on a piece of equipment if BMU staff or a contractor maintains a log that the Administrative Lieutenant may review or copy for auditing purposes. The *Generator Testing Log Form No. 904* will be completed and sent to the Building Maintenance Supervisor by the 15th of each month.

B-6. **Control Console.**

B-7. **Notifications.**
A shift supervisor will notify the lieutenant, Building Maintenance Supervisor, and the Corrections Captain when a power failure causes a switchover to the backup generator. The shift supervisor will also notify them if a failure to another system affects the safety and security of the facility.
FORMS USED:

- Generator Testing Log Form No. 904
- AFP-200 Fire Suppression Test Form No. 915
- Semi Annual Preventative Maintenance and Inspection Form No. 916
- Monthly Equipment Checks Form No. 917
- Monthly Security Equipment Inventory Form No. 919