



FIRE SAFETY

(Critical Policy)

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) to maintain a fire protection plan that protects occupants and property from harm by fire hazards. Fire safety in a jail is not only a protection of life issue it is also a public safety issue because of the inability of a fire damaged jail to house inmates. A fire protection plan is designed to provide for the safety of inmates, members, and the visiting public.

PURPOSE.

The purpose of this policy is to provide members with instructions for proper emergency procedure during a minor or major fire. These procedures provide a reasonable level of life, safety and property protection from actual and potential fire hazards.

OREGON JAIL STANDARDS:

- E-102 Perimeter Lighting
- E-601 Emergency Planning
- E-602 Evacuation Plan
- E-604 Drills and Training
- H-204 Testing of Emergency Equipment

REFERENCES:

- NFPA 101: Life Safety Code ®
- OAR 437-002-0187, Portable Fire Extinguishers
- OSHA 29 CFR 1910.106, *Flammable Liquids*
- OSHA 29 CFR 1910.157, *Portable Fire Extinguishers*
- *Oregon Uniform Fire Code*
- ORS 169.076, Standards for local correctional facilities

DEFINITIONS.

Approved. Acceptable for use by a nationally recognized testing laboratory or complies with federal, state, local, rules, standards and codes. The *Oregon Uniform Fire Code* is the primary approval authority.

Combustible liquid. Any liquid that has a flashpoint at or above 100 degrees Fahrenheit.

Fire Detection Equipment. Apparatus installed throughout the AJ to detect smoke, heat, or flame and activate an alarm.

Fire Drill. Practice sessions designed to teach participants the best means of egress in the event a fire involves the total evacuation of all persons from an area.

Fire Suppression Equipment. Apparatus to extinguish fires, i.e. fire extinguisher, automatic sprinkler system, etc.

Flammable liquid. Any liquid that has a flashpoint below 100 degrees Fahrenheit.

Incident Commander. The first responding supervisor will establish and maintain incident command until relieved.

Qualified Outside Fire Inspectors. Local and state fire officials or other persons, qualified to perform fire inspections. Qualifications shall be verified through state license or certification quarterly.

Minor Fire. A non-escalating fire (smoke, heat and flames) within the AJ causing only localized damage to equipment or property. A minor fire can be contained within room of origin.

Major Fire. An escalating fire that affects several areas within the AJ. A major fire may seriously disrupt jail operations and has the potential to cause serious injury and extensive damage to property. A major fire may require evacuation.

NFPA. National Fire Protection Association.

OUFC. Oregon Uniform Fire Code

Perimeter Lighting. Lighting that illuminates areas surrounding the AJ, particularly areas most vulnerable to breaches in security. Perimeter lighting should ensure the AJ's surrounding areas are adequately illuminated to deter possible safety or security risks. Facility access points should also be well lit for fire safety personnel.

UL. Underwriters Laboratory

PROCEDURES.

SECTION A: FUEL SOURCE CONTROL

A-1. Members will help keep the jail safe from fire by eliminating and controlling fire hazards, maintaining fire protection equipment, conducting routine fire inspections, and providing routine training for members and inmates regarding fire safety protocols.

Fire safety in a jail takes on added importance for two reasons. First, inmates may commit arson as an escape diversion or for revenge. Second, inmates locked in the jail need member assistance to evacuate to safety.

- A-2.** The Captain will review jail and fire plans annually and update as needed. Shift supervisors will conduct four fire drills annually.
- A-3.** The AJ will adhere to all local and state fire codes. The Administrative Lieutenant, will periodically review the OUFC to ensure AJ practice meets OUFC code.
- A-4.** Members will establish routine practices that enhance fire safety through the reduction of available fuel within and around the facility. Members will ensure the following:
 - a. Combustible materials will be stored in a safe manner, with continual effort made to minimize the amount of these materials throughout the AJ. This includes monitoring the possessions of inmates to ensure they do not have more items than authorized.
 - b. Conduct routine sanitation practices and inspections to reduce material buildup in any area, (i.e. storage rooms, housing areas, offices, trash receptacles, and recycling bins).
 - c. Consistent removal of trash and recycled materials throughout the AJ by members and inmates.
 - d. Monitor all housing and assigned work areas for clutter. Promptly remove any clutter, packing materials, or other items discarded to the proper refuse container or recycling bin.
- A-5.** Furnishings and decorations are main sources of fuel, smoke, heat and obstruction. For these reasons, members will do the following:
 - a. Use or purchase furnishings and decorations that meet specific fire safety requirements and standards for a corrections facility. These requirements will include an evaluation of the materials for flammability and toxicity by a fire safety authority.
 - b. Place furnishings and decorations in areas that do not constrict or obstruct evacuation routes or fire suppression equipment and efforts. Any identified source of ignition; electrical outlets, heaters, and power sources will remain free of debris or clutter.
 - c. Never hang combustibles from the ceiling.
 - d. Never hang or drape any item over a door.
 - e. Use fire retardant paints whenever possible.
 - f. Use only labeled flame resistant or UL listed artificial Christmas trees, wreaths and other greenery instead of cut, live decorations.
 - g. Use only UL approved mini-lights in any holiday decoration. Because of the chance of electrical shock or sparks, members will not place lights on metal objects such as metal Christmas trees.
 - h. Keep foam plastics, foam rubbers, and polystyrene (Styrofoam) out of living areas to the greatest extent possible. These materials create heavy, toxic smoke; burn rapidly

once ignited; and release high temperature heat. The fire marshal should approve, in writing, any use of polyurethane foam rubber in living areas.

- A-6.** Store combustible material and liquid in approved containers only in authorized storage areas. Electrical, mechanical or telecommunications rooms, corridors or raised floors are **not** authorized storage areas. **Do not** store combustibles near heat sources such as light bulbs, steam pipes, space heaters and ovens.
- a. Keep combustible materials out of flammable liquid storage cabinets.
 - b. Keep at least a 2-foot clearance below the ceiling in non-sprinkler areas. Keep at least an 18-inch clearance below the sprinkler head in sprinkler areas.
- A-7.** Make sure inmate workers assigned to laundry keep the clothes dryer lint traps free from lint buildup. Clean lint from mechanical and heating components on a regular basis.
- A-8.** Members must handle and store flammable and combustible liquids, including spray cans, according to *O UFC, Chapter 34, Flammable and Combustible Liquids Code*. This includes the following:
- a. Keep flammable and combustible liquids in approved containers. Label all flammable containers with a highly visible symbol or wording.
 - b. Quality limits for storage will not exceed those of the UFC. Members will not keep any quantity of flammable or combustible liquids in areas easily accessible to unsupervised inmates.
 1. For equipment maintenance and operation, store any quantity over 10 gallons in an approved flammable liquid storage cabinet. Store quantities less than 10 gallons only in an approved location.
 2. Storage cabinets must have red lettering saying “Flammable – Keep Fire Away.”
 3. Store flammable liquids separately from corrosives and oxidizers.
 4. Keep all flammable or combustible liquid storage cabinets away from exit doors, stairways, or other areas where exiting can be impeded. Keep outside cabinets away from assembly areas.
 - c. Never use gasoline, thinner, or any other volatile, flammable product for cleaning purposes.
 - d. Immediately report flammable and combustible liquid spills of about one quart or more to the fire department. Consult the product’s material safety data sheet (MSDS) for specific guidance on spill reporting quantities. Supervisors will make sure members have easy access to spill cleanup and containment equipment.
 - e. Only keep a small working supply of any volatile or flammable product on hand for treatment, maintenance or other operational need.
 - f. Staff will store compressed gas cylinders (full or empty) in an upright position, firmly secured, with the dome cap in place. Keep the cylinder storage area away from

excessive temperature, physical damage, and tampering. Stored quantities cannot exceed OUFC exempt amounts.

- g. The Captain or designee will work with the Building Maintenance Unit supervisor and the contracted food service manager to ensure kitchen design and operations comply with *OUFC, Chapter 6, Building Services and Systems, and NFPA 96, Ventilation Control and Fire Protection of Commercial Cooking Operations*. The kitchen does not have a large deep fryer.

By Contract, food service members will take the steps below to minimize chances of having a grease fire and to contain it should one occur.

1. Clean kitchen equipment after each use to prevent the buildup of any grease. This includes ovens, broilers, stoves, and grills.
2. Clean hoods and hood filters over grease-vapor producing equipment, such as grills, at least daily. (Members may use an automatic, built-in system to do this.)
3. Clean hood filters in other areas at least weekly.
4. Coordinate the cleaning of ducts when necessary or at least every six months.
5. Members must document cleaning of filters and ducting.
6. Members will not cook under any exhaust hood that is not working, does not have a filter installed or when its fire extinguisher system is not operating.

- A-9.** Members will eliminate and reduce sources of ignition, such as open flames and hot surfaces, by doing the following general practices:
- a. Never allow smoking inside the jail in any area. The AJ is a non-smoking facility.
 - b. Never burn candles, incense or other open flame items in the AJ.
 - c. Stay in break room areas when using a microwave oven. Follow the microwave time instructions on product packaging. Clean up spills and grease from the microwave after each use.
 - d. Monitor coffeepots regularly. Turn them off when empty or not in use.
 - e. Do not use hot plates.
 - f. Never allow inmates the unauthorized use of any fire-starting device.

SECTION B: IGNITION SOURCE CONTROL

- B-1.** Members will eliminate and reduce sources of electrical spark ignition. Members will immediately notify a supervisor of any electrical problems and keep a clearance of at least 18 inches between electrical light fixtures and combustible material.

- B-2.** Use only UL approved extension cords that are in good repair—no cracks, fraying, wear, or other damage. Cords should have a single plug-in connector.
- a. Use extension cords for temporary purposes only, not as a substitute for permanent wiring.

- B-3.** Supervisors will make sure members use only OUFC approved properly labeled containers for refuse and recycling materials.
- B-4.** Members will monitor maintenance workers using any open-flame device (like a welder's torch) if inside the AJ. Members will maintain a minimum 30-minute fire watch in the area after the work is completed.

SECTION C: MINOR FIRES

- C-1.** When members discover a MINOR fire:
 - a. Notify the control center of a minor fire and provide the location of the involved area.
 - b. Notify a supervisor.
 - c. Notify 9-1-1 Dispatch and request the fire department.
 - d. Evacuate inmates out of the immediate area and direct to a safe area within the AJ.
 - e. If smoke or minor fire is behind a closed door, members will feel the door for heat before opening. If it is hot, do not open the door.
 - f. Close all doors into the corridors or adjoining rooms.
 - g. Follow supervisor instruction.
- C-2.** The supervisor will respond to the area and develop a plan. The supervisor will consider:
 - a. Safety and security of inmates, members and the AJ.
 - b. Determine if the fire is a minor or major fire. Determine whether it is appropriate to obtain fire suppression equipment and attempt to extinguish the fire.
 - c. If attempting to defend in place jeopardizes the safety and security in the immediate area, the area shall be evacuated and the fire department will determine next action.
 - d. Ensure all doors or window into the corridors or adjoining rooms are closed.
 - e. Deploy members.
 - f. Notify chain of command.
- C-3.** Once the fire is extinguished and smoke is eliminated, the supervisor will:
 - a. If the fire was deliberately set, protect the scene until a criminal investigation is started.
 - b. Notify the fire department and adhere to any recommendation made by fire department personnel.
 - c. Gather necessary resources, (i.e. smoke evacuation equipment).
 - d. Medical treatment for all involved.
 - e. Complete necessary injury/accident and incident report(s) in the Jail Management System (JMS).
 - f. The Captain or designee will conduct a briefing on the incident.

SECTION D: MAJOR FIRE**D-1.** When members discover a MAJOR fire:

- a. Immediately sound a fire alarm and notify control center of a major fire. Provide information:
 1. A major fire
 2. The location of the fire
 3. Whether you are evacuating inmates or members.
- b. Notify 9-1-1 Dispatch and request fire department emergency response. Relay the following information:
 1. A major fire;
 2. The location of the fire (North, South, East or West section of the building);
 3. A member will meet them at the security gate and direct them to the fire location.
- c. Close all doors or windows into the corridors or adjoining rooms.
- d. Evacuate non-sworn members and/or volunteers from the affected area to a safe area.
- e. If a supervisor orders an evacuation, move inmates to designated locations. (Refer to the *Jail Emergency Evacuation Chart Form No. 1204*, or the *Work Center Emergency Evacuation Chart Form No. 1205*).
- f. Give clear, direct communication to the inmates. If appropriate, have inmates drop to the floor and cover their mouth to avoid smoke.
- g. If time allows, you may be able to prepare to evacuate the inmates by obtaining necessary security equipment.
- h. Maintain the security of inmates in your assigned area.

D-2. The supervisor will immediately respond to the affected area and develop a plan. If the seriousness of the fire constitutes a clear and present threat to the life or safety of inmates and members, the supervisor will order an evacuation of the area(s) involved. See AJ Policy [CD-13-1, Emergency Plans](#) and AJ Policy [CD-13-8, Evacuations](#). The supervisor will consider the following:

- a. Maintain the safety and security of inmates, members and the facility.
- b. Cease all non-essential AJ operations.
- c. Ensure deputies in the area close all doors or windows into the corridors or adjoining rooms.
- d. Deploy sufficient members:
 - 1) Deputies to affected area
 - 2) Patrol for an external perimeter.
 - 3) Assign a deputy to escort all incoming fire or Emergency Medical Services (EMS) personnel to the affected area. The deputy will remain with fire personnel until otherwise ordered by a supervisor, or the firefighting personnel.
 - 4) Escort all non-essential persons from the AJ.

e. [REDACTED]

- f. Change action plan when necessary.
- g. Communicate action plan to members.
- h. Notify chain of command.

D-3. Upon the elimination of the fire, the supervisor will:

- a. If the fire was deliberately set, protect the scene until a criminal investigation is started. See *AJ Policy CD-8-17, Criminal Acts*.
- a. The fire department investigates all major fires.
- b. Evacuate smoke from the affected area(s).
- c. Ensure necessary incident reports are complete.
- d. The Captain or designee will conduct a briefing of the incident.
- e. Resume normal operations.

D-4. When necessary, move the command post to a safe and secure location outside the AJ.

SECTION E: FIRE SUPPRESSION EQUIPMENT

E-1. Fire detection equipment and fire extinguishers for fire hazards are in designated locations. The fire marshal will determine location and type of fire extinguishers in the AJ.

- a. The AJ has agreements with local fire equipment contractors for maintenance and repair of fire detection equipment.
- b. Inspections of fire extinguishers will consist of:
 - 1) Ensure fire extinguisher is in proper location.
 - 2) Check gauge to ensure needle is in the center, pointing straight up.
 - 3) Ensure the plastic tag is in place.
 - 4) Check for any white powder on the outside of the fire extinguisher.
- c. All maintenance of fire detection and suppression equipment will be documented and made part of permanent jail records.
- d. Fire extinguishers are easy to identify, and readily available.
- e. A spare equivalent extinguisher will be installed when removing one for service.

E-2. The Building Maintenance Unit (BMU) will manage fire suppression inspection, maintenance and testing programs according to 29 CFR 1910.157.

- a. Portable extinguishers must have a visual inspection every 30 days and an annual maintenance check.
- b. Maintain inspection and maintenance records for each fire extinguisher.
- c. Keep maintenance records for a minimum of one year after the last entry or the life of the shell.

- d. Testing records must include the date of the test, the signature of the person who did the test, and the serial number.
- e. The BMU will forward a copy of the inspection records to the Administrative Lieutenant.

E-3. Members ensure portable fire extinguishers are ready to use at all times.

- a. Keep extinguishers mounted in their designated location except when in use.
- b. Keep access areas to fire extinguishers clear at all times.
- c. Take a discharged extinguisher out of service to have it recharged even if its gauge may still indicate a charge level.
- d. When a member uses a fire extinguisher and the extinguisher is empty, lay the extinguisher flat on the ground. The fire department will know the extinguisher is empty and not useable.

SECTION F. FIRE DETECTION SYSTEMS, ALARMS, AND REPORTING

F-1. Early detection and reporting of a fire is critical to prevent excessive fire damage or loss of life. The Captain will ensure the AJ has approved smoke detectors (smoke and heat), alarms, and a sprinkler system.

F-2. Smoke detectors are designed to detect smoke and heat. Detectors will automatically activate the alarm system when smoke reaches the threshold level. The alarm system will be displayed [REDACTED]. When the alarm system is activated, members assigned to the control center will:

- a. Acknowledge the alarm and view the display by pressing the button once.
- b. Wait for the panel to display the read out to determine the location of the activated detector.
- c. Read the display [REDACTED].
 - 1. [REDACTED] Take immediate action. Notify supervisor and other members of the alarm and location via portable radio.
 - 2. [REDACTED]
 - 3. [REDACTED]
 - 4. At the direction of the shift supervisor, after the cause of the alarm has been investigated and cleared, [REDACTED]
 - 5. Document alarm information in the JMS.
 - 6. [REDACTED]
 - 7. [REDACTED]
 - 8. [REDACTED]

F-3. When an alarm is activated at the Work Center (WC), members will follow these procedures. The alarm will sound [REDACTED]

- 1) [REDACTED].
- 2) Notify a supervisor the alarm is sounding. Describe the alarm's location.
- 3) Deputies will respond to the area of the alarm.
- 4) [REDACTED]
[REDACTED]
- 5) At the direction of the shift supervisor, after the cause of the alarm has been investigated and cleared, [REDACTED]
[REDACTED]
[REDACTED]
- 6) [REDACTED]
[REDACTED]
- 7) [REDACTED]
- 8) [REDACTED]
- 9) [REDACTED]
- 10) Document alarm information in the JMS.

F-4. The Administrative Lieutenant will coordinate the tests and inspections of the fire detection system according to code and manufacture recommendations. A person trained and knowledgeable in the operations and functions of the system will conduct quarterly fire inspections. Members will quickly restore the fire detection system, and all its parts, to a normal operating condition after each test or inspection. Control center and WC members must receive training on reading, resetting, and the general operation of the fire alarm control panel.

F-5. The Captain will work with the fire marshal to tailor the alarm system to meet both fire code and AJ security needs. The alarm system will use strobe lights on a zone-by-zone basis displayed in the control center. Housing units will not have strobe lights. There will be a jail wide audible alarm. Members assigned to the control center will broadcast fire alarm information via portable radio. Deputies will instruct volunteers and/or non-sworn members in their area how to respond.

F-6. Members must not tamper with any fire detection or alarm device or use it for something other than its intended purpose. Members will protect fire detection systems from damage and tampering. Members will make sure detectors are free of dirt, dust or other matter.

F-7. If members detect fire or smoke, they will immediately sound a fire alarm. [REDACTED]
[REDACTED]

Members will use what best fits the situation and location. Members must also provide ways for inmates to report fire emergencies.

- F-8.** The Captain will ensure the automatic sprinkler system meets the following requirements.
- a. Approved equipment in design and installation.
 - b. Discharge patterns, densities, and water flow characteristics for complete coverage meet requirements.
 - c. The BMU will maintain and test the AJ and WC's automatic sprinkler system according to code.

SECTION G: EXITS, LIGHTING, AND EVACUATION ROUTES

- G-1.** The Captain will ensure the AJ and WC's designs meets OUFC egress requirements. Members must do the following to make sure people can exit from the AJ and WC in a quick, safe and orderly manner:
- a. Make sure exits are always visible.
 - b. Keep exit doors clear. Do not block exit doors. Exit doors must swing freely without restriction.
 - c. Ensure exit doors are always capable of opening from the inside. Members must not lock the door from the inside or use a chain, bar, or other device to prevent exit.
 - d. Mark exits with approved signs that are readily visible from all directions. Promptly replace burned-out lights in exit signs.
 - e. Make sure exits lead directly to a safe area.
 - f. Keep the door and panic hardware in good repair.
- G-2.** Deputies will make sure fire doors always work and are closed, latched, or enabled for automatic closing. Deputies will keep the areas around the fire doors clear of anything that obstructs or interferes with the door working.
- G-3.** Members will not block doors to passageways or other rooms without approval of the fire marshal. Members will mark any approved blocked door with "Door Blocked" in large letters.
- G-4.** Supervisors will make sure members maintain normal and emergency lighting for evacuation routes and exit doors. Normal lighting is wired. Battery operated lighting is for emergency use only. Lighting must illuminate the floors, exit doors, exterior doors, parking areas, recreation yards at the work center, stairways, steps and the exterior of the vehicle sally port.
- G-5.** Evacuation routes must be free from obstruction. Members must keep corridors, stairways, landings, vestibules and interior doors clear. Routes must provide a continuous, clear, safe path to an exit or safe area. All housing units and places of assembly over 50 people must have two exits.

- G-6.** Members will maintain the required aisle widths in all areas according to the OUFC. This includes open offices with modular style furniture. Aisles only used by members must be at least 24 inches wide. Aisles for members in some areas may have to be wider to comply with the American with Disabilities Act. Aisles used by inmates or visitors must be at least 44 inches wide.
- G-7.** Members may use floor or wall markings to identify evacuation routes in areas where smoke may obscure a member's ability to see an exit.
- G-8.** The Captain will [REDACTED]

SECTION H: INSPECTIONS

- H-1.** The Captain will develop a plan and make assignments to assist with the fire safety inspector responsibilities. The Captain will make sure fire safety members receive training from a credible source on governing directives and how to conduct thorough inspections. Training will include the use of checklists and documenting inspections. These inspectors will provide training to other members on fire safety procedures and identifying fire hazards.
- H-2.** The Captain will develop checklists for staff and assisting agencies to follow in accordance with Oregon OSHA standards for each level and frequency of inspection. Inspection frequencies and levels are as follows:
- a. **Daily.** Deputies will do an *occupant* fire safety inspection as part of daily security rounds. These inspections will focus on:
 1. Evacuation routes are clear
 2. Exit lights work
 3. Extinguishers are in place
 4. There is no buildup of combustible material
 - b. **Weekly.** Supervisors will complete weekly fire safety inspection as part of their weekly inspections of the AJ. Supervisor are looking for broader fire safety compliance than occupant inspections. This includes safety and functionality checks of fire safety equipment. These functionality checks are designed to monitor sensors indicating proper monitoring, product self-testing features are functional and warning signals work as designed.
 - c. **Monthly.** Supervisors will do a thorough monthly inspection of the AJ. The inspection will include checking that fire extinguisher and fire detection system inspections were done. Supervisors will also check the functionality of emergency generators, emergency lights, and other emergency systems.

- d. *Annual.* The Administrative Lieutenant will coordinate an annual, in depth fire safety inspection by state or local fire officials or other qualified person.

H-3. After required inspections are completed by qualified outside fire inspectors, the Administrative Lieutenant will ensure all noted deficiencies in the inspector's report are corrected. Once all deficiencies have been corrected, the Administrative Lieutenant, or designee, will notify the inspectors that the corrections have been made and a follow-up inspection will be conducted.

SECTION I: MEMBER TRAINING

I-1. The Captain will make sure members receives initial and annual training on the various aspects of fire safety. This will include regularly scheduled drills in evacuations and other selected procedures.

Members must receive refresher training every six months on fire recognition and response. Member only fire drills will occur every quarter. These trainings will be scheduled and documented by each shift lieutenant or their designee. Fire safety training may consist of briefings, instruction sheets, policy review, or classroom. Recurring training will include:

- a. Fire recognition and reporting procedures
- b. Emergency response to fires
- c. Fire alarm signals, location, and use
- d. Operation of fire detection and suppression equipment
- e. Fire extinguisher location and use
- f. Location of equipment circuit breakers and power disconnects
- g. [REDACTED]
- h. Isolating fires
- i. Containing and removing smoke and toxic fumes
- j. Evacuation routes and procedures, including assisting disabled occupants
- k. Responder routes and support
- l. Assembly areas by evacuation option
- m. Control over inmates during a fire evacuation
- n. Potential fire hazards in the workplace
- o. Proper storage of combustible materials
- p. Preventing hazardous electrical situations
- q. Conducting training for inmates in fire safety procedures
- r. Conducting fire drills quarterly
- s. Reporting fire hazards to the Safety Committee
- t. Regular checks of fire suppression equipment by members and overseen by a supervisor.
- u. Regular checks of fire detection equipment by the BMU supervisor or designee.
- v. Member refresher trainings on fire recognition and response.
- w. Member response to fires during exigent circumstances; riot, use of force, hostage situation, or inmate disturbance.

SECTION J: INMATE ISSUES

- J-1.** The Captain will ensure supervisors and deputies brief inmates on fire safety and evacuation as a part of inmate orientation.
- J-2.** The inmate worker supervisor or designee will ensure deputies train inmate workers on fire safety issues for their work area. Deputies may train inmate workers on the use of fire extinguishers.
- J-3.** Members must consider any physical disability an inmate has. The physical disability may require a deputy to assist the inmate during evacuation.

SECTION K: AUDIT METHOD.

- K-1.** The Captain will conduct an annual audit. The audit will include the following:
- a. Review inspection and maintenance records
 - b. Review fire drill records
 - c. Do a facility inspection. This may occur during a fire official's annual inspection.
 - d. Randomly test members on their knowledge of fire safety procedures.

FORMS USED:

- Emergency Drill Report, Form No.1203
- Emergency Evacuation Chart/Jail Form No.1204
- Emergency Evacuation Chart/Work Center, Form No. 1205
- Emergency Evacuation, Form No.1202
- Maintenance Logs for Fire Extinguishers
- Safety Inspection Log, Form No.130