



FIRE SAFETY

(Critical Policy)

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (DCAJ) 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, staff, and the visiting public, during fires within the jail.

PURPOSE.

The purpose of this policy is to provide corrections staff with instructions for proper emergency procedures during a minor or major fire. To 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 437-002-0041, Exits and Exit Routes
- OAR 437-002-0042, Emergency Action Plan
- OAR 437-002-0043, Fire Prevention Plan
- 29 CFR 1910.106, *Flammable and Combustible Liquids*
- 29 CFR 1910.157, *Portable Fire Extinguishers*
- *Oregon Uniform Fire Code*
- ORS 169.076, Standards for local correctional facilities

DEFINITIONS.

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****CRITICAL POLICY****

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 jail 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 corrections supervisor will establish and maintain incident command until relieved by a higher authority. Upon arrival, the responding person of higher rank may assume responsibility for command and control of the incident.

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 jail causing only localized damage to equipment or property, and can be contained within room of origin.

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

NFPA. National Fire Protection Association.

OUFC. Oregon Uniform Fire Code

Perimeter Lighting. Lighting that illuminates areas surrounding the facility, particularly areas most vulnerable to breaches in security. Perimeter lighting should ensure the jail'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.** Corrections staff 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 staff 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 staff assistance to evacuate to safety.
- A-2.** The Corrections Captain will review jail and fire plans annually and update as needed. Each team lieutenant will conduct four fire drills annually.
- A-3.** The DCAJ and WC will adhere to all local and state fire safety codes.
- A-4.** DCAJ staff and inmates will establish routine practices that enhance fire safety through the reduction of available fuel within and around the facility. Staff will ensure the following:
- a. Combustible materials will be stored in a safe manner, with continual efforts made to minimize the amount of these materials throughout the facility. This includes monitoring the possessions of inmates to assure they do not have more items than authorized.
 - b. Conduct routine sanitation practices and inspections to reduce material buildup in any area; storage rooms, housing areas, offices, trash receptacles, and recycling bins.
 - c. Consistent removal of trash and recycled materials throughout the facility by staff 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 containers or recycling bin.
- A-5.** Furnishings and decorations are main sources of fuel, smoke, heat and obstruction. For these reasons, staff 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 a fire safety authority evaluation of the materials for flammability and toxicity.
 - 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 decorations. Because of the chance of electrical shock or sparks, staff 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 materials and liquids in approved containers only in authorized storage areas. Electrical, mechanical or telecommunications rooms, corridors; or raised floors are **not** authorized areas. In addition, 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.** Staff must handle and store flammable and combustible liquids, including spray cans, according to *OUFC, 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 an easily seen flammable symbol or wording.
 - b. Quality limits for storage will not exceed those of the UFC. Staff 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. The assigned Programs lieutenant will make sure staff has easy access to spill cleanup and containment equipment.

- e. Only keep a small working supply on hand for treatment, maintenance or operations.
- 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. Kitchen staff will take the steps below to minimize the chances of having a grease fire and to contain it should one occur. The food services manager will make sure 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.
 - 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. (Staff 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. Staff must document the cleaning of filters and ducting.
 - 6. Staff 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. Staff 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 jail is a non-smoking facility.
- b. Never burn candles, incense or other open flame items in the jail.
- c. Stay in break room areas when using 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 any hot plates.
- f. Never allow inmates the unauthorized use of any fire-starting device.

SECTION B: IGNITION SOURCE CONTROL

B-1. Staff will eliminate and reduce sources of electrical spark ignition by doing the following:

- a. Immediately report electrical problems to a shift supervisor. Staff will not operate any fixture or appliance with wiring that is faulty or shows signs of tampering.
- b. Properly ground all electrical equipment.

- c. Have the maintenance supervisor approve the use of multiple plug outlet converts, such as power strips. They must be of the same amperage or less for the outlet. Staff must not overload an outlet by plugging in too many items.
 - d. Make sure all switches, receptacles, junction boxes, and control panels have suitable cover plates or panel doors.
 - e. Keep inmates from overloading, covering, or tampering with electrical outlets and fixtures.
 - f. Unplug all unnecessary electrical equipment when not in use or leaving the work area.
 - g. 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. Do not run extension cords through walls, ceilings, floors, doors, windows or similar openings; hang them from ceilings; or run them across travel lanes. If cords must run across a travel lane, they must have a protective molded housing or bridge.
 - c. Do not attach extension cords to surfaces with nails, hooks, staples, glue, or wrapped around an object.
 - d. Use cords of the proper voltage and amperage rating with a surge protector, for the equipment it serves. If an extension cord is smaller than the equipment's cord, it is a good indication the extension cord is not the proper rating.
 - e. Do not plug a cord into another extension cord, conceal under rugs, carpets, or other combustible materials, and do not use in wet or damp locations.
- B-3.** Corrections supervisors will make sure staff uses only OUFCA approved properly labeled containers for refuse and recycling materials. Staff must:
- a. Use only noncombustible recycling bins inside the security perimeter. Jail Administration area may use approved cardboard bins.
 - b. Store greasy, oily, paint, or other rags used with flammable liquids in a self-closing metal container. Mark both clean and dirty rag containers. Soak rags with water before placing them in a dumpster.
 - c. Keep combustible trash out of smoking material containers or ash receptacles.
- B-4.** Staff will monitor maintenance workers using any open-flame device (like a welder's torch) if in the area of the jail. Staff will maintain a minimum 30-minute fire watch in the area after the work is completed.

SECTION C: MINOR FIRES

- C-1.** When corrections staff discovers a MINOR fire they will:

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- a. Notify control center staff of a minor fire and provide the location of the involved area. This can be done by using your portable radio, intercom system, telephone, manual alarm, or shouting.
- b. Evacuate inmates [REDACTED].
- c. If smoke or minor fire is behind a closed door, staff will feel the door for heat before opening. If it is hot, do not open the door and request the fire department.
- d. Close all doors into the corridors or adjoining rooms.
- e. Follow the instructions of the supervisor in charge.

C-2. The shift supervisor will be notified and immediately respond to the area and develop a plan of action. The shift supervisor will consider the following options:

- a. Safety and security of staff, inmates and the facility.
- 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 be called to respond.
- d. Ensure all doors or window into the corridors or adjoining rooms are closed.
- e. Provide clear directions to staff.
- f. Deployment of staff.
- g. Communications and notification to appropriate persons.

C-3. Upon extinguishing the fire or eliminating the smoke, the shift supervisor will:

- a. If it is suspected that the fire has been deliberately set, protect the scene until a criminal investigation can be conducted.
- b. Notify the fire department of the minor fire and adhere to any recommendation made by the fire department personnel.
- c. Gather necessary resources, (i.e. smoke evacuation equipment).
- d. Medical treatment for all involved.
- e. Request reports from staff, review all reports, and complete an Incident Report. Submit all reports to the on-duty lieutenant prior to the end of the shift.
- f. The Corrections Captain or designee will conduct a debriefing of incident.

SECTION D: MAJOR FIRES

D-1. When corrections staff discover a MAJOR fire they will:

- a. Immediately sound a fire alarm and notify control center staff of a major fire. Provide the control center staff with the following information such as:
 1. A major fire;
 2. The location of the fire
 3. Whether you are evacuating inmates or staff.
- b. Control center staff will notify the fire department by calling 911(Dispatch) and request an immediate emergency response. Control center staff will relay the following information:

- 1) A major fire;
 - 2) The location of the fire (North, South, East or West section of the building);
 - 3) Staff 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 civilian staff from the affected area to a safe area.
 - e. If the shift supervisor orders an evacuation, follow the instructions related to assigned duty post (Refer to the Jail *Emergency Evacuation Chart Form No. 1204*), or the Work Center *Emergency Evacuation Chart Form No. 1205*.
 - f. Give very clear direct communications to the inmates. If appropriate, have inmates drop to the floor and cover their mouth with an item to avoid smoke.
 - g. Move inmates to a designated location (Refer to the Jail *Emergency Evacuation Chart Form No. 1204*), or the Work Center *Emergency Evacuation Form No. 1205*.
 - h. If time allows, you may be able to prepare to evacuate the inmates by obtaining necessary security equipment.
 - i. Maintain the security of inmates in your assigned area at all times.

D-2. The shift supervisor will immediately respond to the affected area and develop a plan of action. If the seriousness of the fire constitutes a clear and present threat to the lives and safety of inmates and personnel of the jail, the shift supervisor will order an evacuation of the area(s) involved in accordance with the DCAJ Policy [CD-13-1, *Emergency Plans*](#) and DCAJ Policy [CD-13-8, *Evacuations*](#). The shift supervisor will follow emergency response guidelines/ Fire Response by assignment and consider the following:

- a. Maintain the safety and security of inmates, staff and the facility.
- b. Cease all non-essential jail operations.
- c. Ensure deputies in the area close all doors or windows into the corridors or adjoining rooms.
- d. Deploy sufficient staff:
 - 1) Deputies to affected area
 - 2) Assistance needed from sheriff patrol or other law enforcement for an outside perimeter.
 - 3) Assign a deputy to escort all incoming fire/rescue personnel to the affected area. The deputy will remain with fire fighting personnel until otherwise ordered by the shift supervisor, or the firefighting personnel.
 - 4) Escort all non-essential persons from the jail.
 - 5) Each deputy has specific job assignments in the case of a fire; ensure each deputy complies with their instructions. Refer to Emergency Response Guidelines, *Fire Response by Assignment*.
- e. [REDACTED].
- f. Determine if any changes need to be made to the plan of action.
- g. Communicate plan of action to staff.
- h. Notification of chain of command.

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

- a. If it is suspected that the fire has been deliberately set, protect the scene until the initiation of a criminal investigation. *See DCAJ Policy [CD-8-17, Criminal Acts](#).*
- b. All major fires will be investigated by fire personnel.
- c. Develop plans to utilize any smoke evacuation equipment.
- d. Documentation is required from all involved staff by submitting a written Incident Report to the shift supervisor. The shift supervisor will review all reports, complete an Incident Report and submit reports to the lieutenant.
- e. The Corrections Captain or designee will conduct a debriefing of the incident.
- f. Resume normal operations.

D-4. If the fire emergency is such that the command post and resources are not enough to adequately handle the incident, then the command post will be moved to a safe and secure location outside the jail or work center.

SECTION E: FIRE SUPPRESSION EQUIPMENT

- E-1.** Fire detection equipment such as fire extinguishers for the fire hazards will be present. The location, type and place fire extinguishers are located will be determined by the fire marshal.
- a. The jail and Work Center have 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. The fire extinguishers will be easy to identify, and readily available to staff.
 - e. Place a spare equivalent extinguisher when taking one out of service, except in the event of a fire.
- E-2.** Jail maintenance staff will manage the 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. Jail maintenance staff will forward a copy of the inspection records to the Administrative Lieutenant.
- E-3.** Staff will do the following to help 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 staff uses a fire extinguisher during a fire and the extinguisher is empty, staff will lay the extinguisher flat on the ground. Fire personnel 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 Corrections Captain will ensure the jail has approved smoke detectors (smoke and heat), alarms, and a sprinkler system.

F-2. Smoke detectors are set up to detect smoke and heat. The detectors will automatically activate the alarm system when smoke threshold level is reached. The alarm system will be displayed [REDACTED]. The jail control center staff will follow the procedures when the alarm system is activated:

- a. [REDACTED]
- b. Wait for the panel to display the read-out to determine the location of the activated detector.
- c. Display will read: [REDACTED]
 - 1) [REDACTED] Take immediate action by notifying staff and the shift supervisor through the radio system of the alarm, providing the location.
 - 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 this information in the Jail Management System (JMS).
 - 6) [REDACTED]
 - 7) [REDACTED]

8) [REDACTED]

F-3. At the Work Center, staff will follow these procedures when the alarm system is activated. The alarm will sound from [REDACTED]

[REDACTED]

- 1) [REDACTED]
- 2) Take immediate action by notifying the Work Center supervisor or jail shift supervisor that the alarm is sounding along with the location.
- 3) Work Center deputies respond to the area of the alarm.
- 4) [REDACTED]
- 5) [REDACTED]
- 6) [REDACTED]
- 7) [REDACTED]
- 8) [REDACTED]
- 9) [REDACTED]
- 10) Document this information into the Jail Management System (JMS).

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

F-5. The Corrections Captain will work with the fire marshal to tailor the alarm system to meet both fire code, jail and work center 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. The control center staff will broadcast fire alarms to staff over a jail radio channel. Staff will then instruct people in their area how to respond. [REDACTED]

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

- F-7.** If staff finds fire or smoke, they will immediately sound a fire alarm. [REDACTED]
[REDACTED]
Staff will use what best fits the situation and location. Staff must also provide ways for inmates to report fire emergencies.
- F-8.** The Corrections 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. Facilities will maintain and test the jail and Work Center's automatic sprinkler system according to code.

SECTION G: EXITS, LIGHTING, AND EVACUATION ROUTES

- G-1.** The Corrections Captain will ensure the jail's design meets egress requirements of OAR 437-002-0041, 0042 and 0043, in the OUFC, and NFPA 101. Staff must do the following to make sure people can exit from the jail and Work Center in a quick, safe and orderly manner:
- a. Make sure exits are always visible.
 - b. Keep exit doors clear; nothing may block them. Doors must swing freely without restriction.
 - c. Ensure exit doors are always capable of opening from the inside. Staff must not lock the door from the inside or use a chain, bar, or other device to prevent exiting at anytime.
 - 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. Deputies will supervise inmate assembly areas.
 - 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 setup 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.** Staff will not block doors to passageways or other rooms without approval of the fire marshal. Staff will mark any approved blocked door with "Door Blocked" in large letters.
- G-4.** Corrections supervisors will make sure staff maintains 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 jail sally port exterior.

- G-5.** Evacuation routes must be free from obstruction. Staff 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.** Staff will maintain the required aisle widths in all areas according to the OUFC. This includes open offices with modular style furniture. Aisles that are only used by staff must be at least 24 inches wide. (Aisles for staff in some areas may have to be wider to comply with the American with Disabilities Act.) Aisles that inmates or visitors use must be at least 44 inches wide.
- G-7.** Staff may use floor or wall markings to identify routes in areas where smoke may obscure staff's ability to see an exit.
- G-8.** The Corrections Captain will [REDACTED]

SECTION H: INSPECTIONS

- H-1.** The Corrections Captain will develop a plan and make assignments to assist with the fire safety inspector responsibilities. Staff may include sergeants, the maintenance supervisor or specific staff. The Corrections Captain will make sure they receive training from a creditable source on governing directives and how to conduct thorough inspections. Training will include the use of checklists and documenting inspections. These inspectors will give staff on-the-job training on fire safety procedures and identifying fire hazards.
- H-2.** The Corrections 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 things like:
 1. Evacuation routes are clear,
 2. Exit lights work,
 3. Extinguishers are in place and
 4. There is no buildup of combustible material.
 - b. **Weekly.** Shift supervisors will complete weekly fire safety inspection as part of the weekly inspections of the jail and work center 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.** Shift supervisors will do a thorough monthly inspection of the jail and work center. It will include checking that fire extinguisher and fire-detection system inspections were done. As well as the functionality of emergency generators, emergency lights, and other emergency systems.
- d. **Annual.** The Corrections 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 Corrections Administrative Lieutenant will make arrangements to correct all deficiencies noted in the inspector's report. Once all deficiencies have been corrected, the Corrections Administrative Lieutenant, or designee, will notify the inspectors that the corrections have been made and a follow-up inspection will be conducted.

SECTION I: STAFF TRAINING

I-1. The Corrections Captain will make sure staff receives initial and annual training on the various aspects of fire safety. This will include regularly scheduled drills in evacuations and other selected procedures. Staff must receive refresher training every six months on fire recognition and response for their assigned duties. Staff 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 the following:

- 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. Emergency key use
- 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 staff members and overseen by the shift supervisor.

- u. Regular checks of fire detection equipment by the maintenance supervisor or designee.
- v. Staff refresher trainings on fire recognition and response.
- w. Staff response to fires during exigent circumstances; riot, use of force, hostage situation, or inmate disturbance.

I-2. Staff must ask their supervisor for guidance on any fire safety issue in this policy, or in training they do not understand.

SECTION J: INMATE ISSUES

J-1. The Corrections Captain will ensure shift 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 corrections 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. Staff must consider any physical disability an inmate has on the inmate's ability to evacuate a housing unit in a fire because the inmate may need assistance.

SECTION K: AUDIT METHOD.

K-1. The Corrections 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 staff 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
- Emergency Response by assignment/Emergency response guidelines.
- Maintenance Logs for Fire Extinguishers
- Safety Inspection Log, Form No.130