

 <p style="text-align: center;"><b>County of Sacramento</b> <b>Department of Health Services</b> <b>Division of Primary Health</b> <b>Policy and Procedure</b></p>	Policy Issuer (Unit/Program)	<b>JCH</b>
	Policy Number	<b>A07-1412a</b>
	Effective Date	<b>01-10</b>
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Title: Fire Evacuation- Clinic Duties		Functional Area: Governance and Administration
Approved By: Pamela Gandy-Rosemond, MSN RN CCHP Health Administrator		
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**Policy:**

Fires can be potentially dangerous to life and property, and all possible safeguards must be taken to prevent them. Juvenile Correctional Health (JCH) will post a Fire Evacuation map in the clinic and clinic administration suite for JCH employee and residents to safely vacate the building in case of a fire.

**Procedures:**

A. Fire Evacuation

1. When there is a fire or during a fire drill, the alarm will be sounded at control.
2. The control officer will determine the location of the fire. If it is determined a fire exists, the officer will announce to the units to prepare for evacuation.
3. The SRN (if on duty) or RN – Clinic will obtain the roll call sheet and the radio turned to the Youth Detention Facility (YDF) Probation channel #1 and evacuate the clinic administration suite. The SRN will ensure all offices, Pharmacy and Medical Records rooms are checked and no one remains. The SRN is to then vacate the administration suite using the door that exits to the hallway.
4. The SRN (if on duty) or RN – Clinic will immediately notify control of the number of residents present in the clinic, both residents housed there and those receiving treatment at the time of alarm.
5. The SRN (if on duty) or RN – Clinic will remain with residents (if applicable) until Probation staff pick up resident(s).
6. The SRN (if on duty) RN – Clinic will ensure all exam rooms and infirmary rooms are checked and no one remains.
7. Any nurse in a housing unit at the time of alarm is to remain with that unit until alarm is cleared.

B. Evacuation Route:

1. Clinic staff uses employee corridor to employee parking lot.
2. Clinic staff to locate SRN and remain within sight.
3. Staff to remain in evacuation area until cleared by Probation and/or fire department to return to clinic.

**References:**

Title 15, Section 1325  
Sacramento County Probation Department P&P

**Attachments:**

N/A

**Contact:**

N/A