



**Youth Detention Facility
FIRE SAFETY AND FIRE DRILLS**

**COMMUNICATION CENTER EMERGENCY LINE:
875-6900 – ACCOUNT #095**

Purpose and Scope

Fires can be potentially dangerous to life and property, and all possible safeguards must be taken to prevent them.

Quarterly fire drills shall be held to familiarize staff and youth with proper facility evacuation. The Duty Supervisor shall document the results of each fire drill and forward the results in the form of a memo to the facility administration. The facility administrator shall retain the documentation for two years.

Guidelines

Unit and school staff are to review fire emergency procedures and fire extinguisher use instructions quarterly. A log for review purposes will be maintained in each living unit and is to be signed and dated by the Senior Deputy Probation Officer assigned to each unit after review.

NOTE TO SUPERVISORS:

When testing the fire alarm system or when a false alarm has been activated, contact the Communication Center at 875-6900 and state the Account #095 along with the specifics of the situation.

I. Inspecting for Fire:

There is an alarm status panel located in the middle of the counselor station next to the fire alarm pull station. If there is a fire, an alarm will sound from the panel and its exact location can be found by using the arrows located on the panel. However, this panel shall not be used by a unit staff without supervisor approval.

The fire detectors are operating normally when they flash a red light (approximately every 30 seconds). A continual red light will be displayed when the detector is in a state of alarm.

Revised: 12/1/2019
Approved by: Dave Semon
Effective: 07/30/2012
Last Revision: 11/17/2010
Authority: Title XV 1325

- A. All the detectors, including the water shut-off valve for the sprinklers, will display on the alarm panel at control if activated.
- B. Smoke detectors in Units are in the high ceiling of the dayroom (6), in the low ceiling of the dayroom (2), in each classroom (2), in the testing room (1), in the screening room (1), in the pill call room (1), in the sallyport (1), in the staff restroom (1), in the first floor janitor room (1), in each return air to each sleeping room (1), in the main duct in the mechanical room (1), and in each air handling unit (1). Heat detectors are located in the storage room (1), in the mechanical chase (1), in the main mechanical room (1), in the second floor janitor room (1) (Units 11-17), and in the second floor storage room (1) (Units 11-17).

The following are procedures used to check the Smoke Detectors:

1. Smell and visually check for fire or smoke.
 2. Prior to opening the door where the fire detector is located, feel the door for heat. If there appears to be a fire, contact control and prepare to evacuate.
 3. If there is no smoke and the door is cool, check the detector. If the red light is flashing go to the next detector. If the detector shows a continual red light and there is not a fire, contact the engineer to repair the system.
 4. Use the same procedure to check all the fire detectors in the unit.
- C. If the fire sprinkler system is activated and there is not a fire, or if there is a fire that has been thoroughly extinguished, the water-flow shut-off valve needs to be temporarily shut off. Housing Unit 11-17 Valves are located in the Central Plant tunnel. Each valve is labeled. Housing unit, 3 and 5 and medical use one valve located in the storage room of unit 1 and 2. In order to turn off the water sprinklers, turn the handle on the right hand side. To drain the water out of the system, turn the handle on the left hand side. The engineer must be contacted in order to reset the sprinkler system.

D. Visitor Center Smoke Detectors:

The Visitor Center has five non-contact rooms, each with a separate smoke detector inside. There are also eight contact rooms with smoke detectors in each of them. There are two large heat sensor smoke detectors located in the Visitor Center along with two in the Visitor

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Center lobby.

- When the panel at control shows there is a fire in a unit, the detectors in the unit will be checked to determine if a fire exists. The Communication Center will contact the fire department and request a response team unless they are immediately notified a false alarm exists (875-6900).

II. Evacuation Procedures: In the event of an actual fire emergency, refer to the Emergency Procedure and Evacuation Policy for YDF

- A. When there is a fire or during a fire drill, the alarm will be sounded at control.
- B. The Duty Supervisor will confirm the location of the fire and advise the units to prepare for evacuation.
- C. In the event of an actual fire alarm situation, the Duty Supervisor should notify S.S.D. Dispatch (874-5128) of the situation and request assistance in monitoring the field perimeters during the emergency.

For a scheduled fire drill, S.S.D. Dispatch should be notified 2 - 3 hours before the impending fire drill. The specific numbers will be listed under the Watch Commanders duties.

- D. Unit staff will vacate all rooms and line the youth up for unit evacuation, based on the assigned evacuation route.
- E. For maximum fire control, room doors will be locked; unit doors are to be propped open.
- F. Central Control, in conjunction with the Hub Leaders, will inform units when to exit; units are to follow established plans unless otherwise directed by control staff or Duty Supervisor.
- G. The assigned Hub Leader will evacuate all public lobbies as well as the Administrative lobby.
- H. Responders or "Hub leaders" will be assigned at the beginning of each day. If an emergency occurs the Hub Leaders will respond to the closest

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hub to retrieve the emergency equipment bags and immediately respond to the Watch Commander.

1. To maintain the integrity of our emergency equipment and quarterly check of all hubs shall be performed.

I. Zones

1. All zones will be evacuated through designated routes which will be determined by the nature and location of the emergency.
2. After evacuation, staff shall see that all residents are accounted for and held in separate groups by unit designation. During the evacuation, staff will escort visually and hearing impaired residents as well as assist any mobility-impaired residents.

NOTE: In all situations, alternate "Exits" may be used, as conditions require. Rear exit doors in units are opened electronically (Central Control) or with a Master Detention key.

J. School

1. The Watch Commander will provide directives to all SCOE employees via the Hub Leaders for how best to evacuate the building. Probation will then assume responsibility of any youth that were previously under the supervision of school staff.

K. Clinic

1. Clinic staff will exit through the designated route, into the evacuation area.
2. The Clinic should immediately advise control if assistance is needed in evacuation of youth.
3. Clinic staff should advise Central Control of the number of youth present in the clinic, both youth housed there and those receiving treatment at the time of the alarm.

L. Visitor Center

1. All visitors are to exit through the Visitor Center lobby unless the fire is located in the lobby. In the event the fire is in the lobby, Visitor Center staff will inform visitors of an alternate exit.

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2. All residents in the Visitor Center will be accounted for and evacuated by Visitor Center staff via the assigned route. Evacuation will take place upon Central Control's directives.
3. The Visitor Center hall movement log will be used to account for which youth are in the Visitor Center and from which unit they are from at the time of the incident. The log will be turned over to the Hub Leader by Visitor Center staff. Central Control will be advised by the Hub Leader of youth located at the Visitor Center.

M. After Hours Procedure:

1. In the event that an emergency occurs after normal business hours of 0700-1700, the Watch Commander/Duty Supervising Probation Officer shall notify Sheriff's Communications via telephone to request necessary assistance.
2. The Watch Commander shall request that Sheriff's Communication notify the Court Security Division Commander, Executive Lieutenant and Support and Branch Services Sergeant of the emergency status.

N. Fire Extinguisher Use

1. Each unit has two different types of fire extinguishers. They are placed in boxes at the Counselor Station (this is the ABC type used on all fires) and in the hallway (this is a 2 1/2 gallon water tank used only on wood, paper and textiles). Units 1 and 2 have two fire extinguishers that are located in the center office (ABC type). Always check the fire extinguisher label to determine the type of fire to be extinguished.
2. The Visitor Center has a total of four fire extinguishers. Two are inside the Visitor Center under each staff station counter. One is located in the Visitor Center lobby on the wall adjacent to the exit sally port door. One is located on the wall in the main hallway to the right of the entrance sally-port door. The Visitor Center fire extinguishers are opened with different keys than the rest of the YDF. The key to the Visitor Center fire extinguishers is located on the Visitor Center key set, which is checked out from control on a daily basis. In addition, a key is kept in the lock of the fire extinguishers under the staff counters, so they are accessible at any time by all staff.

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3. To operate extinguisher, hold it upright, pull the ring pin, stand 8 to 12 feet from the fire and press the lever. Direct the discharge at base of the flame with side-to-side motion, until the fire is extinguished.

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