



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 3
Training, Personnel, and Management
§1325**

Topic **Fire Safety Plan**

Policy The purpose of this policy is to clearly identify and conform to applicable federal, state, and/or local fire safety codes, and to establish a process for creating, disseminating, and training all individuals in the facility on the emergency plans for fire safety and evacuation (15 CCR 1323; 15 CCR 1324; 15 CCR 1325; 15 CCR 1327).

1. The Deputy Chief of the Institutions Division, or their designee, shall work with the Fire Marshall to maintain and review the Fire Safety Plan and Fire Suppression. See Procedure Manual on Fire Safety Plan for further information.
2. Fire and life safety inspections as well as fire prevention inspections shall be conducted on a monthly basis by the Compliance Officer, or their designee. The facility Compliance Officer shall file the monthly facility inspection form in the Inspection binder and retain them for a period of no less than two (2) years.
3. The Fire Marshall shall conduct annual inspections of the Youth Services Center and Camp Kemp. The facility Compliance Officer, or their designee shall ensure that all deficiencies noted by the Fire Marshall are corrected and shall notify the Fire Marshall when the deficiencies are resolved.
4. An evacuation plan including movement and housing provisions shall be contained in the Emergency Manual.
5. The facility Compliance Officer, or designee, shall conduct quarterly fire drills. These fire drills shall be documented on the Fire Drill Form.
6. Each shift will have at least one wide awake designated staff member who meets the training standards established by the BSCC and is trained to use and maintain the facility's firefighting equipment. (15 CCR 1323).

7. In the event of a fire, the plan for housing youth is contained in the evacuation section of the Emergency Manual.