



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

**ARTICLE 3  
Training, Personnel, and Management  
§1323**

---

**Procedure  
Fire and Life Safety**

**1321 PURPOSE AND SCOPE**

This policy provides general guidance regarding Fire and Life Safety response for Group Supervisors.

**1323.1 FIRE DRILL PROTOCOL FOR LIVING UNITS**

1. Once Fire Drill announcement has been made
2. All Group Supervisors from assigned living units must make Radio Acknowledgement of Fire Drill:  
Example: Forrest 1, 2, 3 copy, Pine 4 copy, Pine 5 copy, Elm 6 copy, Elm 7 copy
3. One staff from each unit will take Lead on the movement and be the ONE voice over the radio
4. Depending on the ratio of staff to youth on unit:
  - a. Staff takes control over announcement to unit. And controls the work station, propping doors open, identifying them as the Floor Leader wears the hard hat and reflective vest.
  - b. Grabs the Team Leader Emergency Kit.
  - c. Staff takes control over items needed: i.e. Radio, Medical / Asthma Box, Hall boards, Log Book, Evacuation Binder; ALL items placed in Roll away black box.
  - d. Last staff clears unit: opening every cell door and visually/ physically checking rooms are cleared
5. Once youth / staff lined up, Lead staff being the ONE voice for the unit. Radio's to Control the pop of youth / staff to the designated area. And Lead staff confirms upon arrival to Area of Refuge.  
Example: Elm 6 27 youth / 3 staff to the field. Elm 6 27 youth / 3 staff arrived at field
6. The (ISM-OD) or their designee on duty conducting the Fire Drill will acknowledge to Control when the units are cleared to return to their respective units. Central Control documents drill in the "Central Control Emergency Checklist"
7. Units will respond via Radio their status once youth and staff have been secured back on their assigned units.
8. Log into their Unit Logs and complete Housing Unit Emergency Drill Checklist.

### **1323.2 FIRE DRILL PROTOCOL FOR SCHOOL WATCH**

1. Once Fire Drill announcement has been made.
2. All Group Supervisors in the School Department must make Radio Acknowledgement of Fire Drill: i.e. Math class copy, English class copy, PE watches copy ...etc.
3. Special Day Class (SDC) Group Supervisor makes announcement sending youth down the hall to respective units, movement to designated area starts once all youth have been properly dispersed in an orderly manner.
4. Science Class Group Supervisor will be the LEAD in the movement and send the classrooms one at a time to the designated area on the field.
5. The second staff from PE watch will take position over the Science class youth as the Lead staff ensures the movement and clears the school department.
6. The assigned Group Supervisor from each class will radio to Control the pop of staff/ youth to the designated area. And confirm once arrived to area again with pop of staff / youth  
Example: Math class with 8 youth 1 staff to field.....Math class with 8 youth 1 staff on field
7. The Lead staff clearing the school department will make sure all the classrooms are empty and once the school department is cleared they will radio to Control.  
Example: School Watch to Control the school department is cleared.
8. Control is responsible for taking all logs of movement and time from the youth/ staff to designated area
9. Lead Teacher for the day is responsible for clearing the teacher area and accounting for all teachers. The Lead teacher will report to GS clearing school department that all teachers have been accounted for.
10. The (ISM-OD) or their designee on duty conducting the Fire Drill will acknowledge to Control when the units are cleared to return to their respective classrooms / or units. Central Control documents drill in the “Central Control Emergency Checklist”
11. Units will respond via Radio their status once youth and staff have been secured back to their respective classrooms / or their assigned units.
12. At the end of the Drill the designee conducting the Fire Drill will collect the following documents:
  - a. Housing Unit Emergency Drill Checklist
  - b. Central Control Emergency Drill Checklist
13. The designee will submit the documents to the Compliance Manager.

### **1323.3 FIRE SUPPRESSION AND SAFETY PLAN**

1. This Fire Prevention / Safety Plan and Fire Suppression Pre-Plan serves as partial compliance with Title 15, Section 1325, Fire Safety Plan.
2. Probation’s facilities shall comply with local and state fire safety codes regarding exit requirements, fire system inspections and quarterly tests, annual fire inspections, and locations of fire equipment in the facility. Building materials shall meet Class A rating as defined by the National Fire Protection Association.
3. Staff shall be trained on and familiar with the facility safety plan, and the following safety issues:

- a. The nearest emergency exit and alternate emergency exit;
  - b. The location of fire extinguishers and smoke and fire alarms;
  - c. The location of emergency supplies and equipment;
  - d. The process to notify emergency personnel of a situation;
  - e. The procedures to follow during an emergency; and
  - f. The location of their assembly areas and areas of refuge.
4. Staff shall:
- a. Be alert to possible fire hazards, such as improper storage of combustible materials and overloading of electrical circuits and outlets;
  - b. Monitor trash receptacles to reduce the possibility of fire;
  - c. Comply with the regulations in Title 15, Section 1511 regarding smoke-free environment and shall smoke only in designated areas; and
  - d. Notify a supervisor if there are possible fire hazards in the facility.
5. The following emergency equipment is located in each facility:
- a. Fire alarms;
  - b. Heat, smoke, and fire detectors;
  - c. Illuminated exit signs;
  - d. Sprinkler systems;
  - e. Emergency lighting;
  - f. Emergency generator;
  - g. Hydrants;
  - h. Standpipe hoses; and
  - i. Extinguishers.
6. The priorities for responding to a fire are:
- a. Evacuation: Staff shall move youth away from smoke and fire. Staff shall conduct a head count and locate any missing youth. Staff shall take the unit log, first aid kit, medications, and youth logs in the event of an evacuation.
  - b. Report the fire: Staff shall dial 9-911 and report the fire.
  - c. Confine the fire: Staff shall close off the area where the fire is located. Staff shall consider turning off the electricity in an area.
  - d. Extinguish the fire: Staff shall attempt to extinguish the fire only if it is small and contained.
  - e. The safety of youth shall take precedence over security.
7. Response of emergency personnel:
- a. Camp Kemp– Emergency personnel shall arrive within four (4) minutes of notification. The lead staff person shall designate a staff person to meet emergency personnel. Fire vehicles shall be located in the parking lot unless otherwise indicated by circumstances.
  - b. Juvenile Hall – Emergency personnel shall arrive within four (4) minutes of notification. The lead staff person shall designate a staff person to meet emergency personnel. Fire vehicles shall be located at the Admissions sally port or between buildings six (6) and seven (7) unless otherwise indicated by circumstances.

- c. The locations of hydrants and standpipes are noted on the facility maps attached to the Emergency Manual. Staff designated to assist fire personnel shall direct the personnel to minimize the likelihood of injury from youth assault or physical plant conditions.
8. The facility Compliance Officer shall ensure quarterly fire drills occur. These fire drills shall be documented on the fire drill form (attached). The facility Director, in collaboration with the Department of Public Works, shall make any necessary physical plant repairs.
9. The facility Compliance Officer shall ensure monthly fire and life safety inspections occur as outlined in Policy and Procedures Manual Section 1327, Emergency Procedures.
10. The Fire Marshall shall conduct biennial inspections.
11. The Emergency Manual shall be made available to staff on each housing unit.

See Policy Manual on Fire and Life Safety for further information.