



SAN MATEO COUNTY PROBATION DEPARTMENT INSTITUTIONS SERVICES MANUAL

ARTICLE 3 Training, Personnel, and Management §1325

Procedure Fire Safety Plan

1321 PURPOSE AND SCOPE

This policy provides general guidance regarding the Fire Prevention/ Safety Plan and Fire Suppression Pre-Plan.

FIRE SUPPRESSION PLAN

1. 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 Natural Fire Protection Association.
2. Staff shall be trained on and familiar with the facility safety plan, and the following safety issues:
 - a. The nearest emergency exits 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.
3. 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.
4. 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.
5. 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, youth logs and evacuation box 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.

The safety of the youth shall take precedence over security.

6. Response of emergency personnel:

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.

- a. Camp Kemp: Emergency personnel shall arrive within four (4) minutes of notification. The lead staff person shall designate a staff person to meet 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 personnel. Fire vehicles shall be located at the Admissions sally port or between buildings six (6) and seven (7) unless otherwise indicated by circumstances.
7. The facility Compliance Officer shall ensure quarterly fire drills occur. These fire drills shall be documented on the fire drill form (attached). The facility Superintendent, in collaboration with the Department of Public Works, shall make any necessary physical plant repairs.
8. The facility Compliance Officer shall ensure monthly fire and life safety inspections occur as outlined in Policy and Procedures manual, Emergency Procedures.
9. The Fire Marshall shall conduct biennial inspections.
10. The Emergency manual shall be made available to staff on each housing unit. Staff are required to acknowledge emergency procedures annually.

See Policy Manual on Fire Safety Plan for further information.