# 4-04/065.00 Reporting Fires

Security personnel shall be familiar with each facilities system for reporting fires and shall utilize the critical task list as a guide.

## **FIRE CRITICAL**

#### **TASK LIST**

# 1. IDENTIFY ALARM

- Identify individual reporting fire
- Verify authenticity that there is a fire
- Advise supervisor

# 2. NOTE LOCATION OF FIRE AND DEGREE OF STRUCTURAL INVOLVEMENT

## 3. MINOR FIRE SUPPRESSION

- Suppress fire with extinguisher remove source of fire to safe area
- Advise supervisor
- Complete appropriate reports

# 4. MAJOR FIRE RESPONSE

- Assess severity of fire
- Initiate 911 / fire alarm
- Isolate fire (as best possible)
- Evacuate building at direction of supervisor
- Check building for complete evacuation report results to supervisor
- Render critical first aid
- Assist responding fire units
- Crowd control
- Complete appropriate reports

## **EMERGENCY EVACUATION**

# **CRITICAL TASK LIST**

- 1. ASSESS EMERGENCY AND NEED FOR EVACUATION
- 2. NOTIFY SUPERVISOR
- 3. IF EVACUATION IS ORDERED BY SHERIFF'S SUPERVISOR, NOTIFY ALL SECURITY PERSONNEL AND FACILITY MANAGER
- 4. ASSIST EOC PERSONNEL, AS NECESSARY
- 5. RENDER CRITICAL FIRST AID
- 6. IDENTIFY HAZARDS

Printed: 6/9/2025 (WEB)

- 7. IDENTIFY AND ASSIST TRAPPED OR INCAPACITATED PERSONNEL
- 8. ASSIST IN ELIMINATION OF HAZARDS

\_\_\_\_\_\_

9.	ASSIST IN THE CONTROL	OF TRAFFIC	AND EXPEDITE	<b>MOVEMENT O</b>	F EMERGENCY \	/EHICLES
	UNTIL RELIEVED					

10. ASSIST EMERGENCY PERSONNEL IN ENTERING AND LEAVING FACILITY

\_\_\_\_\_\_

Printed: 6/9/2025 (WEB)