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

9. ASSIST IN THE CONTROL OF TRAFFIC AND EXPEDITE MOVEMENT OF EMERGENCY VEHICLES UNTIL RELIEVED
10. ASSIST EMERGENCY PERSONNEL IN ENTERING AND LEAVING FACILITY