

3-14-010 Emergency Fire Procedures



PURPOSE OF ORDER:

The purpose of this order is to establish procedures to be followed by Men's Central Jail (MCJ) personnel in the event of a fire.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at MCJ.

ORDER:

The primary concern in the event of a fire shall be the protection of the lives of the inmates and staff of MCJ.

Whenever the health and safety of inmates are in jeopardy, they shall be evacuated to a safe place and the plan for evacuation according to Unit Order 3-13-020, "Evacuations".

The Los Angeles City Fire Department shall be notified of all fires, visible smoke, or the smell of smoke, at MCJ. The watch commander shall also be notified immediately of any of the above.

Civilian personnel assigned at MCJ shall report to the nearest control booth upon activation of the facility's red light/tone warning system and/or lockdown unless otherwise notified via main control's public address system (PA).

I. **EMERGENCY FIRES (FLAMES OR HEAVY SMOKE)**

A. The main control supervising line deputy (SLD) shall:

1. Institute emergency lockdown procedures described in MCJ Unit Order 3-13-010, "Lockdowns."

- a. Activate the red light/tone warning system and supplement the warning with a PA announcement to lockdown the facility.
- b. Continue the PA announcement and include an advisement for civilian personnel to report to their floor control booth, and for maintenance personnel to report to the logistics office.
- c. Notify all floor control booths re-advising of the lockdown and the nature of the emergency, if known (i.e., "smoke is reported in 4800".)
- d. Summon Emergency Response Team (ERT) 1 and 2 and/or the Extraction team with full turnout gear via PA announcement system. Have them respond to the command post.
- e. Shut down affected air handlers. Immediately notify the boiler room (telephone # [REDACTED TEXT]) that the air handlers are being shut down (manually).

2. Notify the Los Angeles City Fire Department at [REDACTED TEXT]

- a. Report the address and location. Describe the type and extent of fire, distinguishing between flames and smoke.

3. Ensure the watch sergeant and the watch commander are notified.

4. Begin an operations log, utilizing available main control personnel for assistance.

B. The watch sergeant shall respond to the command post and initiate the following procedures:

1. Make contact with the supervising sergeant at the fire location. Maintain contact with them or their designee.
2. Assign one (1) deputy to go to the traffic circle to guide the first arriving fire company to the command post.
3. Assign three (3) deputies to manually operate the main control gates:

- a. One (1) deputy operates outside gates with the [REDACTED TEXT] key.

- b. One (1) deputy operates the gates from inside the sally port with a [REDACTED TEXT] key.

(This must be done as soon as possible to ensure efficient operation of the main control gates.)

- c. One (1) main control deputy will stand outside the main gate with a shotgun to provide security.
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- 4. Assign two (2) armed deputies, to stop all civilian from entering MCJ, by taking a post on the corner of Vignes Ave. and Bauchet St.)
 - 5. Assign one (1) sergeant and four (4) deputies to the location of the fire in full fire gear to make an assessment of the fire.
 - 6. Assign a two (2) deputy team, each equipped with air packs, radios, turn-out clothes, and fire response keys to each of the following areas to ensure that the air handlers are off:
 - a. Hospital penthouse (east / west)
 - b. Old side penthouse (east / west)
 - c. New side penthouse
 - d. North basement
 - e. East / west basement
 - f. Gas and water shut-off
 - 7. Establish an air-bottle replacement station in the [REDACTED TEXT] briefing room or move bottles to the command post.
 - - a. Ensure the full air bottles are available for rotation to the fire scene.
 - 8. Maintain a list of reserve personnel for response to the affected area (at P.P.O. or staging area).

C. The watch sergeant shall:

1. Continue to direct and maintain the emergency operation.
2. Establish direct contact with the responding fire captain.
3. Notify the watch commander and the unit commander.
4. Direct the evacuation of the affected areas, if necessary (per MCJ Unit Order 3-13-020, "Evacuations".)

II. NON-EMERGENT FIRE (EXTINGUISHED IMMEDIATELY, MINOR SMOKE)

A. The main control SLD shall:

1. Notify the Los Angeles City Fire Department at (213) 485-6180.
 - a. Advise the fire department dispatcher that this is a "non- emergency" and the "fire has been extinguished."
 - b. The fire department will dispatch a non-emergency unit to survey the damage and submit a report.
2. Assign one (1) deputy to the MCJ traffic circle to escort the fire department to the fire scene.
3. Assign two (2) deputies equipped with air-packs, radio, and fire response keys to the fire scene to make contact with the floor supervisor.

4. Notify the watch sergeant and watch commander.

5. Make proper log entries.

III. POST - FIRE PROCEDURES

A. In all cases of fire, regardless of size, it shall be each floor supervisor's responsibility to check all fire equipment used and have it returned to full operational status.

I. UTILITY SHUT-OFF

Refer to MCJ Unit Order 3-13-030, "Utilities."

V. FIRE PROCEDURES CHECK-LIST

A. This checklist shall be maintained in main control on the "Emergency Fire Procedures" checklist clipboard and shall be used as the official log.

