

4-09/000.00 Fire Procedures

PURPOSE OF ORDER:

To establish guidelines and procedures to be followed by the Inmate Reception Center (IRC) personnel in the event of a fire.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

The primary concern in a fire situation shall be the protection of the lives of the inmates and IRC personnel.

Whenever the health and safety of any inmates are in jeopardy, they shall be evacuated to a safe location of refuge and the plan for evacuation shall be implemented.

IRC is equipped with a Simplex Fire Alarm System (SFAS) which can detect and identify smoke, heat or fire. If an alarm is activated in any area of IRC, the local alarm will sound. In addition, an alarm will sound in first floor main control or second floor main control, as well as the Twin Towers Correctional Facility (TTCF) Tower 1 facility control.

To ensure that the electronic notification has been made, deputy or custody assistant personnel shall notify the lead deputy and advise the floor main control of the alarm. If civilian personnel observe a fire or are present when the fire alarm is activated, they shall notify the nearest deputy, custody assistant, or control booth personnel.

Immediately following the notification, involved personnel shall take action to evacuate endangered people.

Following the evacuation, emergency efforts shall be restricted to containing the fire. The affected area shall be isolated, and assistance shall be requested from the Los Angeles City Fire Department.

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

First Floor Main Control:

First floor main control deputies shall be responsible for the following in the event of a fire:

- Ensure the watch sergeant and watch commander are notified
- At the direction of the watch commander, summon ERT 1 and 2 with full turnout gear via Public Address (PA) system. Advise ERT 1 and 2 to respond to the armory located in the sergeants office on the first floor, or the armory located in the hallway between custody line and TTCF Tower 2 transfer center
- Initiate a facility lockdown over the Public Address (PA) system. For additional information on facility lockdowns, please refer to the Unit Order (UO) 4-02/00.00, "Facility Lockdown."
- Notify the Los Angeles City Fire Department by calling (213) 485-6180
 - Report address and location. Describe the type and extent of fire, distinguishing between flames and smoke

Emergency Response Team:

ERT 1 and 2, when directed by first floor main control to respond to a fire, shall be under the supervision of the assigned ERT sergeant. Their main function shall be to assist directly in firefighting and evacuation of inmates, if necessary. Should an evacuation become necessary, the incident commander shall notify main control of proposed actions.

ERT Custody Personnel Responsibilities:

Personnel assigned to ERT shall be responsible for the following in the event of a fire:

- Make every attempt to extinguish the flames and control the fire by utilizing available equipment.
- Utilize air breathing apparatus (air packs) which are stored at each workstation throughout IRC. Additional air packs are available in second floor main control, the armory located in the hallway from custody line to TTCF Tower 2 transfer center and the armory located in the sergeant's office. For

additional information on the breathing apparatus, refer to the *Custody Division Manual (CDM) section 3-14/080.00, "Self-Contained Breathing Apparatus."*

- An ERT member shall standby in the compound to escort the fire department to the affected area(s). The ERT member shall be equipped with an air pack, full turnout gear and the necessary keys to access the affected area(s). IRC personnel shall have predesignated access routes and area entry points to the fire. Access routes and entry points can be identified via the Fire Alarm Control System computer, located in TTCF Tower 1.

ERT Sergeant Responsibilities:

The sergeant assigned to ERT shall be responsible for assuming command of the ERT(s) and ensuring the following are adhered to:

- Complete the facility significant incident log
- Assume on-scene command of the incident, if directed by the watch commander

ERT Bonus Deputy Responsibilities:

The bonus deputy assigned to ERT shall be responsible for the following actions:

- Maintain the notification checklist and ensure all notifications are made
- Maintain incident log
- Notify eighth floor Jail Operations staff of the scope and nature of the incident
- Confirm that the necessary key blocks are being issued and accounted for

Custody Personnel in Affected Areas:

Custody personnel in affected areas shall prepare equipment for responding personnel and prepare for evacuation.

Custody Personnel in Unaffected Areas:

Custody personnel in unaffected areas shall lockdown inmates and remain prepared for possible deployment.

Post-Fire Procedures:

It shall be the responsibility of the first floor main control deputies to check all fire equipment used and have it returned to full operational status.
