

Fire

924.1 PURPOSE AND SCOPE

The purpose is to establish and implement facility-specific written policy and procedures in the event of a fire. This policy applies to all juvenile facility staff.

924.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15, Article 3, § 1327;
- Juvenile Facility Services Policy: HT Radio Communication System and Emergency Codes.

924.3 POLICY

Every reasonable precaution shall be taken to ensure the safety and security of individuals and property in the event of a fire.

924.4 REQUIREMENTS

A written facility-specific procedure shall be available in each juvenile facility that specifies the action to be taken in an emergency situation involving a fire.

The facility manager(s) shall ensure that a fire drill, in which the fire alarm system is tested, is conducted at least [REDACTED]. Designated staff shall document the date, time and results of the fire drill in a memorandum, complete the Emergency Evacuation Checklist and forward it to the facility manager(s).

The facility manager(s) shall ensure all juvenile facility staff conduct an annual review of emergency procedures involving a fire.

924.5 STAFF RESPONSIBILITIES

When staff become aware of a fire, or the fire alarm and/or sprinklers have been activated, staff shall announce a [REDACTED] emergency code and the location of the fire via the Handie-Talkie radio (HT). Refer to Juvenile Facility Services Policy: HT Radio Communication System and Emergency Codes.

924.6 DUTY OFFICER RESPONSIBILITIES

The DO or designee shall respond to the scene of the reported fire and assess the situation.

924.6.1 FIRE CONFIRMED

If there is a fire, the following steps shall be taken:

- [REDACTED]
- [REDACTED]

Riverside County Probation Department

Policy Manual

Fire

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

924.6.2 FIRE NOT PRESENT

If there is no fire, the following steps shall be taken:

- (a) Shut off and reset the fire alarm system and the smoke detectors;
- (b) Make appropriate entries in the duty log;
- (c) Notify facility manager(s) and maintenance staff of the false alarm; and
- (d) Do not notify the fire department or law enforcement.

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Attachments:

- [REDACTED]
- [REDACTED]