

Index as:
Evacuation, Fire
Fire Inspections
Fire Suppression Preplanning
Inspections, Fire

Revised: 05/15/01
Reviewed: 02/07/02
Reviewed: 02/19/03
Revised: 10/2004
Reviewed: 05/08
Revised: 03/2010

FIRE SUPPRESSION PREPLANNING

I. POLICY

- A. In conjunction with the Ukiah Fire Department, the Corrections Division will coordinate training and orientation of both departments' personnel on fire suppression and evacuation within the correctional facilities.
- B. Assigned Corrections Division personnel shall conduct monthly inspections of all facility fire extinguishers, and the facilities corridors, wings, and modules. A report of these inspections will be forwarded to the Corrections Lieutenant. The Lieutenant will ensure that these inspection reports are retained for two years.
- C. The Corrections Division Commander, or designee, shall coordinate with the State Fire Marshal bi-annual inspections of all correctional facilities; to include, Court Holding Cells, Building One Main Detention Facility, Building Two Detention Facility, Laundry room, Kitchen facility, and Inmate Services Programs Building.
- D. The Corrections Division Commander, or designee, shall coordinate with General Services Department quarterly inspections of the automatic fire suppression systems and fire extinguishers for the facilities and automobiles.
- E. This policy will explain evacuation plan of the correctional facilities.
- F. This policy will also explain how inmates will be temporarily housed and or released.
- G. This Policy and Procedure is intended to give a general guideline in which to handle a fire situation. Other options may have to be used in the event of an emergency.

FIRE SUPPRESSION PREPLANNING

II. INSPECTIONS

A. MONTHLY INSPECTIONS

1. Designated fire/life safety Corrections Deputies shall conduct monthly inspections of fire extinguishers, fire alarm systems, and emergency exits.
2. The results of the inspections will be documented on an inspection sheet. The inspection sheet will then be submitted to the Corrections Lieutenant.
3. A Corrections Lieutenant will review the inspection sheets. Any deficiencies will be resolved through the service provider that cares for the specific item.
4. The inspection sheets shall be maintained by the Corrections Lieutenant and will be retained for two years.

B. QUARTERLY INSPECTIONS

1. The Building and Grounds Division of the General Services Department will be responsible for quarterly inspections of the facilities fire suppression systems.

C. BI-ANNUAL INSPECTIONS

1. The Corrections Division Commander, or designee, shall arrange for the State Fire Marshal to do bi-annual inspections of all correctional facilities that are used by inmates.
2. The State Fire Marshal's bi-annual inspection shall take place prior to the Board of State and Community Corrections inspections.

D. ANNUAL FIRE DRILLS

1. The Corrections Division will conduct annual fire drills as part of the Fire/Life Safety Training Program.
2. Simulated fire drills using minimum-security inmates may also be conducted in cooperation with the Ukiah Fire Department, Ukiah Valley Fire District, Cal Fire, the Ukiah Police Department and the Sheriff's Office Field Division.

