

**MARIN COUNTY SHERIFF'S OFFICE**  
**COURT SERVICES POLICY AND PROCEDURE MANUAL**

**CHAPTER 06 – EMERGENCY OPERATIONS**

CRT 06-08

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**DATE**

10/22/10

**FIRE SUPPRESSION**

**POLICY**

It is the policy of the Marin County Sheriff's Office to provide a guideline for the response of Court Security Deputies in the event of a fire.

**PROCEDURE**

Fire Prevention

Deputies should always be alert to situations or conditions that could promote or initiate a fire, such as:

- Accumulations of debris, rubbish or trash
- Flammables stored or used improperly
- Smoking in dangerous or unlawful areas
- Frayed electrical wiring or broken fixtures
- Overloaded outlets
- Gas leaks
- Criminal Acts

Deputies should report and follow through with the correction of observed dangers. When possible, make immediate corrections.

Deputies should become familiar with:

- Use of fire suppression equipment and location of fire hoses and extinguishers
- Use of rescue equipment and techniques
- Evacuation routes and procedures
- Emergency phone numbers and alarms

## Report of fire/smoke

If not directly observed:

- Note who made the observations
- When reported
- Location of reported fire

Verify report or false report of fire

If directly observed:

- Note amount of smoke and its origin
- Locate source/cause of smoke or fire
- Request for fire personnel to respond to the location of the fire through comm. center

Response to minor fire:

- Suppress with fire extinguishers
- Remove the source of the fire to a safe area, if possible
- Report the fire to the Court Security Sergeant
- Have San Rafael Fire investigate the cause of the fire, if necessary.
- Complete all required reports prior to the completion of duty shift.

If a fire is determined to be beyond the deputy's ability to suppress:

- Note the location of fire and degree of structural involvement
- Activate fire alarm or contact Sheriff's Communications
- Isolate immediate area of fire
- Advise the Sergeant who will then notify the Court Executive Officer and/or his/her designee
- Evacuate facility (with consent from the Sergeant or Court Executive Officer and/or his/her designee if time permits)
- Advise the jail and transportation of the evacuation to ensure assistance in evacuating prisoners safely and securely
- Secure access to facility
- Check the building to ascertain that everyone has been evacuated

Render first aid

Aid responding fire units by providing:

- Meeting them in the appropriate archway and providing escort to fire location
- Location of fire within building
- Description of fire source or cause
- Access through security doors
- Description of building layout
- Crowd control

Complete appropriate reports in accordance with current department policy

Responding to a fire alarm:

- Verify alarm
- Secure court prisoners
- Respond quickly and safely
- Aid in the securing of prisoners and their evacuation if necessary
- Aid in suppression of fire
- Aid in evacuating building
- Help secure access to building
- Aid in checking building to ascertain that all persons have been evacuated
- Render first aid
- Perform other duties as directed
- Complete appropriate reports prior to completion of duty shift.

## FIRE LIFE SAFETY AND PREVENTION

To ensure the facility's compliance with municipal, county, state and federal fire regulations, and to ensure the safety of staff, inmates and other persons, a designated Deputy shall conduct regular fire life safety equipment inspections and maintenance. All staff shall be trained in recognizing potential fire hazards within the facility and will be trained in the use of all fire life safety equipment.

- SCBA – Self-Contained Breathing Apparatus (Air Pack.)
- EBA – Escape Breathing Apparatus.
- AIR PACK STATIONS – Areas where SCBAs are stored for use in fire situations.
- FIRE HOSE CABINETS – Areas where 1 ½ inch fire hoses are located.
- STANDPIPES – Fittings to which the Fire Department can attach additional fire hoses.
- SMOKE DAMPERS – Ventilation fittings which can be closed to prevent smoke entering unaffected areas or to assist in evacuating smoke from affected areas.
- FACILITY – Areas of the Court Floor which are under the control of the Sheriff, and for which the Sheriff bears responsibility for Fire Life Safety.

When a fire extinguisher or SCBA is used, it shall be taken out of service and replaced by a fully charged unit. A designated Deputy will be responsible for coordinating the recharging of expended SCBA and EBA air bottles and fire extinguishers. All spare fire life safety equipment shall be stored in a space designated for that purpose by the Court Security Sergeant. All staff assigned to the Court Floor has the responsibility of immediately reporting any malfunctions involving fire life safety equipment to the Sergeant or the designated Officer in Charge.

The Court Security Sergeant (or Officer in charge) and the Communications Center shall be notified in advance of any testing of fire alarm systems. The monthly fire life safety equipment inspection is independent of any inspection conducted by the San Rafael Fire Department or the State Fire Marshall.

The San Rafael Fire Department (SRFD) will provide fire protection for the facility. SRFD will test fire equipment systems and will inspect the facility as required for compliance with appropriate regulations.

All sworn staff will receive training in fire life safety. The course shall include training in the use of all fire life safety equipment, fire safety inspection and emergency procedures. Facility Training Officers shall be responsible for the training of new staff members in the use of fire life safety equipment, fire safety inspections and emergency procedures.

### Critical Task List

A critical task list has been developed to prioritize the tasks to be performed during an emergency. Since the task list is intended as a basic guide, not every contingency can be covered and the judgment of security personnel relative to the emergency is vital. (Refer to the following page.)

**RELATED STANDARDS:**

Penal Code Section 6030  
Penal Code Section 6031.1(b)  
Health and Safety Code Section 13146.1(a)  
Health and Safety Code Section 13146.1(b)  
Title 15, Article 3, Section 1032

**AFFECTED DIVISIONS:**

Communications Division

**DATE OF REVISIONS:**

6/1/2001

By order of:

CAPTAIN DAVID M. AUGUSTUS  
BUREAU OF DETENTION SERVICES

**FIRE SUPPRESSION  
CRITICAL TASK LIST**

1. FIRE ALARM
  - A. NOTE BY WHOM REPORTED
  - B. VERIFY AUTHENTICITY
  - BE AWARE OF THE POSSIBILITY OF A FALSE REPORT OF A FIRE**
  - C. NOTE LOCATION OF FIRE AND DEGREE OF STRUCTURAL INVOLVEMENT
2. MINOR FIRE SUPPRESSION
  - A. SUPPRESS FIRE WITH EXTINGUISHER
  - REMOVE SOURCE OF FIRE TO SAFE AREA**
  - B. ADVISE COURT SECURITY SUPERVISOR AND THE COURT EXECUTIVE OFFICER AND/OR HIS/HER DESIGNEE
  - C. REQUEST SAN RAFAEL FIRE DEPARTMENT BE CONTACTED TO CONDUCT AN IMMEDIATE INVESTIGATION
  - D. COMPLETE APPROPRIATE REPORTS
3. MAJOR FIRE RESPONSE
  - A. ASSESS SEVERITY OF FIRE AND CASUALTIES
  - B. CONTACT CONTROL 12 OR DIAL 911 FOR FIRE AND MEDICAL RESPONSE
  - C. ISOLATE FIRE (AS BEST POSSIBLE)
  - D. ADVISE COURT SECURITY SUPERVISOR AND COURT EXECUTIVE OFFICER AND/OR HIS/HER DESIGNEE (WHEN TIME PERMITS)
  - E. EVACUATE COURT BUILDING
  - CONTACT JAIL AND TRANSPORT TO ASSIST IN THE EVACUATION OF ALL PRISONERS FROM COURT AND COURT HOLDING AREAS**
  - F. SECURE ACCESS TO BUILDING
  - G. CHECK BUILDING FOR COMPLETE EVACUATION
  - H. RENDER CRITICAL FIRST AID
  - I. ASSIST RESPONDING FIRE UNITS
  - J. CROWD CONTROL
  - K. COMPLETE APPROPRIATE REPORT(S)