

# ***KINGMAN COUNTY SHERIFF'S OFFICE***

POLICY AND PROCEDURE MANUAL

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EFFECTIVE DATE: July 1, 2011

Number of Pages 10

## **SECTION 20.0**

### **EMERGENCY ACTION PLAN and FIRE PREVENTION PLAN**

#### **PURPOSE**

This Emergency Action Plan has been developed in accordance with Occupational Safety and Health Administration (OSHA) regulations 29 CFR 1910.38. The purpose of this plan is to ensure the protection of all employees in an emergency situation. (Tornado, hurricane, earthquake, severe storm, fire, bomb threat, terrorism event, etc.) The Fire Prevention Plan is designed to reduce the likelihood of a fire through basic fire prevention techniques. The personal safety of each employee of our department is and always will be of primary importance.

#### **1) General Program Management**

##### **A) Management Responsibility**

It is the responsibility of the management to protect their employees. The department Safety Officer, is responsible for this program and has authority to make necessary decisions to ensure the success for this plan. Copies of the written program may be obtained from the business office.

##### **B) Employee Responsibility**

As with all of our department programs, our employees have the most important role in our Fire Prevention Plan. The items required by this role are:

- attend the emergency action plan and fire prevention training sessions,
- remain aware of any emergency situations, potential fire hazards in your work area and follow and follow the proper emergency evacuation or shelter in place and fire prevention procedures,
- be familiar with any applicable emergency procedures and evacuation procedures,
- good housekeeping procedures.

#### **2) Methods of Compliance**

**A) Procedures for Reporting a fire or Other Emergency**

The quicker and more efficient emergencies are reported, the greater the chance for saving lives and property. The following is the procedure for reporting an emergency in this department. This procedure will be posted on the employee bulletin board.

**Reporting Emergencies**

Type of Emergency	Reporting Procedures
Severe Weather or Tornado	Notify dispatch
Fire	Activate alarm, notify dispatch
OTHER Emergency (Bomb Threats, Fuel/Chemical Spill, Terrorism)	Notify dispatch

***B) Procedures for Emergency Evacuation including type of evacuation and exit route assignments***

Emergency escape routes will be kept clear at all times. The escape routes and designated Safe Muster Areas are documented in **Appendix A**. A copy of the escape route and emergency procedures will be posted on the employee bulletin board and at various locations throughout the facility. This department has designated shelters or safe areas for employees to report to in the case of an emergency that requires shelter-in-place. Refer to **Appendix B** for designated shelters/safe areas.

Emergency Situation	Type of Evacuation/Shelter	EXIT ROUTE ASSIGNMENTS
Severe Weather or Tornado	SHELTER-IN-PLACE	closest shelter
Fire	EVACUATION TO SAFE MUSTER AREAS	Nearest Exit
OTHER Emergency (Bomb Threats, Fuel/Chemical Spill, Terrorism)	Either SHELTER-IN-PLACE OR EVACUATION TO SAFE MUSTER AREAS	Nearest Exit or closest shelter

***C) Procedures for Employees who remain to operate critical plan operations before they evacuate***

Some operations in this department, in which control in an emergency situation is critical to the

safety of employees, require special procedures for proper control (e.g., monitoring plant power, water supplies, or other essential operations). In these cases the following employees are responsible for these critical operations until their evacuation is necessary.

**CRITICAL OPERATIONS**

<b>Name or Position</b>	<b>Alternate</b>	<b>Critical Operation</b>
Communication Officer	Law Enforcement Officer	Response to LEC
Detention Officer	Deputy Sheriff	Movement of inmates
Sheriff	Sheriff's Supervisor	Relocation

\*\* If at any time during an emergency situation the employees' safety is at risk, the critical operation procedures are to be abandoned and the employees are to proceed to a safe area. NEVER reenter a building or structure after evacuating.

*D) Procedures to account for employees after evacuation*

**Procedures to Account for Employees**

The Sheriff's supervisors will be responsible for accounting for employees after an emergency evacuation. The responsible persons will be provided with a list of names of all the employees they are responsible for in their area. This list will be updated with each new employee hired and non-employees will be deleted.

The following employees will be responsible for conducting procedures to account for employees after the emergency evacuation. These procedures are designed to account for all employees, determine if an employee needs assistance in evacuating, and to determine their possible location.

**Account for Employees**

<b>Name or Position</b>	<b>Alternate</b>	<b>Department</b>
Sheriff	Undersheriff	Sheriff's Office
Chief	Captain	Police Department
Chief Communication		Communication

*E) Employee Alarm Systems*

The fire alarm system will provide warning for necessary emergency action as called for in this program. This alarm system will be capable of being perceived above ambient noise or light levels by all employees in the workplace. All other emergency will be announced by the P.A. on the phone system.

Type of Emergency	Alarm/Warning System
Fire	Horn and lights
OTHER Emergency (Bomb Threats, Fuel/Chemical Spill, Terrorism)	P.A.

F) *List of All Major Fire Hazards (Flammable Storage, Fuel, etc)* a list of major workplace fire hazards, their proper handling and storage procedures, potential ignition sources such as welding, smoking, and forklifts}, control procedures such as hot work permit, 1910.252, and the type of fire control equipment to be utilized.

Major Fire Hazards	Location/Department	Proper Handling/Storage Procedures
Use of Flammables (solvents, paints)	Cleaning	All items will be stored in their original container, unused will be disposed of.
Smoking	Outside	In Designated areas only. Proper disposal provided in designated areas

G) *Names or job title of employees responsible for maintaining equipment to prevent/control sources of ignition or fires (paint booth filters, boilers, etc)*

Name or Position	Type of Equipment
Sheriff	Temperature Limit Switches, boiler

#### *H) Maintenance of Fire Control Equipment*

All fire extinguishers will be visually inspected monthly to assure they are in their assigned locations, readily accessible, fully charged and ready for use, and for signs of deterioration, discharged by detention officers. Annual testing of fire control equipment will be conducted by Ace Fire Extinguisher.

### **Equipment Maintenance for Fire Prevention Plan**

Name or Position	Type of Equipment	Schedule of Inspection
Sheriff	Fire alarm system	Annually
Detention Office	Portable Fire Extinguishers	Monthly and as per portable fire extinguisher requirements

*I) Housekeeping Procedures*

In our facility, flammable and combustible materials are controlled so that they do not contribute to a fire emergency. Refer to appendix F for general housekeeping procedures.

*J) Training*

The Sheriff is responsible for training all employees covered under this program. As part of the Emergency Action Plan and Fire Prevention Program, our employees will be trained under the following circumstances:

- At the time of initial assignment and annually thereafter,
- when an employee's responsibilities change under this plan
- when the fire hazards they are exposed to change
- those parts of the fire prevention plan necessary for self protection.

Emergency Action Plan Training topics include:

- 1) Employee's responsibilities under the plan
- 2) Employees who are designated/responsible for leading the evacuation will be trained in evacuation procedures, inspections of closed rooms, alternate escape routes, employees that may need additional assistance, buddy system, and hazardous areas to avoid during evacuation procedures.

Fire Prevention Training topics include:

- 1) Potential fire hazards in their work area and the proper storage and handling procedures.
- 2) General housekeeping procedures associated with fire prevention.
- 3) Any specific housekeeping procedures for highly combustible or flammable materials in their work area.

For additional information or explanation of the duties under the Emergency Action Plan or Fire Prevention Plan contact the department Safety Officer.

To ensure that proper training is given to our employees, we keep accurate records of our employees' training. This information is kept in the personnel office. (See Appendix D)

***A) Review of Emergency Action Plan and Fire Prevention Plan***

The department will review the emergency action plan with each employee covered by the plan:

- 1) When the plan is developed or the employee is assigned initially to a job
- 2) When the employee's responsibilities under the plan change; and
- 3) When the plan is changed (whenever new equipment, facility construction, or personnel changes might affect the plan's procedures)

**4) Record Keeping**

As an important part of our Fire Prevention Plan, we keep accurate records of our employees' training and any fire control system testing or inspection. This information is maintained in the business office.

**Appendix A**

**Escape routes and designated Safe Muster Areas**

Posted on the employee bulletin board and at various locations through the facility.

**Appendix B**

**Alarm Procedures and Designated Safe Areas**

<b>Emergency Situation</b>	<b>Alarm or Code</b>	<b>Designated Safe Area</b>
Severe Weather/Tornado	P.A. (Phone Intercom)	Basement or inside room w/o

		windows
Fire	Fire alarm	Muster Areas outside of building in remote location (Which way is the wind blowing? Might want two alternating muster areas)
Other Emergency (Bomb Threat, Fuel/Chemical Spill, Terrorism, or any other emergency which could required either evacuation or shelter in place depending on circumstances at the time)	P.A. (Phone Intercom)	To be determined at the time of emergency depending on circumstances. May require shelter in place as in severe weather or may require evacuation as in a fire.

**Appendix C**  
**Housekeeping Procedures**

Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that a department displays on a day-to-day basis. Orderliness in the workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc.

The main purpose of the housekeeping written procedures is to set standard procedures for daily, weekly, monthly, and even annual clean-up procedures. Setting such standard procedures saves money by streamlining area maintenance and providing an ongoing effort that keeps disorder from getting out of control or dangerous.

These procedures serve as the written procedures for basic/general housekeeping at this department. All of these rules are to be housekeeping standards of practice in this facility, in order to help ensure a safe work environment at all times in all areas of the department.

- 1) The specific areas of the department covered by these procedures include: cleaning department.
- 2) The specific procedures we have in place include: All items will be stored in their original container, unused will be dispose of properly. All unused item will be retuned to the storage area.
- 3) These housekeeping procedures are to be performed daily to maintain the workplace in a clean and safe state.

**Appendix D**  
**Fire Action Plan**

1. To set forth staff responsibilities and outline actions to be taken, to protect life, provide resident care and property in this facility.
2. This emergency plan will follow standard operation procedures. All administration and



staff of this facility should be aware of this plan and review, update and execute this plan annually.

3. This emergency plan shall be initiated Immediately upon the detection or notification of fire or smoke.
  - a. Notify dispatcher, give the location and describe the problem.
  - b. Activate the alarm.
  - c. Detention officers shall start inmate evacuation.
  - d. Staff shall see all other persons are evacuated from the building.
4. Communication office shall notify the fire department, on duty law enforcement officers, and the Sheriff. If the communication center is in danger, the communication officer will relocate in the courthouse house.
5. Detention officer with law enforcement officers shall start inmate evacuation.
  - a. Inmates are to be secured by hand restraints.
  - b. Remove inmates from cells and relocating in the training room in the court house.
6. Law Enforcement Officers are to assist in evacuation of the building and locating the problem.
  - a. If a fire was found the fire department and Sheriff will be consulted before allowing anyone back in.
  - b. If no fire is found and there is no damager, the alarm can be silenced.

### **Appendix E** **Emergency Action Plan**

To set forth staff responsibilities and outline actions to be taken, to protect life, provide resident care and property in this facility.

This emergency plan will follow standard operation procedures. All administration and staff of this facility should be aware of this plan and review, update and execute this plan annually.

This emergency plan shall be initialed immediately upon the detection or notification of any emergency other than fire.

Upon notification of a tornado.

Detention officer will move inmates from the TV room and cell 1 into cell 3.

Second option is to move all adult inmates to cell three and female inmates in the basement.

All personal and staff shall move into the basement.

Upon notification of other emergencies.

The Sheriff or sheriff's supervisor will determine the damage and the best safety measure is (shelter in place or evacuation).