

FIRE PLAN

STANDARD NO(S):

NYSSA # 91

DATE:

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REFER TO:

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I. OBJECTIVE:

To state the procedures regarding the safe and orderly manner for handling a fire emergency within the facility.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to provide for the safe, orderly movement of inmates with a minimum of disruption should a fire occur. A distinction will be made between a minor fire and a major fire. It is essential to stay calm and think things out.

III. DEFINITIONS:

- A. Fire Alarm - The act of giving an alarm that there is a fire emergency in progress. This will include activating a pull box alarm, two-way radio, telephone or giving voice notification. There are pull box alarms located throughout the building, including one at each housing unit officer's station and at each main corridor entrance/exit leading to the housing units.
- B. Minor Fire – A fire that can be brought under control by officers with available fire fighting equipment without risk to any individual within the facility.
- C. Major Fire – A fire that cannot be contained by officers with available fire fighting equipment and may pose a threat to any individual within the facility.
- D. Command Officer/Officer-in-Charge – The Command Officer or Officer in Charge of a fire emergency will be the highest ranking supervisor at the scene with direct responsibility for the correctional facility. The officer of highest rank will continue until relieved by staff of higher rank (i.e. Chief Deputy, Undersheriff/Sheriff, Fire Coordinator, Fire Chief).

IV. DETAILS:

- A. The Chief Administrative Officer will order four (4) fire drills per year, per shift, two (2) of which will include evacuation procedures.

B. Correction and Facilities staff who have received formal training in fire prevention will be the designated individuals who will conduct regular facility inspections.

C. During a fire emergency, all unaffected areas will be locked down.

V. FIRE EMERGENCY FUNDAMENTALS:

A. Remain calm at all times.

B. Give notice that there is a fire emergency. This may include the automatic activation of a sensor, activating a pull box station, or using an intercom, radio, telephone or one's voice to give notice. In any case, the officer sounding an alarm will notify Central Control by radio of the extent of the fire emergency and how it is progressing.

VI. PROCEDURES:

A. Housing Unit Officer

1. If a fire emergency occurs in a housing unit, the Housing Unit Officer will sound an alarm as described in the fire emergency fundamentals.
2. If the fire is a minor fire and can be extinguished by a fire extinguisher, the Housing Unit Officer will do so.
3. If necessary, the Housing Unit Officer will order all inmates to exit the housing unit and enter the sallyport and connecting corridor.
4. The Housing Unit Officer will notify Central Control as to the extent of the fire emergency.
5. All housing units that are not affected by the fire emergency will be placed in lock-down status.
6. All other inmate movement will cease.
7. An inmate count will be conducted immediately following the evacuation of a housing unit.

B. Escort Officer

1. Escort Officers will assist in moving any inmates to safety.
2. Escort Officers will assist in directing fire personnel to the scene.
3. Escort Officers will assist Central Control as directed by the officer in charge.
4. If the fire is a minor fire and can be extinguished by a fire extinguisher, an Escort Officer will do so.

C. Shift Supervisor

1. The Shift Supervisor will make the determination as to what extent the evacuation will be.

2. The Shift Supervisor will make the determination as to whether E-911 will be called.
3. Once the fire department responds, the Shift Supervisor relinquishes their command of the fire scene to the highest ranking official from the fire department, but continues as supervisor of security.
4. The Shift Supervisor will assist with Emergency Key Rings (EKR) and direct the fire personnel through the proper doors.
5. The Shift Supervisor will call in additional officers and medical staff as needed.

D. Medical Staff

1. On duty medical personnel will be responsible for the initial rendering of medical attention, until additional medical staff arrive.
2. Medical staff will set up a triage station and treat victims by priority.
3. Victims will be triaged as follows:
 - a. **Critical** – Victims whose chances of survival depend on immediate emergency care.
 - b. **Serious** – Victims that need medical attention as quickly as possible, but do not need immediate care to survive.
 - c. **Delayed** – Victims who require only simple care or observation.
 - d. **Dead** – Victims are obviously, or appear to be, deceased.
4. After the victims have been assigned priority and properly identified, they will be transferred from the triage area to an appropriate holding area, the Geneva General Emergency Room, or the Medical Unit for emergency treatment and/or evacuation.

E. Transport Officers

1. All available transport officers will arm, ready and position themselves in the Vehicle Sallyport in case a facility evacuation is necessary.

F. Central Control Officer

1. The Central Control Officer will notify E-911 as to the extent of the fire by dialing 8-911 on the telephone. In situations where telephone communication is not possible, Central Control will contact the E-911 Center by radio using the SCSO frequency.
2. The Central Control Officer will monitor the Fire Alarm System Panel.
3. The Central Control Officer will monitor cameras and maintain communications throughout the facility to ensure safety and security.
4. The Central Control Officer will be the last officer to leave their post in the case of a total evacuation.

G. Road Patrol

1. The road patrol will set up a security perimeter.
2. The road patrol will assist in traffic control.
3. The road patrol will assist in preventing any inmate escape attempts.

VII. TOTAL EVACUATION:

A. Fundamentals of Evacuation

1. Always evacuate away from the fire.
2. Close all doors behind you.
3. Never evacuate into an area where the fire will cut off your escape.
4. Inmates unwilling to evacuate will be locked into their cell so that they can be extracted after all others are evacuated. A list of all non-complying inmates and their locations will be forwarded to the Shift Supervisor.

B. Keep Central Control aware, by radio, of your location and status.

C. Keep a close count of the inmates you are evacuating.

D. Guidelines

1. Inmates closest to the scene will be evacuated first.
2. If possible, and if not threatened by fire, Booking will be the staging area for evacuating inmates and the inmates will be loaded into vehicles located inside the Vehicle Sallyport.
3. If the Vehicle Sallyport is not safe, the Command Officer/Officer in Charge will designate another staging and loading area, away from the fire scene. (i.e. Receiving Dock Sallyport, Visitation Waiting/Main Lobby)
4. It may become necessary to evacuate inmates out through the egress sallyports located in the housing units. If this is necessary, the transport vehicles will be stationed outside such egress doors with a minimum of two armed officers.
5. All inmates will be transported to a facility as per arrangements made by the Sheriff.
6. The Fire Department will be notified of any inmates that refuse to evacuate and their locations.
7. After all inmates are evacuated, a headcount will be completed, ensuring accountability of all inmates.
8. All civilians will be evacuated as soon as it is determined that an evacuation is necessary. This includes visitors, programs, clergy, attorneys, and service providers.
9. As officers are relieved of their inmates, they will assist in transporting them to the designated area and assist in supervision to prevent escape attempts.

10. Stay calm at all times.