

Section 6: Jail Emergencies Response Plan

Subject: Fire Safety Plan

Minimum Standard: 5120:1-8-03(B)(4) / 5120:1-8-05(L)(M)(N)(O)(P)(Q)

Revised: 10/2008, 12/2011

Authorized: _____ Effective date: _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall have policies and procedures, and practices which evidence that there is a plan that guides the jail's response to emergencies. All jail personnel will be trained in the implementation of the emergency plan. The emergency plan will include procedures to be followed in situations that threaten jail security.

DEFINITION

A jail emergency can be, but not limited to, escape, hostage situation, fire, riot, food poisoning, civil disturbance in the community, natural disaster, suicide, other death, outbreak of contagious disease, inmate strike and other disturbances, bomb threat, or any action that affects or jeopardizes the security of the Erie County Jail and/or the safety of the inmates and/or staff.

PROCEDURE

A. Policy:

1. The Erie County Jail shall have a written fire safety plan that is approved by the Perkins Township Fire Department Inspector, and that is reviewed annually and updated as needed. The plan shall include fire prevention, training and drills, fire response, and post-fire documentation and review. A copy of the current plan shall be maintained at the Perkins Township Fire Department.

B. Fire Inspections:

1. The Erie County Jail shall be inspected annually by a certified local or state fire safety inspector applying the applicable jurisdictional and Ohio Fire Code. The jail will have a written plan to correct any jail-related deficiencies. The jail shall maintain documentation of the inspections and any corrective measures taken.
 - a. The Jail Administrator is responsible to ensure the Erie County Jail is inspected annually by the Perkins Township Fire Department Inspector.

C. Jail Furnishings:

1. Jail Furnishings shall meet fire safety performance requirements.
 1. Jail Furnishings include draperies, curtains, furniture, mattresses and bedding, upholstered or cushioned furniture, wastebaskets, decorations, and similar materials that can burn.
 - a. Such materials will be subjected to careful fire-safety evaluation before being purchased or used.

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D. Fire Prevention:

1. All employees shall be responsible in helping to prevent a fire by;
 1. Not allowing flammable materials to accumulate such as;
 - a. Newspapers
 - b. Books and/or magazines
 - c. Letters and/or legal documents
 - d. Paper cups
 - e. Excessive clothing and/or linens
 2. Trash containers in housing and storage areas will be emptied daily, or more often if needed.
 3. Inmates are strictly forbidden to use, have access to, or have in their possession any:
 - a. Flammable compounds.
 - b. Incendiary device (matches, lighters, flints, etc.)
 - c. Chemicals, compounds, batteries that may be used as an igniter.
 4. Flammable liquids or compounds are not allowed to be stored inside the security perimeter of the Erie County Jail.
 5. Liquids, elements, or compounds that may create a dangerous reaction are not allowed to be stored in the Erie County Jail.
 6. Employees will routinely turn off electrical machines when not in use.
 7. Fire Department stand pipe and fire extinguisher boxes should be periodically checked for properly operating keys, locks, and doors.
 8. Staff should report any emergency exit lights that may be out.
 9. Fire Doors in need of attention shall be immediately reported and fixed.
 10. The Scott Air Packs located within the jail shall be inspected monthly and documented.

E. Training:

1. Training in jail fire safety equipment shall be conducted annually and documented in the jail training logs.
 1. Fire training will include but not limited to;
 - a. Knowledge of the floor plan outlining all evacuation route options.
 - b. Knowledge of all emergency exits.
 - c. Location of Fire Safety Equipment.
 - d. Use and care of available Fire Safety Equipment.
 - e. The concept and use of the Fire Emergency System.
 - f. Fire Prevention and Awareness.

F. Frill Drills:

1. Fire Drills shall be conducted every three months on each shift.
 1. Staged Fire Drills
 - a. An activation of the fire alarm system shall be conducted annually.

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1. This may be done in the form of a pull down activation or simulated fire response. Perkins Township Fire Department must be notified prior to conducting any Staged Fire Drill.
 - b. Officers on duty should be evaluated as to their response.
 - c. Officers involved may be required to submit their personal critique of the drill.
 - d. This will be documented on the Fire Drill Form and submitted to the Jail Administrator for review.
 - e. The Shift supervisor will log the Drill in the Jail's Record Management System using the code FRDR (Fire Drill).
2. Shift Fire Drill
- a. A Shift Fire Drill will be conducted every three months on each shift.
 - b. The Shift Supervisor will decide the type of Fire Drill to be conducted:
 1. With Inmate Movement
 1. The Shift Supervisor will observe the movement of inmates using the escape route (ex. Inmates moving to outside recreation area).
 2. This will be documented on the Fire Drill Form and submitted to the Jail Administrator for review.
 3. The Shift supervisor will log the Drill in the Jail's Record Management System using the code FRDR (Fire Drill).
 2. Without Inmate Movement
 1. The Shift Supervisor will observe officers using the escape route (ex. moving through Fire Doors).
 2. This will be documented on the Fire Drill Form and submitted to the Jail Administrator for review.
 3. The Shift supervisor will log the Drill in the Jail's Record Management System using the code FRDR (Fire Drill).

G. Fire Zones:

1. The Erie County Jail Shall be divided into zones to help pinpoint the fire and simplify evacuation. The zones are as follows;
 1. Zone #1 (West)
 - a. Female Work, Medium, and Maximum Pod
 - b. Female Visitation
 - c. Medical Area and Cells
 - d. Segregation and Classification Pod
 - e. Holding Area and Cells
 - f. Garage Sally Port
 - g. Main and Female Control Rooms
 - h. Jail Administration Offices
 - i. Property and Processing Area

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2. Zone #2 (Central)
 - a. Dorms 042, 045, and 049
 - b. Interview Rooms
 - c. Court Room
 - d. Classroom
 3. Zone #3 (East)
 - a. Indoor Recreation Area
 - b. Male Maximum, Medium G, Medium H, and Minimum Pod
 - c. E Control Room
 - d. Male Visitation
 4. Zone #4 (South)
 - a. Kitchen and Laundry Areas
 - b. Dispatch Center
 - c. Roll Call
 - d. Locker Rooms
 - e. Road Administration Offices
 - f. Detective Bureau
 5. Zone #5 (Basement)
 - a. Will include all areas below ground or the first floor.
2. Sub-zones will appear on the Main Control Board to better pinpoint the alarm area.
 3. Even if the fire zone appears to be secure and free of smoke and fire, the fire officials should still respond to investigate.
 4. The shift supervisor may request dispatch to silence the alarm but the alarm should not be re-set until cleared by the responding fire department.

H. Fire Alarm System:

1. When the Shift Supervisor has been notified that an alarm has come in for Zones 1 through 5, they will direct the nearest available officer to investigate.
2. Upon investigation, the officer will advise the Shift Supervisor of their findings via their portable radio.
3. Upon activation of the fire/smoke alarm, the fire alarm emergency door release system will be activated. This system will initiate a countdown on the screen of the Main Control Board. If the system is allowed to count down to zero, the following will result;
 1. Cell Doors in the affected zone will unlock.
 2. Sliding Doors in the affected zone will open.
 3. Emergency release buttons located by exit doors will be activated.
 - a. This system is used in the event of an evacuation.
 4. It will be the responsibility of the Main Board Operator to continue to reset the count down and not allow it to reach zero.
 - a. The Shift Supervisor shall inform the Main Control Operator if the system is to be allowed to count down to zero.

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- b. Or in the event of an obvious dire emergency, the Main Control Operator may allow it to reach zero.

I. Discovery:

1. When any Corrections Officer, Support Staff employee, Volunteer, or Visitor detects smoke or fire with the jail, a corrections officer shall:
 1. Immediately notify the Shift Supervisor and Dispatch by the most readily means available (intercom, radio, pull box, etc.) and advise them of the nature, severity, and location of the fire.
 2. Take measures to secure and/or evacuate the area, ensuring the safety of all inmates. This may include using any equipment necessary or available (flashlight, fire extinguisher, breathing apparatus, etc.).
 3. Maintain the security of the area until assistance arrives.
2. The Shift Supervisor shall;
 1. Direct all available personnel in the jail to the area to assist as needed.
 2. Help to evaluate the situation and determine whether or not the fire is extinguishable.
 3. Ensure that the Perkins Township Fire Department has immediate access to the building and location of the fire and/or smoke.
3. The Dispatcher shall:
 1. Immediately notify the Perkins Township Fire Department with the information provided by reporting officers.
 2. Immediately notify the OIC of the Road Division of the situation.

J. Evacuation Plan:

1. Evacuation shall commence at the first sign of smoke or fire in a housing area.
2. All Jail Exits shall be clear and evacuation routes shall be posted and clearly marked.
 1. All Jail occupants; staff, inmates, visitors, etc. shall be provided with clear direction/guidance in order to reach exits, entrances, exterior doors, building exterior areas and/or other safe areas in the event of a fire emergency within or affecting the jail.
3. Inmates in the affected area shall be moved to a designated area as follows if safe passage is accessible:
 1. Inmates housed in Zones #1 or #2 (A and B Control) shall be moved to;
 - a. Classroom
 - b. Indoor Recreation Area
 - c. Outdoor Recreation Area
 2. Inmates housed in Zone #3 (E Control) shall be moved to;
 - a. Classroom
 - b. Indoor Recreation Area
 - c. Outdoor Recreation Area

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- d. Holding Area / Female Visitation / Medical Area / Segregation and Classification Pods
3. If it is deemed necessary to evacuate a section or the entire jail outside, inmates will be directed to the outdoor area within the chain link fenced boundaries of the Erie County Jail.
4. In the Event of any evacuation from the jail, dispatch will be contacted to request assistance from local law enforcement personnel to provide an outside security perimeter and supervision of evacuated inmates.
5. Support Staff and Volunteers will be escorted outside the building using the safest route possible
4. The Sheriff, Jail Administrator, or Shift Supervisor shall be responsible for directing and coordinating all personnel in the evacuation of inmates to safety.
5. The Officers from each control area will retrieve the most recent roster and photos of the inmates from the evacuated areas and conduct a head count.
6. A Corrections Officer shall be stationed at the Garage Sally Port to admit and direct Firefighters to the fire area.

K. Fire Department Arrival:

1. When the fire department arrives, they shall be escorted by a Corrections Officer to the fire zone.
2. The Sheriff, Jail Administrator, or Shift Supervisor and Ranking Fire Official shall share authority and responsibility at the scene.
3. If the Fire Official determines inmates secured in the evacuation areas within the jail need to be moved outside, they will be evacuated immediately.

L. Head Count:

1. When any evacuation has taken place, the shift supervisor will be responsible for ensuring a head count of all evacuated inmates is conducted.
2. If any inmate is missing, the fire department shall be told the housing area and/or cell of the inmate.

M. Reporting:

1. All corrections officers involved are required to submit a detailed written report of the incident as soon as possible. The Shift Supervisor will place an FIRE (Fire) Event in the Shift Log of the Jail's Record Management System.

N. Crime Scene:

1. Any and all items that may have been used to start the fire should be kept secure at the scene for investigators.

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O. Investigation:

1. The Sheriff or designee shall order an investigation of the incident in cooperation with the fire department and the State Fire Marshall.

P. Evaluation:

1. A complete evaluation of the Fire, including circumstances that led up to and action taken by corrections staff, will be conducted by the Jail Administrator.
2. The Jail Administrator will present all findings of the evaluation in writing to the corrections staff and the Sheriff.