





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 11 - Safety and Emergency

Policy Number:	11.02
Policy Name:	Fire Safety Plan
Authority:	Title 15, 1323, 1325 CCR Title 19 and 24 HS 13146.1 PC 6031.1
Replaces:	10.02 Fire Safety (03/17/2009)
Effective Date:	January 1, 2019
Revision Date:	October 23, 2018
Related Policies and Procedures:	10.12 - Tools and Security Equipment 10.18 - Security Threat Emergency Plan 11.03 - Facility Emergency Plan
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

This policy includes security procedures and is not to be disclosed subject to a Public Records Act request.

- A. The Chief Probation Officer shall consult with the San Francisco Fire Department (SFFD) or with the State Fire Marshal in developing a plan for fire safety which shall include, but not be limited to:
 - i. A fire prevention plan to be included as part of the manual of policy and procedures;
 - ii. Monthly fire and life safety inspections by facility staff with two-year retention of the inspection record;
 - iii. Fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b);
 - iv. An evacuation plan;
 - v. Documented fire drills not less than quarterly;
 - vi. A written plan for the emergency housing of youth in the case of fire; and,
 - vii. Development of fire suppression pre-plan in cooperation with the local fire department.
- B. Whenever there is a youth in a juvenile facility, there shall be at least one wide awake person on duty at all times who meets the training standards established by the Board for general fire and life safety which relate specifically to the facility. [Title 15, 1323]
- C. All City and County employees are designated by both State and City law as "Disaster Service Workers". In the event of a declaration of emergency, any employee of the City and County of San Francisco may be assigned to perform activities which promote the protection of

public health and safety or the preservation of lives and property.
California Government Code Section 3100 et seq.

- D. Fire safety and emergency training shall be provided annually for Juvenile Hall staff.
- E. This policy shall be reviewed at least annually and revised as needed.

II. PURPOSE

Members of the San Francisco Fire Department and the Buildings and Grounds Division are vital to the total emergency safety in the facility. They are the leaders who are trained and educated to react. Part of their education is to drill. What a person does in a drill (practice), they will do in an actual emergency. There shall be continual training, drilling (exercising or practice), and retraining. As important as the above individuals are to fire and life safety, it is the facility management who directs and motivates. Through the support of facility management, much can be done to ensure a reasonable, safe environment for all employees, clients, and the Public.

III. PROCEDURES

The Director of Juvenile Hall shall have overall responsibility for safeguarding youth housing. Youth, staff, and visitors are provided with a safe environment through the effective use of fire prevention and safety inspections. The facility shall comply with Titles 15, 19, and 24 of the California Code of Regulations and the City and County of San Francisco fire codes regarding fire prevention, exit requirements, location of fire equipment in the facility, fire system inspections, fire drills, and San Francisco Fire Department biennial fire inspections.

In case of a fire, Juvenile Hall staff will activate the closest pull station, announce a "Code 3" fire with a location on the portable radio, initiate evacuation to a safe area from the fire, assist non-ambulatory and physically disabled persons to evacuate and give youth and visitors evacuation instructions. The fire alarm system will go into alarm status and Central Control staff will immediately alert the Officer of the Day, announce the alarm and the

location via radio, and notify the Watch Engineer in the Boiler Room. The Officer of the Day will coordinate relocation or evacuation procedures.

A. Fire Plan

i. Responsibility and Training

The fire safety officer shall develop an adequate fire plan and shall have the authority and responsibility for plan implementation. Familiarity with the fire plan and the procedures to be followed in the event of a fire shall be included in the orientation process for all new staff. Provisions for annual follow-up and supplemental training in fire procedures shall be made in coordination with California Code of Regulations Title 19 and the City and County of San Francisco Fire Department.

ii. Distributions and Posting of the Fire Plan

A copy of the fire safety plan shall be available in each living unit, Central Control, and the unit manager's office throughout the facility.

iii. In the event of a fire, the fire alarm system will automatically call the fire department.

iv. In the event the fire alarm automatic notification system is out of service (e.g., when building repairs are being done and part of the system is disabled) and a fire develops, the Officer of the Day will instruct Central Control staff to notify the Fire Department by dialing 9-911.

v. When testing or repairs of the fire emergency system are scheduled, the Buildings and Grounds Division shall notify the Officer of the Day. When the testing or repairs are completed, and the fire alarm system is reactivated, the Buildings and Grounds Divisions shall notify the

Officer of the Day.

- vi. **The Juvenile Hall staff member who first detects a fire shall:**
 - a. **Immediately activate the fire alarm box nearest the emergency.**
 - b. **Call a "Code 3" fire and location over the radio.**
 - c. **Call Central Control staff to report the emergency with an exact description of the situation. The description shall include the severity, location, and spread of the fire.**

- vii. **The Juvenile Hall staff member directly involved shall:**
 - a. **Unlock and release youth from all rooms immediately in danger. All room doors shall be closed after releasing the youth.**
 - b. **Assemble all youth and others in the living unit and initiate evacuation procedures.**
 - c. **Take a count of all youth. Immediately report any youth not accounted for to the Officer of the Day. The Officer of the Day will direct the evacuation.**
 - d. **Assist non-ambulatory and physically disabled persons to evacuate. Use a blanket as a stretcher, if necessary. If there are not enough Juvenile Hall staff, enlist youth to carry the blanket stretcher.**
 - e. **Juvenile Hall staff shall remain at their assigned evacuation posts until all youth have been evacuated.**

- f. Juvenile Hall staff shall concentrate on evacuation first then when it is safe to do so, use a fire extinguisher. If fire extinguishers are used, short bursts shall be used at the flame base. Do not disturb the extinguished powder by prodding or fanning.

viii. The Officer of the Day (OD) shall do the following

- a. Instruct the Central Control staff member to call 9-911 (if the fire alarm automatic notification system is out of service or the system is in the process of being reset).
- b. Send available personnel with portable radio to provide assistance to the living unit that has the emergency.
- c. Direct the evacuation of youth to their primary or secondary areas of evacuation.

AREA BEING EVACUATED	PRIMARY AREA OF EVACUATION	SECONDARY AREA OF EVACUATION
UNITS 1 through 8	AVAILABLE UNIT (Furthest from the incident)	EDUCATION CENTER/ GYM
EDUCATION CENTER/ GYM	RETURN TO UNITS RESPECTIVE UNITS	HIGH SECURITY COURTY
MULTI-PURPOSE ROOM	PUBLIC: LOBBY	HALLWAY
	YOUTH: RESPECTIVE UNITS	LOBBY
LOBBY	ENTRY PLAZA	VEHICLE SALLY PORT
ADMISSIONS OFFICE	MEDICAL CLINIC	VEHICLE SALLY PORT

ADMINISTRATIVE OFFICES	ADMISSIONS	LOBBY
MEDICAL	ADMISSIONS	PHASE II- AREA OF

- d. Instruct available Juvenile Hall staff, if it is safe to do so, to recheck the rooms for any youth not accounted for.

- e. Send three Juvenile Hall staff with portable radios, flashlights, and keys to meet the fire truck(s) and other emergency vehicles. One Juvenile Hall staff shall await the emergency vehicles at the East driveway on Woodside Avenue. This Juvenile Hall staff shall direct emergency vehicles down to the West side roadway via Woodside Avenue. The second Juvenile Hall staff shall be posted at the West side perimeter roadway gate located between Juvenile Hall and Laguna Honda Hospital. This Juvenile Hall staff shall ensure that the gate is open and that the emergency vehicles are directed to the emergency vehicle access road located between parking areas B and C. The third Juvenile Hall staff shall ensure that the gate leading from the emergency vehicle access road into the Juvenile Hall outdoor basketball area is manually opened and the gate between the outdoor basketball court and the central playing field is open to the emergency vehicles. This Juvenile Hall staff will direct emergency personnel into the facility through Central Control.

- f. In the event of a confirmed false fire alarm, the Officer of the Day shall instruct the Central Control staff member to call 9-911 to

report the false alarm. The Officer of the Day shall send one Juvenile Hall staff member with a portable radio to meet the fire trucks at the East driveway on Woodside Avenue. The Fire Department will want to check the area of the alarm and confirm the fire system reset process with the Buildings and Grounds Division.

- g. Notify the Director of Juvenile Hall regarding the situation as soon as possible.
 - h. When the emergency is over, call the Buildings and Grounds Division to reset the fire alarm. The Buildings and Grounds Division will in turn call and confirm with the City 911 Center that the alarm system is reset to normal operation. The Buildings and Grounds Division will notify the Officer of the Day when the resetting process is complete.
- ix. Fire Related Duties for Central Control staff

When the fire enunciator panel goes into alarm or trouble, the respective LED flashes and the system internal audible alarm sounds. Juvenile Hall staff shall initiate the following procedures:

- a. Immediately alert the Officer of the Day via portable radio. If the fire alarm automatic notification system is out of service or the system is in the process of being reset, immediately call the fire department through 9-911 and provide all available related information and the exact location of the fire.
- b. The panel door shall be unlocked and opened

to acknowledge an alarm or trouble or to silence an audible alarm (AUD SIL). Call the Watch Engineer in the Boiler Room and tell him what the message reads on the panel alphanumeric display. DO NOT ATTEMPT TO RESET THE SYSTEM.

- c. The Watch Engineer will identify the location of the alarm or trouble and notify Central Control staff. Acknowledge the messages and silence the audible alarm (AUD SIL). The Watch Engineer will also coordinate to RESET the system and notify Central Control and the Officer of the Day when the process is completed.
- d. Stand by prepared to provide notification and evacuation instructions over the PA system as directed by the Officer of the Day.
- e. Provide authorized Juvenile Hall staff access to all emergency keys.
- f. Alert the medical clinic using channel 2 on the portable radio and by telephone at 3-7810.
- g. Maintain an accurate record of notifications and times pertaining to the emergency in the logbook.
- h. Central Control Staff is responsible for completing a fire annunciator panel check during each shift. Verify that the system is in Normal mode (POWER LED glows steady) and the message reads SYSTEM NORMAL. Notify the Officer of the Day and Watch Engineer immediately for any discrepancies.

x. **Fire Related Duties of the Buildings and Grounds Division**

In addition to the duties stated in this policy, the Buildings and Grounds Division shall be placed on stand-by to perform any necessary emergency repair work.

xi. **Fire Related Duties of Medical and Behavior Health Staff**

Medical staff shall assist Juvenile Hall staff by ensuring that all youths in the medical clinic are accounted for and lined up in the clinic's central hallway directly in front of the Juvenile Hall staff member's station. Once the medical clinic is cleared of all youths, medical and behavior health staff shall be placed on stand-by alert to treat any injuries or to respond as directed by the Officer of the Day.

xii. **Fire Related Duties of School Staff**

Teachers shall assist Juvenile Hall staff by remaining with their assigned group or class until the evacuation of the education center is completed. Teachers shall remain with their group or class until the emergency is over or until the Officer of the Day otherwise directs them.

xiii. **The Director of Juvenile Hall or designee shall notify the Chief Probation Officer and the Assistant Chief Probation Officer of all fire emergencies.**

B. Authority and Responsibility During a Fire

The responding emergency personnel shall have the authority on evacuation orders. In the absence of emergency personnel, the Officer of the Day will have the authority to assure evacuation.

C. Fire Investigations

- i. The fire department shall be notified of all fires.
- ii. The Director of Juvenile Hall shall assist in investigations.
- iii. A report shall be prepared of all investigations and forwarded to the Director of Juvenile Hall with copies sent to the Chief Probation Officer.

D. Emergency Equipment Related to Fire Control

The Director of Juvenile Hall shall be responsible for ensuring that adequate emergency equipment is located throughout the facility and is kept in good repair. Testing of equipment shall be done at least quarterly. The facility shall be inspected by the San Francisco Fire Department for compliance with codes including adequacy, condition, and availability of fire equipment.

i. Alarms

All buildings of the Juvenile Justice Center are equipped with an automatic fire sprinkler system and an automatic fire alarm system. These systems are continuously monitored by the City and County of San Francisco's 911 Center. Supervisory alarm panels are in Central Control and the Boiler Room. There are sixteen (16) remote enunciator panels located throughout the facility in staff-controlled areas. The fire alarm pull stations, strobe lights, and horn/strobes are located throughout the facility in the following locations:

- a. Living Units: A pull station is located on the wall directly behind the Juvenile Hall staff station. A strobe light is in each staff restroom.

- b. Medical Clinic: A pull station is located on the wall at each of the staff stations.
- c. Education Center: A pull station is located at the Juvenile Hall staff member's station.
- d. Gymnasium: There is a strobe light in the staff shower room and the restroom.
- e. Central Control: There is a pull station on the wall beneath the fire enunciator panel and a strobe light in the restroom.
- f. Juvenile Hall staff breakroom: There is a strobe light in the Juvenile Hall staff break room.
- g. Multi-Purpose Room: There is a pull station located on the wall behind the Juvenile Hall staff member's station.
- h. Admissions: There is a pull station on the rear wall of the Juvenile Hall staff member's station.
- i. Administrative Offices: There is a strobe light in the Director of Juvenile Hall's office restroom, the conference room and each of the staff restrooms.
- j. Juvenile Hall Lobby: There is a pull station in the security station, four horn/strobe devices on the walls, a horn/strobe device in each public restroom, and two strobe lights in the Juvenile Hall staff locker room and restrooms.

ii. Smoke Detectors

The entire facility is equipped with smoke detection devices designed and installed to provide early warning of smoke within the living spaces. Each youth's room is monitored with a smoke detector. Alarm devices are interconnected and operate continuously to alert facility staff if a specific device alarms.

iii. Fire Sprinklers

The entire facility is equipped with a supervised automatic fire sprinkler system designed and installed to protect all occupant areas and building spaces. Specific types of sprinkler heads are used throughout the facility to provide security and safety in all areas of the facility.

iv. Emergency Lighting

The facility has an emergency stand-by generator that will provide 100% power including all lighting systems to the facility during service interruptions.

v. Servicing of Fire Extinguishers

Portable extinguishers are kept fully charged and operable. Every extinguisher has a current inspection tag securely attached indicating the last service and/or recharge date. When an extinguisher is used, it will be reported to the Buildings and Grounds Division via a work order followed by a telephone call and an incident report to the Director of Juvenile Hall before the end of the shift.

vi. Location of Fire Extinguishers

Fire extinguishers for various types of fires are throughout the facility and in staff-controlled areas. Fire extinguishers are located throughout the facility in the following locations for

the indicated areas:

- a. Living Units: The fire extinguishers are in the Juvenile Hall staff member's bathroom directly behind the staff station.
- b. The Admissions Office, Medical Clinic, Education Center, Multi-Purpose Room and Kiosk have fire extinguishers located in the Juvenile Hall staff member's control area. One fire extinguisher is in the gymnasium. One fire extinguisher is located outside the entrance to the Education Center. One fire extinguisher is located outside the central elevator on both floors 1 and 2. One fire extinguisher is in the release hallway. One fire extinguisher is in the vehicle sally port.

E. Fire Prevention

Juvenile Hall staff shall always be on the lookout for fire hazards such as altered electrical outlets, overloaded electrical units, expired fire extinguishers, and improper trash storage. It is essential that all Juvenile Hall staff make fire prevention a basic part of their daily activities. All Juvenile Hall staff shall be attentive to maintaining good housekeeping standards to augment fire safety including:

- i. Inspection of exits to ensure they are not blocked or obstructed and operational by key.
- ii. Proper storage of combustible material.
- iii. Prevention of hazardous electrical situations.
- iv. Training for youth in fire safety procedures will occur at orientation and monthly as part of each living unit's group counseling session. Juvenile Hall staff shall:

- a. Point out fire exits to youth.
- b. Instruct youth to listen for and follow staff instructions when the fire alarm goes off.
- c. Instruct youth not to play with electrical equipment or have in their possession anything that could cause a fire.
- d. Conduct fire drills with youth.
- e. Regularly check fire control equipment.

F. Fire Drills

Fire drills shall be conducted monthly at the direction of Senior Counselors and/or the Officer of the Day as follows:

- i. The Senior Counselors and/or the Officer of the Day shall schedule the drills and notify the Director of Juvenile Hall and the Buildings and Grounds Superintendent of the schedule. Before a fire drill is conducted, the Officer of the Day will notify the Buildings and Grounds Division to call the 911 Center to put the facility on monitoring test.
- ii. The Director of Juvenile Hall or designee shall monitor drill operations.
- iii. The drill shall begin when the "fire" location is established and not complete until all youth and staff assigned to the location have been evacuated and identified.
- iv. When the building is clear, unit counts shall be conducted.
- v. When the count is clear, all persons shall return to their regularly assigned areas.
- vi. Fire drills shall be timed to measure effectiveness and

efficiency of the fire plan.

- vii. During periods when facility security would be severely jeopardized, actual evacuation of dangerous youth may not be included in a fire drill. In such cases, staff shall perform their required fire drill roles or activities as usual.

G. Fire Inspections

There shall be three separate and distinct fire inspections within the facility:

- i. Weekly fire inspection shall be conducted by Senior Counselors and/or the Officer of the Day.
- ii. Monthly inspections shall be conducted by Senior Counselors and/or the Officer of the Day to ensure compliance with the City and County of San Francisco's safety and fire prevention standards.
- iii. Biennial inspections are performed by the San Francisco Fire Department. Re-inspections are also performed by the San Francisco Fire Department to ensure compliance.

H. Fire Related Positions and Duty Descriptions Approved by the National Fire Protection Agency

- i. Fire Safety Director is the Buildings and Grounds Superintendent or the Officer of the Day.
- ii. Deputy Fire Safety Director is the Senior Counselor and/or the Officer of the Day.
- iii. Floor Warden is the highest-ranking Juvenile Hall staff member with the most seniority on the living unit at the time of the emergency.

- iv. Deputy Floor Warden is the next highest-ranking Juvenile Hall staff member after the Floor Warden.
- v. Exit Monitors are other Juvenile Hall staff members responding to the Code 3 emergency.
- vi. Aides to the Disabled are the second ranking Juvenile Hall staff with the most seniority at the time of the emergency.
- vii. Facility Security and Searchers are Senior Counselors and Juvenile Hall Staff as designated by the Officer of the Day.

I. Duties of the Fire Safety Director Pre-Emergency

The following are duties of the Fire Safety Director that involve pre-emergency situations, training of staff and Floor Wardens, inspection, and maintenance of equipment:

- i. Prepare in writing, an Emergency Plan for approval of the local fire authority per California Code of Regulations, Title 19; Section 3.09.
- ii. Make the Emergency Plan available to all facility staff.
- iii. Maintain the approved Emergency Plan.
- iv. Assign a responsible person to the position of Deputy Fire Safety Director and actively seek responsible Floor Wardens from management and Line Staff.
- v. Train and educate the Deputy Fire Safety Director, Floor Wardens, Searchers, Elevator Lobby Monitors, Exit Monitors, and Aides for the Disabled.
- vi. Train the facility fire control console or panel operators, i.e., the Utility Workers, Engineers, or Deputy Fire Safety Director in the operation of the console or panel. Train

responsible persons to perform the duties of the Fire Safety Director during the periods when the Fire Safety Director is not on the premises.

- vii. Develop and implement a program of inspection and scheduled servicing to provide for the ready use of fire pumps, emergency generator, emergency lighting systems, elevator return system, public-address system, and the HVAC system.
- viii. Train all facility staff to identify hazards and to report them for correction to the Fire Safety Director.
- ix. Conduct fire drills with in-house staff and emergency organization. Conduct fire drills for all facility occupants.
- x. Conduct earthquake take-cover drills.
- xi. Develop a program for the training of new employees in the Emergency Plan.
- xii. Organize an emergency committee of building staff. All training and drills shall be documented.

J. Emergency Duties

The following are duties and responsibilities of the Fire Safety Director during an actual fire emergency:

- i. Immediately assume the role of leader.
- ii. Establish communications with Juvenile Hall staff and the Buildings and Grounds Division.
- iii. Move safety to fire command center as soon as possible.
- iv. Ensure that the following tasks have been performed by Juvenile Hall staff or the Buildings and Grounds Division:

- a. Fire location determined by Annunciator Panel.
 - b. Fire Department called.
 - c. Elevators responding to lobby. (Manual or Smoke Head)
 - d. Public address announcement made.
 - e. Keys, phones, fire binder, and employee and visitor lists ready.
- v. Establish liaison with fire officer in command and discuss the following:
- a. Building equipment activated.
 - b. Disabled person(s) locations.
 - c. Activities of facility staff.
 - d. Exiting progress made.
 - e. Floor plans available.
- vi. Assign a Buildings and Grounds Division employee to assist the Fire Department at the Fire Command Center.
- vii. Assign Juvenile Hall staff to keep the lobby clear.
- viii. Assist occupants at refuge sites.
- ix. Take head count and report missing persons to the Fire Officer.
- x. After the event is under control, the Fire Safety Director shall make equipment reset instructions and VIP

telephone numbers available to the Fire Department upon request.

K. Duties of the Deputy Fire Safety Director

The Officer of the Day shall assume the duties of the Fire Safety Director in his or her absence while performing all tasks as assigned by the Fire Safety Director.

L. Duties of the Floor Warden

The Floor Warden is of vital importance to the total fire and emergency program for the facility. They are the person on the scene to take command and control of the individuals of the floor. It is the Floor Warden who every day works or is housed on the floor who knows the people who populate the floor. The Floor Warden knows who may need assistance. The Floor Warden is the extension of the Fire Safety Director. The Floor Warden will react in a positive and professional manner.

M. Pre-Emergency Duties

- i. Know the location of all fire and emergency related equipment on the floor or area of responsibility.
- ii. Know how to operate all fire and emergency related equipment on the floor or area of responsibility.
- iii. Appoint Area Wardens if the floor or area is extremely large and beyond the control of one person.
- iv. Be completely familiar with the floor arrangement, the number of floor occupants, and the location of exits.
- v. Be fully aware of the existing procedures of the facility as they relate to the Floor Warden's duties.

- vi. Train the floor or area occupants in fire prevention measures.
- vii. Train the floor or area occupants in safe fire exit procedures.
- viii. Divide the floor population into groups and formulate the traffic patterns to be followed to exit via emergency stairways.
- ix. Daily, throughout the floor, conduct an inspection of exits, exit pathways, exit lighting, extinguishers, and door closers. Report required repairs to the Fire Safety Director and facility management.
- x. Maintain an up-to-date list of all mobility impaired persons on the floor or in the area, learn usual break and lunch times and locations.
- xi. Establish a system of replacements for floor emergency organization because of vacations, sick calls, disability leave, promotion, etc.
- xii. Select and train the following to assist during emergencies:
 - Deputy Floor Warden
 - Searchers
 - Elevator Lobby Monitors
 - Exit Monitors
 - Aides for the Disabled Exit Monitors
 - Facility Security
 - Facility Engineers
 - If the floor of occupancy does not have population to provide a full complement of floor emergency staff, then attempt to provide a Floor Warden and Deputy to assist.

N. Emergency Duties

- i. Maintain control of occupants.
- ii. Direct occupants to exits if required.
- iii. Determine safe availability of exit stairways and utilize alternatives when necessary.
- iv. If a relocation is not required, control and keep occupants' calm.
- v. Be prepared to communicate vital information to the lobby or Fire Department.
- vi. If relocated, communicate your arrival at the refuge area to the lobby or Fire Department.
- vii. Determine by head count any missing occupants and relay to the information to the lobby or Fire Department.

O. Deputy Floor Warden Duties

- i. Shall assume the duties of the Floor Warden in their absence.
- ii. Perform all tasks as assigned by the Floor Warden.

P. Searcher Duties

- i. Search for occupants who may not have heard the fire alarm. Search remote floor areas, restrooms, break rooms, and copier rooms, etc. Direct persons found to closest exit.
- ii. Stay calm and keep others calm by example of your composure.

- iii. Know where the fire extinguishers, alarms, and exits are located and their use.

Q. Elevator and Lobby Monitor Duties

- i. Assist the Floor Wardens in any way directed.
- ii. Act as a crowd control monitor directing people away from the elevators and to the nearest stairwell for relocation or evacuation. Exit at own discretion.
- iii. Stay calm and keep others calm by your composure.

R. Exit Monitors

- i. Test the exit door assigned for heat before allowing entry.
- ii. Verbally instruct exiting occupants about the correct stairwell procedures and floor or refuge.
- iii. Ensure the automatic door closer acts correctly and refrains from blocking the door in an open position.
- iv. If the exit stairway becomes violated with smoke or heat, direct occupants to an alternate exit.
- v. Exit at own discretion.
- vi. Stay calm and keep others calm by your composure.

S. Aides for Disabled Duties

- i. The disabled person should be allowed to select their assigned aides.
- ii. The aides shall have knowledge of the exact location of

the building's safest exit.

- iii. The aides and disabled person shall be familiar with the assigned exit.
- iv. In a fire emergency, the disabled person shall be assisted by the aides to their assigned exit location. When on site, they shall place the disabled person in a location away from the normal path of travel of exiting occupants and await the arrival of the Fire Department.
- v. The disabled aides shall remain with their charge until relieved by direction of a Fire Officer.

T. Facility Security

i. Pre-Emergency Duties

- a. Know Emergency Plan duties.
- b. Train relief staff in Emergency Plan duties.
- c. During patrol, report any fire related equipment deficiencies found, in writing, to the Fire Safety Director.
- d. Correct any blocked exits found.
- e. Know operation and use of fire extinguishers.
- f. Know operation and the use of firefighter's elevator return system.
- g. Be certified in First Aid and CPR.
- h. Be knowledgeable in rescue practices.
- i. Be capable of understanding the operation of

the fire console.

- j. Know the use of the facility public address system and be aware of exit locations.

ii. Emergency Duties

- a. Upon notification of the alarm, report to the priority site set by Fire Safety Director. Follow the directions of the posted orders.
- b. If the priority site is the floor of the alarm, move to the floor in a safe manner.
- c. Direct exit movements of occupants.
- d. Isolate the fire emergency.
- e. Report the fire emergency information to the fire panel or console.
- f. Assist occupants in exiting.
- g. Keep the Fire Safety Director advised of the fire's progress.

iii. Post-Emergency Duties

- a. Secure fire area valuables.
- b. Secure any fire equipment used during the emergency.
- c. Report the extent of damage to the Fire Safety Director.
- d. Assist Fire Department investigations.

- e. Report, in writing, any statements made by witnesses or investigators.

U. Facility Engineers

i. Pre-Emergency Duties

- a. Know Emergency Plan duties.
- b. Inspect all fire-related equipment.
- c. Test all fire-related equipment.
- d. Maintain all fire related equipment.
- e. Educate all engineering staff in duties and equipment.
- f. Report fire related equipment repair through channels.
- g. Know operation and use of fire extinguishers.
- h. Know operation of Firefighters' elevator return system.
- i. Be certified in first aid and CPR.
- j. Be trained in fire rescue practices

ii. Emergency Duties

- a. Upon notification of the alarm, report to the priority site set by the Fire Safety Director.
- b. Assist the Fire Officer at the HVAC panel.
- c. Report the activation of all automatic fire

equipment to the Fire Officer.

- d. Constantly check of the fuel levels of all operating equipment.
- e. Assist as required.

iii. Post-Emergency Duties

- a. Reset the fire alarm.
- b. Reset the fire extinguishing system.
- c. Inspect fire extinguishers for usage.
- d. Inspect the fuel levels for the fire pump and emergency generator and refuel if necessary.
- e. Inspect all fire equipment used during the emergency.
- f. Submit an Equipment Use Report to the Fire Safety Director for evaluation.