
NEVADA COUNTY SHERIFF'S OFFICE



COURT HOLDING DIVISION DIRECTIVE 30

SUBJECT FIRE SUPPRESSION

POLICY As stated below

PURPOSE To provide a guideline for response of court security in the event of a fire emergency.

CODE REFERENCE

CASE LAW

DEFINITIONS

PROCEDURE

- A. Report of fire or smoke.
 - 1. If not directly observed:
 - a. Note by whom reported.
 - b. When reported.
 - c. Location of reported fire.
 - 2. Verify report or false report of fire.
 - 3. If directly observed:
 - a. Note amount of smoke and its origin.
 - b. Locate source/cause of smoke.
 - c. Determine level of fire suppression required.
- B. Response to minor fire:
 - 1. Suppress with fire extinguishers.
 - 2. Remove source of fire to safe area, if possible..
 - 3. Report fire to supervisor.

4. Investigate cause of fire.
 5. Complete appropriate reports prior to completion of duty shift.
- C. If fire is determined to be beyond the officer's ability to suppress:
1. Note location of fire and degree of structural involvement.
 2. Activate fire alarm or "911" response.
 3. Isolate immediate area of fire.
 4. Advise supervisor who will in turn notify Presiding/Supervising Judge.
 5. Evacuate facility (upon consent from supervisor or Presiding/Supervising Judge, if time permits).
 6. Advise jail and transportation of evacuation to ensure assistance in evacuating prisoners safely and securely.
 7. Secure access to facility.
 8. Check building to ascertain if everyone has been evacuated.
 9. Render first aid.
 10. Aid responding units by providing:
 - a. Location of fire within building.
 - b. Description of fire source or cause.
 - c. Access through security doors.
 - d. Description of building layout.
 - e. Crowd control.
 11. Complete appropriate reports prior to completion of duty shift.
- D. Responding to a fire alarm.
1. Verify alarm
 2. Secure court prisoners.
 3. Respond quickly and safely.
 4. Aid in the securing of prisoners and their evacuation, if necessary.
 5. Aid in suppression of fire.
 6. Aid in the evacuation of building
 7. Help secure access to building for emergency response teams.
 8. Aid in checking building to ascertain if all persons have been evacuated.

9. Render first aid, if required.
10. Perform other duties as directed.
11. Complete appropriate reports prior to the completion of duty shift.

E. Critical Task List

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

FIRE
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.
 - b. Remove source of fire to safe area.
 - c. Advise court security supervisor and presiding/supervising judge.
 - d. Complete appropriate reports.
3. Major fire response.
 - a. Assess severity of fire and casualties.
 - b. Dial “911” for fire and medical response.
 - c. Isolate fire (as best possible).
 - d. Advise court security supervisor and presiding/supervising judge (when time permits).
 - e. Evacuate court building.

Contact jail and transportation to assist in the evacuation of all prisoners
 - f. Secure access to building.
 - g. Check building for complete evacuation.
 - h. Render critical first aid.
 - i. Assist responding fire units.
 - j. Crowd/traffic control.
 - k. Complete appropriate reports..