

**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**

DIRECTIVE

No.: 1082
Issued: 3-15-2006
Post Until: 4-15-2006

FIRE SAFETY

In accordance with the Probation Department's Fire Safety Program, the Superintendent of each juvenile hall shall ensure that appropriate fire safety inspections are conducted and their findings recorded, and the requisite documentation is maintained in a file at the facility. These inspections include, but are not limited to:

- An annual fire inspection of the facility conducted by the local fire department having jurisdiction in that area;
- A comprehensive annual fire safety inspection shall be conducted at each juvenile hall by the Probation Department's Health and Safety Office;
- The Services Director (or their designee) shall conduct a basic fire-safety inspection as part of their monthly physical plant inspections (Attachment A); and
- Detention Bureau staff shall conduct fire inspections of the living units daily on each shift daily as a part of each living unit's security check in accordance with Detention Services Bureau Manual, section 3800, "Security Procedures." The inspection shall include ensuring emergency exit signs are lit and operable, floor-tripping hazards are removed or reported for repair, fire extinguishers are fully charged, and emergency evacuation plans are properly posted.

Copies of the formal Fire Department and Safety Officer's annual, and Management Services Bureau Director's monthly inspections are to be kept on file in the Management Services Bureau Director's office.

The basic monthly fire inspection conducted by the Management Service Bureau Director or their designee at each facility shall ensure that:

- Fire loading (storage of combustible material) is minimized;
- Building egress (exit) routes are free of hazards and obstacles;
- Building egress (exit) routes are clearly marked and adequately lit;
- Emergency evacuation maps are posted in the staff offices in the units;
- Emergency evacuation maps are posted in the classrooms of the school;
- Electrical hazards (loose wires, missing cover-plates, multiple plugs in outlets, etc.) are eliminated;
- Broken floor tiles, and uneven floor trip-hazards are clearly marked and/or repaired inside living units; portable fire extinguishers are checked to ensure they are charged and not out of date; fixed fire extinguisher systems are in operable

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE

condition and free of obstruction; there is no visual damage to any fire suppression and alarm system;

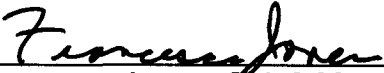
- All multiple occupancy areas are free of obstruction and in compliance with egress (exit) clearance requirements of 42 inches (hallways and aisles) and 48 inches (corners off hallways and aisles);
- Smoke detectors are operating properly (random detectors shall be checked on a quarterly basis);
- Internal Services Department shall conduct a monthly test of the Fire Alarm System;
- Fire dampers and the ventilation system shall be tested annually and repaired as necessary;
- Written reports concerning smoke detector tests and Fire Alarm System tests must be on file in the Management Service Bureau Director's office.
- A copy of documentation listing the dates of completed monthly emergency drills (fire, earthquake, etc...) shall be on file in the Services Director's office; and
- A copy of the report shall be attached to the Services Director's Monthly Report that is sent to the MSB Bureau Chief;

Designated MSB staff responsible for conducting the monthly inspection shall submit a written report to the Management Services Bureau Director within 48 hours from completing the inspection.

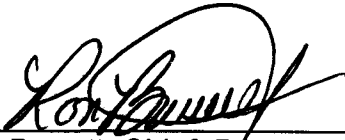
The juvenile hall's Management Services Bureau Director shall conduct a follow-up review of the monthly report, taking note of the deficiencies contained therein, and initiate corrective measures to alleviate the deficiency as appropriate.

The follow-up review shall be completed within seven (7) calendar days after the inspection report is submitted to the Services Director, including the Services Director's corrective action plan, and forwarding copies to the facility Superintendent and the MSB Chief.

Any questions or concerns regarding this Directive should be addressed to the Management Services Bureau Consultant at (562) 940-2670, or the Detention Services Bureau Consultant at (562) 940-2851.



Francesca Jones, Chief, Management Services Bureau



Ron Barrett, Chief, Detention Services Bureau

PROBATION DEPARTMENT FACILITIES

PHYSICAL PLANT INSPECTION – FIRE SAFETY

FACILITY: _____

DATE: _____

UNIT: _____

INSPECTED BY: _____

FIRE PROTECTION AND MEANS OF EGRESS

DESCRIPTION	X	DISCREPANCY	FOLLOW-UP STATUS	DATE
Fire extinguisher has current inspection tag (annual)				
Condition of fire extinguisher (seal intact, fully charged, no damages) Monthly check and initialed on back of tag.				
Fire extinguisher not blocked or obstructed				
Doors functioning properly (closing/locking properly)				
Exits properly marked and unobstructed				
Exit lights functioning properly				
Emergency lights functioning				
Evacuation Plans posted and visible				
Sprinkler heads not blocked (min. clearance of 18 inches. Sprinkler heads free of decorations)				
Fire hose in good condition, racked properly				
Fire extinguisher mounted appropriately				
911 Tool in Locked Fire Cabinet				

FIRE PREVENTION

DESCRIPTION	X	DISCREPANCY	FOLLOW-UP STATUS	DATE
No evidence of excessive paper/materials cluttering areas				
No evidence of smoking within the complex. (Stairwells, Behind Buildings etc.)				
Flammable/combustible liquids are labeled and properly stored in Fire Safe Cabinets.				

ELECTRICAL HAZARDS

DESCRIPTION	X	DISCREPANCY	FOLLOW-UP STATUS	DATE
Extension cords – no evidence of excessive use				
Extension cords/plugs properly grounded				
Condition of cords/plugs (not taped/spliced)				
Condition of light switches – cover plates not broken/missing				
Electric panels clear and accessible (min. 30 in. clearance) Panels locked. Voltage identified on outside of panel.				

ELECTRICAL GENERAL

DESCRIPTION	X	DISCREPANCY	FOLLOW-UP STATUS	DATE
Ceiling light fixtures-missing/broken diffusers				
Fluorescent lights-missing or burned out				
Room Night Light Operational				



MONTHLY PORTABLE FIRE EXTINGUISHER INSPECTION GUIDELINES

The following guidelines are intended to give reasonable assurance that fire extinguishers are fully charged and operable:

1. Every fire extinguisher must be visually inspected on a monthly basis.
2. Every fire extinguisher should be mounted, identified and readily accessible.
3. Fire extinguisher type must be appropriate for the work area/location:
 - a. *Class A:* Wood, paper, cloth, trash and other ordinary materials
 - b. *Class B:* Gasoline, grease, oil, paint and other flammable liquids
 - c. *Class C:* Live electrical equipment
 - d. *Class D:* Metal fires (not common)
4. Pressure gauge (or other indicator) must be in the operable range and position.
5. Hose and/or nozzle must be free of obstructions.
6. Seals and tamper indicators must not be broken or missing.
7. Operating instructions on nameplate must be legible and facing outward.
8. Examine the fire extinguisher for physical damage, corrosion or leakage.
9. If a dry chemical fire extinguisher is provided, invert the unit to prevent caking of the material.
10. Check the tag and ensure date of service is current. The date of service is considered current if less than 365 days have passed since the date punched on the tag. Initial/date the tag and state the condition of the fire extinguisher (based on the visual inspection).

NOTE: Remove fire extinguishers failing the visual inspection from work areas and replace with fire extinguisher in good operating condition. If a fire extinguishers' service date is over 365 days from the date punched on the tag, the unit must be serviced and/or recharged.



