

## FIRE SAFETY PLAN

<b>AUTHORITY:</b>	Administrative Directive California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Section 1325 California Code of Regulations, Title 8 Section 3220 – Emergency Action Plan
<b>RESCINDS:</b>	New
<b>FORMS:</b>	Fire Suppression Pre-Plan (Attachment A)
<b>PURPOSE:</b>	To establish and implement clear procedures for fire safety which applies to all juvenile facilities (Juvenile Hall, Youth Leadership Academy and Youth Guidance Center).

### I. GENERAL INFORMATION

- A. The facility manager shall consult with the local fire department having jurisdiction over the facility, or with the State Fire Marshal, in developing a plan for fire safety.
- B. Fire prevention inspections are required by Health and Safety Code Section 13146.1(a) and (b).
- C. Fire and life safety inspections by facility staff need to occur monthly with two-year retention of the inspection record(s).
- D. Each facility will complete and document monthly fire and life safety inspections.
- E. Fire prevention plan to be included as part of the policy and procedures manual.
- F. Each facility will maintain a site-specific Emergency Procedure Manual to be reviewed at a minimum of every two years to include procedures for:
  1. Emergency evacuations, including types of evacuation and exit route assignments.
  2. Accounting for all employees and youth after emergency evacuation has been completed.
  3. Employees performing rescue or medical duties.
  4. Employees who must remain behind briefly to operate or shut down critical operation components such as gas lines as applicable.
  5. The preferred means of reporting fires and other emergencies.
  6. The written plan for emergency housing of youth in the event of a fire or natural disaster.
  7. Fire Suppression Pre-Plan in cooperation with the local fire department.

### II. PROCEDURE

- A. Upon notification of a fire emergency requiring possible evacuation:

1. The Duty Officer (DO) will immediately be notified.

2. The Site-Specific Emergency Procedure Manual will be initiated.

B. Communication Protocol consists of:

1. Control Unit Officers shall make announcements throughout the facility via the Stentofon and pak-set radios for Juvenile Hall and Youth Leadership Academy (YLA). ASU staff or DO will make an announcement via pak-set radios for Youth Guidance Center (YGC).
2. Officers should minimize all radio traffic during the emergency.

C. Emergency Notifications:

1. The DO will notify the Division Director or Administrator in Charge (AIC).
2. The fire alarm system will be initiated via alarm pull as applicable, and 911 will be called to report the emergency.
3. If phone system is inoperable:
  - a. Use the 800 MHz radio to contact [REDACTED].
  - b. Notify Probation Dispatch.
4. Notify other juvenile facilities of potential youth and officer relocation.

D. Short-Term Emergency (e.g., small fire or earthquake)

1. Youth, teachers, medical personnel, collaboratives, and visitors will need to be accounted for and escorted to the designated safe area ([REDACTED]).
2. Youth will need to be put in a single file line for a population count prior to relocation to designated safe area ([REDACTED]).
3. All individuals must remain outdoors until cleared by either a:
  - a. Supervisor
  - b. Duty Officer (DO)
  - c. Administrator-In-Charge (AIC)
4. After emergency subsides:
  - a. Conduct a count of all youth.
  - b. Return youth to their respective living units.
  - c. Escort teachers, medical personnel, collaboratives, and visitors back to their classrooms, offices, or reception area.
5. Upon returning to units, staff will:
  - a. Assess any damage.
  - b. Report findings to Supervisor/DO/AIC.

E. Long-Term Emergency (e.g., major fire or structural damage)

1. In this circumstance, youth and officers will be relocated to designated alternative facilities.
2. DO, AIC, or Division Director coordinates relocation.
3. Transportation:
  - a. The Duty Officer, in coordination with AIC, Division Director, or Chief Deputy Probation Officer will manage transportation and location logistics.
  - b. Probation vehicles will be the [REDACTED]; supplemented by additional [REDACTED] if necessary.
  - c. Staff will be reassigned to relocation sites to maintain supervision and security.

F. Relocation Sites by Facility

1. Juvenile Hall
  - a. [REDACTED]
  - b. [REDACTED]
2. Youth Leadership Academy (YLA)
  - a. [REDACTED]
  - b. [REDACTED]
3. If both Juvenile Hall and YLA require evacuation:
  - a. Youth and staff will be relocated [REDACTED].
    1. All housing units [REDACTED] will be available.
    2. Gymnasium:
      - (1) Equipped with cots.
      - (2) Multiple restrooms and showers are in the gymnasium.
      - (3) [REDACTED] kitchen is capable and will feed all youth from all three facilities.
4. Youth Guidance Center (YGC)
  - a. Female youth will be relocated to [REDACTED].
  - b. Male youth will be relocated to [REDACTED].
5. In any situation where youth from JH need to be relocated to either [REDACTED] due to a fire or a natural disaster, the BSCC is to be notified.

**G. Fire Drills/Safety Inspections**

1. Each facility manager or designee will complete and document monthly fire and life safety inspection at all juvenile facilities.
2. Fire drills to be completed at a minimum of once a quarter.
3. Fire drills must be completed at all times of the days and nights.
4. Fire drills must be documented in ICMS including all youth, officers, and staff who participated.

**H. Training**

1. Each employee will receive training on the parts of the plan in which the employee must know to protect both youth and staff in the event of an emergency. The written Emergency Procedure Manual will be kept on Prob-Net and is made available for employee review.
2. All staff who assist in the safe and orderly evacuation of the facility will be trained.
3. Each employee is advised of his/her responsibility under the plan when:
  - a. The plan is first developed,
  - b. Whenever the employee's responsibilities or designated actions under the plan change and,
  - c. Whenever the plan is changed.

**I. Periodic Testing of Emergency Equipment**

1. Periodic testing of emergency equipment is intended to prevent or minimize the impact of human health and the environment. Orange County Public Works provides maintenance and monthly testing for facility generators. Additionally, they provide monitoring of generators when emergency situations arise or when loss of power occurs.

**REFERENCES:**

Procedures:	1-4-113 1-4-205	Injury and Illness Prevention Program Building Safety
Policy:	G-3	Building Security and Safety

**Attachments**

**APPROVED BY:**

# **FIRE SUPPRESSION PRE-PLAN**

## **Juvenile Hall, Youth Guidance Center, and Youth Leadership Academy**

### **County of Orange Probation Department**

#### **December 2025**



This fire suppression pre-plan is required pursuant to the California Code of Regulations – Title 15 (Minimum Standards for Juvenile Facilities), Section 1325.

## **PROCEDURES AT FIRST DISCOVERY OF FIRE**

The signal for fire will be a prolonged ringing of the fire alarm bell. In case of a fire actually occurring in the building, the person first noticing it will be expected to activate the fire alarm bell (if it did not go off automatically) by pulling the handle in the nearest fire alarm box. Learn where the fire alarm boxes are in each area in which you work. Also, know where the fire extinguishers are, and which key opens them (use key marked "fire").

The fire alarm system does not ring at the Fire Department. In the event of fire where a 9-1-1 call is made, a staff member (designated by the Probation Division Director or his designee) is to meet the fire truck(s) in front of JH by the roadside or on the corner of Steiner Way and The City Drive for Juvenile Hall or YLA or by the front gate to YGC and provide additional information (i.e., fire location, etc.). In all fire alarm incidents, whether there is a fire or not, a Special Incident Report needs to be completed.

## **ANY TIME A FIRE ALARM IS SOUNDED**

Ascertain whether it was activated in your area, and if so, determine if there is a fire or if the alarm was sounded for another reason.

Notify Control if there is or is not a fire. If there is a fire, provide specific information on the location of the fire. Control will send available ISU staff to assist the unit reporting the fire.

The unit that has activated the fire alarm and only that unit will notify Control of the emergency over the Pak-set radio, intercom, or telephone.

Be prepared to follow evacuation procedures when given the order.

## **IF THERE IS A FIRE IN A LIVING UNIT**

Activate the fire alarm.

Notify Control via the Pak-set radio, intercom, or telephone. Advise Control to call 9-1-1.

Open the doors of the youths' rooms and direct them to line up at a specific point away from the fire. DO NOT CLOSE THE DOORS OF THE ROOMS.

When possible, direct the youth to an adjacent unit. Only as a last resort, when all other exits are blocked, take them outside.

When leaving the unit, take the unit roster. When safely away from the fire, take roll.

Notify the Building Safety Officer immediately if a youth is missing so that the Fire Department can be told this and they can ascertain if the youth is in the building/unit.

When fires occur at night, REMEMBER the youth will be waking up from sleep and staff will have to take charge and give specific easy-to-follow instructions.

Once the youth have been moved to a safe location and accounted for, notify the Medical Unit.

**IF THERE IS A FIRE IN SCHOOL CLASSROOMS OR MRC**

Call Control by phone or Pak-set radio, giving an explanation of the fire alarm. Notify Control if additional staff is needed to handle youth present in the building.

Escort the youth out of the school classroom or MRC to a safe location (athletic fields). PROP OPEN THE DOORS.

Hold a roll call to be sure everyone is present. Have the group sit down on the ground and remain there for further instructions.

Notify a building safety officer if a youth is missing so the Fire Department can be told, and they can ascertain if a youth remains in the classroom.

Once the youth have been moved to a safe location and accounted for, notify the Medical Unit.

**IF THE FIRE OCCURS IN THE KITCHEN/WAREHOUSE**

Turn off all gas and appliances and turn off steam at kettles.

Notify Control of the fire.

Any staff should leave the area through the nearest unobstructed door. PROP OPEN THE DOORS.

Once staff are in a safe location and all accounted for, notify the Medical Unit.

**IF THE FIRE OCCURS AT THE JH ADMINISTRATION BUILDING**

Notify the Medical Unit, the Intake Officer of the Day, Transportation staff, the Placement Officer of the Day and Control by telephone and/or Pak-set.

Check to be sure that all the offices and cubicles are empty. Gather all youth and staff in the area.

Escort the youth and staff out of the area through the nearest unobstructed door. If taken outside, and when a safe distance from the building, have the group sit down and wait for further instructions.

Front doors to the building must be left propped open.

**IF THE FIRE OCCURS AT YLA OR YGC ADMINISTRATION BUILDING**

Notify the Medical Unit and Control by phone and/or Pak-set.

Check to be sure that all offices and cubicles are empty. Gather all youth and staff in the area.

Escort the youth and staff out of the area through the nearest unobstructed door. If taken outside, and when a safe distance from the building, have the group sit down and wait for further instructions.

Both the front and back doors to the building must be left propped open.

#### **OTHER INFORMATION**

Those unit(s) adjacent to the fire should be ready to evacuate immediately should it become necessary. The important thing to remember is that if there is danger, the youth must be moved.

Staff in units not affected by the fire will have to calm youth who have heard the fire alarm. If youth are in their rooms, DO NOT let the youth who are not in immediate danger out of their rooms.

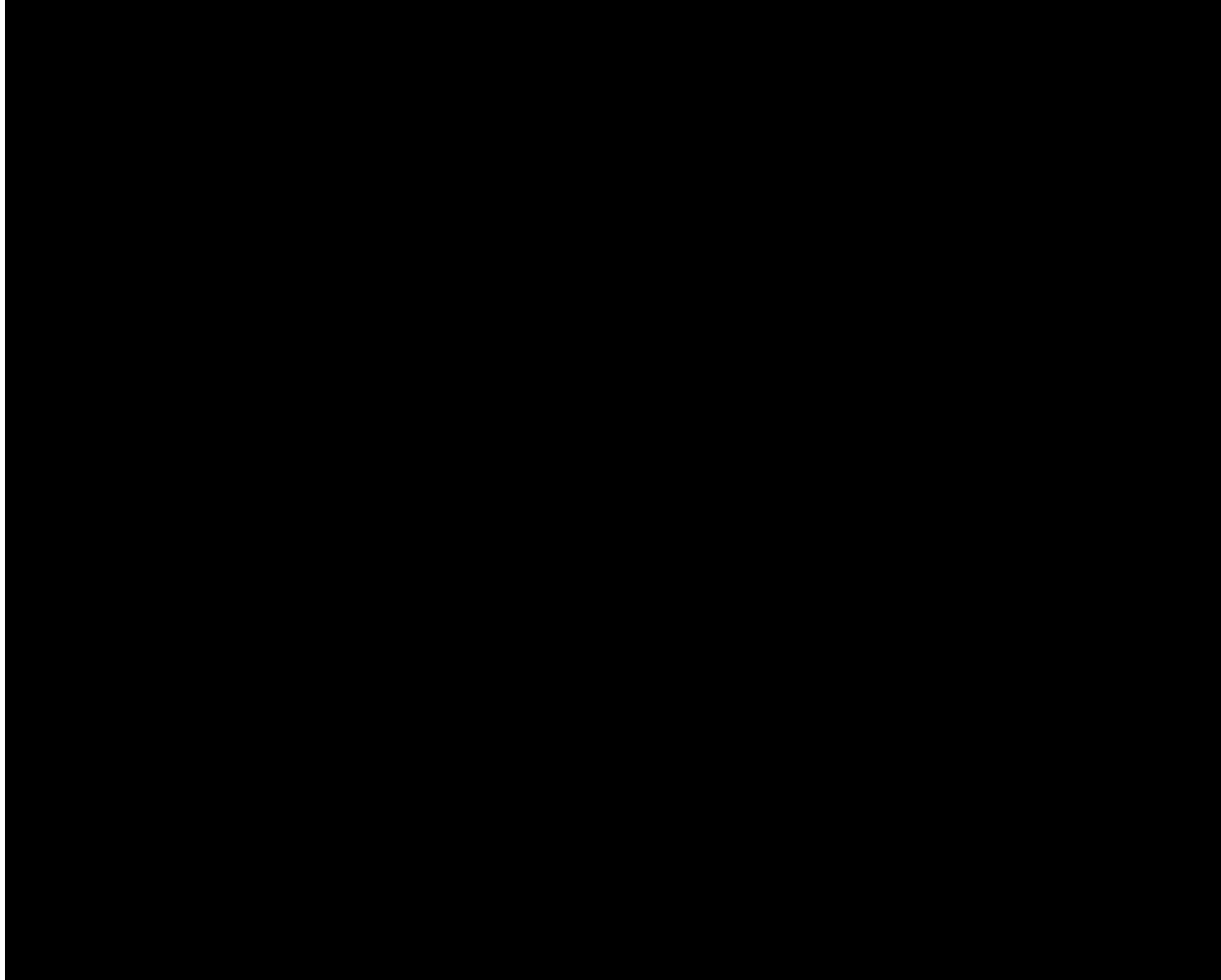
Attempts should be made to calm youth by keeping them aware of the emergency and by making them secure with the knowledge they will be moved if endangered by the fire.

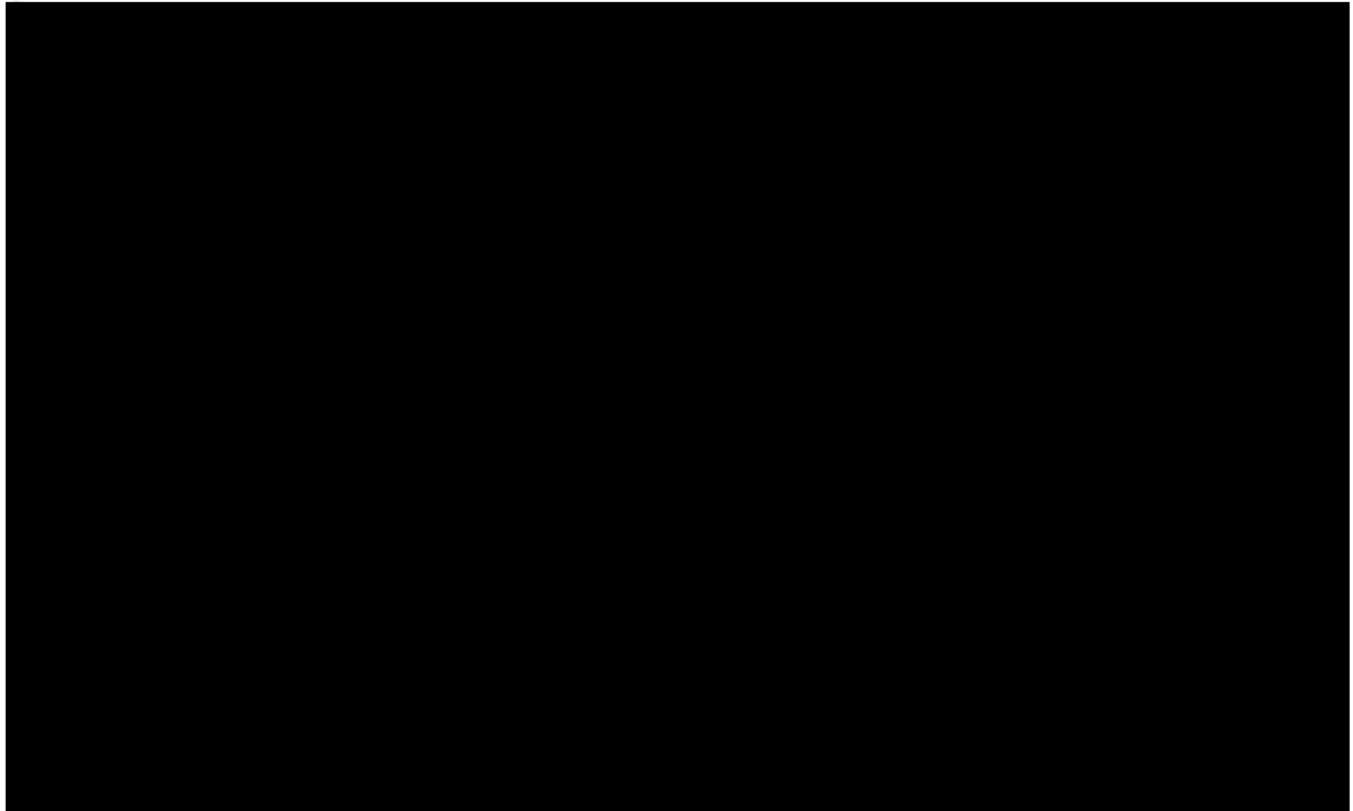
If the alarm is false, Control staff will make an "ALL CALL" via Pak-set radio or intercom stating that there is not a fire. Control staff will contact Orange Fire Department to call off any emergency response. Above all, staff should remain calm throughout the emergency.

ISU and ASU staff are aware of the location of all shut off valves for water, gas and electrical for Juvenile Hall, Youth Leadership Academy, and Youth Guidance Center.

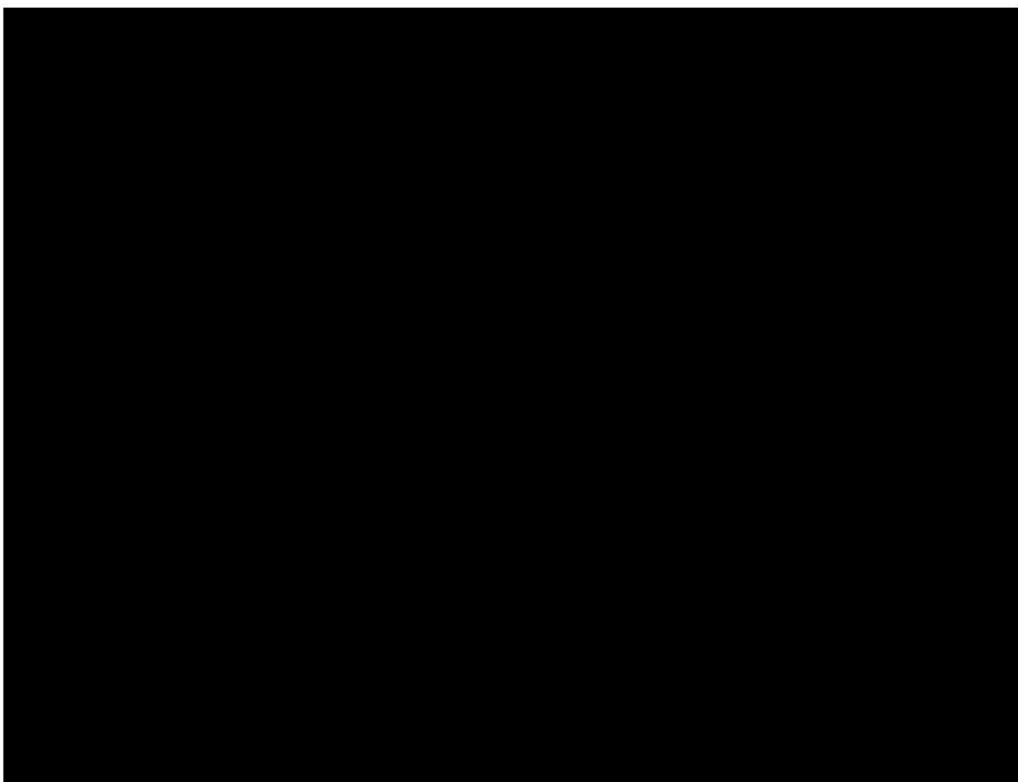
The schematic below documents the following for Juvenile Hall and the Youth Leadership Academy Campus:

- 1) Wet Fire Lines
- 2) Domestic Water Lines and Water Mains
- 3) Medium and High Pressure Gas Lines
- 4) Fire Hydrants
- 5) Sewer Lines
- 6) Fire Access Lanes



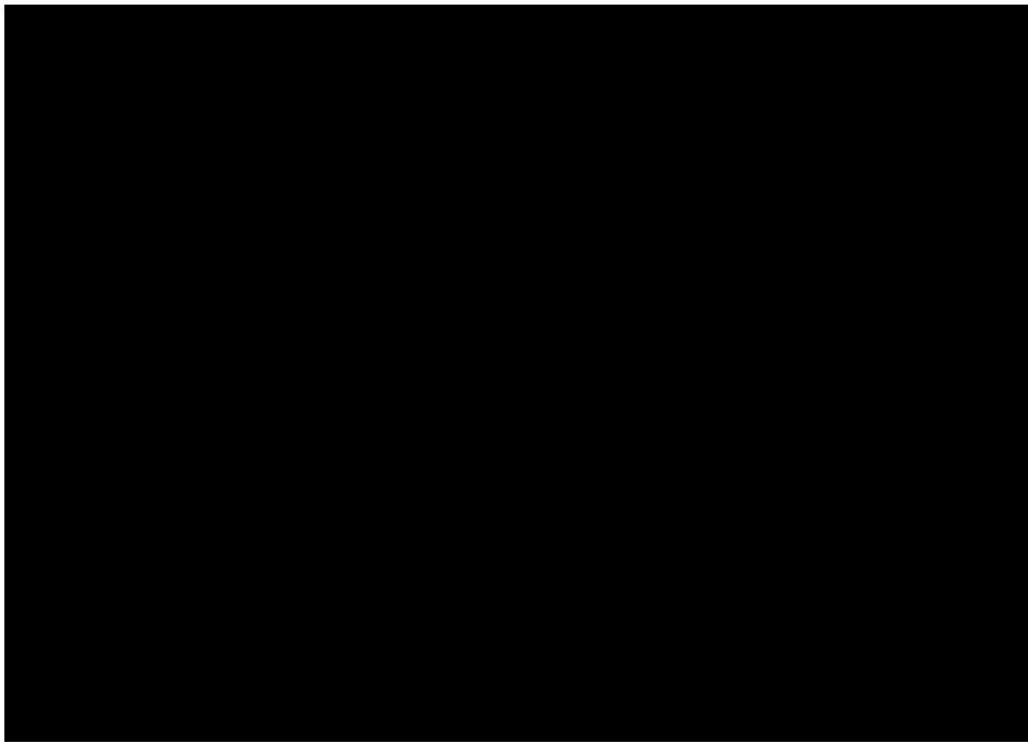


JH / YLA Main Gas Shut Off – Southeast Corner of Unit Yankee.

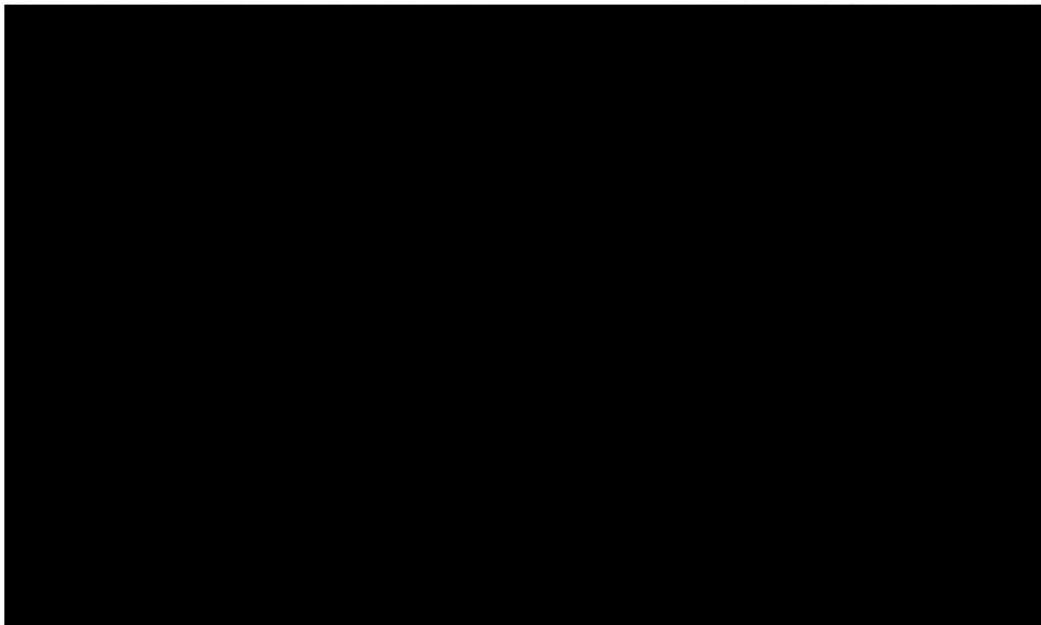


Main water shut off on Justice Center Way near the Y/Z alley.

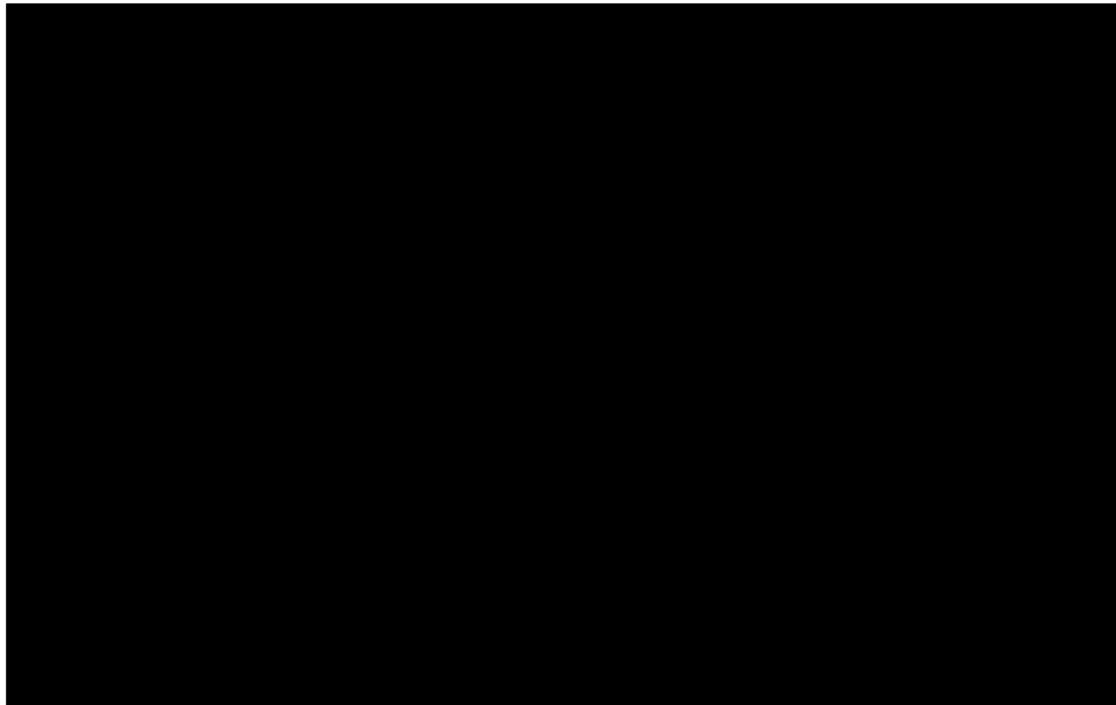
Must turn off both valves. This turns off Domestic Water to Units B, C, G, H, J, K, Y, Z, IRC, JH Administration, Medical, Control, and Dental.



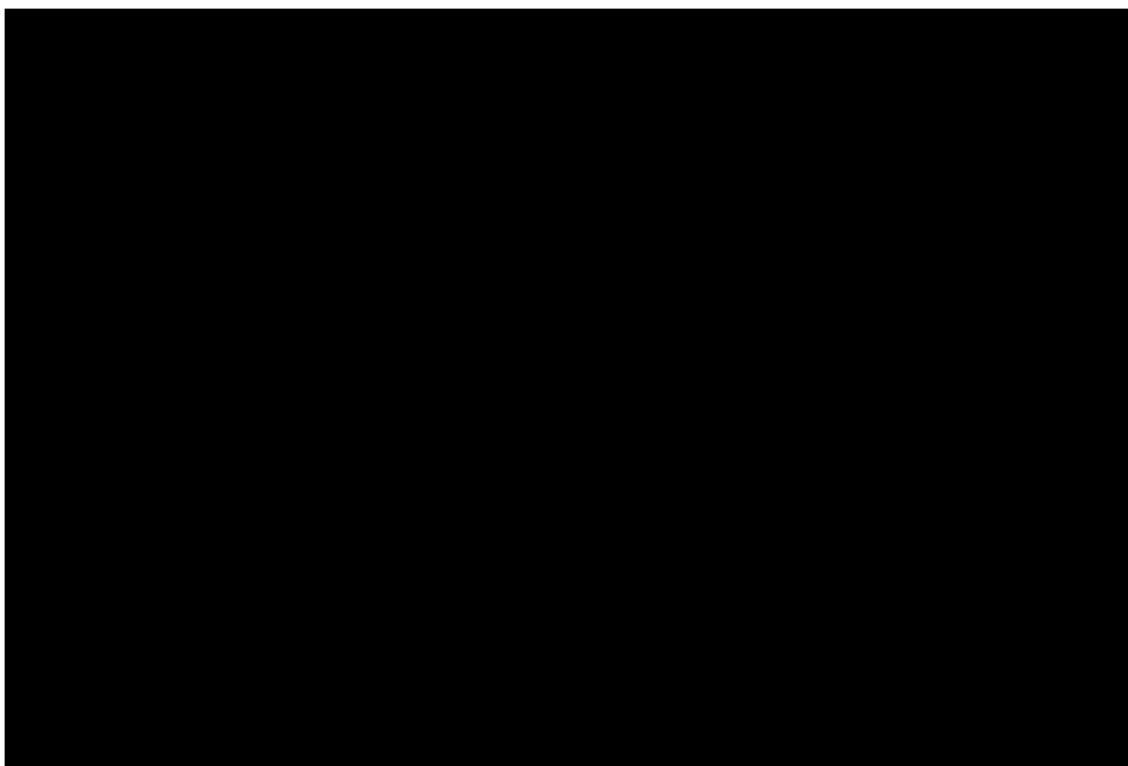
The Main Electrical Shut Off for JH and YLA is located inside the generator enclosure behind this door.



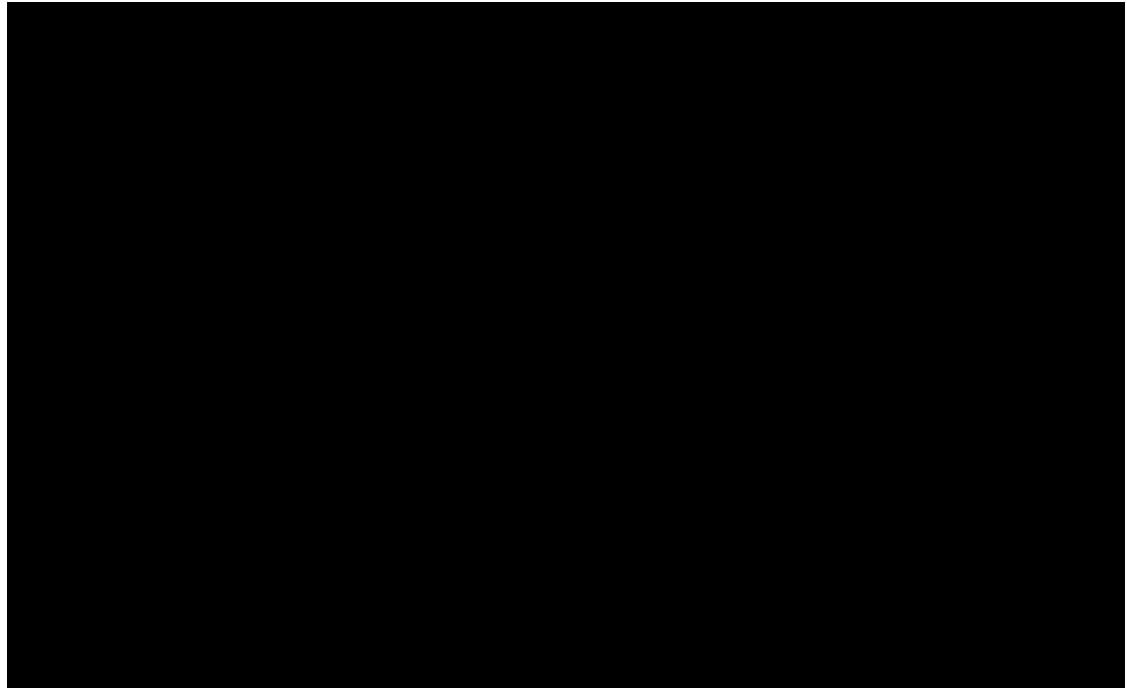
Fire Hydrant outside Unit C SRA 1



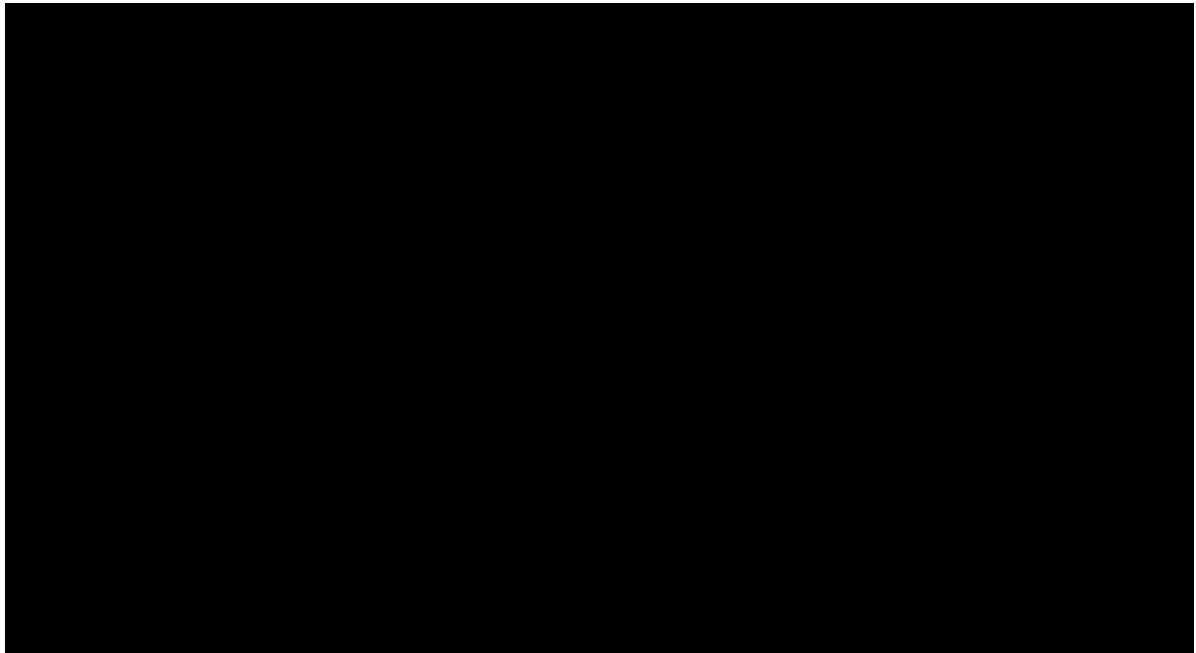
Fire Hydrants located on the field outside the MRC



Fire Hydrant outside Secure Recreation Area 3



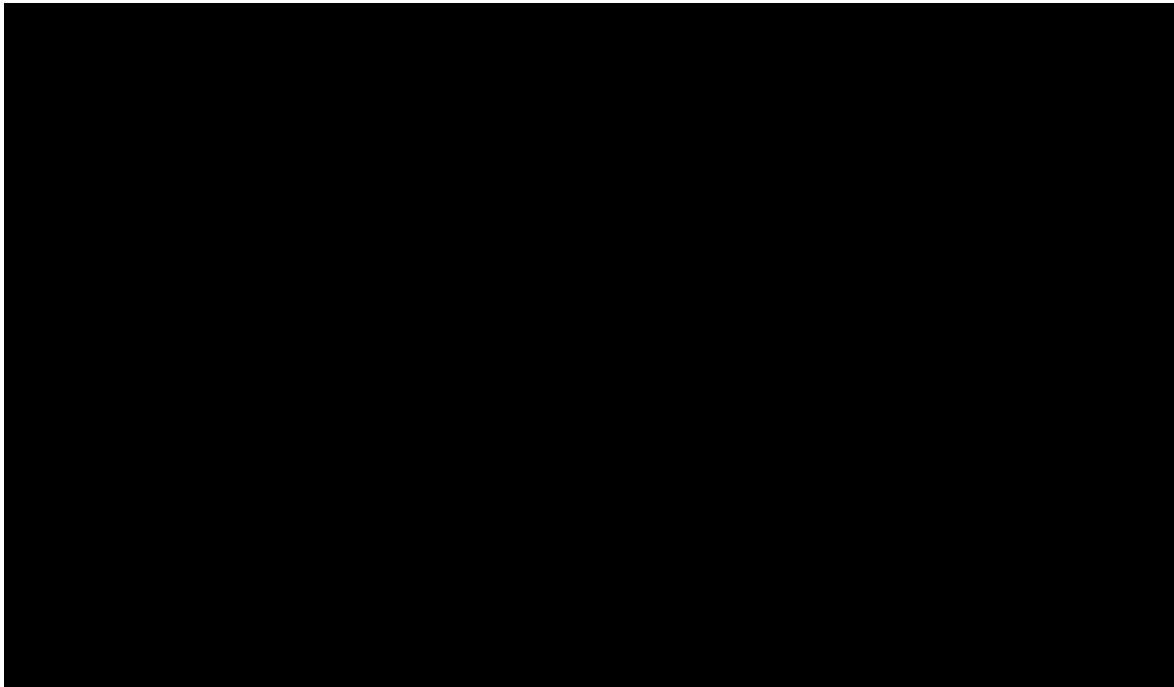
Domestic Water Back Flow for all of YLA, Units Q, T, Warehouse and Kitchen. Must turn off both Valves.



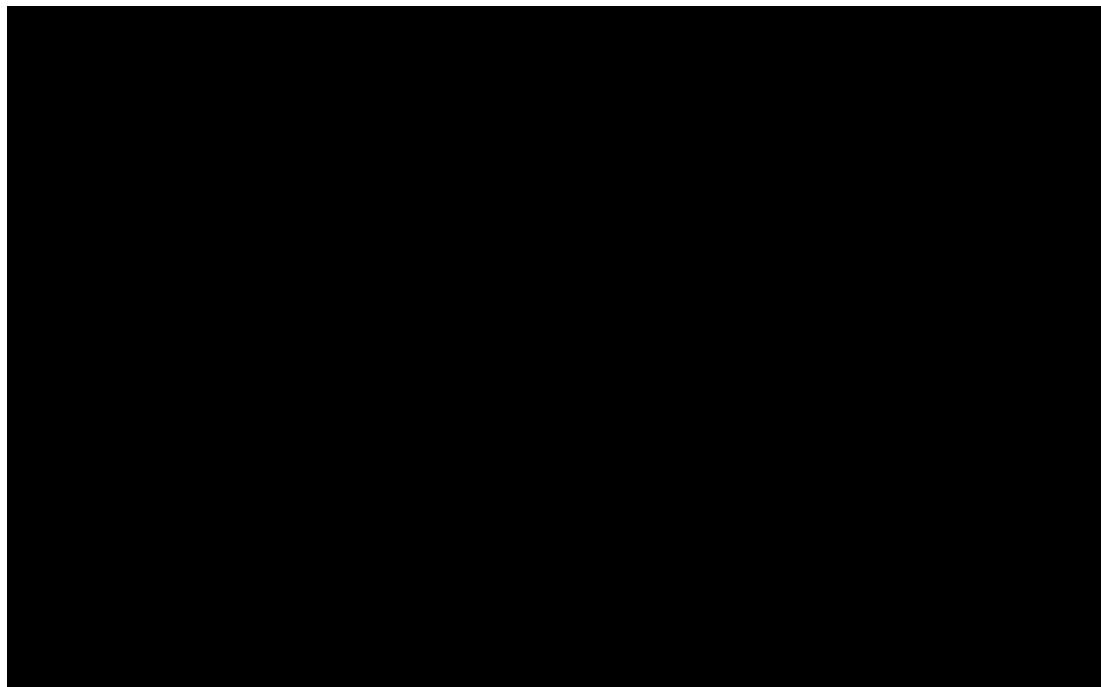
Fire Back Flows for All of YLA, Units Q, T and East New Construction.

One is located on the North Perimeter by UCI and the other is in the Parking Lot of YLA. Both valves need to be shut off.

YLA Parking Lot

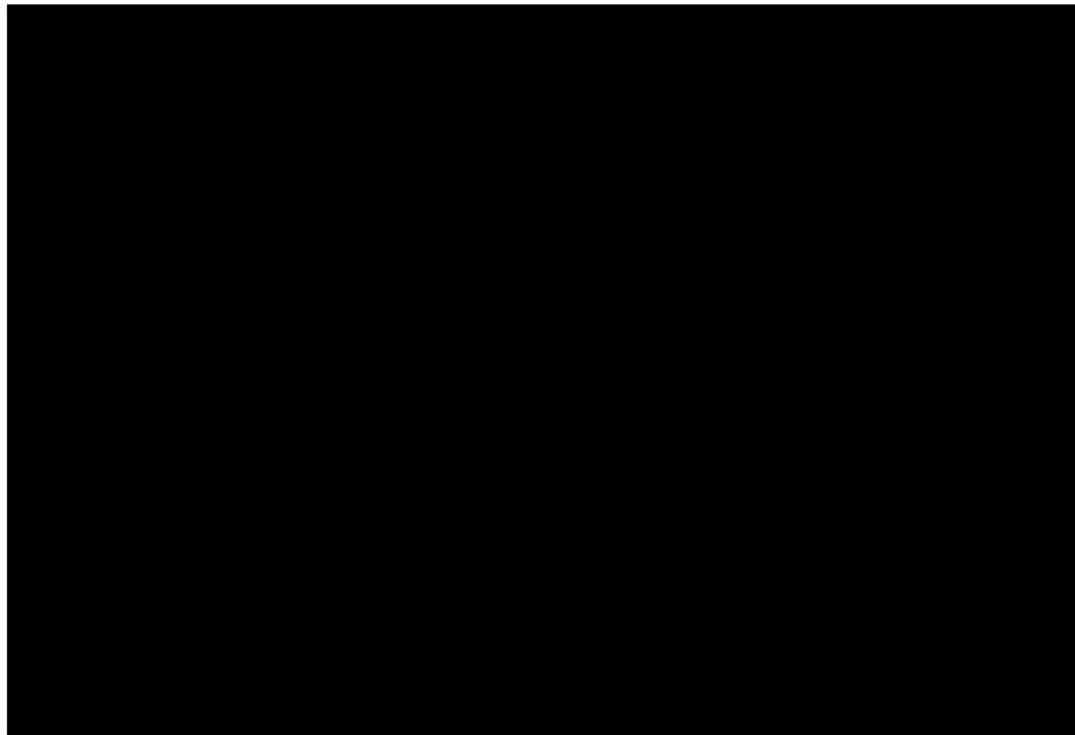


North Perimeter Fence at UCI

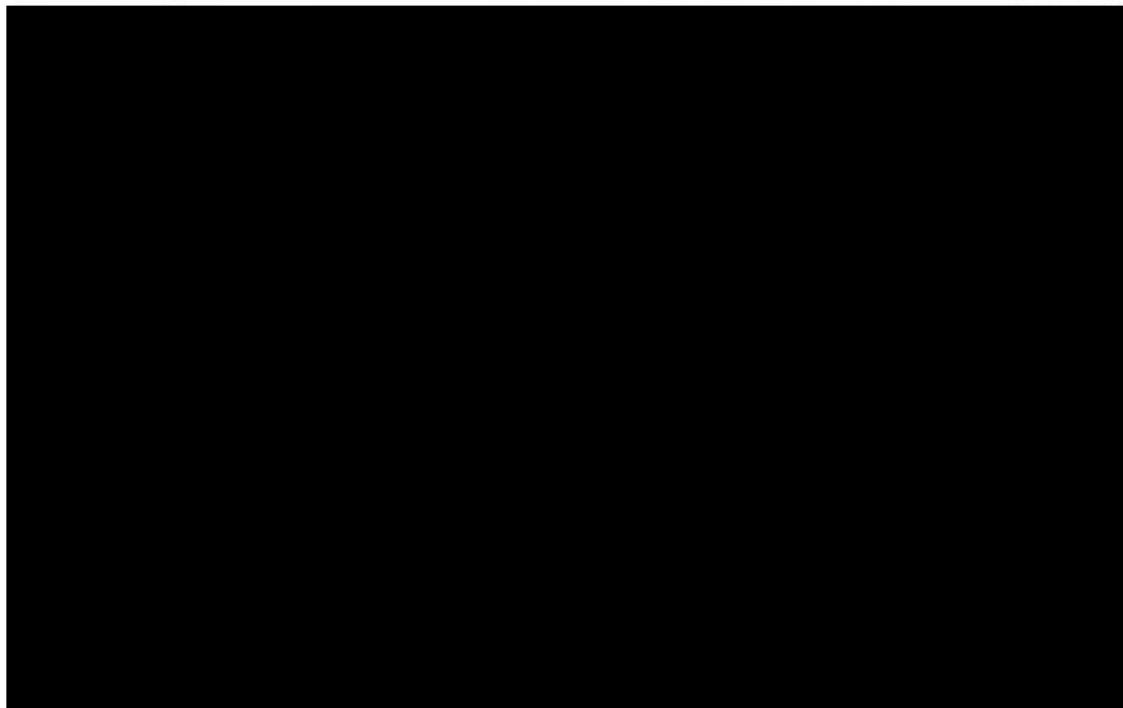


Inside the Fenced in area.

Turn off Valve in the Circle

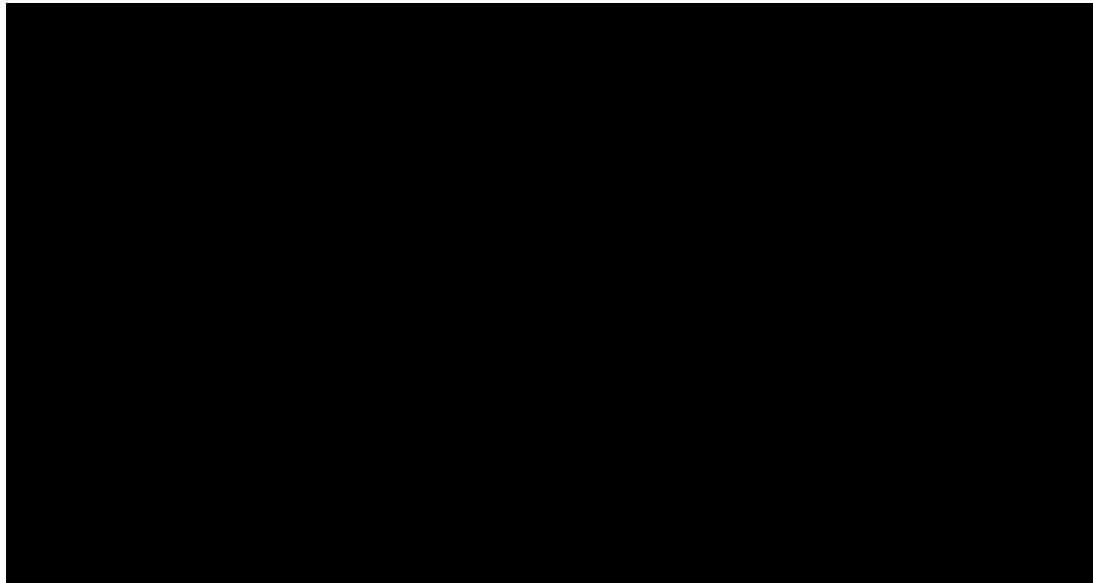


MRC Domestic and Fire Back Flows

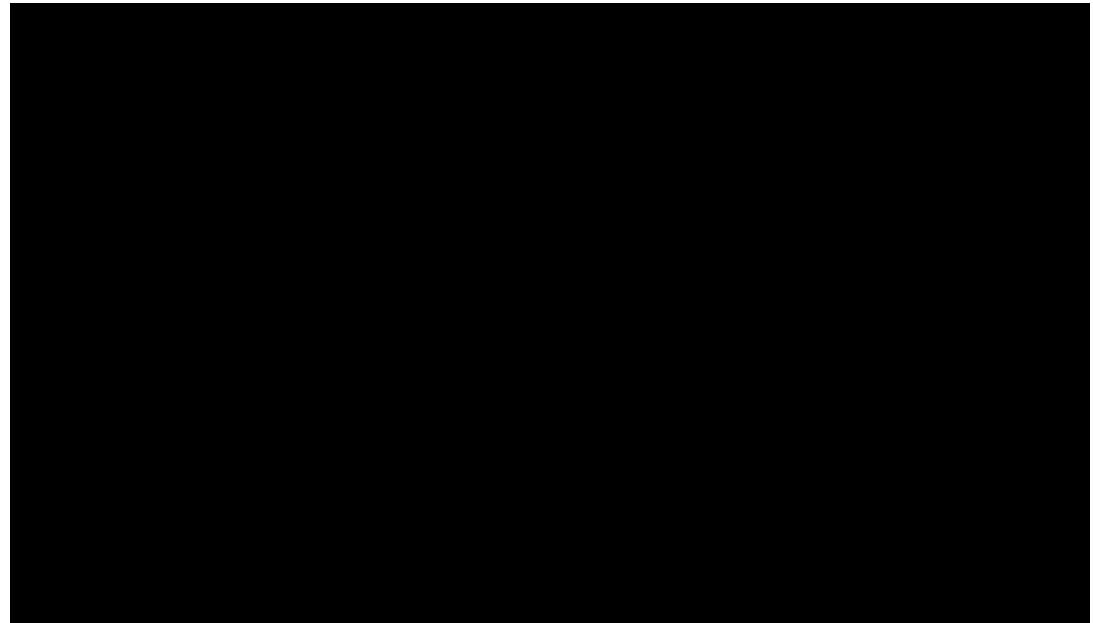


# **YGC**

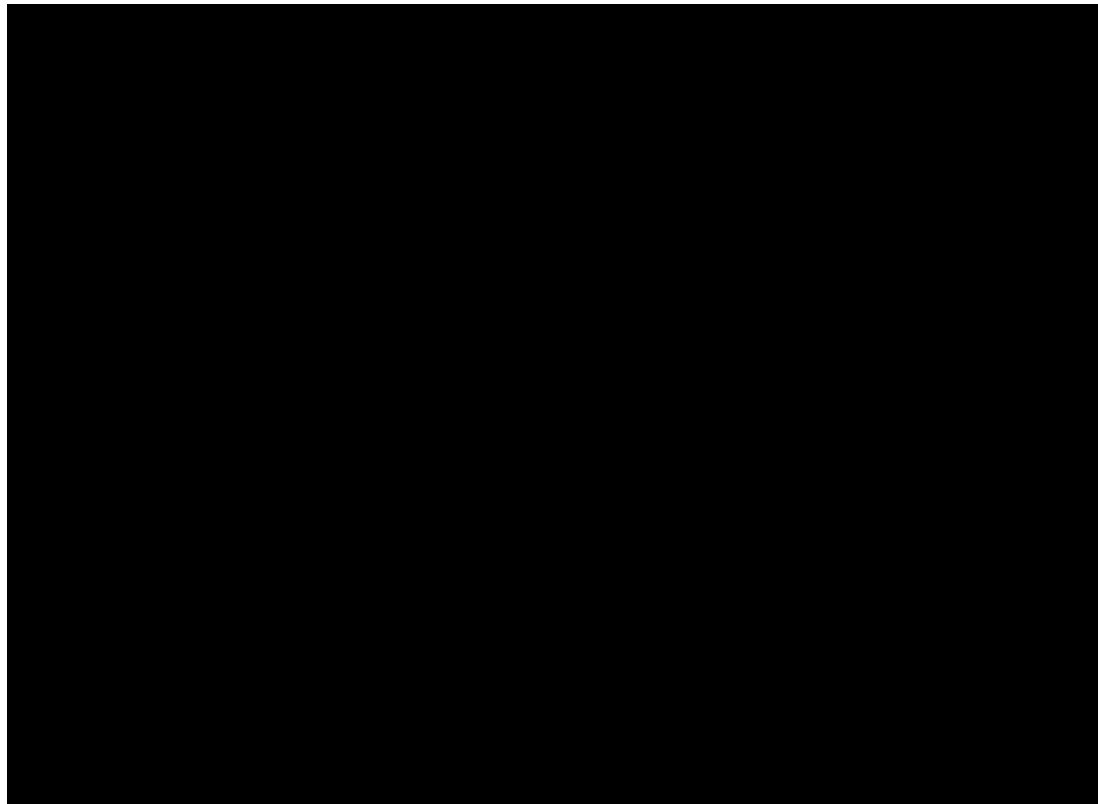
Electrical room is located directly behind the emergency generator situated in the kitchen delivery area.



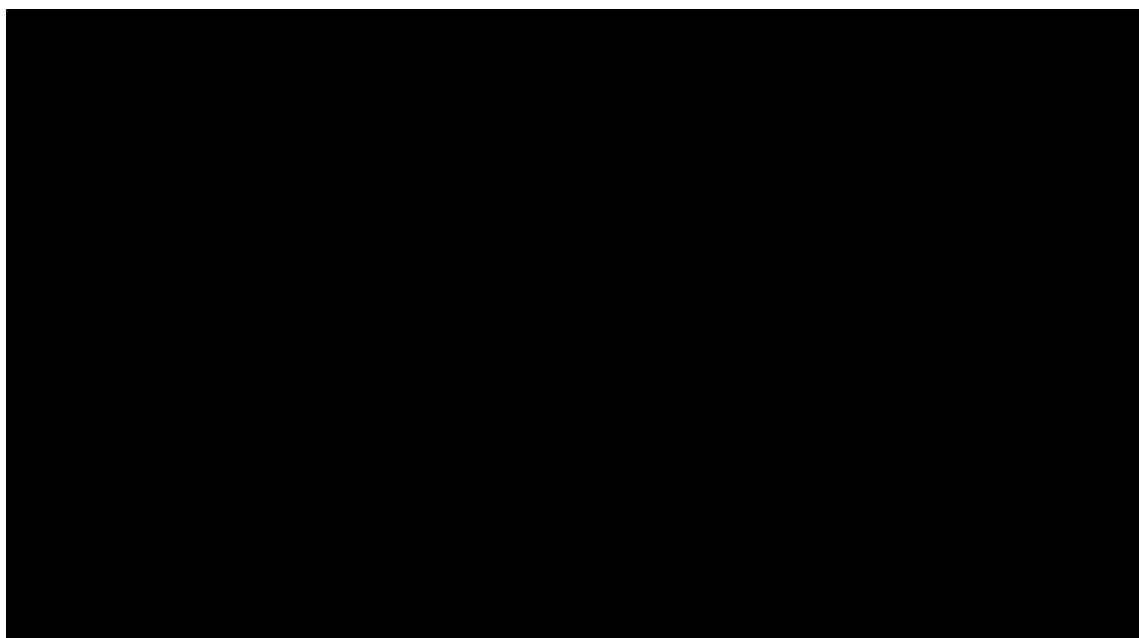
Gas shut off valve is located outside of the back east door of the Administration building. The wrench which operates this valve is inside the key box on the wall in the Duty Officer's office.



Water shut off valve for the Administration building, Units 200, 300 and the kitchen is located outside the back east facing door of the Administration building.



Water shut off valve for the gym, workshop is located on the exterior wall of the gym near the roll up door to the weight room.



Water shut off valve for the school, library, classrooms, units 400, 500, and 600 located in exterior closet of school building wall, across from the roll up door of the weight room.

