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Coalinga State Hospital

OPERATING MANUAL

SECTION - EMERGENCIES
ADMINISTRATIVE DIRECTIVE NO. 310
(Replaces A.D. No. 310 dated 10/5/06)

Effective Date: June 14, 2007

SUBJECT: FIRE PLAN - PROCEDURES IN CASE OF FIRE, EXPLOSION OR RESCUE

I. PURPOSE

A. Philosophy:

Coalinga State Hospital's (CSH) Emergency Preparedness Program is based on the components of the Standardized Emergency Management System (SEMS). A fire, explosion, or rescue by its very nature is sudden and provides no time for planning when the event occurs. A fire plan that addresses appropriate staff response to a fire emergency, explosion or rescue provides for pre-planned team action to effectively control and manage an emergency situation. Unless given immediate and proper attention, the emergency could continue to grow.

B. Concept of Operation:

SEMS requires emergency response agencies to use basic principles and components of emergency management, including the Incident Command System (ICS), multi-agency or inter-agency coordination, the operational area concept and established mutual aid systems. The hospital uses the ICS at the field and local levels of emergency response. SEMS and ICS are designed to be used for all types of emergencies and are applicable to both day-to-day situations as well as very large and complex incidents. The hospital's Fire Plan addresses emergency situations caused by fire, rescue, explosion, smoke, or other emergencies requiring the use of fire equipment and/or fire personnel.

C. Types of Emergency Response:

1. Investigation – All fires will be investigated by Fire Services. Fire Services will respond to the reported location and ensure that the fire has been completely extinguished, and ascertain the cause of the fire.
2. Emergency Response – Emergencies such as fire, removal of smoke, rescue, or medical emergencies will be initially responded to by CSH staff; Police Services and CSH Fire Services when on duty. The Pleasant Valley State Prison (PVSP) Fire Department will respond to CSH when dispatch is requested by CSH Communication Center. CSH Communication Center dispatchers shall contact the Control Room at PVSP, via emergency phone or radio when there is a reported fire at CSH or fire water flow is detected and auto alarm system sounds at the PVSP Fire Station.

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3. Mutual Aid Emergencies of a nature requiring outside assistance are available to CSH through mutual aid programs with countywide fire agencies. Agreements are in effect through PVSP Fire Department with Coalinga City Fire Department, California Department of Forestry and Fire Protection (CDF), and with all Fresno County Fire Departments through the Mutual Master Aid Response Plan. Mutual and automatic aid is available by request through PVSP Fire Department, CSH Police Chief, CSH Fire Chief, CSH Executive Director, or designee.
4. Disaster Response – Fire emergency situations of serious and/or large-scale consequences warrant placing the Hospital Emergency Preparedness Plan into effect. All disasters shall be reported to the CSH Communication Center via extension 7119. CSH Fire Services and Department of Police Services (DPS) will respond immediately and initially take command of the incident. The Executive Director, Fire Chief or Police Chief or designee's will determine the extent to which the disaster response will be activated. A general alarm alert initiates the hospital wide disaster response plan.

II. AUTHORITY

Under the direction of the State Of California Fire Marshal's office, National Fire Protection Association, National Fire Codes, related codes, along with: Administrative Directive No. 314 Fire Plan-Fire Exit Drill and Evacuation Drill Procedure, Administrative Directive No. 946 Training, and on-sight fire/evacuation drill programs.

III. POLICY

An Emergency Procedures Flip chart booklet will be issued to each unit and support area. The plan contains information on evacuation and includes what to do in the event of a fire or other emergency. Other information is also provided in the booklet on the use of fire extinguishers, earthquake, flooding, civil disturbance, hazardous materials and bomb threats.

IV. METHOD

A. All Personnel:

Staff is responsible to be familiar with the contents of the Emergency Procedures Flip chart. All employees shall receive a minimum of one hour annual Fire and Life Safety training through Fire Services and or the training department. Specific employee work location orientation in fire safety measures is the responsibility of the area supervisor. The Fire Plan provides help to the supervisor. Additional standards for safety training are addressed in the Core Training Standards and Administrative Directive No. 946 Training. Administrative Directive No. 314 Fire Plan-Fire Exit Drill and Evacuation Drill Procedure addresses the fire/evacuation drill program.

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1. Implement the basic procedure of R.A.C.E. (Rescue-Alarm-Contain-Extinguish) in case of a fire.
 - a. Rescue Individuals, staff or visitors directly involved with the fire and evacuate the area.
 - b. Sound the alarm. (Call 7119 and pull the fire alarm pull box).
 - c. Contain the fire. (Confine the fire and smoke by closing doors).
 - d. Extinguish the fire, if safe to do so, and get help.
 2. Other specific duties required in the rescue and evacuation phase includes:
 - a. Systematically evacuating each room, checking under each bed, and securing the room by closing the door. Check all rooms including offices and bathrooms.
 - b. Removing the logbook, rand file, count board, and other applicable items to safety.
 - c. Evacuating the area in an orderly manner to one of several pre-designated sites (gymnasium, main corridor, courtyard exercise yard etc.).
 - d. Immediately hold a roll call for staff and Individuals.
 - e. Disabled staff and Individual notification and evacuation:
 - i. Staff shall be attentive to the special needs of disabled staff and Individuals.
 - ii. The immediate area supervisor shall take responsibility for the notification and evacuation of the disabled.
- B. CSH Fire Services:**
1. The Fire Chief or designee has the responsibility of managing firefighting/rescue operations. The Fire Chief shall utilize the structure of the ICS during emergencies, including establishing a fire branch for command and operations of the emergency, and establishing and coordinating a fire suppression group, rescue group, and other functional groups as appropriate. The Fire Branch Director and various fire groups shall be responsible for:
 - a. Taking charge of firefighting and rescue activities.
 - b. Issuing orders for firefighting operations.

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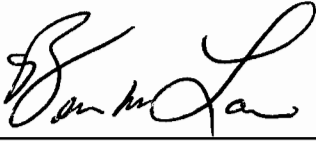
- c. Requesting and organizing automatic/mutual aid fire agencies. Conducting fire suppression and rescue operations, evacuation of buildings, requesting additional assistance, and overhaul, etc.
 - d. Investigation after the fire to determine the cause.
 - e. Contacting the State Fire Marshal as appropriate.
 - f. Completing fire report forms after the incident.
2. Fire Department personnel, under the direction of the Fire Chief or designee shall:
- a. Utilize the ICS.
 - b. Take appropriate action to effectively control and extinguish the fire.
 - c. Assist in evacuation.
 - d. Perform rescue operations.
 - e. Complete other similar firefighter duties.
 - f. Respond immediately to fire emergencies.
 - g. Follow procedures established in the Fire Department Procedure Manual.

C. DPS:

1. The Chief of Protective Services or designee is responsible for establishing procedures and directing the actions of Police Services personnel in a fire emergency. Cooperation between departments provides the teamwork necessary to effectively fight and control fire emergencies. DPS shall utilize the structure of the ICS during emergencies, including establishing a Law Branch for command and operations of the emergency and establishing and coordinating appropriate functional groups.
2. The general duties of the DPS during fire emergencies are:
 - a. Utilize the ICS.
 - b. Monitor emergency phone calls on extension 7119.
 - c. Follow fire alarm procedures as established.
 - d. Assist with area evacuation and/or traffic control.

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- e. Initiate callback by pager system as requested.
- f. Coordinate radio operations.
- g. Provide access for firefighters and related equipment to security areas when officers are not exposed to atmospheres that are Immediate Danger to Life and Health.
- h. Provide a controlled perimeter at the incident scene to allow unhampered fire suppression, equipment security and possible crime scene preservation.
- i. Initiate crime scene procedures and processes as indicated.
- j. Complete investigation and report forms after the incident.



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):

A.D. No. 314 Fire Plan-Fire Exit Drill and Evacuation Drill Procedure
A.D. No. 334 Emergency Preparedness Program
A.D. No. 338 Organization of Emergency Response Levels and Personnel
A.D. No. 946 Training
Fire Department Procedure Manual