



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Fire Alarm Procedures*

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INTRODUCTION

1. The purpose of the fire alarm evacuation plan is to establish guidelines to accomplish a safe and orderly evacuation of the Law Enforcement Center and Law Enforcement Annex in the event of a fire alarm. Treat all soundings of the alarm as if a fire exists and prepare for a possible evacuation. You will be notified (via intercom or in person) if you need to evacuate the building or if it is a false alarm as soon as the alarm location is investigated. It is important to understand that no evacuation plan can ever account for every possible situation that may occur; the key to a successful evacuation is that you remain calm and think before you act.

2. Division Commanders (or On-Duty Supervisors in their absence) will be responsible for insuring that all of their employees have safely evacuated the building and shall report to the Command Post in the rear parking lot of the PD once a head count has been completed. Division Commanders must instruct all subordinate personnel of the location of fire extinguishers, electric switches and the use of them in case of a fire. It is the responsibility of each division commander to insure that all of their subordinates are completely familiar with their responsibilities relating to this plan.

PROCEDURE

In the event of an alarm activation, the on-duty Support Services supervisor or ranking officer in the Police Annex will immediately respond to the alarm panel and determine the listed location of the activation. It is recommended that

another person go along with this supervisor to check for the threat, whenever possible. At the same time the fire dispatcher will notify the proper Fire Department personnel of the alarm activation. The supervisor will respond to the listed activation site and determine if there is an actual working fire or smoke in the area.

1. In the event that you discover smoke or a fire, regardless of its size or nature:

*** Make Sure that the alarm has been activated**

- A. Go to the nearest phone and call the service desk to tell them the location of the fire or smoke and what it is.
- B. Try to extinguish the fire with an extinguisher IF you feel that you can do so without putting yourself or anyone else in danger. If you cannot extinguish the fire, close the doors to that area to contain the fire.
- C. Leave the building by the nearest stairwell/exit.
- D. Leave all fire doors closed. Do not prop any doors open.

2. The personnel assigned to the Police Services desk will immediately announce over the intercom that there is a fire or smoke and the location and instruct all personnel to evacuate the building. Personnel inside the building will exit the building at the nearest exit and report to the back parking lot. Road supervisors will report to the building and do a head count of their personnel. Jail personnel will adhere to Regulation S-100 on the removal of inmates from the facility. *** The on-duty Support Services supervisor (at the Annex, the ranking officer) is responsible for checking their entire building to ensure that it has been completely evacuated prior to responding to the command post.**

3. If no apparent fire or smoke is noted, the Support Services Supervisor will immediately call the Police Services desk and make notification that it was a false alarm. Police Services desk personnel will immediately notify people in the building, through the intercom, that it was a false alarm and they may return to work. The Support Services Supervisor will also check outside to notify any personnel that may have already exited the building.

Regardless if a fire is noted or not, the Fire Department will still be notified of the alarm and will respond.

In the case of public meetings that are held at the Law Enforcement center or the Annex, it is the responsibility of the City official in charge of the booking to make sure the person in charge of the meeting is notified of our fire alarm procedures and that they agree to follow the directions.

ALARM testing will be preceded by an announcement over the building intercom; and once completed, an announcement will be made advising that the testing has been completed. Procedures listed herein need not be followed when controlled alarm testing is underway.

**Information on Fire Alarm procedures of the Myrtle Beach Police
Department during public/private meetings**

City officials or others who hold public or private meetings at the Myrtle Beach Law Enforcement Center or Police Annex are required to understand and comply with rules set forth in this procedure.

If a Fire alarm activates while you are in the building:

1. Remain calm. Personnel assigned to the building will notify you either through the intercom or in person if you need to evacuate or if it is a false alarm.
2. If evacuation is necessary, the person in charge of the meeting is responsible for ensuring that everyone evacuates the building at the nearest exit, as quickly as possible.
3. This person must notify everyone that they are required to assemble at the rear parking lot of the main PD or the front parking lot of the Police Annex.
4. The person in charge of the meeting will conduct a head count to make sure that everyone is accounted for, and report this to the Police Command Post.
5. Wait at this location for further instructions.
6. Once given the all clear, everyone may re-enter the building.