



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: Fire Emergency

Number: 606

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Approved By:

I. DISCUSSION

The Myrtle Beach Police Department will provide maximum safety and security to staff and inmates in the event of fire within the detention facility.

II. PROCEDURE

A. The Quick Reaction Technique (QRT) will be followed after discovery of a fire in the facility. The steps to be followed are:

- 1) Sound the alarm
- 2) Combat the fire
- 3) Begin the evacuation
- 4) Cut off the air conditioning / heating system
- 5) Establish emergency security
- 6) Start notification procedures
- 7) Start emergency repairs
- 8) Write a follow-up report

B. Sound the Alarm:

- 1) The officer that discovers the fire will sound the alarm by any reasonable method available. (Ex: activating the alarm system, shouting, etc...)
- 2) Note: Fire detection may be from the officer's observation or by the activation of the alarm system automatically, through the detection of heat or smoke.

C. Notification of the Fire Department:

- 1) The duty detention supervisor or their designee, upon detection of a fire, will contact police dispatch to dispatch the appropriate fire department personnel. All vital information (location, fire in progress, fire out, inmate activation of alarm, etc.) will be relayed to the dispatcher. The fire department will respond based on the information received.
- 2) Note: Contact will be made even with the detection of smoke alone or even if a fire has been extinguished.

D. Evacuation:

- 1) The need for evacuation may be minimal, involving one area or it may require the evacuation of the entire facility. The size and type of the fire will dictate the extent of the evacuation. The duty detention supervisor will make the decision on the extent of the evacuation based on these circumstances, in the event that no senior detention command staff is available.
- 2) The over-riding objective is the safety of the staff and the inmates.
- 3) In the event of a fire in this facility, all inmates will be evacuated to a safe zone, out of the way of all fire suppression crews and equipment. Security will be maintained at all times. The Uniform Patrol Division will provide security. This request will come from the duty detention supervisor.
- 4) Inmates will be brought out of all cells and assembled near the exit door to the sally port. All inmates will be restrained (handcuffs and leg irons, if time permits) and then brought into the sally port. It is imperative that the sally port doors are to remain closed. Once all inmates are restrained, the transport vans can be backed up to the sally port gate and the inmates can be secured inside for transport to J. Reuben Long Detention Center. The detention supervisor or head jailer will notify J. Reuben Long about the situation and that a specified number of inmates will be en route to their facility. Again, safety and security of the staff and inmates is a priority.
- 5) Should the sally port be inaccessible, due to fire or another hazard, the inmates will be assembled in the hallway of the emergency fire exit nearest the rear of the facility, by the North West hallway, near the Video Courtroom. The inmates will be restrained and then escorted out of the nearest exit (North West) and secured into transport vans (and then transported to J. Reuben Long).
- 6) All inmates will be escorted to the area of the westward side of the sally port, out of the way of firefighters and their equipment.
- 7) A roll call will be conducted and all inmates will be placed in transportation vehicles for transport. Priority for transport may be given to violent offenders. Any inmate found to be missing during roll call will immediately be reported to the senior officer, supervisor, and the detention Lieutenant.
- 8) Additionally, the Uniform Patrol Division will provide security. This request will come from the duty detention supervisor.

- 9) The rescue squad or EMS will evaluate all officers or inmates exhibiting injury or smoke inhalation for medical treatment.

E. Fire Suppression:

- 1) All officers not involved in the emergency evacuation or security will immediately begin to assess the area to determine the type and size of fire.
- 2) Officers should only combat the fire, if it can be contained in a safe manner.
- 3) Hand-held fire extinguishers and the fire escape masks shall be utilized as necessary.
- 4) The Myrtle Beach Fire Department will be given access to the facility through either of the two emergency doors, (depending on the location of the emergency) one near the North West end of the facility and one through the sally port entrance/exit door.
- 5) The Detention Supervisor or his/her designee shall appoint someone to go outside and greet the Fire Department upon their arrival to guide them to the best possible point of access.

F. Senior Staff Notification:

- 1) The duty detention supervisor, at the earliest possible time, will contact senior staff members:
 - a. Chief of Police
 - b. Division Captains
 - c. Support Services Lieutenant

G. Investigation:

- 1) All inmates who were near the area of the fire will be interviewed for the purposes of determining its cause.
- 2) All on-duty detention personnel shall submit a detailed Special Report concerning the fire before the end of their shift.
- 3) All Inmate Medical Reports and Employee Loss Reports shall be submitted as applicable.

III. TRAINING AND DRILLS

- A. All employees with regular duties inside the detention facility will be trained on responses to emergencies.
- B. Each shift supervisor is responsible for conducting emergency preparedness drills at least once a quarter.
- C. The Support Services Lieutenant will maintain a record of each drill.