

Subject:	<b>Dispatch Center Fire Procedures</b>	
Effective:	<b>2/26/2018</b>	<b>Procedure</b>
Update:	<b>10/23/2019</b>	
Reference:		

## **PURPOSE**

This procedure describes the course of action that should be taken when the Dispatch Center experiences a fire in the Dispatch Center that will disrupt normal operations.

\*Any reference to the Dispatch Supervisor will refer to the most senior Dispatcher II on duty, in the absence of a Dispatch Supervisor.

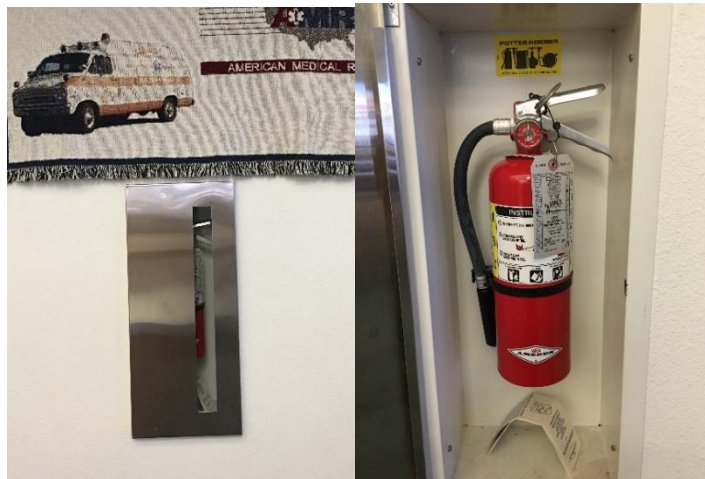
***\*Refer to the Dispatch Center Fire Procedures Notification Telephone List for all contact numbers.***

## **PROCEDURE**

1. At the first sign of a potential fire inside the Dispatch Center (smell of smoke, something burning, flames):
  - a. Notify the Dispatch Supervisor.
  - b. Dispatch the appropriate fire resources.
  - c. Attempt to locate the source of the fire without putting yourself or anyone in danger.
  - d. Dispatch Sheriff's unit(s) to the Dispatch Center to maintain facility security.
  
2. If small and contained to a wastebasket or something similar, attempt to extinguish the fire with a fire extinguisher *IF trained to use a fire extinguisher*.
  - a. The only fire suppression system in the main rooms of the Dispatch Center is a water sprinkler system. It will trip when a fire gets hot enough to melt a sprinkler sensor. (See #3 for information on the Fire Suppression System in the equipment rooms.)
  - b. There are two fire extinguishers in the Dispatch Center. One is on the wall in the hallway to the right of the large bulletin board and to the left of the entryway into the restroom and locker area. To open up the case, pull it open from the bottom right edge of the metal door.



The second fire extinguisher is on the same wall as the administrative offices (to the left of the Training and Supervisor office.) To open up the case, pull it open from the bottom right edge of the metal door.

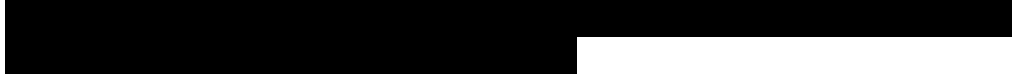


3. The equipment rooms are equipped with a dry fire suppression system. The system has visual sensors mounted in the ceilings of the two equipment rooms.



- a. There is a red light bulb above the door to the equipment room, in the hallway, that will light up if the equipment room becomes overheated.

**CONFIDENTIAL INFORMATION REDACTED:**



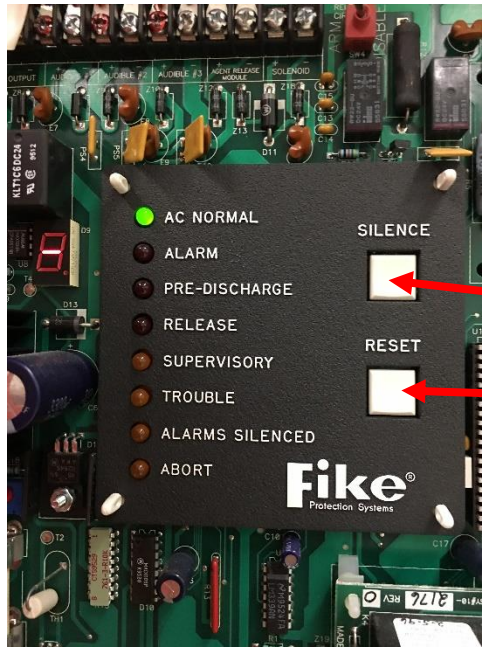
4. There is a system control panel inside a red metal box just inside the door of the Radio/Telephone Equipment Room.



- a. When a single sensor detects smoke (or dust) in the air, it will sound a very loud warning **BELL** alarm, which is in the equipment room. When that sounds, someone needs to check the equipment rooms. Be sure to take note of which sensor is showing the red LED light before resetting the system. This will assist in narrowing down a possible faulty detector if there is no visible smoke.



- b. If no problem is detected, open the front of the system cabinet and push the "Reset" button (see picture below).



- c. If the alarm resets and then sounds again, check to see which sensor is activated (denoted by a small red light on the side of the sensor) and attempt to clear it by blowing on it. Push the Reset button again. If the alarm sounds again, silence the bell by pushing that button, and call the Fire Protection Suppression System service technician.
- d. When a second sensor detects smoke (or dust) in the air, it will sound a warning **HORN** alarm (which sounds like a giant cicada). **THIRTY SECONDS AFTER SOUNDING THIS ALARM, THE SYSTEM WILL RELEASE THE FIRE SUPPRESSANT.** (It is safe to be in the room with this suppressant - FM200 in a 7% concentration.)
- e. On the panel below the system panel is another panel with two large buttons, one red and one yellow.



Holding in the yellow button will delay the system activation until the button is released. When the alarm horn sounds, quickly check the rooms for an

- obvious problem. If nothing obvious is seen, one dispatcher can hold the yellow button down while another checks further.
- f. If nothing is found, press the "reset" button. If the alarm sounds again, and the problem is obviously dust in the air, it will be necessary to continue resetting the system until the sensors can be cleared. If the alarm continues to activate, and there is no visible problem, you will have to let it release and call the Fire Protection Suppression System service technician.
  - g. If **FIRE is detected** but the system **HAS NOT** activated, pull the metal loop that is around the red button off and push the red button in. This will activate the system manually.
  - h. If the system detects an internal problem, it will sound a soft, high-pitched **TROUBLE** alarm. Silence the alarm and call the Fire Protection Suppression System service technician.
5. If necessary, **institute Communications Center Evacuation Procedure**. Ensure that everyone in the building is notified to evacuate (check the conference room, equipment room, Systems & Technology office by the front door, bathrooms, sleep rooms, etc.)
6. Continue with notifications from outside of the building.
- a. Notify the Communications Manager via department cell phone with a voice and text message, personal cell phone with a voice and text message and CAD page.
    - i. If unable to contact the Communications Manager, contact the Operations Support Division Commander via department cell phone with a voice and text message, home phone and CAD page.
7. Notifications should also be made to the following:
- a. All County PSAP's
    - i. Ventura CHP Dispatch
    - ii. South Coast Dispatch (Montecito FD, Carpinteria-Summerland FD)
    - iii. UCSB PD Dispatch
    - iv. Lompoc City Dispatch
    - v. Santa Maria City Dispatch
    - vi. VAFB Dispatch
    - vii. SLO CHP Dispatch
    - viii. Ventura SO Dispatch
    - ix. San Luis Obispo SO Dispatch
    - x. Ventura County Fire Dispatch
    - xi. USFS Dispatch
  - b. County Fire Duty Captain
  - c. AMR Field Supervisors
    - i. North
    - ii. South
  - d. Sheriff's Patrol Sgt. – Goleta area, via radio
  - e. On call EMSA officer

8. Upon return to normal dispatch operations, notify all who were previously notified that the dispatch center is back in operation.
9. Training & Exercise
  - a. All personnel assigned to the Dispatch Center are required to review this procedure on a quarterly basis.
  - b. Once a year, the Dispatch Center will exercise this procedure by performing a drill to ensure that its personnel are familiar with it and that it works as documented.
  - c. Any need for correction or improvement to this procedure will be communicated immediately to the Communications Manager and/or the Operations Support Division Commander.