
	MESQUITE POLICE DEPARTMENT
	318.00 FIRE EMERGENCY PLAN
	Effective Date: August, 2011
	Approved: _____  Chief of Police

I. General Provision

To provide all Mesquite Police Personnel with the proper procedures in dealing with Fires and Fire Drills.

- A. All new employees will attend a mandatory course covering policy and procedures of the Mesquite Police Department, and protocol in dealing with fires and fire drills. The Jail Lieutenant will schedule evacuation drills at least once a year. Procedures for responding to an emergency will be presented to personnel during in-house training.
- B. The Station Sergeant is responsible for the safety and security of the building and shall be responsible for notifying the Watch Commander of any emergency that may arise during their shift.

II. Fire and Evacuations

- A. In the event of a fire, the employee discovering the fire will immediately notify Communications of the fire's location. If the fire is visible, the Mesquite Fire Department will be notified immediately. In a smoke event where no visible fire is observed, Communications will notify the Watch Commander who will investigate and determine the appropriate response. In either case, the Watch Commander will be notified.
- B. The Watch Commander will:
 - take all necessary action to coordinate and direct the evacuation of the building, if necessary;
 - coordinate the arrival of the Fire Department and direct them to the fire, and
 - take steps to attempt to extinguish the fire if appropriate
- C. If jail cell evacuation is necessary, the Station Sergeant will coordinate and direct the evacuation of the jail according to the current policy in the Mesquite Police Department Jail Manual. The Station Sergeant will notify the Watch Commander when the jail is completely evacuated of prisoners and department personnel.
- D. A memorandum will be completed and submitted by the Watch Commander involved in the incident.
- E. Elevators should not be used if there is a fire. All movement will be carried out via the fire escape stairs. Each employee is responsible for knowing the closest fire escape location from his/her work station.

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