



EMERGENCY EQUIPMENT TESTING

POLICY.

The Deschutes County Sheriff's Office – Adult Jail (AJ) will maintain and test emergency equipment for lighting, power and communications.

PURPOSE.

This policy sets testing intervals for emergency equipment, including fire alarms, fire detection systems and fire suppression systems according to Occupational Safety and Health Administration (OSHA) standards and manufacturers recommendations.

OREGON JAIL STANDARDS:

- H-204 - Testing of Emergency Equipment

REFERENCES:

- ORS 169.076 Standards for Local Correctional Facilities

DEFINITIONS:

Control Center [REDACTED]

Emergency Power Generator. [REDACTED]

Portable Radio. Members carry a two-way radio for communication.

PROCEDURES.

SECTION A: GENERAL GUIDELINES

- A-1. Emergency Power Generator.** The AJ has an emergency generator [REDACTED]
[REDACTED]
[REDACTED]
- a. The Building Maintenance Supervisor will ensure:
 - 1) The emergency power generator is always ready for use.
 - 2) There is a preventative maintenance plan in use for the generator.
 - 3) Emergency responders can run the generator manually or automatically.
 - b. The Building Maintenance Supervisor will make sure Building Maintenance members conduct a startup test of the generator at least every 30 days and an annual load/run test.
- A-2. Communication Systems.** The AJ is equipped with portable radios for member use while on duty. All members will test each radio prior to use by completing the following:
- a. Turn the radio to the on position.
 - b. Ensure the radio battery is sufficiently charged.
 - c. Ensure the radio is on the correct channel.
 - d. Call the main control center and ask for a radio check.
 - e. Confirm control center acknowledges the radio check.
 - f. Report any radio malfunction to the shift supervisor.
- A-3.** The AJ is equipped with an intercom system. Control center deputies will monitor the intercom system as part of their duties in the control center. The intercom system is designed to assist in communicating the needs of inmates lodged in the AJ.
- a. Control center members will report any malfunction of the intercom system immediately to the shift supervisor.
 - b. The shift supervisor will contact the Building Maintenance Unit (BMU) and/or DCSO Information Technology (I.T.) members for repair.
- A-4.** [REDACTED] The Captain will ensure members maintain the following systems for communications:
- a. Intercoms in all secure areas of the AJ and Work Center (WC).
 - b. Radios for all on duty deputies and other designated members.
 - c. [REDACTED]
 - d. Telephones at each control center console and in each member work area. Portable radios will serve as backup for fixed telephones.
 - e. [REDACTED]

SECTION B: EQUIPMENT MAINTENANCE

- B-1. Equipment and System Tests Every 30 Days.** Every 30 days, the Building Maintenance Supervisor will use the *Monthly Equipment Checks Form No. 917* and the *Generator Testing Log Form No. 904* to direct tests for emergency equipment. Only qualified

members or contractors will conduct the tests. The BMU will immediately replace or repair defective equipment. Equipment that requires testing includes the following:

- a. Generators – AJ and Sheriff’s Office.
- b. Elevator – Sheriff’s Office.
- c. Dishwasher – AJ
- d. Steam oven – AJ
- e. Steam kettle – AJ
- f. Domestic hot water – AJ, Sheriff’s Office, WC, Search and Rescue and the Automotive Unit.
- g. Freezer – AJ
- h. Grinder (Muffin Monster x 2), main and South Jail.
- i. Refrigerator evaporators and condensers – AJ
- j. Gaylord Hood/Vents inside and out – AJ
- k. Vent fans and ducts – AJ and Sheriff’s Office.
- l. Cooling tower – AJ
- m. Auto sally port doors – AJ

B-2. Equipment and System Tests (Bi-annually). Twice a year, the BMU will conduct tests utilizing the *Semi-Annual Preventative Maintenance and Inspection Form No. 916* and the *AFP-200 Fire Suppression Test Form No. 915* on the following:

- a. RTU filters/belts – Sheriff’s Office.
- b. HP filters – AJ
- c. MV filters – AJ
- d. Fire alarms – Jail, Sheriff’s Office and Work Center.
- e. HP water strainers – AJ
- f. Fire window in kitchen – WC.
- g. Tamper switches – AJ
- h. Test flow switches – AJ
- i. Roll door releases – AJ
- j. Walk test all detectors.

B-3. Daily Jail Equipment Check. Each shift, a supervisor or designee, will conduct an inspection and test of emergency flashlights and multi-sound megaphones. The units will be inspected for any damage and for the need to replace batteries.

- a. The supervisor or designee, will replace the batteries as needed to ensure the flashlights and megaphones are operational at all times.

B-4. Monthly Jail Equipment Check. A designated supervisor will ensure all security equipment is inspected each month. Equipment inspection will be documented on the *Monthly Security Equipment Inventory Form No. 919* and will be turned in to the assigned lieutenant. Any discrepancies, missing items, or malfunctions will be reported for replacement or repair. The inspection of equipment will include:

- a. Radios
- b. Restraint equipment – handcuffs, leg irons.
- c. Restraint chains

- d. Waist restraints and locks
- e. Multi-inmate escort chains
- f. Leg braces
- g. Restraint chairs and The WRAP
- h. Tyvek suits
- i. Jail extraction equipment
- j. Pepper spray
- k. Flex cuffs
- l. Jail keys
- m. Tasers
- n. Stun belts
- o. AR-15 Rifles
- p. Less lethal weaponry

B-5. Test Logs. The BMU will maintain manual or electronic logs to document equipment tests. They may use the events log in the Jail Management System (JMS). An electronic log is not needed if the BMU or contractor maintains a log available for review or audit by the Administrative Lieutenant. The *Generator Testing Log Form No. 904* will be completed and sent to the Building Maintenance Supervisor by the 15th of each month.

B-6. Control Console. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

B-7. Notifications. A supervisor will notify the Building Maintenance Supervisor, and the Captain when a power failure causes a switchover to the backup generator. The supervisor will also notify them if a failure to another system affects the safety and security of the facility.

FORMS USED:

- Generator Testing Log Form No. 904
- AFP-200 Fire Suppression Test Form No. 915
- Semi Annual Preventative Maintenance and Inspection Form No. 916
- Monthly Equipment Checks Form No. 917
- Monthly Security Equipment Inventory From No. 919