

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Fire Prevention and Safety Practices	PAGE <u> 1 </u> OF <u> 8 </u> . NUMBER: 10-SAF-05
RULE/CODE REFERENCE:	SUPERSEDES: 10-SAF-05 dated 06/20/14
RELATED ACA STANDARDS: 4-4124; 4-4211; 4-4213; 4-4214; 4-4216; 4-4221; 4-4222; 1-CTA-2A-02; 3C-01; 3C-02; 3C-03; 2-CO-2A-01; 02; 3B-01; 2-CI-1B-1; 1B-2; 1B-3; 1B-01-1; 4-APPFS-3F-2; 3F-03; 1-HC-6A-05; 06; 08; 09; 11	EFFECTIVE DATE: June 19, 2015
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish the Department's fire prevention practices and procedures to be taken in the event of a fire. The policy also requires the development of local plans to address fire prevention and safety practices, and guides the development of those plans.

III. APPLICABILITY

This policy applies to all inmates and to all persons employed by or under contract with the Department of Rehabilitation and Correction located at the Operation Support Center, the Corrections Training Academy, the Franklin Medical Center, an Ohio Penal Industry site, or an institution. This policy is only applicable to Division of Parole and Community Service operations located within the aforementioned locations.

IV. DEFINITIONS

Actual Fire Evacuation Drill - An exercise conducted to provide staff with training on the removal of occupants or a specified number of occupants to a safe area of refuge through an accessible means of egress outside or to an enclosure that meets all of the following:

1. An area that is separated from other interior spaces by fire rated construction and opening protection;
2. An enclosure that is equipped with an HVAC system that is engineered to partition and stop the spread of smoke in the event of fire;
3. Enclosure provides for the unobstructed path of egress; and
4. The occupant load is not exceeded in the area of refuge.

Authority Having Jurisdiction (AHJ) – The regulating authority for fire related code enforcement, i.e. local Fire Chief, State Fire Marshal, certified Fire Safety Inspector.

Automatic Fire Alarm System – A fire alarm system containing automatic detecting device(s) that activates a fire signal. The system should also contain manual alarm activation device(s).

Control Unit – For the purpose of this policy, an institution or area of an institution designated to house inmates that are classified as security level 4A or above.

Fire Action Plan – A written critical incident Plan developed by the facility to direct a fire related emergency.

Fire Protection System – Approved devices, equipment, and systems or combination of systems used to detect a fire, activate an alarm, extinguish or control a fire, control or manage smoke and products of a fire or any combination thereof.

Fire Scene – The fire area and anything believed to relate to the fire.

Non-Fire Protected – A facility or area that does not have fire protection equipment.

Quarter –
1st quarter - January, February and March
2nd quarter - April, May and June
3rd quarter - July, August and September
4th quarter - October, November and December

Safety Can – A listed container, of not more than 20 L (5.3 gallons) capacity, having a spring-closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure.

Simulated Fire Drill – An exercise conducted to provide staff with training on the facility's fire evacuation plan that includes the completion of all actions, roles, and duties to be performed by staff in the event of an actual evacuation with the exception of physically removing inmates from the secure cells/areas.

Specialized Unit – For the purpose of this policy, a specialized unit consists of the following: Segregation, Control Units, Residential Treatment Units, Protective Custody, and Infirmary Units.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to maintain a system of fire prevention, fire evacuation, and fire control of structures to ensure the safety of employees, visitors, and inmates in compliance with applicable local, state, and federal codes and standards.

VI. PROCEDURES

A. General Fire Prevention Procedures

1. Smoking shall be prohibited in all DRC facilities in accordance with Department Policy 10-SAF-01, Tobacco-Free Workplace.
2. Facility furnishings and containers shall meet minimum acceptable requirements for fire and safety performance according to published safety guidelines.
3. Containers shall be provided for combustible refuse at accessible locations throughout the living quarters.
4. Safety cans shall be provided for flammable liquids as required by the Ohio Fire Code.
5. Special containers shall be provided for disposal of rags used with flammable liquids and shall be emptied and cleaned daily.
6. Items recycled or being recycled at each facility shall not be considered waste or refuse. Containers and receptacles utilized for recycling purposes are not required to meet fire safety performance requirements. As such, containers used for recycling are permissible in all areas and should not be removed or replaced with other, more costly alternatives. Staff supervising all areas must ensure that inmates and staff do not use the recyclables containers for general waste, refuse, or items not recycled at the facility. Compliance with this directive shall be monitored during weekly and monthly fire/safety/sanitation inspections of all areas.
7. There shall be no open burning in any facility area without prior written authorization from the fire authority having jurisdiction.
8. In addition to training mandated for all staff through the department training policies, the Safety and Health Coordinator and the local Training Advisory Council shall review the facility Fire Prevention and Safety Plan and determine if the plan warrants specialized training of any group of employees. For instance, where evacuation procedures require extensive or specialized assistance for disabled offenders, staff assigned to those areas shall be provided training in the evacuation procedures for this population. Institutions with control units shall develop specialized training in the evacuation procedures for this population. Any specialized training shall be addressed in the institution's Fire Prevention and Safety Plan and local training plan. A written lesson plan shall be developed to reflect the contents of the training. Completion of the training shall be documented in the affected employees' training record.
9. All inmates shall receive orientation training concerning the applicable portions of the facility's Fire Prevention and Safety Plan. The Safety and Health Coordinator shall also review the facility Fire Prevention and Safety Plan and determine if the plan warrants specialized training for any group of inmates. For instance, where evacuation procedures

utilize inmate assistance to evacuate disabled offenders, inmates assigned to those responsibilities shall be provided specialized training for this role. Specialized training requirements shall be addressed in the institution's Fire Prevention and Safety Plan and a written lesson plan shall be developed to reflect the contents of the training. Completion of the training shall be documented on the Inmate Training Form (DRC1953). A copy of the training form shall be scanned to the inmate's electronic file in OnBase.

B. Local Fire Plans

1. Each facility shall establish a written Fire Prevention and Safety Plan for the facility. The local Fire Prevention and Safety Plan shall be considered a supplement to this policy and be established using the guidelines provided in Appendix A of this policy.
2. The local Fire Prevention and Safety Plan shall address any fire prevention practices that are used in addition to the prevention measures specified in the policy and the immediate response and evacuation process utilized in the event of a fire. The local Fire Prevention and Safety Plan shall detail the means for the immediate release of inmates from locked areas in case of emergency and provide for a backup system. The local Fire Prevention and Safety Plan shall also detail the procedures for conducting simulated fire drills to include all staff actions, roles, and duties to be exercised during a simulated drill.
3. The Fire Prevention and Safety Plan shall be reviewed annually and updated as needed. The plan shall also be reviewed by an independent outside inspector trained in the application of national fire safety codes and be reissued to the local fire jurisdiction upon each revision. The Bureau of Agency Policy and Operational Compliance shall review the local Fire Prevention and Safety Plans during the annual internal management audit of each facility.
4. Facilities shall also develop and post written evacuation plans for each building/area of the facility. Evacuation plans shall include building/room floor plans and the use of exit signs and/or directional arrows for traffic flow.
5. The local Fire Prevention and Safety Plan and facility evacuation plans shall be publicly posted for all interested parties.
6. The local Fire Prevention and Safety Plan for all facilities with Ohio Penal Industry (OPI) shops must include the location and identification of hazardous material storage for the OPI shop(s). If there are no hazardous materials stored in the OPI shop(s), a statement to that effect shall be included in the local Fire Prevention and Safety Plan.

C. Fire Safety Equipment

1. Each facility shall maintain adequate fire protection equipment at appropriate locations throughout the facility. The local Fire Prevention and Safety Plan shall detail the availability of fire protection equipment throughout the facility. Fire protection equipment shall include the use of an automatic fire alarm system to provide an early warning of the presence of fire or smoke. When buildings are classified as non-fire protected, a fire

notification system shall be developed and implemented for that building (i.e. air horns or whistles).

2. All fire protection equipment and egress doors shall remain visible and unobstructed at all times.
3. Each facility shall maintain a system of fire inspection and testing of equipment at least quarterly or at intervals approved by the local fire authority following the procedures stated for variances, exceptions, or equivalencies. The schedule for inspection and testing of equipment shall comply with the Ohio Fire Code and shall be detailed in the local Fire Prevention and Safety Plan - Fire Safety Equipment Inspection/Testing Schedule.
4. Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, an approved fire watch shall be provided for all occupants left unprotected by the shut down until the fire protection system has been returned to service.
5. Persons assigned to fire watches shall be provided with at least one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires and /or smoke.
6. No work that alters the performance of or removes any fire protection system shall be performed by anyone without the prior written approval from the authority having jurisdiction.
7. Power generators used for emergency backup power shall be inspected weekly and load tested quarterly at a minimum or in accordance with manufacturer's recommendations and instruction manuals.

D. Facility Fire Drills

1. In an effort to ensure facility staff is adequately prepared to respond in the event of a fire, fire drills shall be conducted on a regular basis in all DRC facilities. Fire drills shall include drilling staff on the primary means of releasing offenders from locked areas of the facility and the secondary, backup system in the instance the primary means of release does not function properly.
2. All fire drills, both actual evacuation and simulated drills, shall be documented on the Fire Drill Report (DRC1718).
3. Facility fire drills shall be conducted, at a minimum, according to the following schedule:
 - a. Non-Housing Areas
 - i. All areas occupied 24 hours per day shall have an actual evacuation fire drill conducted on each shift every quarter.

- ii. All other non-housing areas of the facility shall conduct an actual evacuation fire drill during occupied shifts every quarter.
 - iii. All education areas within the Youthful Offender Program at the Correctional Reception Center, shall conduct an actual evacuation fire drill per month. Education areas within all other facilities shall conduct actual evacuation fire drills quarterly during occupied shifts.
 - iv. Administrative areas of DRC Operation Support Center and the Corrections Training Academy shall have an actual evacuation fire drill every quarter.
 - v. An actual evacuation fire drill shall be conducted in each CTA staff housing area on 1st shift and 2nd shift each quarter.
- b. Inmate Housing Areas – Security Level 1, 2, and 3 Institutions
- i. Actual evacuation drills shall be conducted in each housing unit on 1st and 2nd shift each quarter.
 - ii. On 3rd shift, fire drills shall be conducted quarterly with one out of four quarterly drills each calendar year including an actual evacuation drill. During the 3rd shift actual evacuation drill a maximum of five inmates per unit may be physically evacuated in order to complete the evacuation drill.
- c. Specialized Units – Security Level 1, 2, and 3 Institutions
- i. Fire drills shall be conducted quarterly on each shift. Fire drills may be simulated except for one quarterly drill per shift each calendar year. There shall be at least one actual evacuation fire drill conducted of specialized units per shift each calendar year.
 - ii. During the actual evacuation fire drill a maximum of five inmates per unit may be physically evacuated in order to complete the evacuation drill.
- d. Inmate Housing Areas – Security Level 4 and 5 Institutions
- i. Fire drills shall be conducted quarterly on each shift. Fire drills may be simulated except for one quarterly drill per shift each calendar year. There shall be at least one actual evacuation fire drill conducted of each housing unit per shift each calendar year.
 - ii. During the actual evacuation fire drill the number of inmates to be physically evacuated in order to complete the evacuation drill shall be as follows:
 - Security Level 4 – 2 inmates
 - Security Level 5 – 1 inmate

e. Specialized Units – Security Level 4 and 5 Institutions

- i. Fire drills shall be conducted quarterly on each shift. Fire drills may be simulated except for one quarterly drill per shift each calendar year. There shall be at least one actual evacuation fire drill conducted of specialized units per shift each calendar year.
- ii. During the actual evacuation fire drill the number of inmates per unit to be physically evacuated in order to complete the evacuation drill shall be as follows:

Security Level 4 – 2 inmates

Security Level 5 – 1 inmate

4. Actual evacuation drills shall include the evacuation of inmates except when there is clear and convincing evidence that evacuation of certain inmates would jeopardize the security of the institution and pose a significant threat to the safety of staff and/or other inmates.
5. Emergency automatic unlocking systems and manual backup systems should be tested during full evacuation drills; however, at a minimum the Safety and Health Coordinator shall ensure that emergency automatic unlocking systems and manual backup systems are tested at least annually and documented on the Annual Evacuation Drill Report (DRC2008).
6. The Safety and Health Coordinator shall be responsible for establishing a schedule for conducting drills. If approved by the Managing Officer, fire drills may be conducted by individuals designated by the Safety and Health Coordinator. The Safety and Health Coordinator shall, however, ensure compliance with all fire drill requirements and maintain all records related to fire drills conducted chronologically by area. The Safety and Health Coordinator shall also review the Fire Drill Reports (DRC1718) to determine corrective actions needed as a result of the drill. The Safety and Health Coordinator shall also record all fire drills on the Annual Evacuation Drill Report (DRC2008).

E. Fire Recovery and Investigations

1. In the event of a critical incident involving fire, the incident shall be managed according to Department Policy 310-SEC-23, Fire Action Plan.
2. Fire scenes shall be secured and undisturbed.
3. The Safety and Health Coordinator shall be immediately notified of all fires at the respective facility.
4. The Safety and Health Coordinator may utilize the local fire department, State Fire Marshal and/or Institutional Investigator to assist in any fire investigation, after consulting with the Managing Officer.
5. All reports of the investigation shall be forwarded to the Managing Officer.

F. Evacuation Assistance

An employee needing special assistance and or an accommodation during a safety drill or evacuation shall submit a request for a reasonable accommodation pursuant to Department Policy 32-EEO-03, Americans with Disabilities Act, Title I (Employment). The Safety and Health Coordinator shall be provided with the names and work locations of employees with approved accommodation requests and a description of the accommodation required. Other staff, such as the floor warden and employee's supervisor, shall be provided with the same information on an as needed basis.

Attachments:

Appendix A

Fire Prevention and Safety Plan

Related Department Forms:

Fire Drill Report

DRC1718

Inmate Training Form

DRC1953

Annual Evacuation Drill Report

DRC2008

APPENDIX A

INSERT LOCAL POLICY HEADER

I. Authority

This policy is issued in compliance with Ohio Revised Code 5120.38 which delegates to the Managing Officer the authority to manage all aspects of the institution.

II. Purpose

The purpose of this policy is to establish the facility's local fire prevention practices and procedures to be taken in the event of a fire. This plan shall be used as a supplement to Department Policy 10-SAF-05, Fire Prevention and Safety Practices.

III. Applicability

This policy applies to all inmates housed at this facility and to all persons employed by or under contract with the Department of Rehabilitation and Correction located at or working in this facility.

IV. Definitions

(Insert any necessary definitions used within the Local Fire Prevention and Safety Plan.)

V. Policy

It is the policy of the *(Insert Facility Name)* to ensure adequate fire prevention regulations and practices throughout the facility and a detailed evacuation plan to be used in the event of a fire or major emergency.

VI. Procedures

A. Fire Prevention Procedures

1. The local Fire Prevention and Safety Plan for this facility is available to all interested parties in the following location or manner: *(Insert appropriate language)*.
2. Fire Training
 - i. Specialized Staff Training
(The Health and Safety Coordinator, in conjunction with the local Training Advisory Council, shall review the facility Fire Prevention and Safety Plan and determine if the plan warrants specialized training of any group of employees. For instance, where evacuation procedures require extensive or specialized assistance for disabled offenders, staff assigned to those areas shall be provided

training in the evacuation procedures for this population. Institutions with control units shall develop specialized training in the evacuation procedures for this population. Any required specialized training shall be detailed here, including the staff who shall receive the training, the type/content, and the frequency of the training. If no specialized training is warranted, this section should state that upon review by the Health and Safety Coordinator and Training Advisory Council, no specialized staff training is warranted.)

ii. **Specialized Inmate Training**

(The Health and Safety Coordinator shall review the facility Fire Prevention and Safety Plan and determine if the plan warrants specialized training for any group of inmates. For instance, where evacuation procedures utilize inmate assistance to evacuate disabled offenders, inmates assigned to those responsibilities shall be provided specialized training for this role. Any required specialized training shall be detailed here, including the inmates who shall receive the training, the type/content, and the frequency of the training. If no specialized training is warranted, this section should state that upon review by the Health and Safety Coordinator, no specialized inmate training is warranted.)

3. *(Facilities may insert any fire prevention practices utilized at the facility that are in addition to the provisions listed in Department Policy 10-SAF-05. Prevention practices listed in Department Policy 10-SAF-05 should not be repeated in the Local Fire Prevention and Safety Plan. If no additional practices are required, you should delete this bullet in this outline.)*

B. Fire Safety Equipment

The facility shall maintain adequate fire protection equipment at appropriate locations throughout the facility. All fire protection equipment and egress doors shall remain visible and unobstructed at all times. Fire protection equipment shall be available as follows:

1. Alarm Systems
(Insert types, location, etc...)
2. Suppression Systems
(Insert types, location, etc...)
3. Other Related Fire Safety Equipment
(Insert types, location, etc...)
4. Inspection and/or Testing of Equipment

The facility shall maintain a system of fire inspection and testing of equipment at least quarterly or at intervals approved by the local fire authority, following the procedures stated for variances, exceptions or equivalencies. The schedule for inspection and

testing of equipment, in compliance with the Ohio Fire Code, are detailed in the attached Safety Equipment Inspection/Testing Schedule.

C. Fire Drills

Please include site-specific details on the frequency and type (Actual or Simulated) of fire drills in each area of the facility (i.e. housing units, program areas, administrative areas, segregation, etc...). This section shall also detail the roles and duties of staff, and the extent to which they are performed, for all simulated fire drills. This section must follow the guidelines set forth in department policy but should be customized to be site-specific.

Facility fire drills shall be conducted according to the following schedule:

1. Non-Housing Areas
(Please include site-specific details on the frequency and type (Actual or Simulated) of fire drills in each area of the facility.)
2. Specialized Unit Fire Drills
(Please include site-specific details on the frequency and type (Actual or Simulated) of fire drills in each area of the facility.)
3. Inmate Housing Areas
(Please include site-specific details on the frequency and type (Actual or Simulated) of fire drills in each area of the facility.)

D. Fire Plan

1. Immediate Response
 - a. Contact
Internal facility staff shall contact *(Insert facility area to be contacted)* at *(insert contact phone number)* in the event of a fire.

(Designated facility staff) shall contact *(Insert name of local responding fire service)* at *(Insert contact phone number)*. *(Insert name of local responding fire service)* serves as the local responding fire service and has an estimated response time of (#) minutes.
 - b. Immediate Containment
(Insert appropriate language to address containment of a fire.)
 - c. Critical Incident Management – Fire Action Plan
In the event of a critical incident involving fire, the Fire Action Plan to manage a fire under Critical Incident Management is fully detailed in Local Policy 310-SEC-23.

2. Evacuation Process

a. Evacuation of Accessible Areas/Non-Locked Buildings

(Please include detailed evacuation procedures per building/area for all accessible/non-locked buildings. This section must include primary and secondary evacuation routes per building. You must also include the detailed methods for getting individuals out of each building. For each building, you must address special provisions for evacuation from each applicable building (non-ambulatory, deaf, blind, mental limitations, other physical limitations, etc....) of special need offenders and for employees with approved accommodations per Department Policy 32-EEO-03, Americans with Disabilities Act, Title I (Employment). This may include the use of offenders to evacuate special populations but you must provide special training for these offenders.)

b. Evacuation of Locked/Confined Areas

(Please include detailed evacuation procedures per building/area for all locked/confined areas. This section must include primary and secondary evacuation routes per building, as well as primary and secondary means of releasing offenders from these locked areas. You must also include the detailed methods for getting individuals out of each building. For each building, you must address special provisions for evacuation of special needs offenders from each applicable building (non-ambulatory, deaf, blind, mental limitations, other physical limitations, etc....) and for employees with approved accommodations per Department Policy 32-EEO-03, Americans with Disabilities Act, Title I (Employment). This may include the use of offenders to evacuate special populations but you must provide special training for these offenders.)

E. Ohio Penal Industry Shops

(Include the location and identification of any hazardous material storage for the OPI shop(s). If there are no hazardous materials stored in the OPI shop(s), a statement to that effect shall be placed in this section. If the facility does not have an OPI shop, then this section is not applicable)

Fire Safety Equipment Inspection/Testing Schedule

(Insert Name of Facility)

TEST/INSPECTION	INTERNAL	EXTERNAL
Pull Stations	N/A	Semi-Annual
Smoke and Duct Detectors	N/A	Annual
Sprinkler Systems/Alarm Function	N/A	Quarterly
Range Hood Inspection	N/A	Semi-Annual
Range Hood Cleaning	N/A	As Needed
Fire Extinguishers	Monthly	Annual
Fire Hydrants	N/A	Semi-Annual
Backflow	N/A	Annual
Emergency Lighting	Monthly	Annual
EEBA	Monthly	Annual
CO2 Cardox Systems	N/A	Annual

This above schedule has been customized for the equipment located within the facility and includes the schedule for the testing/inspection of all fire safety equipment. This schedule and all inspection intervals are in compliance with the requirements set forth in the Ohio Fire Code. During the annual fire inspection the State Fire Marshal verifies that all necessary testing and inspections are conducted as documented on the Annual Fire Inspection.

APPROVED:

Safety and Health Coordinator

Date