

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>APA Safety and Fire Prevention Plan</b>	PAGE <u>1</u> OF <u>6</u>
	NUMBER: 10-SAF-18
RULE/CODE REFERENCE:	SUPERSEDES: 10-SAF-18 dated 08/06/10
RELATED ACA STANDARDS: 4-APPFS-3B-07; 4-APPFS-3F-02 4-APPFS-3F-03	EFFECTIVE DATE: October 15, 2012
	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 an action plan to ensure employee safety in the event of fire or other reasonably unforeseeable critical incidents that result in an evacuation.

**III. APPLICABILITY**

This policy applies to all employees of the Division of Parole and Community Services (DPCS) and especially those who work in Adult Parole Authority Regional Field Offices. The Columbus Region office and DPCS bureaus located at the Operation Support Center, 770 W. Broad St., Columbus are exempt from this policy. These offices are covered by Department Policy 10-SAF-05, Fire Prevention and Safety Practices and the Operation Support Center local plan.

**IV. DEFINITIONS**

**Actual Fire Evacuation** - Removal 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 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 or Other Qualified Person** - The regulating authority for fire related code enforcement, i.e. local Fire Chief, State Fire Marshal, certified Fire Safety Inspector.

**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 all building occupants.

## V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to ensure that all Adult Parole Authority (APA) regions develop and maintain a fire prevention and evacuation plan at each APA Field Office that outlines the equipment, training, and procedures necessary to provide a safe environment for employees, visitors, and offenders. It is the responsibility of the APA Superintendents to implement the safety and fire prevention policy through the Regional Administrators at all field offices.

## VI. PROCEDURES

### A. Field Office Fire/Crisis Action Plan

Each regional field office shall develop a local Fire Prevention and Safety Plan that, at a minimum, outlines the following:

1. Report: Initial reporting and verification to determine the nature and extent of the crisis.
  - a. If fire - activate fire alarm and begin evacuation of building occupants.
  - b. Immediately report all situations to: \_\_\_\_\_ .
  - c. Phone - Dial: \_\_\_\_\_ .
  - d. Assess the situation to determine whether to request local fire department support.
  - e. Notify highest-ranking authority in the office.
  - f. Notify the Operation Support Center when feasible.
2. Contain: Initial response to minimize escalation, secure the area, and account for people.
  - a. If fire is small and can be contained, the immediate response is by staff using a fire extinguisher or related equipment.
  - b. Evaluate the affected area.
  - c. Evacuate all people from the fire or damage scene to avoid fire or smoke injury.
  - d. Get a count of all of the people who were in the damaged area to ensure that everyone has been evacuated.
3. Respond: Action to resolve situation.
  - a. Contact appropriate local agency to put fire out, assess utilities, etc.
  - b. Contact appropriate agency for medical assistance.
  - c. Provide assistance to outside agencies as deemed necessary. For example, they may need to know that there are live rounds in the contraband cabinet.
4. Recover: Action to return to normal operations.
  - a. Assess the damage. Re-notify the Operation Support Center with this information.
  - b. Initiate security of the facility, files, and equipment.

- c. Complete incident reports per Department Policy 01-COM-08, Incident Reporting and Notification.
  - d. Develop and implement a return-to-normal operations plan.
5. Evacuation Locations

This section is to include instructions specific to each office or building as follows:

- a. Evacuation route and exit
    - i. Primary
    - ii. Secondary
  - b. Evacuation assembly area
    - i. Primary
    - ii. Secondary
  - c. Fire suppression equipment
    - i. Type
    - ii. Location
6. Office Configuration

Each Regional APA office shall assess office configuration and ensure it optimizes staff safety.

7. Public Contact

Each Regional APA office Fire Prevention and Safety Plan shall address public contact and establish procedures for staff, offender, and visitor access to secure areas within the office workplace.

8. Fire Drills

Fire drills shall be conducted quarterly in each APA office. Fire drills may be simulated except for one quarterly drill each calendar year. At a minimum, there shall be at least one actual evacuation fire drill conducted each year. All quarterly fire drills shall be documented on Emergency Drills (DRC1718).

- a. Each Regional APA office shall establish a schedule for the testing of the local Fire Prevention and Safety Plan and include:
  - i. Frequency and type of fire drills;
  - ii. Documentation;
  - iii. Any corrective action needed as a result of the drill.

**B. Evacuation Exits**

1. Facilities shall post written evacuation plans for each building/area of the facility.
2. Evacuation plans shall include building/room floor plans and the use of exit signs and/or directional arrows for traffic flow.
3. The local Fire Prevention and Safety Plan shall be publicly posted for all interested parties.

**C. Orientation/Training**

1. All employees shall receive training in fire procedures, safety, prevention and evacuation annually as part of in-service.
2. New employees shall be trained on the fire plan, the location of fire extinguishers, and the location of fire exits during orientation training in each respective office.
3. In addition to fire plan training, all employees shall review the specific fire plan for their respective work area. The employee shall familiarize themselves with the building evacuation locations, routes, and fire suppression and protection equipment.

**D. Fire Prevention and Inspections**

1. In addition to requirements in Department Policy 10-SAF-09, Health and Safety Committees, each Regional Administrator shall designate one employee per office with the responsibility of coordinating fire safety and inspections.

The office Safety and Fire Prevention Coordinator shall be an employee trained to conduct fire, safety, and sanitation inspections.

2. The office Safety and Fire Prevention Coordinator shall do the following:
  - a. Utilize the regional Health and Safety Committee to coordinate activities associated with the fire safety program at the office level.
  - b. Ensure that a weekly fire, safety and sanitation inspection is conducted in all office areas by staff who have received training to conduct such inspections and shall be documented on the Office Fire/Safety/Sanitation Weekly Inspection Report (DRC1211). Training can be conducted by the following, but not limited to:
    - i. Institutional Health and Safety Coordinators;
    - ii. Local Fire Departments;
    - iii. OSHA Representatives.
  - c. Contact the landlord with any discrepancies when the building owner is responsible for correction.

- d. Be responsible for coordinating and documenting fire drills as outlined in this policy.
3. Each Regional Administrator shall ensure that this policy is being followed and that each of their offices has developed a Fire Prevention and Safety Plan for their respective areas.

#### **E. General Fire Safety and Prevention**

In order to maintain a safe environment for employees, visitors, and offenders, guidelines shall be established to ensure the following:

1. Department Policy 10-SAF-01, Tobacco Free Workplace, is strictly enforced.
2. All exits are clearly marked, visible, kept free of clutter, and maintained in usable condition.
3. Paper or cardboard containers are not used for trash storage; only non-combustible containers are used.
4. Storage areas are kept clear of debris and combustible materials.
5. Extension cords are used only short term, for example, with audio-visual equipment. Cords should be replaced with permanent longer wiring on lights, etc., which do not reach the outlet and are used regularly.
6. Fire suppression systems, e.g. sprinklers are not blocked by boxes or storage items.

#### **F. Health and Safety Committees**

In conjunction with responsibilities outlined in Department Policy 10-SAF-09, Health and Safety Committees, regional Health and Safety Committees shall be utilized in the development and annual review of local plans.

#### **G. Annual Review**

1. Utilizing the regional Health and Safety Committee, the Regional Administrator shall review the Fire Prevention and Safety Plan at each APA office in their region annually and update the plan(s) if necessary.
2. The Bureau of Internal Audits and Standards Compliance shall review the local Fire Prevention and Safety Plans during the annual internal management audit of each APA region.
3. In all APA regional offices owned and operated by the State of Ohio Department of Rehabilitation and Corrections or buildings where the APA regional office is the sole occupant controlling the lease, APA shall secure an annual fire safety inspection by the authority having jurisdiction or other qualified person.

4. In buildings not owned or operated by DRC, gratis sites, or offices located in buildings where space is leased and the APA is not the sole occupant, the APA shall request in writing that the landlord/building owner arrange for an annual fire safety inspection. The request and response from the building owner shall be documented in the event the building owner does not comply with the request.

**Related Department Forms:**

Office Fire/Safety/Sanitation Weekly Inspection Report  
Emergency Drills

DRC1211  
DRC1718