

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Fire Safety for the Corrections Training Academy	PAGE <u> 1 </u> OF <u> 7 </u>
	NUMBER: 12-CTA-03
RULE/CODE REFERENCE:	SUPERSEDES: 12-CTA-02 dated 09/13/13
RELATED ACA STANDARDS: 2-CTA-2A-02; 2-CTA-3C-01; 2-CTA-3C-02; 2-CTA-3C-03	EFFECTIVE DATE: October 13, 2014
	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 facility's local fire prevention practices and procedures to be completed 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 and all persons employed by or under contract with the Department of Rehabilitation and Corrections, Department of Youth Services, located at or working in the Corrections Training Academy.

IV. DEFINITIONS

Actual Fire Evacuation - Removal of occupants to a safe area of refuge through an accessible means of egress outside.

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 - An automatic fire alarm system is active fire protection system designed to detect the unwanted presence of fire by monitoring environmental changes associated with combustion. The system also contains manual alarm activation devices.

Fire Prevention - Fire prevention is a component of building safety. It concerns safety measures to prevent the initiation and growth of a fire or limit the effect of fire.

Fire Hazard- A fire hazard is any situation in which there is a greater than normal risk of harm to people or property due to fire.

Qualified Facility Staff - Any staff member trained to conduct fire safety inspections.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that the Corrections Training Academy shall ensure adequate fire prevention regulations and practices throughout the facility and a detailed evacuation plan to be used in event of a fire or major emergency.

VI. PROCEDURES

A. Fire Prevention Procedures

1. The local Fire Prevention and Safety Plan as mandated in Department Policy 10-SAF-05, Fire Prevention and Safety Practices, for the Corrections Training Academy shall be available to all interested parties in the following location or manner:
 - a. AT Building – posted on bulletin board by student break room;
 - b. CTAC – posted on hallway bulletin board;
 - c. Safety and Health Office – posted on Oakwood bulletin board;
 - d. Pinewood – available in DYS Superintendent’s office;
 - e. Beechwood – available in BOSC Administrator’s office.

2. Fire Training
 - a. Staff Training
 - i. Orientation Training - All new staff members shall be trained in fire prevention and fire evacuation as part of the NEO training; intra-department transfer staff receive training during CTA site-specific orientation.
 - ii. In-Service Training - All staff members shall be trained in fire prevention and fire evacuation procedures during their annual in-service Training.

 - b. Inmate Training

All offenders shall be trained in orientation on fire prevention, fire drills, and fire evacuation.

3. Fire Safety Inspections

- a. Weekly Fire Safety inspections - Qualified staff as designated by the Superintendent, shall conduct weekly fire Inspections. Staff must have documented training before conducting such inspections. The weekly inspection shall be documented utilizing Fire/Safety/Sanitation Weekly Inspection report (DRC1396). The Safety and Health Coordinator shall ensure all reports are received weekly.
- b. Monthly Fire Safety Inspections - The Safety and Health Coordinator shall conduct a fire safety inspection of the facility at least monthly and document findings on the Monthly Fire/Safety/Sanitation Inspection Report (DRC1257e) and forward to the respective supervisor. The Monthly Fire/Safety/Sanitation Inspection Report (DRC1257e) shall be forwarded to other appropriate staff and be accepted as a DRC work order.
- c. Annual Fire Safety Inspections - Annual fire safety inspections shall be conducted by the State Fire Marshal's office to ensure compliance with the State Fire Code.

B. Fire Safety Equipment

The Corrections Training Academy shall maintain fire protection equipment at appropriate locations throughout the facility. Fire alarms report to the main fire alarm panel located at the Pickaway Correctional Institution Control Center which is monitored 24 hours a day. 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

Alarm system such as smoke detectors and heat detectors are located throughout the facility in areas designated by the State Fire Code.

2. Suppression Systems

Suppression systems such as sprinkler systems and fire extinguishers are located throughout the facility and placed at locations and distances apart according to the State Fire Code. Hood suppression systems are located in the food service area.

3. Other Related Fire Safety Equipment

Hydrants are located throughout the CTA campus.

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 inspections and testing of equipment, in compliance with the Ohio Fire Code, is detailed in the attached Safety Equipment Inspection/Testing schedule. (Appendix A)

5. Alarm System Malfunction-After Hours

- a. The following procedures shall be followed when a required fire protection system is out of service (fire alarm or sprinkler system). When a fire alarm cannot be reset and is silenced:
 - i. The Corrections Training Academy Safety and Health Coordinator shall be notified immediately by PCI Control Center by phone.
 - ii. The Corrections Training Academy Safety and Health Coordinator shall assess the issue and notify the proper authorities including the Corrections Training Academy Superintendent and Assistant Superintendent.
 - iii. Fire Watch - PCI shall follow their fire plan and conduct 30 minute checks on occupied buildings and 60 minute checks on unoccupied buildings and document their checks.
 - iv. When the fire watch is no longer in effect, Scioto Township Fire Department shall be notified of the cancellation.

6. Alarm System Malfunction - Normal Working Hours

- a. Notify CTA Safety and Health Coordinator.
- b. The Corrections Training Academy Safety and Health Coordinator shall assess the situation and notify the proper authorities, Scioto Township Fire Department 614-877-9124, the Corrections Training Academy Superintendent/Assistant Superintendent and advise if further action is needed.

C. Fire Drills – Frequency and Type

The Corrections Training Academy shall conduct actual evacuation fire drills every quarter.

1. Non-Staff Housing Area

All areas shall have an actual evacuation fire drill every quarter on 1st shift.

2. Student Housing/Dormitory

All areas shall have an actual evacuation fire drill every quarter on 1st and 2nd shift.

D. Fire Plan and Evacuation**1. Immediate Response**

- a. **Contact** - In the event of a fire during normal business hours, notify PCI Control Center by dialing "0" on any hallway telephone. Immediately notify the Correction Training Academy Superintendent office or any Academy staff member. In event of a fire after normal business hours, notify PCI Control Center by dialing "0" on any hallway telephone or dial 911 from a cell phone. Give your name, the nature, size, and location of the fire. Activate any fire alarm pull station and evacuate the building.
- b. **Immediate Containment** - Upon locating a fire, activate the nearest pull station to you. If you can, attempt to extinguish the flames by using a fire extinguisher. If this cannot be accomplished then evacuate the area.
- 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 Department Policy 310-SEC-23, Fire Action Plan. A copy of CIM Action Plans for CTA is available in the Superintendent and Assistant Superintendent's offices. CTA's Fire Prevention 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 jurisdiction upon each revision.

2. Evacuation Process - Evacuation and Egress Signs and Postings

- a. The Corrections Training Academy has lighted exit signs as a means of egress. Emergency Evacuation procedures are posted in each hallway and on the door areas of each dorm room, class room, and most offices.
- b. Evacuation (Assembly) locations for the Corrections Training Academy are designated in Appendix B.

Attachments:

Appendix A: Fire Safety Equipment Inspection/Testing Schedule

Appendix B: CTA Evacuation/Assembly Locations

APPENDIX A

Fire Safety Equipment Inspection/Testing Schedule
Department of Rehabilitation and Correction Central Office

Corrections Training Academy

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 Marshall verifies that all necessary testing and inspections are conducted as document on the Annual Fire Inspection.

APPENDIX B

CTA EVACUATION LOCATIONS

