

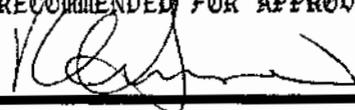
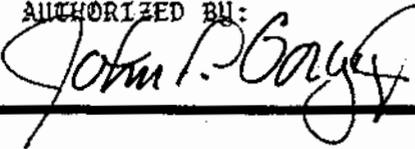
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DEPARTMENT OF CORRECTIONS
AGENCY OF HUMAN SERVICES
STATE OF VERMONT

NUMBER
POLICY
404.01 DIRECTIVE
PROCEDURE

SUBJECT FIRE PREVENTION AND SAFETY 404.01	EFFECTIVE DATE 2/3/97	REVIEWED AND RE-ISSUED	SUPERSEDES NEW
RECOMMENDED FOR APPROVAL BY:  SIGNATURE	AUTHORIZED BY:  SIGNATURE		

AUTHORITY

This directive is authorized by Title 28, V.S.A. Section 601 (2,3,5,7,9) and Title 28, V.S.A. Section 851 and Vermont Department of Corrections Policy 404.

PURPOSE

The purpose of this directive is to provide guidelines to administrators and staff in developing specific procedures and methods for fire prevention, safety and reaction in the event of a fire or its related hazards.

APPLICABILITY/ACCESSIBILITY

Evacuation plans, reaction to fires and related security requirements are addressed in this directive. Access to this directive is restricted to Department of Corrections employees, Fire Marshal's Office and Labor and Industry employees and community services personnel, with approval of the Superintendent, who may be required to respond to emergencies.

No inmate should have access to this directive.

DIRECTIVE

I. Plan

- A. Each Superintendent shall develop a comprehensive fire prevention, safety and reaction plan. This plan should be developed with the cooperation of the local fire department serving the facility, as well as the State Department of Buildings and the Fire Marshal's Office.

- B. The plan shall include provisions for essential inspections and notification and interaction with other necessary agencies. A copy of the plan will be given to the local representative of the Department of State Buildings and the Fire Marshal's Office.
- C. Plans shall be reviewed and updated as necessary, during the month of August of each year. A copy of the plan must be filed in the facility "fire safety" file. Copies of any changes that must be made to the plan, between annual reviews, shall be filed in the facility "fire safety" files.
- D. A Fire Safety Officer shall be appointed by the Superintendent on or before August 1 of each year. This individual must be a Correctional Officer II or higher. This employee will be provided with the necessary training, supervision and support to fulfill this role.

II. Inspection

- A. Every employee of the Department of Corrections is responsible to report apparent damage or malfunctioning of fire safety equipment to his/her supervisor upon discovery.
- B. Supervisors are required to report damage or malfunctions to appropriate local State Buildings person within one hour and coordinate immediate repair and testing when possible. A written report must be filed with the Superintendent and Fire Safety Officer. Any damage or malfunction that cannot be repaired and brought back "on-line" within four (4) hours must be immediately reported to the Fire Marshal's Office.
- C. Each correctional facility should be inspected annually by the Department of Labor and Industry. This effort will be coordinated through the assistant Director of Security and Supervision. These inspections should be as comprehensive as possible. Prior notice may be withheld to obtain the best possible result.
 - 1. Requirements and suggestions resulting from Department of Labor and Industry inspections will be implemented by the Department of Corrections and Department of State Buildings as directed.
 - 2. NFPA: 101, National Fire Prevention Association Life Safety Codes will be adhered to at all times.

III. Fire Prevention

- A. Every correctional facility employee should develop the ability to recognize a potential fire area and report it immediately to the Shift Supervisor.

- B. Shift Supervisors must respond to such reports and take corrective action where possible. All such responses must be reported to the Security and Operations Supervisor and the Fire Safety Officer as soon as is practicable. Fire Safety Officer shall follow-up on reports to insure the possible hazard has been neutralized.
- C. The Security and Operations Supervisor and the Fire Safety Officer shall establish and maintain a complete listing of all chemicals and fuels within the facility. This list shall be shared with the local responding fire department including the location of the fuels or chemicals and how access to them is gained.
- D. The Security and Operations Supervisor and the Fire Safety Officer shall insure all staff are trained in the use of all fire equipment available in the facility. The local responding fire department should be utilized and included in this training whenever possible.
- E. The Superintendent should insure that all employees in his/her facility are trained in fire detection, prevention and the use of related equipment and the training documented in each employee's personnel file. Initial training should be completed prior to assuming duties and an annual refresher training should also be required.

IV. Fire Evacuation Plans

- A. Each correctional facility must develop and implement safe fire evacuation plans, which allow for control, custody and security of the inmates involved.
- B. All staff and Volunteers must familiarize themselves with the evacuation plans from each area of the facility. They must familiarize themselves with the responsibility of each post in the facility, in the event evacuation plans must be used.
- C. The Superintendent shall insure each inmate admitted to the facility is made aware there are fire evacuation plans and routes and what is expected of the inmate in the event of a fire evacuation. The inmate must be advised verbally and through the inmate handbook of the evacuation and routes for his/her living/working area. If the inmate is transferred to another area of the facility, he/she is to be advised of the new plans and routes. Fire evacuation routes shall be posted, with the cooperation of the Department of State Buildings, in the form of a diagram.
- D. The fire evacuation plan shall be developed and reviewed during the month of August of each year. A copy of the plan and review will be kept in the Superintendent's office

in the "fire safety" file. This plan will include a visual diagram with written directions from each area of the facility. It must also include a well-defined method of key control during an evacuation and insure an outside, 24-hour response agency has the capability to gain entrance to the facility unassisted.

- E. The Superintendent should include the local responding fire department in the development of the evacuation plans. The local police department and the Vermont State Police should be included in the development of a plan that might require their assistance; i.e., evacuation of a whole building or the movement of high security inmates out of the facility.
- F. A diagram of the facility, diagram(s) of fire evacuation plans and the location of pertinent fire equipment, shall be supplied to the local responding fire department annually. A diagram of exit doors and "holding areas" outside the facility shall be supplied to the local police department and the Vermont State Police, in the event inmates must be evacuated from the building.
- G. The Security and Operations Supervisor and the Fire Safety Officer will insure all exterior fire doors are kept clear on a year around basis. These doors will be checked weekly on third shift and documentation will be maintained and kept on file in the Superintendent's office. Each door must be tested electronically and by key operation, both inside and outside. If a door malfunctions or fails to open, it shall be reported immediately to the Department of Buildings and will be followed up in writing with written notification of the incident to the Superintendent. The Superintendent will insure there is proper follow up with the Department of Buildings and the malfunction is repaired.
- H. The Security and Operations Supervisor and the Fire Safety Officer will stage one fire drill on each shift during each quarter of the year (12 drills per year). These drills will be as complete as possible and will involve a different area of the facility each quarter. Once each year, a "no notice" drill will be conducted at the direction of a person from the Fire Marshal's Office. Documentation will be maintained and the results of each drill conducted will be forwarded to the Superintendent for review and comment.
- I. The Superintendent will comment on the fire drill and will order any changes necessary. A copy of any changes will be kept on file by the Superintendent and sent to the appropriate agencies.
- J. The Superintendent will maintain a "fire safety" file which shall include:
 - 1. Documentation of fire drills held in accordance with this directive;

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2. Documentation of weekly check of fire exits;
3. Fire extinguisher checks;
4. Air-Pac checks.

V. Fire Equipment

- A. The Superintendent shall insure that all staff are trained in the use of fire equipment available in the facility prior to assuming duties. Refresher training shall be completed as needed.
- B. Fire Safety Officer and Security and Operations Supervisor shall insure all fire equipment is checked monthly and it is functioning properly. Documentation of fire equipment will be provided to the Superintendent and will be maintained in "fire safety" files.
- C. The Security and Operations Supervisor and the Fire Safety Officer will establish a well-defined method of distinguishing where the keys to locked fire equipment are located. Keys shall be well marked as to the locks they control. Fire doors shall be keyed appropriately to provide access to open fire doors in a reasonable amount of time. Keys to fire doors and to fire equipment shall be easily identifiable by **sight** and **feel**.
- D. Security and Operations Supervisor and the Fire Safety Officer will coordinate with the Department of Buildings and necessary outside agencies a system for obtaining a newly charged fire extinguisher to replace a discharged one. They shall also establish a process to have self-contained breathing apparatus filled by a competent agency.

VI. Fire

- A. All staff and volunteers will report any fire, regardless of size, to the Shift Supervisor, even if the fire was quickly extinguished. The Shift Supervisor will make a report of all fires in accordance with the directive on Incident Reporting (405.01) and to the Security and Operations Supervisor and the Fire Safety Officer. The Buildings Department will also be notified, as will the Fire Marshal's Office (Labor and Industry).
- B. The Security and Operations Supervisor and the Fire Safety Officer will comment on the report filed by the Shift Supervisor. Special attention shall be given to coordination with the Buildings Department and the Fire Marshal's Office (Labor and Industry) to insure the automated fire/smoke detection equipment in the area where the fire occurred is functioning properly. The local responding fire department and the Fire Marshal's Office (Labor and Industry) will be notified that a fire has occurred and will be given any additional information required.

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- C. The Superintendent will recommend necessary changes or repairs to the automated fire/smoke detection system to the Department of Buildings and will coordinate their implementation. All fire incidents fall within the guidelines of Policy 405, Incident Reporting. Directive 405.01 reporting procedures will be followed and a copy of the notice of fire form will be included. The "Notice of Fire" will also be maintained in the "fire safety" files in the Superintendent's office.
- D. When a fire is reported by an officer working in a unit and the officer calls for the fire door to be unlocked, his order to unlock the door cannot be countermanded unless supervisory authority has physically and simultaneously verified a safe resolution to the situation and so informed the Control Room Operator. Each facility will develop a special "10 code" sequence for this ordering process.

VII. Monthly Self-Inspections

- A. A monthly self-inspection of each facility will be accomplished. The Monthly Self Inspection report consists of: Air-Pac Check, Fire Extinguisher Check and a copy will be kept on file by the Superintendent in the "fire safety" files.
- B. The self-inspection report will include the results of visual inspection of the following:
1. All bedding is fire resistant;
 2. Trash is collected on a regular basis and removed from the facility;
 3. Condition of all exit signs;
 4. Condition of emergency lighting.
- C. Coordination shall be maintained between the facility and the Department of State Buildings to insure a test of the facility's emergency generator system is accomplished at least every two weeks. Documentation of these tests will be maintained in a separate log which will include the date, time, test results and the name of the person conducting the test. These reports shall be kept on file three years.

VIII. Fire Marshal (Labor and Industry) Fire Safety Inspection

- A. Fire Marshal's Office (Labor and Industry) personnel shall have reasonable 24 hour access to the facility by presenting personal and departmental identification. Access cannot be refused and whenever there is a question regarding access, guidance may be obtained by calling the Director of Security and Supervision, the Assistant Director of Security and Supervision or the Corrections Hearings Administrator.
- B. Fires within a correctional facility must be reported to the Fire Marshal's Office, even if extinguished without causing damage. The following incidents must be reported immediately, by telephone:

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1. Death or injury resulting;
 2. Fire that extends beyond the cell/room of origin;
 3. Smoke that extends beyond the unit of origin;
 4. When there is a fire protection system malfunction during the fire.
- C. All other fire situations must be reported within 24 hours of occurrence.
1. All incidents must be followed up with copies of written incident reports.
- D. Fire Protection/Detection System Problems
1. Report immediately by telephone, any problem of the following systems, if the problem cannot be repaired or made operational within four (4) hours of discovery:
 - a. Fire Alarm system
 - b. Sprinkler System
 - c. Smoke Control System
 - d. Emergency Fire Door Operation
 2. Telephone reports must be followed up with copies of written reports.
- E. Fire Protection/Detection System Tampering
1. Any tampering with systems must be reported within 72 hours of discovery to enable tracking of problems with device placement or type of device installed. Tampering reports must be written and may be copies of Corrections incident reports, when appropriate.
- F. Notification
1. During regular business hours, contact by telephone may be made by calling [REDACTED]
 2. During non-business hours, contact may be made through Emergency Management [REDACTED]

DRAFT PARTICIPANTS

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