

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Policy: 404

Subject: Fire Prevention Equipment, Safety, And Evacuation Plans (312)

Effective Date: April 30, 1985 **Review and Re-Issue Date:**

Supersedes: 3/11/83 **APA Rule Number:**

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1.

2. Purpose:

2.1. Fire safety prevention, equipment, and evacuation procedures are particularly crucial in correctional facilities. Fire and its related hazards of heat and smoke have shown in the past the potential for heavy property damage, serious injury and the loss of life. In correctional facilities we are faced with the additional burden of inmates possibly not having control over a method or means of escape, as well as the obvious need to maintain security and control over these inmates during their involvement in any fire prevention, safety, and/or evacuation procedure.

2.2. To provide guidelines for administrators and correctional facility personnel in developing, implementing, monitoring, and executing specific procedures and methods in terms of fire prevention, safety, and reaction in the event of a fire or its related hazards.

3. Applicability/Accessibility

3.1.

4. Policy

4.1. Each Superintendent shall develop and review annually, in coordination with the local fire department serving the facility and the State Buildings Division, a comprehensive fire prevention, safety, and reaction plan. This plan will contain provisions for essential inspections and notification and interaction with other necessary agencies. A copy will be given to the local representative of the State Buildings Division.

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- 4.2. This plan is to be developed or reviewed no earlier than August 1, nor any later than August 31 of each year. A copy of this plan is to be submitted to the Assistant Director of Security and Operations no later than September 15 of each year. If, during the time between annual submissions a change is made to this plan's copy of the change will be submitted to the Assistant Director of Security and Operations.
- 4.3. Each Superintendent will also submit a fiscal year end report to the Assistant Director of Security and Operations by August 1 of each year to cover the previous year. This report will address the number of fires within the facility, the amount of property damage, and any injury or loss of life and possible problem areas, as well as their solutions. This report will also list the number of false alarms and fire drills.
- 4.4. Each Superintendent shall appoint, on or before August 1 of each year, a Correctional Officer at the rank of Correctional Officer C or higher, to act as Fire Safety Officer. This employee shall receive the necessary training, supervision, and support needed to fulfill the duties of Fire Safety Officer.
- 4.5. Fire Detection Equipment

RESPONSIBILITY	ACTION
4.5.1 Correctional Officers, Caseworkers, Volunteers, Support Staff and Other Staff	Report any apparent malfunctioning or damage of automatic fire smoke detection devices to the Shift Supervisor.
4.5.2 Shift Supervisor	Notify the appropriate local Buildings Division person verbally of reported damage within one hour of discovery of the damage and coordinate with Buildings Division person for the immediate repair and testing, if each can be accomplished. File written report on reported damage to automatic fire/smoke detection devices with Superintendent and/or Fire Safety Officer.
4.5.3 Superintendent, Designee and/or Fire Safety Officer	File written report with the Buildings Division coordinating, testing, and/or repair of suspected area. Coordinate and cooperate with the Buildings Division (or their designee) in a monthly system check of all automated fire/smoke detection devices and systems. Ensure that the automated heat and rate of rise detection system are tied directly in with the local responding fire department, notifying the fire department of a system activation. There is to be no human

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interference in this process. However, coordination with the fire department may be made to "call off" the fire department in the event of a false alarm.

Responsibility will also be assigned for the manual transmission of the fire alarm to the fire department.

4.5.4 Director of Security Operations or Designee

Coordinate with the Department and of Labor and Industry for inspections of correctional facilities on at least an annual basis. These inspections are intended to be as comprehensive as possible. In order to obtain the best overall results from these inspections, prior notice may be withheld.

4.5.5 Superintendent

Cause compliance with suggestions and remedies supplied as a result of an inspection of the facility by the Department of Labor and Industry or the Buildings Division.

4.5.6 Superintendent, Security and Operations Officer, Fire and Safety Officer, Training Officer

Make sure that all staff working within the facility are trained as to automatic fire/smoke detection systems work and what their limits are.

4.6 Fire Prevention

4.6.1 It is inherent on each person working within a correctional facility to constantly be on guard for fires, as well as recognizing potential problem areas where fire may occur. These may include living units, storage areas, common areas, activity areas, kitchen, and office space.

RESPONSIBILITY

ACTION

4.6.2 Correctional Officers, Caseworkers
Volunteers, Support Staff

Develop ability to recognize a potential fire area and report same to Shift Supervisor.

4.6.3 Shift Supervisor

Respond to reports of possible problem areas supplied by others and take corrective action if possible. Advise Security and Operations Officer and Fire Safety Officer of same.

4.6.4 Security and Operations Officer and Fire Safety Officer

Follow-up on reports to ensure possible hazard has been neutralized. Fire Safety Officer.

Establish and maintain a current and complete listing of all chemicals and fuels within the facility. This list shall be shared with the local responding fire department. This listing shall include the location of the fuels or chemicals and how accessibility to them is to be gained.

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A monthly inspection of the total facility in a written report will be accomplished. This inspection is referred to as the monthly Self-Inspection Report.

- 4.6.5 Security and Operations Officer
 - Keep Superintendent and Assistant Superintendent informed of possible problem areas discovered and remedial action taken.
- 4.6.6 Superintendent and Assist. Superintendent
 - Asst. Security and Operations Officer when needed in working through proper channels in order to obtain necessary corrective action in defined potential fire areas.
- 4.6.7 Security and Operations Officer and Officer
 - Shall coordinate the training of facility personnel in the use of all fire equipment available within the facility. The local responding fire department shall be utilized and included, whenever possible, in this training.
- 4.6.8 Superintendent and Asst. Superintendent
 - Ensure that all personnel who work within their facility receive initial (prior to assuming duties), followed by yearly refresher training of fire detection, prevention, and the use of related equipment, and written documentation shall be maintained in employees' personnel file.

4.7 Fire Evacuation Plans

4.7.1 In recent years the movement towards greater fire safety has required that virtually every building have a fire evacuation plan. Correctional facilities not only have to develop safe evacuation plans and routes, but are also faced with the responsibility of maintaining control, custody, and security of the inmates involved.

RESPONSIBILITY

ACTION

- 4.7.2 All Staff Employed in the Facility, Volunteers
 - Familiarize self with fire evacuation plans from each area within the facility. Familiarize self with responsibilities of each post/area within the facility in the event of activation of fire evacuation plans.
- 4.7.3 Superintendent or Designee
 - Ensure that each inmate admitted or Designee to the facility is made aware that there are fire evacuation plans and routes and what is expected of the inmate in the event of a fire evacuation. The inmate is to be advised verbally and through the inmates' handbook of the fire evacuation plans and routes for his/her particular living/working area.

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If an inmate is reassigned or transferred, he/she is to be advised of any new routes or plans.

Coordinate with the Buildings Division, the posting, where possible, of evacuation routes from the different areas of the facility. These postings shall be in the form of a diagram.

4.7.4 Superintendent

Develop and/or review on a yearly basis an evacuation plan for the facility. This plan is to be developed no earlier than August 1, nor later than August 31, of each year. A copy of this plan is to be submitted to the Assistant Director of Security and Operations no later than September 15 of each year.

This plan will include a visual diagram that also has written directions from each area within the facility. This plan will also include a well-defined method of key control during an evacuation, as well as ensuring that an outside, 24-hour response agency has the capability to gain entrance to the facility unassisted.

The local responding fire department should be included in the development of the evacuation plans.

The local responding police department and the State police should be included in the development of any plan that might require their assistance; i.e., mass evacuation of whole building, the movement of high security residents out of the facility.

A diagram of the facility, diagram(s) of fire evacuation plans, as well as the location of pertinent fire equipment, shall be supplied on a yearly basis to the local responding fire department.

A diagram of exit doors and designated "holding areas" outside of the facility that would be utilized in the event of evacuation from the facility will be supplied to the local responding police department and State police.

4.7.5 Superintendent, Training Officer

Ensure that all employees receive Training Officer initial training prior to assuming duties, and yearly refreshers on evacuation plans and responsibilities from the different areas within the facility.

4.7.6 Security and Operations Officer, Fire

Ensure that all exterior fire

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- and Safety Officer
- exit doors are kept cleared on a year-round basis. These doors will be checked on a monthly basis, with documentation maintained on form provided. If a door malfunctions or fails to open, it is to be reported immediately to the Buildings Division, followed by a written report. The incident will also be reported to the Superintendent in written form.
- 4.7.7 Superintendent
- Ensure proper coordination and follow-up with Buildings Division in the repair of any malfunctioning fire exit.
- 4.7.8 Security and Operations Officer, Fire And Safety Officer, Superintendent
- Stage one fire drill on each shift in each quarter of January to March, April to June, July to September, October to December. These drills will be as complete as possible and will involve a different area of the facility each quarter. Documentation will be maintained on form supplied. These drills may be "coded" and used for staff training purposes only, without the general or audible alarm being given.
- 4.7.9 Superintendent
- Will comment on drill and implement any changes needed. A copy of any changes will be sent to the Assistant Director of Security and Operations. If effected, copies will be sent to the local responding fire and police departments and the State police.
- 4.7.10 Security and Operations Supervisor
- Maintain a "fire" file which shall include:
- 4.7.10.1 Documentation of fire drills held in accordance with this policy.
- 4.7.10.2 Monthly check of fire exits.
- 4.7.10.3 A copy. of A and B will be submitted to the Assistant Director of Security and Operations by the fifth of each month for the previous month.
- 4.8 Fire Equipment.
- 4.8.1 It is important that each employee within a correctional facility be knowledgeable in the proper methods and use of fire and life safety equipment. Improper use can sometimes place the user in a more dangerous situation. The equipment available in Vermont Correctional Facilities may include, but is not limited to fire blankets, different types of fire extinguishers, and self-contained breathing apparatus.

RESPONSIBILITY

ACTION

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- 4.8.2 Correctional Officers, Caseworkers, Volunteers, Support Staff
Learn and familiarize self through training the proper use of fire equipment available for use in case of fire.
- 4.8.3 Superintendent, Training Officer
Ensure that all staff are trained before assuming duties, and retrained at least yearly on use of all fire equipment available to them.
- 4.8.4 Security and Operations Officer, Fire And Safety Officer
Ensure that all fire equipment is checked monthly to show that it is functioning properly.
4.8.4.1 Documentation to be provided to Superintendent on proper form.
- 4.8.5 Security and Operations Supervisor
Maintain documentation in "fire" of:
4.8.5.1 Fire extinguisher checks.
4.8.5.2 Air-Pac checks.
4.8.5.3 Copies of A and B will be sent to the Assistant Director of Security and Operations by the fifth of each month for the previous month.
- 4.8.6 Security and Operations Officer, Fire and Safety Officer
Establish a well-defined Fire method of identifying where and Safety Officer keys to locked fire equipment are. These keys should be well-marked as to what locks they control.

Coordinate with the Buildings Division and necessary outside agencies a system for obtaining a newly charged fire extinguisher to replace a discharged one.
Establish a method of having self-contained breathing apparatus filled by a competent agency.

4.9 FIRE

4.9.1 The following shall apply in the event of size fire within a facility, even if the fire is extinguished without causing any damage.

RESPONSIBILITY

ACTION

- 4.9.2 Correctional Officers, Caseworkers, Volunteers, Other Staff
Report to Shift Supervisor any fire, regardless of size, and even if fire was quickly extinguished.
- 4.9.3 Shift Supervisor
Submit a report to Superintendent

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or necessary form through the Security and Operations Officer and Fire and Safety Officer. Notify the Buildings Division.

4.9.4 Security and Operations Officer, Fire and Safety Officer

Comment (on form) on report

submitted by Shift Supervisor Special attention will be paid to coordination with the Buildings Division to ensure that the automated fire/smoke detection equipment in the area where the fire had occurred is functioning correctly.

Notify local responding fire department that a fire had occurred and circumstances surrounding the fire. Coordinate with the fire department if they desire more information

4.9.5 Superintendent

Coordination with the Buildings Division in recommending and implementing necessary changes or repairs to the automatic fire/smoke detection system due to observed failure in the system.

Submit a copy of the notice of fire form with monthly report, and if incident falls within guidelines of Policy 291, follow Policy 291 procedures.

A copy of the notice of fire form will also be maintained in the fire file.

4.10 INSPECTIONS

4.10.1 A monthly self-inspection of each facility will be accomplished on forms provided. This will be submitted to the Assistant Director of Security and Operations by the fifth of each month for the previous month.

4.10.2 This report, in relation to this policy, will include visual inspection of the following:

4.10.2.1 All bedding is fire resistant;

4.10.2.2 Trash is collected on a regular basis and removed from the facility;

4.10.2.3 Condition of all exit signs;

4.10.2.4 Condition of emergency lighting.

4.10.3 Additionally, coordination between the facility and the Buildings Division shall be maintained to ensure that a test of a facility's emergency generator system is accomplished at least every

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two weeks. Documentation will be maintained in a separate log indicating date, time, test results, and name of person conducting test.

5 Training Method

6 Quality Assurance Processes

7 Financial Impact:

8 References

28 V.S.A. § 601(2,3,5,7,9)

28 V.S.A. § 851

9 Responsible Director and Draft Participants