 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	POLICY FIRE SAFETY & EMERGENCY EVACUATION PROCEDURES		
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EFFECTIVE: June 9, 1982
 REVISED: October 31, 2011
 REVISED: December 7, 2012
 REVIEWED: November 20, 2013
 REVISED: December 5, 2014
 REVISED: May 29, 2015
 REVISED: October 30, 2015
 REVISED: October 31, 2016
 REVISED: October 31, 2017
 REVISED: October 31, 2018
 REVISED: December 31, 2019
 REVISED: December 31, 2020


SUMMARY of REVISION/REVIEW

PURPOSE – Language updated. GENERAL – Language updated. PROCEDURE - I. – Language updated. II. – Language updated. III. – Language updated. IV. – Language updated. Minor grammar changes throughout.

APPROVED:



Scott R. Frakes, Director
 Nebraska Department of Correctional Services

 <p>NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES</p>	POLICY FIRE SAFETY & EMERGENCY EVACUATION PROCEDURES		
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PURPOSE

To provide for all Nebraska Department of Correctional Services (NDCS) institutions and programs for establishing a fire safety plan to include fire prevention methods and plans for evacuations during a fire or major emergency.

GENERAL

All institutions and programs shall be responsible for developing procedures for monitoring fire prevention and emergency equipment and to ensure prompt evacuation during fire or major emergency. Procedures for central office/Staff Training Academy (STA) shall be those stated in this Policy.

PROCEDURE

- I. Central Office/STA and each institution and program shall maintain documentation from an independent qualified source (i.e. Fire Marshal), substantiating compliance with all fire codes.
- II. Each institution and program shall be thoroughly inspected monthly by a facility safety specialist or other qualified team member for compliance with safety and fire prevention standards as established by the Nebraska State Fire Marshal. Additionally, there shall be a weekly fire and safety inspection covering the entire institution. (3B-02) Forms DCS-A-ssn-006 monthly & DCS-A-ssn-007 weekly, found in Policy 111.01, *Sanitation and Hygiene*, shall be used for these inspections.

These inspections may be performed by team members who have received the appropriate training from a qualified safety officer. This training will consist of on-the-job training regarding applicable regulations and inspections, to include the use of checklists and methods of documentation.


Central Office/STA shall be inspected by the Safety Coordinator periodically as stated in Policy 111.03, *Safety Program*. This policy shall be reviewed annually and updated as needed.

- III. Central Office/STA and each institution/program shall develop and maintain fire prevention practices in accordance with applicable regulations. At a minimum this will include: (3B-01)
 - A. Provision of an adequate fire protection service.
 - B. A system for insuring that required fire inspections and testing of equipment at least quarterly or at intervals approved by the Nebraska State Fire Marshal is accomplished.
 - C. An annual inspection by the Fire Marshal or appropriate authority.
 - D. A method of ensuring availability of adequate fire protection equipment at all appropriate locations. This will include a monthly signoff of the individual fire extinguisher's inspection card, to be completed by the Safety Specialist or a designated team member; i.e. Unit Manager, Area Supervisor or the Area Safety Representative.
- IV. Central Office/STA and each institution/program shall have an automatic fire alarm and smoke detection system, which is certified by an independent, qualified inspector trained in the application of National Fire Safety Codes. The fire alarm system(s) may be connected directly to the local fire department or may be connected directly to a post in the institution that is staffed 24 hours per day. Team Members staffing the central post shall be trained in procedures for notification of the fire department in the event of fire emergency. (2A-02)

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- V. All requisitions for purchase of facility furnishings shall meet the requirements of the *NFPA Life Safety Code Chapter 23, section 23.7.4*, which indicates minimum fire safety performance requirements, which the furnishings must meet, and be approved for use in the facility by NDCS Safety Coordinator. Prior to the introduction of any consumer product into any facility canteen for sale or use by inmates, the product will be reviewed by the NDCS Safety team member at their quarterly meetings. This review will require that the product meet the requirements of being non-flammable, non-combustible, non-toxic and non-caustic as defined in Policy 111.06, *Control & Use of Flammable, Combustible, Toxic & Caustic Materials*. The NDCS Safety Coordinator may require that the product undergo testing by assigned safety team member. (3B-03)
- VI. Portable space heating devices are not authorized for use in any institution or program classified by the Nebraska State Fire Marshal as a Correctional Occupancy. For central office locations, any use of portable space heating devices shall be reviewed on a case by case basis, only for a verified medical condition.
- VII. Central Office and each institution/program shall provide wastebaskets and other waste containers for use by team members. In all facilities that are classified as Detention and Correctional Occupancies by the State Fire Marshal's office, wastebaskets or waste containers that are constructed of non-combustible or other approved fire resistant materials shall be provided. The facilities or programs shall also provide: (3B-04)
- A. Separate containers for other combustible refuse at accessible locations throughout inmate housing areas
 - B. Special containers shall be provided for flammable liquids and rags used with flammable liquids
 - C. All receptacles and containers shall be emptied and cleaned daily
- VIII. Central Office and each institution/program shall insure that all facility exits are sufficient in number and are distinctly and permanently marked. Exits shall be kept clear and maintained in useable condition.
- IX. Central Office and each institution/program shall have a written evacuation plan (Attachment A) prepared for a fire or major emergency. The plan shall be submitted to the Nebraska State Fire Marshal for approval. The plan will be reviewed annually, updated if necessary and resubmitted to the Nebraska State Fire Marshal and local fire department if changed. The plan shall include: (3B-11)
- A. Location of building or room floor plans
 - B. Use of exit signs and directional arrows for traffic flow
 - C. Location of publicly printed plan(s)

At least quarterly fire drills in all institutional locations, including administrative areas will be conducted. In locations where drills involve extremely dangerous inmates who pose a security risk, team member only drills will be allowed. Team member only drills will be documented by use of a written questionnaire as provided by facility safety team member. These drills and questionnaires

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are mandatory. For those facilities subject to the community corrections standards, there shall be at least quarterly drills in all facility locations, and on every shift, including administrative areas.

All areas where fire evacuation routes cross into a secured fenced yard area will complete Quarterly evacuations from those yards areas on a rotating basis, with a different secured yard area being evacuated each quarter until all yard areas have been completed. Yard evacuation drills shall be done randomly and at random times.

- X. There shall be a means for immediate release of inmates from locked areas in case of emergency. (3B-12)
 - A. In areas where power operated locks are used, there shall be a plan for use of a manual back up.
 - B. In areas where a manual only locking system is used, there shall be a back-up plan for releasing locks when the primary locking system fails.
 - C. In areas where inmates are evacuated into a secured fenced yard area, there shall be a plan for immediate release of inmates from those areas to an area of refuge.
 - D. Each facility shall maintain all fire egress routes, whether interior or exterior, free and clear of any obstructions, such as snow, weeds, or brush. All egress routes shall be inspected (team member to be designated by individual Procedures) on a continuous basis with emphasis being placed during inclement weather.

- XI. Central Office and each institution/program shall ensure that there is sufficient equipment available to maintain essential lights, power and communications capability in an emergency. Emergency communications capability includes communications within the institution and communications between the institution and the community. (3B-06, 3B-07)
 - A. Emergency equipment shall be tested at least quarterly or as required by the authority having jurisdiction; i.e. Nebraska State Fire Marshal. (3B-09)
 - B. Emergency systems shall be tested at least quarterly or as required by the authority having jurisdiction; i.e. Nebraska State Fire Marshal.
 - C. Power generators shall be inspected weekly and shall be run under anticipated emergency load for one hour at least quarterly.
 - D. Written records of testing shall be maintained.

- XII. Central Office and each institution/program shall have a written plan for preventative maintenance of the physical plant. The plan shall include provisions for emergency repairs or replacement in the life threatening situations. (3B-08)

- XIII. Team members from Central Office and each institution/program shall be trained in the implementation of written emergency plans. Emergency plans shall be disseminated to appropriate local authorities. (3B-10)

- XIV. Each institution and program shall have written policy and procedure governing the use and storage of all flammable, toxic and caustic material. For the purposes of the Central Office, Policy 111.06,

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Control & Use of Flammable, Combustible, Toxic & Caustic Materials, shall serve as both policy and procedure.

- XV. Central Office and each facility will announce the following information before each meeting, whether the meeting consists of all NDCS team members or with outside personnel.
- A. Nearest primary and secondary fire exits. If there are non-NDCS personnel in the meeting, NDCS team members shall be identified as persons to follow in the event of an emergency.
 - B. Location first aid kits and AEDs
 - C. Location of staging area in the event of tornado or severe weather
 - D. Location of restrooms and drinking fountains

REFERENCE

I. STATUTORY REFERENCE

- A. NFPA Life Safety Code: *Chapter 23, section 23.7.4*

II. NDCS POLICIES

- A. Policy 111.01, *Sanitation and Hygiene*
- B. Policy 111.03, *Safety Program*
- C. Policy 111.06, *Control & Use of Flammable, Combustible, Toxic & Caustic Materials*

III. ATTACHMENTS

- A. NDCS Central Office Emergency Evacuation Plan.

IV. AMERICAN CORRECTIONAL ASSOCIATION (ACA)

- A. Expected Practices for Adult Correctional Institutions (ACI) (5th edition): 5-ACI-2A-02, 5-ACI-3B-01, 5-ACI-3B-02, 5-ACI-3B-03, 5-ACI-3B-04, 5-ACI-3B-06, 5-ACI-3B-07, 5-ACI-3B-08, 5-ACI-3B-09, 5-ACI-3B-10, 5-ACI-3B-11, 5-ACI-3B-12
- B. Standards for Adult Community Residential Services (ACRS) (4th edition): 4-ACRS-7D-02, 4-ACRS-1C-08, 4-ACRS-1C-10, 4-ACRS-1C-11, 4-ACRS-1C-12, 4-ACRS-1C-14, 4-ACRS-1C-15, 4-ACRS-1C-16, 4-ACRS-4-1C-09, 4-ACRS-1C-02, 4-ACRS-1C-03
- C. Standards for the Administration of Correctional Agencies (ACA) (2nd edition): 2-CO-2A-01, 2-CO-2A-02, 2-CO-3B-01M