

<b>NEBRASKA</b> Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>POLICY</b> <b>FIRE SAFETY &amp; EMERGENCY EVACUATION PROCEDURES</b>		
	<b>REVISION DATE</b> <b>August 31, 2022</b>	<b>NUMBER</b> <b>111.04</b>	<b>PAGE</b> <b>1 of 5</b>
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**SUMMARY of REVISION/REVIEW**

PURPOSE – Language updated. PROCEDURE – I. – Language updated. II. – Language updated. III. – Language updated. VI. – Language updated. VII. – New section. XV. – Language updated.

APPROVED:

  
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 Scott R. Frakes, Director  
 Nebraska Department of Correctional Services

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PURPOSE

To provide for all Nebraska Department of Correctional Services (NDCS) institutions and building/sites for establishing a fire safety plan to include fire prevention methods and plans for evacuations during a fire or major emergency. (ACRS-1C-12, CO-2A-01, CO-3B-01)

GENERAL

All NDCS institutions and buildings/sites 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 building/sites shall maintain documentation from an independent qualified source (i.e. Fire Marshal), substantiating compliance with all fire codes. (CO-2A-01)
- II. Each institution and building/sites 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. 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. (ACI-3B-02, ACRS-1C-08, ACRS-1C-12)

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 and building/site shall develop and maintain fire prevention practices in accordance with applicable regulations. At a minimum this will include: (ACI-3B-01, CO-2A-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. (ACRS-1C-10, CO-2A-02)
  - C. An annual inspection by the Fire Marshal or appropriate authority. (ACRS-1C-08, ACRS-1C-11)
  - 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. (ACRS-1C-14)

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- IV. NDCS institutions and building/sites 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. (ACI-2A-02, CO-3B-01)
- V. All requisitions for purchase of facility furnishings shall meet the requirements of the *NFPA Life Safety Code Chapter 23, section 23.7.4<sub>2</sub>* 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. (ACI-3B-03, ACRS-1C-15)
- VI. Portable space heating devices are not authorized for use in any NDCS institutions and building/sites.
- VII. HEAT PRODUCING DEVICES
- No items such as air fryers, candle wax warmers, plug in oil diffusers, kitchen appliances, hot pots/plates, beauty/hygiene products, lamps, electric blankets, or any home decorations that produces any sort of heat shall be allowed inside NDCS institutions and building/sites without proper documentation and approval from the Facility Safety Specialist. Such items need to have the approved sticker placed on the item itself as well as documentation showing approval from Facility Safety Specialist.
- VIII. Central Office and each institution and building/sites 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 shall also provide: (ACI-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 (ACRS-1C-16)
  - C. All receptacles and containers shall be emptied and cleaned daily
- IX. Central Office and each institution 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.
- X. Central Office and each institution 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: (ACI-3B-11, ACRS-1C-09)

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- 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 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 yard 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.

- XI. There shall be a means for immediate release of inmates from locked areas in case of emergency. (ACI-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.
  
- XII. Central Office and each institution 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. (ACI-3B-06, ACI-3B-07, CO-3B-01)
  - A. Emergency equipment shall be tested at least quarterly or as required by the authority having jurisdiction; i.e. Nebraska State Fire Marshal. (ACI-3B-09, ACRS-1C-10, CO-2A-02)
  - B. Emergency systems shall be tested at least quarterly or as required by the authority having jurisdiction; i.e. Nebraska State Fire Marshal. (ACRS-1C-10, CO-2A-02)
  - C. Power generators shall be inspected weekly and shall be run under anticipated emergency load for one hour at least quarterly.

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- D. Written records of testing shall be maintained.
- XIII. Central Office and each institution 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. (ACI-3B-08, CO-3B-01)
- XIV. Team members from Central Office and each institution shall be trained in the implementation of written emergency plans. Emergency plans shall be disseminated to appropriate local authorities. (ACI-3B-10, CO-3B-01)
- XV. Each NDCS institution and building/sites 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, *Control & Use of Flammable, Combustible, Toxic & Caustic Materials*, shall serve as both policy and procedure. (ACRS-1C-16, CO-3B-01)

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) (5<sup>th</sup> 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) (4<sup>th</sup> edition): 4-ACRS-1C-08, 4-ACRS-4-1C-09, 4-ACRS-1C-10, 4-ACRS-1C-11, 4-ACRS-1C-12, 4-ACRS-1C-14, 4-ACRS-1C-15, 4-ACRS-1C-16
- C. Standards for the Administration of Correctional Agencies (ACA) (2<sup>nd</sup> edition): 2-CO-2A-01, 2-CO-2A-02, 2-CO-3B-01