Policy and Procedure #3.202

Fire Safety

Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s): 1-ABC-2A-03; 4-4124; 1-ABC-3B-01; 4-4211; 1-ABC-3B-02; 4-4212; 1-ABC-3B-04; 4-4213; 1-ABC-3B-05; 4-4214. 4-APPFS-3F-03-M	**Effective Date:** December 15, 2015 **Revision/Review History:** 11/15/14 11/15/13 10/15/12 08/01/11 **Summary of Revision/Review:** Updates existing policy pursuant to annual review.
Cross Reference of Policy:	**Supersedes Existing Policy :**
Approved: R.O. Lampert — 11-30-15 Robert O. Lampert, Director — Date	

REFERENCE

1. **ATTACHMENTS – None Noted**

2. **OTHER**

   A. *National Fire Protection Association 101 Life Safety Code: Ch. 22-23*
   B. *National Fire Protection Association 10*
   C. *International Fire Code: Ch. 8, 27, 29*

I. PURPOSE

A. Fire Protection Plan. The purpose of this policy and procedure is to establish a Wyoming Department of Corrections (WDOC) fire protection plan for WDOC facilities and offices, describe fire prevention methods, identify the location of firefighting equipment or external firefighting agencies, and outline the plan for evacuations during fire emergencies.

II. POLICY

A. General Policy. It is the policy of the WDOC to provide a system of fire prevention regulations, practices and controls, through the use of efficient fire protection services and equipment, implementation of effective fire drills, utilization of appropriate fire safety codes and regular monitoring to ensure the safety of staff, inmates/offenders and visitors. (ACA 4-4211, 1-ABC-3B-01) These regulations, practices and controls shall include, but are not limited to, the following:

1. Provision of an adequate fire protection service;

2. A system of fire inspections, testing of equipment, and documentation of testing by correctional facility staff at least once each quarter or at intervals approved by the authority having jurisdiction, following the procedures stated for variances, exceptions, or equivalencies,

3. An annual inspection by local or state fire officials or other qualified person(s);

4. Placement of adequate fire protection/suppression equipment at appropriate locations throughout the facility or office;

5. Use of an automatic fire alarm system (*i.e.*, a system that is designed to provide early warning of the presence of fire and/or smoke); and

6. A written facility-wide fire evacuation plan that includes:

i. floor plan layout;

ii. location of primary and secondary emergency exits;

iii. regular fire drills, actual or simulated;

iv. special procedure drills for the evacuation and control of the more dangerous inmates, if appropriate;

v. plans and procedures for the immediate release of inmates from locked areas, if appropriate;

vi. plans to provide security during the fire evacuation process; and

vii. location of various types of firefighting equipment.

III. DEFINITIONS

A. **Chief Executive Officer (CEO):** A CEO is identified, but not limited to, the following positions: Director, Deputy Director, division administrators, deputy administrators, wardens, district supervisors, adult community corrections coordinator, adult community corrections directors.

B. **Facility Emergency Coordinator:** For the Prison Division, the emergency coordinator is the person designated by each warden to ensure that the emergency preparedness plan remains current and up to date. For Central Office, the Training Academy, and Field Services offices, the emergency coordinator is the person designated by the Chief Executive Officer to ensure that the emergency preparedness plan for that facility or office is current and up to date.

C. **Fire Drill:** (*For this policy only.*) The total evacuation of all persons from an area, simulating evacuation in the event of an actual fire.

D. **Qualified Independent Fire Inspectors:** An individual qualified by the State Fire Marshal to conduct fire safety inspections. Qualifications shall be verified through state licensure or certification.

E. **Safety Manager:** The Central Office staff that plan, schedule, execute, manage, and administer the industrial hygiene/bio-environmental engineering function for the Wyoming Department of Corrections which includes occupational health/industrial hygiene, radiation safety and environmental monitoring to maintain and promote the health, safety, and well-being of inmates and staff members that are assigned to correctional facilities, Field Services Division, the Training Academy, or Central Office.

F. **Safety Officer:** The staff member designated by the CEO to assist in implementation, execution, monitoring and education of the WDOC's comprehensive health and safety program requirements.

IV. PROCEDURE

A. Fire Prevention

1. The most important aspect of an effective fire protection program is fire prevention. WDOC staff constantly shall be cognizant of fire hazards such as altered electrical outlets, overloaded electrical units, expended fire extinguishers and improper trash storage. Staff shall make fire prevention a basic part of their daily activities, detecting and reporting observations to the safety officer or designee to develop a corrective action plan.

2. The use of open flames for other than authorized construction, food services, or maintenance purposes, is prohibited within WDOC facilities and smoking is prohibited within WDOC facilities and offices and on WDOC grounds.

3. All staff shall be attentive to maintaining good housekeeping standards to augment fire safety. This shall include:

i. immediate removal of unauthorized combustible materials from inmates' cells and housing areas;

ii. proper storage of combustible materials;

a. Combustible items that are hung, placed or stored near the ceiling should be at least eighteen inches (18") from the bottom of the fire sprinkler head (if sprinkler heads are present) and at least twenty-four inches (24") from the ceiling in non-sprinkled areas.

b. Non-combustible receptacles shall be used for other combustible refuse (*e.g.*, trash) at accessible locations throughout living quarters in the facility. (ACA 4-4214, 1-ABC-3B-05) Wastebaskets with a capacity of more than twenty (20) gallons shall be provided with a lid of noncombustible or other approved materials.

c. Special containers shall be used for flammable liquids and for rags used with flammable liquids. All receptacles and containers shall be emptied and cleaned daily. (ACA 4-4214, 1-ABC-3B-05)

iii. following proper guidelines regarding furnishings and property;

a. In accordance with the National Fire Protection Agency Life Safety Code and the International Fire Code, the following guidelines regarding furnishings and property shall be adhered to in all correctional facilities:

(1) Specifications for the selection and purchase of facility furnishings shall indicate the fire safety performance requirements of the materials selected. (ACA 4-4213, 1-ABC-3B-04). "Furnishings" applies to all living quarters.

(2) Furnishings (*e.g.*, draperies, curtains, wall hangings, furniture, mattresses, cushions, bedding, upholstered or cushioned furniture, wastebaskets, decorations, and similar materials that can burn), or other items of foamed plastics or foamed rubber (*e.g.*, polyurethane, polystyrene), shall be of non-combustible or other approved materials, and shall be subjected to careful fire safety evaluation (to include consultation with a WDOC Safety Manager) before placing a purchase order or use.

(i) All polyurethane should be removed from living areas unless its use is approved in writing by the fire authority having jurisdiction. The fire authority should consider the flammability and toxicity characteristics of the products being evaluated.

(3) Storage of personal property (*e.g.*, books, clothing, *etc*.) allowed in sleeping rooms shall comply with the occupancy designation of the building occupancy rating.

iv. preventing hazardous electrical situations;

v. conducting routine inmate housing inspections to ensure fire safety procedures;

vi. reporting fire/safety hazards to the safety officer, maintenance personnel, or designee;

vii. checking fire control equipment regularly;

viii. proper storage of hazardous materials;

ix. evacuation planning; and

x. plan for fire suppression.

4. WDOC facilities and offices shall comply with applicable federal, state and/or local fire safety codes. Compliance shall be documented by the authority having jurisdiction. A fire alarm system and automatic detection system shall be required, as approved by the authority having jurisdiction, or there shall be a plan for addressing these or other deficiencies within a reasonable time period. The authority shall approve any variances, exceptions, or equivalencies that do not constitute a serious life safety threat to the occupants or the facility or office. (ACA 4-4124, 1-ABC-2A-03)

i. Following the annual inspection and report of the State Fire Prevention Inspector from the Office of the State Fire Marshal, every effort shall be made to correct all deficiencies noted in the report. A correctional facility's Chief Executive Officer (CEO) or designee shall notify the Office of the State Fire Marshal and the Division of Prisons Administrator of the planned timetable to correct all deficiencies within the prison. Once all deficiencies have been corrected the CEO of the correctional facility shall notify the State Fire Marshal and Division of Prisons Administrator in writing.

ii. Leased facilities, such as Field Services offices, and State facilities controlled by external agencies, such as Central Office, shall be required to be fire code compliant. Deficiencies shall be reported to the landlord or agency responsible for the maintenance of the facility. Supervisors responsible for the management of the facility shall work with a WDOC Safety Manager to ensure corrective actions are made and reported to the respective administrator.

iii. The WDOC Training Academy shall be fire code compliant. Deficiencies shall be reported to the Central Services Division Administrator and a timetable shall be provided for the correction of the deficiencies. Once all deficiencies are corrected, the Central Services Administrator shall be notified of the corrections.

5. Regular Inspections

i. There shall be a comprehensive and thorough monthly inspection of the prison facilities by a qualified fire and safety officer for compliance with safety and fire prevention standards. There shall be a weekly fire and safety inspection of the prison facilities by a qualified departmental staff member. (ACA 4-4212)

a. The "qualified departmental staff member" who conducts the weekly inspections may be a facility staff member who has received training in and is familiar with the safety and sanitation requirements of the jurisdiction. At a minimum, it is expected that the safety/sanitation specialist will provide on-the-job training regarding applicable regulations and inspections, including the use of checklists and the methods of documentation.

ii. Central Office and the WDOC Training Academy shall be inspected at least quarterly by a qualified fire and safety officer for compliance with safety and fire prevention standards. More frequent inspections may be required by the WDOC Safety Managers.

iii. Field Services offices shall be inspected at least annually by a qualified fire and safety officer for compliance with safety and fire prevention standards. (ACA 4-APPFS-3F-03-M) More frequent inspections may be required by the WDOC Safety Managers.

6. Fire Plan Responsibility. Each facility's Safety Officer, in conjunction with the Facility Emergency Coordinator, shall ensure the adequacy of the fire plan and shall be delegated authority and responsibility for plan implementation. Familiarity with the fire plan and the procedures to be followed in the event of a fire shall be included in the Pre-Service Training Courses, provided by the WDOC Training Academy or Field Services Training Manager and In-Service Training coordinated through a lesson plan approved by the WDOC Training Academy or Field Services Training Manager. All training shall be properly documented in training files. Provisions for follow-up and supplemental training in fire procedures shall be made by the Safety Officer in coordination with the WDOC Training Academy or Field Services Training Manager and, when appropriate, the local fire chief. Their assistance shall be available for implementation of formal fire training for staff and inmates.

B. Fire Fighting Equipment and Fire Fighting Personnel

1. Firefighting equipment and highly trained personnel shall be available to each WDOC facility or office through the local fire department. The emergency number for fire, paramedics, and ambulance assistance from the fire department is "911."

i. As directed by the Shift Supervisor, per emergency preparedness procedures, correctional facility staff shall dial "911" and provide the dispatcher with all information necessary to enable dispatch of the unit nearest to the correctional facility.

ii. Central Office, Training Academy, and Field Services office staff shall dial "911" and provide the dispatcher with all information necessary to enable dispatch of the unit nearest to the facility or office.

2. Each facility or office must have a fire alarm system and an automatic detection system that is approved by the authority having jurisdiction. All system elements shall be tested on a quarterly basis. Adequacy and operation of the systems shall be approved by a state fire official or other qualified authority annually. (1-ABC-3B-02)

i. Fire alarm testing and maintenance of leased offices and offices controlled by other state agencies shall be the responsibility of the landlord or agency that controls the building. WDOC staff shall request that fire alarm system of these offices are tested regularly and properly maintained.

3. An adequate number of fire extinguishers shall be available within each facility or office. The location of fire extinguishers must be easily accessible and identifiable. The fire extinguishers shall be UL-rated ABC dry chemical. Fire extinguisher locations shall be identified on facility or office evacuation maps.

4. Each facility or office shall have in place a plan documenting inspection, re-charging or replacement of discharged fire extinguishers on an as needed basis. The plan shall reference and comply with NFPA 10, the National Fire Protection Association standard for the inspection, testing and maintenance of portable fire extinguishers. The WDOC Safety Manager will ensure each correctional facility receives and maintains a copy of the NFPA 10 for reference.

i. Fire extinguisher maintenance of leased offices and offices controlled by other state agencies shall be the responsibility of the

landlord or agency that controls the building. WDOC staff shall request that fire extinguishers at these offices are regularly maintained.

5. Each correctional facility shall identify the location of standpipes, hydrants, electrical, and water shut offs. This information shall be available in the maintenance office at each facility.

6. Each correctional facility shall train staff annually on fire suppression equipment utilizing the National Fire Protection Association's "Fighting Fires with Portable Extinguishers" training course. All training shall be documented in training files. All training shall be coordinated with the WDOC Training Program.

C. Breathing Apparatuses

1. Emergency Evacuation Breathing Apparatuses (EEBAs) are required at all correctional facilities. Staff shall be appropriately trained on their use.

D. Fire Drills. Fire drills shall be conducted quarterly at correctional facilities according to the Emergency Preparedness Exercise Manual. Fire drills shall be conducted periodically at other facilities and offices in accordance with the facility's or office's fire safety plan. Drills may be actual or simulated depending on the needs and capabilities of the facility or office to conduct drills.

1. Fire drills, whether actual or simulated evacuation, shall be monitored by the Facility Emergency Coordinator at each facility or office.

2. Drills for areas of a prison facility, like segregation and infirmary/clinic, though especially important, must be conducted carefully and with adequate security and medical staff.

3. Every fire drill shall result in a written report, written by the monitoring staff person(s), who will forward the report to the appropriate CEO. This report shall contain, but not be limited to:

i. area of facility or office drilled;

ii. shift/time/date;

iii. identity of staff involved, including observers;

iv. scenarios including, but not limited to:

a. elapsed time for staff to respond to initial alarm/message;

b. elapsed time to clear all staff, contractors, volunteers, inmates/offenders, trainees, and/or visitors and confirm area is empty; and

c. elapsed time to conduct a special count to ensure all inmates are accounted for.

v. critique;

vi. identify needs for improvement;

vii. correctional action plan; and

viii. Facility or office CEO's review and signature.

4. The Prison Division facility's CEO will forward a copy of all written reports to the Deputy Administrator for Prison Operations as part of the emergency preparedness quarterly report format.

E. **Evacuation Procedures.** Each facility or office shall have written evacuation procedures and evacuation diagrams that conform to the facility or office design. These shall include primary and secondary evacuation routes.

F. **Distribution and Posting.** Each facility or office shall have written evacuation procedures and evacuation diagrams that conform to the facility or office design. These diagrams shall include exits, primary and secondary evacuation routes, pull station locations and portable fire extinguisher locations.

1. A copy of this plan shall be posted in each building in the facility or office;

2. A copy of the floor plan for that area which reflects the location of fire extinguishers, exits, and emergency equipment shall be posted; and

3. It shall be the responsibility of the facility or office Safety Officer or

designee to ensure these floor plans and instructions are up to date and accurate.

G. **Annual Review.** Fire plans shall be reviewed annually. They shall be revised and updated if necessary.

H. **Emergency Preparedness Plan.** Fire plans shall be consistent with and part of the facility's or office's emergency preparedness plan and manuals.

V. TRAINING POINTS

A. What is the most important aspect of an effective fire protection program?

B. What are a few of the staffs' responsibilities to maximize fire safety?

C. Whose responsibility is it to ensure the adequacy of the fire plan and will be responsible for plan implementation.

D. When is staff trained on the fire plan?

E. What is the emergency telephone number to use in case of fire?

F. What does EEBA stand for?

G. How often will fire drills occur?

H. How often are the fire plans reviewed?