



**DEPARTMENT OF CORRECTIONS**  
**Employee Services**



|                                    |   |                           |
|------------------------------------|---|---------------------------|
| <b>Title:</b>                      | <b>Fire Safety</b>  | <b>DOC Policy: 20.6.6</b> |
| <b>Effective:</b>                  | <b>TBD</b>  | <b>Supersedes: 5/1/02</b> |
| <b>Applicability:</b>              | <b>All employees, contractors, volunteers, and adults in custody</b>  |                           |
| <b>Directives Cross-Reference:</b> | <b>Oregon Uniform Fire Code</b><br><b>National Fire Protection Standards</b>  |                           |
| <b>Attachments:</b>                | <b>Attachment A DOC Inspection Report - Security, Safety, and Sanitation (CD 316)</b><br><b>Attachment B Fire Watch Log</b> |                           |

**I. PURPOSE**

To establish fire safety standards and training, and evacuation guidelines and procedures to reduce the risk of fire potential and raise the fire safety awareness within the Department of Corrections.

**II. DEFINITIONS**

- A.** Adult in Custody (AIC): Any person under the supervision of the Department of Corrections who is not on parole, probation, or post-prison supervision status.
- B.** Department of Corrections Facility: Any institution, facility, or staff office, including the grounds, operated by the Department of Corrections.
- C.** Emergency Action Monitors: Employees appointed to assist in evacuation procedures and other emergency situations at each Department of Corrections building or location.
- D.** Fire Safety Plan: A detailed document that covers all aspects of fire safety and fire response for a specific building or property.
- E.** Fire Tactical Guideline: Working agreement between the local emergency response teams and institutions.
- F.** Fire Watch Log: Documented temporary measure intended to ensure continuous and systematic surveillance and of a building, or portion of the building, when there is a malfunction in the building fire detection or suppression systems.
- G.** Functional Unit: Any organizational component within the Department of Corrections

responsible for the delivery of program services or coordination of program operations.

- H. **Functional Unit Manager:** Any person within the Department of Corrections who reports to either the Director, the Deputy Director, an Assistant Director, or an administrator and has responsibility for delivery of program services or coordination of program operations.

### III. **POLICY**

#### A. **Functional Unit Managers or Building Managers**

Functional unit managers or building managers or designee shall:

1. Develop and implement a fire safety plan to ensure that fire safety precautions and emergency evacuation procedures have been established and are viable.
2. Develop, post, and maintain facility, building, or location evacuation diagrams. Posting shall include primary and secondary exit paths and fire extinguisher locations.

#### B. **Emergency Action Monitors**

1. The functional unit manager or building manager will designate emergency action monitors (EAM) in each work area. No specific number of monitors is required, but a ratio of one emergency action monitor per 50 employees or a minimum of two employees per floor is recommended.
2. Emergency action monitor duties are as follows:
  - a. Make sure all persons in the area are notified of the emergency alert.
  - b. Direct co-workers to the closest safe exit.
  - c. Quickly check restrooms, vaults, or other areas where employees may fail to hear alarms.
  - d. Discourage running to exits.
  - e. Attempt to alleviate fear and panic by providing clear directions. Note: At no time should an emergency action monitor put themselves at risk or physical harm while performing these duties.

#### C. **Fire Safety Inspections**

1. A monthly inspection system shall be developed and maintained to ensure

compliance with fire prevention and fire safety standards (such as, reducing combustible fuel loads, fire suppression equipment availability, emergency lighting is operational, etc.). The weekly use of Department of Corrections Inspection Report – Security, Safety, and Sanitation (CD 316) documents compliance with this requirement. The designated employee at a building or location shall review completed forms and follow up on reported fire safety deficiencies as needed.

2. A designated manager shall ensure that a quarterly inspection system is developed, maintained, and documented to ensure that fire extinguishers are operational. A qualified individual shall do required maintenance (such as, annual maintenance, recharging, hydro-testing, etc.).
3. Sprinkler systems, smoke detectors, smoke control systems, emergency lighting, fire hoses, etc. shall be inspected, replaced, and maintained in accordance with time frames per the Oregon Uniform Fire Code and the State Fire Marshal. All inspections and maintenance shall be documented.
4. All non-compliant fire safety issues shall be corrected as soon as possible.

**D. Fire Safety Training**

1. All employees, contractors, and volunteers shall be familiar with the requirements of the fire safety plan.
2. All employees, contractors, and volunteers shall be trained on fire drills and evacuation procedures.
3. Adults in custody shall be made familiar with fire drill and evacuation procedures.
4. All employees shall be trained prior to assignment or duties and every six months thereafter on the use of fire suppression equipment, general fire prevention, and the evacuation process for their work area(s).

**E. Fire Drills and Evacuation**

1. In all occupied buildings and locations an unannounced fire drill shall be scheduled, conducted, documented, and evaluated in each occupied area and on each shift every 90 days to ensure familiarity with the evacuation process and fire safety plan. The type of exercise performed (tabletop or live evacuation) will be included in the documentation.
2. All locations housing adults in custody shall ensure that the adults in custody shall be released from locked areas during an emergency evacuation, as necessary. A back-up system of release shall be in place in case of failure of primary release system.
3. In locations that are primarily an office environment or that do not house

adults in custody (for example, Department of Corrections Headquarters, Central Distribution Center, etc.), an unannounced fire drill shall be scheduled, conducted, documented, and evaluated annually at a minimum.

## **F. Fire Safety Plan**

Each functional unit and facility shall have a written plan that includes Fire Safety, Emergency Response, and Tactical Planning.

1. **Fire Safety Plan:** The availability of fire protection equipment and locations throughout the facility.
  - a. A fire safety training plan for employees, contractors, volunteers, and adults in custody.
  - b. A procedure on how fire drills are to be completed, monitored, and evaluated, including fire drill time frames. This procedure will also detail locations where employees, contractors, volunteers, and adults in custody are to gather during an evacuation.
  - c. A procedure for adults in custody who may need assistance in the event of an emergency evacuation.
  - d. A detailed description of fire safety inspections (for example, fire extinguishers, sprinkler systems, fire hoses, etc.).
  - e. Fire safety plan approvals and review dates.
  - f. Fire Watch Log: Individuals will conduct regular patrols for purpose of identifying and controlling fire hazards, detecting early signs of fire, activating alarms, and fire response systems in the event of a fire and will document this information in a fire watch log.
2. **Fire Department Response:** Joint planning shall exist between the department facilities and the local fire department for fire emergencies.
  - a. A fire department response plan is required for all department facilities.
  - b. The fire department response plan shall be reviewed annually and updated in collaboration with designated department safety leadership, the local fire department, and State Fire Marshal, and approved by the functional unit manager.
  - c. The fire department response plan shall be located in the department directive manual immediately behind this policy.
3. **Fire Tactical Planning:** A component of the Emergency Management System.

Firefighters will utilize these drawings to establish the best strategies to manage and combat the fire or emergency situation.

- a. Fire tactical guideline is required for all department facilities housing adults in custody. The guideline shall be reviewed annually and updated with assistance from the local fire department and State Fire Marshal.
- b. Reporting procedure.
- c. Emergency response team arrival instructions.
- d. Maps of staging areas, fire hydrants, water supplies, target hazards, etc.

#### **IV. IMPLEMENTATION**

Each functional unit or building manager or designee will create and implement a fire safety plan and fire department response plan and, if housing adults in custody, a fire tactical guideline as set forth in this policy.

Certified: signature on file  
Julie Vaughn, Rules Coordinator

Approved: signature on file  
Heidi Steward, Deputy Director



Department of Corrections  
 Inspection Report - Security, Safety, and Sanitation

Location: \_\_\_\_\_ Reviewer: \_\_\_\_\_  
(Name) (Title)

This is a weekly report. Assigned area will be inspected each watch by the designated employee and the employee's legible initials will be noted in the appropriate boxes below. See page 2 for details of inspection areas.

This form will begin on the first calendar day of the month and shall be sent to the reviewer after the third shift inspection on the last day of the month is made.

Any security, safety, or sanitation problems discovered will be reported immediately to the supervisor and corrected. When applicable a work order will be prepared and forwarded to the appropriate supervisor.

Inspection Verification                      Month: \_\_\_\_\_                      Year: \_\_\_\_\_

Initial Each Entry

| WEEK 1             | SUN   | MON   | TUE   | WED   | THUR  | FRI   | SAT   |
|--------------------|-------|-------|-------|-------|-------|-------|-------|
| SHIFT              | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 |
| INSPECTION INITIAL |       |       |       |       |       |       |       |
| WEEK 2             | SUN   | MON   | TUE   | WED   | THUR  | FRI   | SAT   |
| SHIFT              | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 |
| INSPECTION INITIAL |       |       |       |       |       |       |       |
| WEEK 3             | SUN   | MON   | TUE   | WED   | THUR  | FRI   | SAT   |
| SHIFT              | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 |
| INSPECTION INITIAL |       |       |       |       |       |       |       |
| WEEK 4             | SUN   | MON   | TUE   | WED   | THUR  | FRI   | SAT   |
| SHIFT              | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 |
| INSPECTION INITIAL |       |       |       |       |       |       |       |
| END OF MONTH       | SUN   | MON   | TUE   | WED   | THUR  | FRI   | SAT   |
| SHIFT              | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 | 1 2 3 |
| INSPECTION INITIAL |       |       |       |       |       |       |       |

Comments: \_\_\_\_\_  
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**OVERVIEW**

Safety, sanitation, and security inspections are critical to basic corrections practices. They ensure that regular reviews are performed in areas that may get overlooked during everyday operations. The completion of this form (CD316) also ensures that the Department of Corrections will be able to provide documentation of our monthly inspection system to outside agencies such as OSHA in accordance with the department’s policy on Fire Safety (DOC policy 20.6.6).

**Your post will be inspected in these areas:**

| <b>SECURITY</b>                                       | <b>SAFETY</b>                                 | <b>SANITATION</b> |
|---|---|-------------------|
| Keys *  | Evacuation Chart                              | Grounds           |
| Locks   | Ventilation                                   | Floors            |
| Padlocks  | Fire Exits and Doors Clear                    | Furniture         |
| Locking Devices                                       | Fire Extinguishers                            | Fixtures          |
| Tool Storage *  | Chemicals and Flammable Items stored properly | Walls             |
| Doors   | Emergency Lighting Operational                | Windows           |
| Fences  | First Aid Kit Seal Intact                     | Receptacles       |
| Utility Corridors                                     | Contamination Kit Stocked                     | Vents             |
| Firearms/Ammunition* (Clean and in working condition) | Industrial Safety Regulations Adhered To      | Elevators         |
| Fire Escapes  | PREA Doorbells                                | Stairs            |
| Fire Hazards  |   | Handrails         |
| Roofs   |   | Toilets           |
| Other Security Features                               |   | Sinks             |
| Count Keys, comparing to number on tag                |   | Urinals           |
| Post Orders Intact                                    |   | Noxious Odors     |
| Procedure Manuals Intact                              |   |                   |

\* This form does not replace tool, key, or ammunition inventory

**Completed CD-316 forms shall be retained for three years and then destroyed.**

Department of Corrections, Special Schedule ODOC 2010-0003.

