



**DEPARTMENT OF CORRECTIONS**  
**Human Resources**



<b>Title:</b>	<b>Fire Safety</b>	<b>DOC Policy: 20.6.6</b>
<b>Supersedes:</b>	<b>DOC Policy 20.6.6, "Fire Safety," dated 7-15-98</b>	
<b>Applicability:</b>	<b>All employees, volunteers, contractors, inmates/offenders</b>	
<b>Directives Cross-Reference:</b>	<b>Oregon Uniform Fire Code, Oregon Administrative Codes 291-01-010 through 291-01-030</b>	

**I. PURPOSE**

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

**II. DEFINITIONS**

- A. Emergency Action Monitors: Employees appointed to assist in evacuation procedures and/or other emergency situations at each location or building.
- B. Fire Safety Plan: Each functional unit and stand alone building/location shall have a written plan to include:
  - 1. The availability of fire protection equipment and locations throughout the facility or building.
  - 2. A training plan for employees, contractors, volunteers, and inmates.
  - 3. A procedure on how fire drills are to be completed (including fire drill time frames), monitored, and evaluated. This procedure will also detail locations where staff, inmates, volunteers, and/or contractors are to gather during an evacuation.
  - 4. A procedure for inmates who may need assistance in the event of an emergency evacuation.
  - 5. A detailed description of fire safety inspections; e.g., fire extinguishers, sprinkler systems, fire hoses, etc.
  - 6. A continually updated Emergency Action Monitor list as an attachment to the fire safety plan.
  - 7. Fire safety plan approvals and review dates.
- C. Fire Tactical Guideline: Working agreement between the local emergency response teams and institutions to include:
  - 1. Activation plan.

2. Reporting procedure.
3. Emergency response team arrival instructions.
4. Maps of staging areas, fire hydrants, water supplies, target hazards, etc.

### III. POLICY

- A. Functional unit managers and/or building managers shall complete or designate an employee to:
  1. Develop and implement a fire safety plan (see definitions) to ensure that fire safety precautions and emergency evacuation procedures have been established and are viable.
  2. Develop, post, and maintain building evacuation diagrams. Posting shall include primary and secondary exit paths and employee notification processes used in the event of evacuation.
- B. Emergency Action Monitors
  1. The functional unit manager and/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 EAM per 50 employees or two employees per floor (min) is recommended. Duties are as follows:
    - a. Be 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 staff may file to hear alarms.
    - d. Discourage running to exists.
    - e. Attempt to alleviate fear and panic by providing clear directions.  
NOTE: At no time should an EAM put him/herself at risk and/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; i.e., reducing combustible fuel loads, fire suppression equipment availability, emergency lightening is operational, etc. The weekly use of "Department of Corrections Inspection Report, Security/Safety/Sanitation," Form CD 316 (Attachment A) can be used to document compliance with this requirement. Safety managers shall review completed forms and follow up on reported fire safety deficiencies as needed.

2. The assigned safety 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; i.e., annual maintenance, recharging, hydro-testing, etc.
3. Sprinkler systems, smoke detectors, smoke control systems, emergency lightening, fire hoses, etc., shall be inspected, replaced, and/or maintained on time frames as required by the Oregon Uniform Fire Code and/or the State Fire Marshal. All inspections and maintenance shall be documented and forwarded to the functional unit safety manager.
4. All non-compliant fire safety issues shall be corrected as soon as possible.
5. Annually, at a minimum, the state or local Fire Marshal shall inspect all department buildings and/or locations. It is the responsibility of the safety manager or building manager to ensure that this inspection by the Fire Marshal is completed. Copies of inspection reports shall be forwarded to the department's Safety and Risk Manager.

D. Fire safety training:

1. All employees and contractors shall be familiar with the requirements of the fire safety plan.
2. All employees and contractors shall be trained on fire drills and evacuation procedures.
3. Inmates 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 in 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 institutions 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.
2. All locations shall ensure that inmates shall be immediately released from locked areas during an emergency evacuation. A back-up system of release shall be in placed in case of failure of primary release system.
3. In locations that are primarily an office environment or that do not house inmates; e.g., Dome Building, Brentwood, Distribution Center; etc., an unannounced fire drill shall be scheduled, conducted, documented, and evaluated annually (at a minimum).

F. Fire safety planning:

1. Joint planning shall exist between the department facilities and the local fire department for fire emergencies.
2. A fire safety plan is required for all department facilities.
  - a. The fire safety plan shall be reviewed annually for compliance by the department Safety and Risk Manager and the unit's safety manager, and approved by the functional unit manager.
  - b. The fire safety plan shall be located in the department directive manual immediately behind this policy.
3. A fire tactical guideline is required for all department facilities that lock inmates in housing areas. The guideline shall be reviewed annually and updated with assistance from the local fire department and State Fire Marshal.

#### **IV. IMPLEMENTATION**

Each functional unit and/or building manager will create and implement a fire safety plan and a fire tactical guideline (if required by housing inmates) as set forth in this policy.



Department of Corrections  
 Inspection Report, Security/Safety/Sanitation

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

This is a weekly report. Assigned area will be inspected each watch by the staff member assigned to the location and his/her 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 : \_\_\_\_\_

\_\_\_\_\_

Comments Continued : \_\_\_\_\_

**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 every day operations. The requirement to perform such inspections are listed in the Post Order policy (40.1.7 Section III, Subsection C. 1. E) and, therefore, are a required part of post orders. The completion of this CD-316 form also ensures that DOC will be able to provide documentation of DOC’s monthly inspection system to outside agencies such as OSHA (Fire Safety policy (20.6.6 Section III, Subsection C. 1.)).

**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.