

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	POLICY FIRE SAFETY & EMERGENCY EVACUATION PROCEDURES		
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SUMMARY OF REVISION/REVIEW

PROCESS – XVI. – Language updated. Minor grammar changes throughout.
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APPROVED:


[Rob Jeffreys \(Apr 22, 2024 17:40 CDT\)](#)

Rob Jeffreys, Director
 Nebraska Department of Correctional Services

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PURPOSE

To provide expectations for all Nebraska Department of Correctional Services (NDCS) facilities/building sites for establishing a fire safety plan to include fire prevention methods and plans for evacuations during a fire or major emergency. This policy shall be reviewed annually and updated as needed. (ACRS-1C-12, CO-2A-01, CO-3B-01)

All NDCS facilities/building sites shall be responsible for developing procedures for monitoring fire prevention and emergency equipment and to ensure prompt evacuation during fire or major emergency.

This policy shall serve as the procedures for the central office building and Staff Training Academy (STA).

PROCESS

- I. Each NDCS facility/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 facility/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 facility. Policy 111.01 *Sanitation and Hygiene* attachments *Weekly Safety, Sanitation, & Maintenance Evaluation Form* (Attachment A) and *Monthly Safety, Sanitation, & Maintenance Evaluation Form* (Attachment B) 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 NDCS safety coordinator periodically as stated in Policy 111.03 *Safety Program*.

- III. Each NDCS facility/building site shall develop and maintain fire prevention practices in accordance with applicable regulations. At a minimum these fire prevention practices 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 Nebraska State 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 facilities/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 facility 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*, which indicates the minimum fire safety performance requirements that furnishings must meet. Furnishings must be approved for use in the facility by the NDCS safety coordinator. Prior to the introduction of any consumer product into any facility canteen for sale or use by incarcerated individuals, 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 Chemicals*. 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 facilities/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 facilities/building sites without proper documentation and approval from the facility safety specialist or NDCS safety coordinator. Such items need to have the approved sticker placed on the item itself as well as documentation showing approval from facility safety specialist or NDCS safety coordinator.
- VIII. Each NDCS facility/building site 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 incarcerated individual housing areas
 - B. Special containers for flammable liquids and rags used with flammable liquids (ACRS-1C-16)
 - C. All receptacles and containers shall be emptied and cleaned daily
- IX. Each NDCS facility/building site 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. Each NDCS facility/building site shall have a written evacuation plan using *NDCS Central Office Emergency Evacuation Plan* (Attachment A) as a guide 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 facility locations, including administrative areas, will be conducted. In locations where drills involve extremely dangerous incarcerated individuals who pose a security risk, "team member only"/tabletop drills will be allowed. "Team member only"/tabletop drills will be documented using the same fire drill exercise format. 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. Every quarter, all team members will complete a fire drill questionnaire. These questionnaires along with fire drills are mandatory.

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 annually. Yard evacuation drills shall be done randomly and at random times.

- XI. There shall be a means for immediate release of incarcerated individuals 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 incarcerated individuals are evacuated into a secured fenced yard area, there shall be a plan for immediate release of incarcerated individuals 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 by the procedures designated team member on a continuous basis with emphasis being placed during inclement weather.

- XII. Each facility/building site shall ensure that there is sufficient equipment available to maintain essential lights, power, and communications capability in an emergency. Emergency communication capability includes communications within the facility and communications between the facility 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)

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- 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.
- XIII. Each NDCS facility/building site 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 each NDCS facility/building site 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. All NDCS facilities/building sites shall have a written 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 Chemicals*, shall serve as both policy and procedure. (ACRS-1C-16, CO-3B-01)
- XVI. FIRE WATCH PROCEDURES

In the event a required automatic sprinkler system or fire alarm or fire alarm system is out of service for more than four hours in a twenty-four (24) hour period, the facility safety specialist shall be notified, and an approved fire watch is shall be established, or the building must be evacuated until the impaired system is functional.

- A. The facility safety specialist shall make notification to the facility warden and State fire marshal
- B. Team member(s) assigned to conduct the fire watch shall be trained to recognize fire hazards, know the procedures for occupant and fire department notifications and occupant evacuation.
- C. Team member(s) assigned to conduct the fire watch shall have access to all portions of the building.
- D. Team member(s) assigned to conduct the fire watch shall walk through the affected area(s) at intervals not to exceed thirty (30) minutes. This may be altered depending on the size of the building and with approval of the facility safety specialist.
- E. Fire watch checks shall be logged on the Fire Watch Log

REFERENCE

- I. STATUTORY REFERENCE AND OTHER AUTHORITY
 - 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*

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C. Policy 111.06 *Control & Use of Chemicals*

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-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) (2nd edition): 2-CO-2A-01, 2-CO-2A-02, 2-CO-3B-01