



*State of North Carolina*  
*Department of Public Safety*  
*Prisons*

Chapter: F  
Section: .3700  
Title: **Fire Protection**  
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## **POLICY AND PROCEDURE**

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### **.3701 Purpose**

To establish operational procedures for the protection from and response to fire in all prisons, institutions, correctional centers, plants, office buildings and other properties operated under the authority of the **NCDPS-Prisons**. All properties will adhere to all applicable safety and fire codes and have in place the equipment and procedures necessary in the event of an emergency.

### **.3702 Policy**

The properties which compose the entirety of **Prisons** all face the possibility of a fire emergency. The potential for loss of life and property is a reality that must be confronted with a thorough and systematic approach to the elimination of fire hazards and preparation for a fire emergency. Each facility, including Regional and Division offices, shall adhere to this policy in the development and conduct of fire drills at their locations. This policy is designed to help insure the preparation of staff to manage the orderly and effective evacuation of employees, clients, visitors and **offenders** in the event of a fire emergency. Facility, office, and property administrators should plan and execute all reasonable procedures for the prevention and prompt control of fire.

### **.3703 Resource & Reference**

The **North Carolina Department of Public Safety** "Safety Policy and Procedures Manual" should be used as a detailed reference regarding safety issues including the management of fire hazards and a system of fire protection and response. **Prisons facilities locations** with code-required fire protection systems shall adhere to North Carolina / International Fire Code / Life Safety Code policies in the development of SOP's for their facility.

### **.3704 Procedures**

The administration of every correctional facility shall have in effect, and available for all supervisory personnel, a written plan for the protection of all persons in the event of fire and for their evacuation to areas of refuge and for evacuation at least fifty feet from the building when necessary. **The Fire Plan shall be coordinated with and reviewed by the fire department having jurisdiction to serve the facility. This plan is checked annually at which time fire alarms are sounded to test operability.** All employees shall be instructed and drilled with respect to their duties under the plan. The plan shall be coordinated with and reviewed by the fire department **having jurisdiction** to serve the facility. The fire drills shall be planned to utilize different routes of exit access, exits and exit discharges throughout the year. At least once per year, the manual

means of release shall be used by each shift in their fire drills.

Fire drills shall be conducted at least quarterly on each shift and in every area of the institution or center. A minimum of 12 drills must be conducted every year. An actual fire evacuation will replace the required quarterly drill for that area of the institution or center. Staff in administrative areas must also participate in fire drills on a quarterly basis. Fire drills should include evacuation of all offenders except when institutional security will be jeopardized by extremely dangerous offenders.

The conduct of fire drills should be recorded and include pertinent information such as fire scenario, exit route taken, time to exit the building and clear count, type of door release and any difficulties encountered requiring corrective action.

### **.3705 Non-Institutional Buildings**

Prisons administrative office buildings, Central Supply Warehouse, Central Engineering Warehouse and Fabrication Shops, and Transportation and Communication are all examples of non-institutional properties that also require fire drills on a regular basis. Fire drills shall be conducted twice per year on each shift and in every area, and the responsibility for the planning and conduct of these drills shall be assigned to competent persons qualified to exercise leadership. The drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in the event of an actual fire. An actual fire evacuation will replace the required semi-annual drill. Drills should be documented and the report should be maintained with the building's permanent records.

### **.3706 Facility Responsibility**

The facility administration shall make the fire safety and evacuation plans available for reference and review by employees and copies shall be furnished to code officials for review upon request and to the local fire department if required or requested. Employees shall be trained in the fire emergency procedures described in the facility fire and evacuation plans. Facility administrators shall be cognizant of and responsible for the need to provide an overall fire protection service adequate for their facility. They must coordinate a system of fire inspection and testing of equipment at least quarterly, and facilitate an annual inspection by local fire officials. They shall also insure the availability and maintenance of fire protection equipment at appropriate locations throughout the institution.

### **.3707 Inspections**

A comprehensive and thorough monthly inspection of the property will be conducted by a qualified fire / safety officer for compliance with safety and fire prevention standards. There shall be a weekly fire and safety inspection of the property by a qualified staff member, who shall, at a minimum, be familiar with the use of checklists and documentation pertaining to regulations and inspections.

**.3708 Facility Furnishings**

Furnishings, mattresses, cushions, or other items of foamed plastics or foamed rubber (for example, polyurethane, polystyrene) can pose a severe hazard due to high smoke production, rapid burning once ignited, and high heat release. Such materials should be subjected to careful fire safety evaluation before purchase or use. All polyurethane should be removed from living areas unless it 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. For the purpose of this policy, “furnishings” are defined as draperies, curtains, furniture, mattresses and bedding, upholstered or cushioned furniture, wastebaskets, decorations, and similar materials that can burn, and applies to all living quarters. Specifications shall be known, if available, at the time of selection; there are no standards mandating knowledge of fire performance characteristics of furnishings in the facility prior to implementation of this policy.

**.3709 Smoking Material Receptacles**

Prisons properties shall be equipped with noncombustible receptacles for smoking materials and separate containers for other combustible refuse at accessible locations throughout living quarters within facilities and institutions. Special containers must be provided for flammable liquids and for rags used with flammable liquids. All receptacles are to be emptied and cleaned on a daily basis.



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Director of Prisons

08/17/18

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Date

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