

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
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Authority/References KRS 196.035; 197.020, 197.110 N.F.P.A. 101 Life Safety Code, "Fire Safety in Correctional Institutions" Published by the N.F.P.A.; ACA 5-ACI-2A-02, 5-ACI-3B-01 through 5-ACI-3B-04, 2-CO-2A-01, 2-CO-2A-02, 2-CO-3B-01 P & P ACA 4-APPFS-3F-02, 4-APPFS-3F-03, CI-06-01-01	Subject FIRE SAFETY	

I. DEFINITIONS

None

II. POLICY and PROCEDURES

A. General

Fire protection shall be regulated by the State Fire Marshal's office. The regulations shall be the National Fire Protection Association (N.F.P.A.) 101 Life Safety Code. Technical questions shall be referred to the State Fire Marshal's Office.

B. Background

Fire is a continuing hazard in correctional institutions since inmates and staff members are frequently locked in buildings and cells. This lockup may prevent staff and inmates from leaving the area without assistance. The problem is complicated by many modern materials, like foam plastic used in types of cushioned furniture, mattresses and pillows. Burnt foam plastic emits toxic fumes that may cause death. The National Fire Protection Association designed the Simplified Fire Safety System to reduce the probability of fire. If a fire occurs, the plan provides for appropriate action to evacuate and to contain or put out the fire. The plan also provides for staff training and other aspects of fire safety.

C. The Simplified Fire Safety System

The Simplified Fire Safety System is a program that provides maximum protection

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against fatalities from fire. It shall be used in addition to the advice and requirements of the State Fire Marshal's Office. The system consists of five (5) components as follows:

1. Ignition Control

This component provides for the elimination of potential fire sources so that a fire cannot be started accidentally or deliberately by the control of matches, lighters, electrical appliances and extension cords. An inmate grievance mechanism, that is functional and responsive, aids in eliminating the frustration that leads to fire setting;

2. Fuel Control

This component provides for the control and elimination of potential fuel sources that pose extreme danger, and to minimize danger. Potential fuels include magazines, newspapers, books and wooden furniture as well as more commonly understood items like foam type padding, plywood, particle board and ceiling materials other than fire resistant Gypsum board;

3. Occupant Protection

This component requires providing reliable evacuation procedures to a safe and secure area or, if necessary, providing features "for defending in place";

4. Fire Detection and Suppression

This component requires providing for early detection of fire through the use of a smoke detector; the use of a fire alarm system which notifies occupants of a fire; the provision of automatic suppression (automatic sprinklers), and provisions for manual suppression, which includes fire extinguishers, fire hydrants and hoses and, if feasible, a fire brigade with suitable equipment; and

5. Planning and Training Operations

This component requires staff and inmate education and training; emergency procedure plans; fire drills and, if feasible, formation and training of a fire brigade.

D. Specific Instructions

1. Ignition Control

- a. An institution may limit the use of electrical appliances and extension cords.

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- (1) Appliances and extension cords shall be:
 - (a) UL approved; and
 - (b) Rated within the capabilities of the buildings' electrical distribution system.
- (2) A homemade, altered, or damaged appliance or extension cord shall not be allowed.

2. Fuel Control

a. Quantities of Fuel

Each institution may impose restrictions on the quantity of newspapers, books, letters, furniture or other flammable items that an inmate may possess.

b. Types of Fuels

- (1) Correctional facilities shall purchase and use only mattresses which have cover and batting that meets current ACA Standard 5-ACI-3B-03, Federal Standard-DOC-FF-4-72 as amended, and California Technical Bulletin 121.
- (2) Furniture which has foam-type padding shall have fire resistant covering.
- (3) Furniture shall be of non-flammable construction.
- (4) Flammable materials (particle board, press board, plywood, plastic materials, wood panels, and flammable ceiling materials) shall not be used in new construction, renovation or other institutional improvements. All proposed materials shall be referred to the State Fire Marshal's Office for approval or meet current fire codes.

c. Arrangements and Storage of Fuels

- (1)
 - (a) A flammable item or flammable liquid like petroleum, oil-based paint, lacquer thinners, and dyes, mattresses, pillows and other items that pose particular fire hazards shall be stored in a building away from living and sleeping areas.
 - (b) A flammable and combustible liquid shall not be

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stored in a stairway, exit, or passageway.

- (c) An approved container shall be used for storage and handling of flammable and combustible liquids.
- (d) An inside storage room shall meet the required fire-resistive rating.
- (e) A flammable and combustible liquid storage room shall be labeled “Flammable – Keep Fire Away”.
- (f) Fire protection for the flammable and combustible liquid storage room shall include a sprinkler, water spray, carbon dioxide or other system approved by a nationally recognized testing laboratory for this purpose. At least one (1) portable fire extinguisher having a rating of not less than 20-B units shall be located outside of, but no more than ten (10) feet from, the door opening.
- (g) Electrical wiring and equipment located in the storage room shall be approved for Class I, Division 1, Hazardous Locations.

(2) Occupant Protection

An institution shall have an evacuation plan for its buildings. A copy of the fire evacuation plan for each building shall be posted at normal exits, stairways and other points, as necessary, to ensure that every occupant, including visitors, has an opportunity to learn the evacuation routes. Precaution shall be taken to ensure that all fire exits and crash gates can be opened within a very short period of time. Staff with the necessary key shall remain in the immediate vicinity of all living areas after lockup. Each exit shall be marked with signs required by the N.F.P.A. Life Safety Code. On future renovations, the institution shall comply with fire safety regulations.

3. Detection and Suppression Activities

- a. An institution that has fire detection and automatic sprinkler systems and alarm systems shall keep the system in good repair, conduct a weekly inspection of and monitor the detection system at all times. Any institution not having a system shall request funds for the system in the next biennial budget.
- b. An institution without smoke detection systems shall install individual smoke detectors in all living and sleeping areas in sufficient numbers and at locations to provide coverage for these areas.

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- c. An institution without an automatic alarm or pull station shall devise a fire warning system. This system shall include who and how notification shall be made in a fire.
 - d. An institution shall post Fire Bills. The bill shall be posted near all normal exits, fire extinguishers and telephones. The Fire Bill shall instruct personnel in what to do in a fire and shall include:
 - (1) A requirement to alert all occupants of the building.
 - (2) Who is to be notified and how notification shall be made.
 - (3) Evacuation instructions.
 - (4) Whether fires shall be fought by on-site personnel.
 - e. All Fire and Safety equipment, for example, fire extinguisher, fire hydrant and fire brigade equipment, shall be installed and maintained as required by the State Fire Marshal. An extinguisher, standpipe, fire hydrant and other fire safety equipment shall be inspected at least monthly and more often if deemed necessary. Each extinguisher and standpipe shall have instructions posted nearby giving information on how to use the equipment including the types of fire on which it may be used. In addition to a monthly inspection, fire hydrants shall be flow tested quarterly.
 - f. A comprehensive monthly inspection of the institution shall be completed by a qualified fire and safety officer for compliance with safety and fire prevention standards using attachment II. Additionally, a weekly fire and safety inspection of the institution shall be completed by a qualified departmental staff member using attachment I.
4. Planning and Training
- a. Fire safety training shall be provided for all custody staff. This training shall include use of firefighting equipment, evacuation procedures and reporting procedures.
 - b. Each institution shall appoint a fire safety officer. At a major institution, this shall be that person's primary duty. At other institutions, this may be an additional duty. This staff member, under appropriate supervision, shall have primary responsibility for all fire related activities. In addition, each institution shall appoint a Fire Safety Committee consisting of the Fire Safety Officer and other staff and inmates as desired and necessary to ensure effective operation. This

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committee shall meet monthly to review the status of fire safety within the institution.

- c. Each inmate shall, during orientation, be educated as to the fire bill, fire evacuation procedures, the use of on-site firefighting equipment and the danger of fuel accumulation and storage of inappropriate materials.
- d. Staff and inmates shall receive refresher training on an annual basis.
- e. Each institution shall coordinate with the local fire department for fire protection and in its fire safety program.
- f. Fire brigades, if formed, shall meet the requirements of the State Fire Marshal concerning training, maintenance and exercising of equipment.
- g. Each institution shall conduct fire drills in all locations, including administrative areas, on at least a quarterly basis.
- h. All parts of the fire safety system shall be exercised on at least a quarterly basis in conjunction with the above fire drill. This exercise shall include:
 - (1) A designated area that the fire is presumed to have occurred.
 - (2) A drill requirement that all appropriate staff and fire departments be notified.
 - (3) That the area be evacuated.
 - (4) That appropriate firefighting equipment, including the fire brigade, be brought to the vicinity of the fire and that hydrants, standpipes and other firefighting means in the area be tested.

E. Specific Instructions for Probation & Parole

All Probation & Parole facilities shall abide by the Simplified Fire Safety System as outlined in this policy, as well as instruction and requirements from the State Fire Marshal's Office.

1. Ignition Control

Safety protocols shall include assessment of potential fire sources to avoid accidental or deliberate fires. Probation and Parole may restrict offenders from entry into a Probation and Parole office with potential fire sources like lighters

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or matches.

2. Fuel Control

Probation and Parole offices shall safeguard flammable items including paper products and combustible liquids. Electrical wiring and appliances, computer equipment, and storage rooms shall be clear of fire hazards.

3. Occupant Protection

Each Probation and Parole office shall have a written emergency plan that includes an evacuation plan to be used if a major emergency occurs. A publicly posted evacuation route shall be visible at normal exits and other points, as necessary. Each posted evacuation floor plan shall clearly mark exits and utilize primary and secondary exit routes. Each exit shall be marked with signs required by the N.F.P.A. Life Safety Code. The emergency plan shall be reviewed annually and updated if necessary.

4. Fire Detection and Suppression Activities

a. Probation and Parole offices shall conduct monthly visual safety inspections of all fire safety equipment, including fire extinguishers, smoke detectors, fire warning systems, and fire suppression systems to make sure equipment is visibly in good repair and to ensure a safe working environment. All fire safety equipment shall be installed, maintained, and inspected as required by the State Fire Marshal's office.

b. Any fire or safety hazards or concerns noted in the monthly safety inspection shall be reported immediately. A safety report shall be submitted quarterly to the Director's Office containing monthly safety inspection documentation.

c. Each Probation and Parole office shall undergo an annual fire safety inspection by a qualified professional.

5. Planning and Training

a. Fire safety training shall be provided to all staff, to include use of fire extinguishers and response, notification, and evacuation procedures.

b. Each Probation and Parole district shall appoint a fire safety officer to undertake safety inspection and training responsibilities.

c. Each Probation and Parole office shall conduct annual fire and

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emergency drills. The evacuation drill shall include testing of emergency response protocols.

F. Specific Instructions for Central Office and Correctional Industries Headquarters

Central Office and Correctional Industries Headquarters shall abide by the Simplified Fire Safety System as outlined in this policy, as well as instruction and requirements from the State Fire Marshal's Office.

1. Ignition Control

Safety protocols shall include assessment of potential fire sources to avoid accidental or deliberate fires.

2. Fuel Control

Facilities shall safeguard flammable items, including but not limited to, paper products and combustible liquids. Electrical wiring and appliances, computer equipment, and storage rooms shall be clear of fire hazards.

3. Occupant Protection

Central Office and Correctional Industries Headquarters shall have a written emergency plan that includes an evacuation plan to be used if a major emergency occurs. Central Office may utilize the emergency plans of the facilities management if applicable. A publicly posted evacuation route shall be visible at normal exits and other points, as necessary. Each posted evacuation floor plan shall clearly mark exits and utilize primary and secondary exit routes. Each exit shall be marked with signs required by the N.F.P.A. Life Safety Code. The emergency plan shall be reviewed annually and updated if necessary.

4. Fire Detection and Suppression Activities

a. Central Office and Correctional Industries Headquarters shall conduct monthly visual safety inspections of all fire safety equipment, including fire extinguishers, smoke detectors, fire warning systems, and fire suppression systems to make sure equipment is visibly in good repair and to ensure a safe working environment. All fire safety equipment shall be installed, maintained, and inspected as required by the State Fire Marshal's office. In the CHR building where the main Central Office is located, and the 127 building, the Department shall obtain relevant safety and inspection documentation from facilities management.

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- b. Each Central Office facility and Correctional Industries Headquarters shall undergo an annual fire safety inspection by a qualified professional.

5. Planning and Training

- a. Fire safety training shall be provided to all staff, to include use of fire extinguishers and response, notification, and evacuation procedures.
- b. A fire safety officer or trained staff member shall be utilized to undertake safety inspection and training responsibilities.
- c. Correctional Industries Headquarters shall conduct annual fire and emergency drills. The evacuation drill shall include testing of emergency response protocols. Central Office shall comply with the facilities management annual fire and emergency drills protocols. These drills shall include testing of emergency response protocols according to the facilities management requirements.

Institution:

EXTINGUISHER
CHARGED / IN PLACE

FIRE BILLS & EVAC
PLANS POSTED

EXITS CLEAR &
MARKED

ALARM PANNEL
CONDITION

SMOKE / HEAT DETECTORS

SPRINKLERS

EYE WASH STATION CHECK

CHEMICAL STORAGE

**WEEKLY
SAFETY & FIRE
PROTECTION
INSPECTION
REPORT**

LOCATION

AREA SUPERVISOR

I N S T I T U T I O N A L F I R E & S A F E T Y								

The above listed areas have been checked for Fire/Safety & KOSHA Compliance. "X" marks denotes a problem with Fire/Safety. Comments on KOSHA Compliance & Additional Comments are listed on the reverse side.

Week of ___/___/___

Inspector's Signature

Institution: _____

**MONTHLY
SAFETY & FIRE
PROTECTION
INSPECTION
REPORT**

EXTINGUISHERS
CHARGED /
IN PLACE

EYE WASH STATION

Verify weekly inspections

ALARM PANNEL
& SMOKE / HEAT
DETECTORS

FIRE BILL / EVAC
PLANS; EXITS
CLEAR & MARKED

FIRE HYDRANTS

Visual Check

EMERGENCY
LIGHTS

30 second test

SPRINKLER
SYSTEMS

Visual Check

FUEL STORAGE TANKS

LOCATION

AREA SUPERVISOR

I N S T I T U T I O N A L F I R E & S A F E T Y								

Week of ___/___/___

Inspector's Signature

