

# State of Iowa Department of Corrections

## Policy and Procedures

Policy Number: IO-SE-01

Applicability: Institutions

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 3: INSTITUTIONAL OPERATIONS

Sub Chapter: SAFETY & EMERGENCY PROCEDURES

Related DOC Policies: AD-GA-06, HSP-206, IO-SE-03

Administration Code Reference: N/A

Subject: FIRE AND LIFE SAFETY PROGRAMS

PREA Standards: N/A

Responsibility: Donald Stolley, Nick Lamb

Effective Date: April 2024

Authority:

### 1. PURPOSE

To describe the fire and life safety programs and safety inspections that shall be in place in the Iowa Department of Corrections Institutions (IDOC).

### 2. POLICY

It is the policy of the IDOC to provide a safe institutional environment for all staff, incarcerated individuals and visitors in its institutions, through compliance with all applicable codes on sanitation, health, and life safety, including the *Life Safety Code* of the National Fire Prevention Association (NFPA). If state or local codes or regulations exceed those of the NFPA, they shall supersede any other regulatory structure.

### CONTENTS

- A. Program Implementation
- B. Equipment
- C. Hot Work Permit
- D. Individual Response
- E. Possible Escape Attempts

- F. Count
- G. Evacuation Plans
- H. Fire Drills
- I. After Action and Annual Review
- J. Inspections
- K. New Construction and Renovation
- L. Fire Investigations
- M. Training

### **3. DEFINITIONS – As used in this document:**

- A. State Fire Marshal - The chief officer of the Division of Fire Protection in the Department of Public Safety.
- B. Evacuation Plan - A written document available to staff and incarcerated individuals outlining the institutions response to fire evacuation, smoke evacuation, hazardous materials and other life safety requirements.
- C. Housing Unit - A unit occupied by one or more incarcerated individuals in the regular population.
- D. Administrative Unit - A unit occupied by one or more incarcerated individuals requiring security, medical, or administrative supervision.
- E. "Hot work" - grinding, welding, flame cutting or other fire or spark-producing operation.
- F. Hot Work Permit – the document required to be completed when hot work is performed.

### **4. PROCEDURES**

#### **A. Program Implementation**

1. The Warden shall develop, implement, and ensure ongoing operation of critical life safety programs.

2. The Director of the IDOC shall appoint a Safety Director to oversee all safety-related activity in the IDOC, and the Warden at each institution shall identify a specific staff member who shall serve as the Safety Officer. These institutional staff shall be properly trained and qualified and shall be responsible for the life safety program in the facility, as outlined in this and other relevant IDOC policies.
3. The Safety Officer shall ensure that completing, scheduling, or otherwise arranging for all inspections, tests, and other reviews of institutional fire and life safety programs, as required by the relevant standards and other IDOC policy. The Safety Officer also shall maintain a record-keeping system that documents proof of compliance with all applicable standards.
4. Institutions are responsible for maintaining compliance with the federal Occupational Safety and Health Act (OSHA) as well as all other applicable federal, state, or local laws and regulations, and IDOC safety rules and regulations.
5. Control Center staff shall monitor the fire alarm systems and shall initiate the institutions fire response plan. The central number for community emergency responders shall be kept in a prominent location in the Control Center.
6. All employees are responsible for ensuring and maintaining sanitation and safety standards of the institution.

## **B. Equipment**

1. The Safety Officer and Plant Operations Manager shall assure that all items are properly stored, tested and maintained, periodically.
2. Fire extinguishers, accessory equipment, etc., shall be available in appropriate locations throughout the institution. Only authorized fire extinguishers shall be used, and they shall be clearly marked as to type and/or category of fires they are made to control.

## **C. Hot Work Permit**

1. Hot work is any fire or spark producing operation. Where hot work takes place in a permanent location such as a welding shop, all mechanical and procedural controls and personal protective equipment shall be utilized and the area inspected for potential hazards prior to initiating

the operation. Hot work taking place in a temporary location shall, except for thawing a lock on a yard gate or in an area that has been determined to be free of flammable and/or combustible material, be done only after a Hot Work Permit has been completed and approved.

2. The Hot Work Permit shall be completed by the individual who is to do the work following a thorough examination of the work site. The Permit is then reviewed by the supervisor in charge of the project who must approve the Permit prior to beginning the work. In circumstances where the appropriate supervisor is unavailable, the Permit may be reviewed and approved by the Shift Supervisor or other supervisor. Following completion of the work, including the required fire watch and area monitoring, the Safety Officer shall review the completed Permit and ensure that the document is retained. (Please refer to **IO-SE-01 F-1, Hot Work Permit**).

#### **D. Individual Response**

Emergency fire procedures and general instructions for a staff member observing a fire include recognition of the signs of combustion and specific types of fires as to fuel source, location and spread, and smoke color; and immediate reporting of a fire that has not activated an automatic alarm. Operation of, and response to, all alarm systems include the following procedures:

1. Calling the Control Center on the designated emergency number or by radio to report the exact description of the situation.
2. In the event the fire is in the incipient stage, staff, if properly trained, shall attempt to extinguish the fire, if safe to do so.
3. If the fire is greater than incipient, evacuate all incarcerated individuals, guests and staff. Well-established procedures for rapid and safe evacuation of cells, other housing areas, and other areas of the institution shall be available.

#### **E. Possible Escape Attempts**

1. The possibility of an escape attempt is increased during any emergency.
2. The staff member in charge shall ensure that a sufficient number of staff shall be posted on the perimeter during an emergency, especially when incarcerated individuals are being evacuated from the housing units.

## **F. Count**

1. When the involved area is cleared following the fire alarm, a count shall be conducted.
2. The count shall not be cleared until all incarcerated individuals and staff assigned to the area are identified and accounted for.

## **G. Evacuation Plans**

1. Each local Evacuation Plan shall specify the conditions under which actual evacuation shall be considered, and by whose authorization. This plan shall include the following:
  - a. Posting of evacuation route information in all areas of the institution, particularly housing units that include floor plan layouts, location of exits and escape routes, with arrows indicating direction of travel from the location of the diagram.
  - b. Identifying the location of the fire plan, and procedures for staff review and annual revision.
  - c. Procedures for quarterly fire drills, including special procedures for use of emergency keys, actual evacuation of general population units and program areas, and the simulated evacuation and control of locked unit incarcerated individuals.
2. Evacuation routes shall be specified in the Evacuation Plan and posted in each area, with instructions in English and those languages spoken by significant numbers of incarcerated individuals.

## **H. Staff Evacuation Drills**

Evacuation drills shall be planned and conducted at the direction of the Associate Wardens and Safety Officer as follows:

1. A campus wide staff evacuation drill shall take place once per shift, per quarter. (12 drills annually for each facility).
2. All staff are required to participate in the evacuation drill.
3. Each facility shall establish procedures for how the evacuation drills are outlined and completed ensuring that all staff participate.

4. Each facility shall establish procedures for documenting evacuation drills and upload to the IDOC Fire Drill log.
5. All staff shall be informed of the evacuation drill and their requirements to participate.
6. Drills for regular housing units may involve actual removal of the incarcerated individuals to a safe area.
7. Shift Supervisors will determine when actual removal of incarcerated individuals to a safe area is appropriate.

### **I. After Action and Annual Review**

1. Medical examination and care shall be provided as soon as possible after those involved in a fire have been removed to safety.
2. All staff members involved in a fire emergency shall file a report on the incident before the end of the shift.
3. Staff are required to review emergency plans at least once a year, but may do so at any time. An adequate number of copies of the plan shall be available in the Warden's office and other designated non-incarcerated individual contact areas for employee review. This plan is also available electronically.

### **J. Inspections**

1. A daily visual inspection shall be made of all areas and life safety equipment by a designated staff member.
2. Portable fire extinguishers shall be inspected monthly.
3. A comprehensive and thorough monthly inspection shall be conducted by the Safety Officer and submitted to the facilities supervisors. The inspection shall be posted to the Safety Team Drive by the 7<sup>th</sup> of the following month. Safety Officers shall utilize a PDA while completing monthly inspections.
4. A quarterly inspection of the fire alarm system shall be completed. The date, results, and signature of the individual conducting the test shall be recorded.

## **K. New Construction and Renovation**

The institution Safety Officer, in consultation with the IDOC Safety Director and the State Fire Marshal shall review any post-occupancy construction or renovation plans with life safety implications that may arise during the use and occupancy of the institution.

## **L. Fire Investigations**

1. All fires shall be reported (see IDOC Policy **AD-GA-06**, *Reporting of Critical Incidents and the Duty Officer System*). Investigations are necessary in the aftermath of any fire or other life safety-related incident.
2. A report shall be prepared of all investigations and forwarded to the Warden, Deputy Director of Institution Operations, and IDOC Safety Director.

## **M. Training**

See **IO-SE-03**, *Safety and Health Program Management* for training requirements.