

|   |  |                             |                            |
|---|--|-----------------------------|----------------------------|
|  | <b>State of Alaska<br/>Department of Corrections<br/>Policies and Procedures</b> | <b>Index #:</b> 802.01      | <b>Page 1 of 4</b>         |
|   |  | <b>Effective:</b> 6/14/2013 | <b>Reviewed:</b>           |
|   |  | <b>Distribution:</b> Public | <b>Due for Rev:</b> 6/2017 |
|   | <b>Chapter:</b> Safety and Emergency Procedures                                  |                             |                            |
| <b>Subject:</b> Smoke/Fire Emergency Procedures                                   |  |                             |                            |

I. Authority

In accordance with AS 33.30.011 and 22 AAC 05.155, the Department will maintain a manual composed of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

II. References

Alaska Administrative Code

22 AAC 05.050

III. Purpose

To establish within the Department uniform procedures for response to a fire emergency.

IV. Application

All staff.

V. Definitions:

- A. iEvac Smoke/Fire Hood (iEvac Hood): A safety device worn over the head to protect the wearer from fire, smoke, and gases in an evacuation or escape during a fire and/or smoke emergency.
- B. Incipient Fire: A fire in its initial or beginning stage and which can be controlled or extinguished by a portable fire extinguisher and without the need for protective apparatus.

VI. Policy

- A. The Department will provide a fire-safe environment in all facilities. The Department will ensure that each institution complies with fire safety codes; has fire prevention, safety, and control procedures that address the efficient use of fire protection services and equipment; and implements effective fire drills and evacuation plans.
  - B. The institution shall visually inspect fire safety and emergency equipment weekly to ensure that equipment complies with federal, state, and local fire codes.
  - C. Evacuation and fire suppression plans and training shall emphasize that Correctional Officers are responsible for fire suppression and evacuation in the incipient phase of a smoke or fire emergency.
  - D. Employees shall use iEvac Hoods for self-protection during an evacuation.
  - E. It is the primary role of a Correctional Officer to notify the immediate supervisor of a fire or smoke emergency, extinguish incipient fire or smoke source, evacuate all personnel, and ensure continued security of prisoners. Employees shall not be asked to assume the role of a trained firefighter, such as attempting a rescue or suppress a fire beyond the incipient phase.
-

## VII. Procedures

### A. Standard Operating Procedure (SOP)

Each superintendent shall establish a fire and emergency Standard Operating Procedure consistent with fire codes and safety regulations. The SOP must address fire prevention, safety, the use of fire protection services, safety equipment, fire drills, and evacuation plans.

### B. Fire Safety Plan

1. The Department will ensure that each institution has the following:
  - a. An adequate fire protection service (the superintendent shall forward a copy of the institution's fire safety plan to the local fire department);
  - b. At least weekly inspections of the fire safety equipment, as set out in D below;
  - c. Inspections by qualified fire inspectors as required by state or local codes;
  - d. Adequate fire protection equipment throughout the institution;
  - e. A centralized automatic fire alarm/annunciation system that is certified effective; individual smoke detectors may be inspected by department safety officers;
  - f. A written fire evacuation plan;
  - g. Non-combustible receptacles for smoking materials in authorized smoking areas outside State facilities;
  - h. Non-combustible containers in specified areas solely for the disposal of rags and cleaning items used with flammable liquids, and a plan for daily disposal and cleaning of the containers;
  - i. All evacuation routes clearly marked and posted with exits that are distinctly and permanently identified, clear, and useable;
  - j. A generator must provide essential lighting, power and communication capability during emergencies, and
  - k. Training for all personnel in the implementation of emergency plans, facility evacuation, and the use of fire suppression equipment and procedures within their assigned facility.

### C. Written Safety Plan

1. Each institution shall establish and maintain a detailed Fire Safety Plan that addresses the following:
    - a. Notification of the following: employees, fire departments, ambulance, hospital, Alaska State Troopers and local law enforcement all personnel;
  2. An institutional fire evacuation plan that includes:
    - a. Floor plan layout, including the location of fire suppression equipment;
    - b. Posted evacuation routes and emergency exits;
    - c. Location and distribution of fire safety plans;
    - d. A schedule and procedure for fire drills and partial or full evacuation;
    - e. Special procedures for the control and evacuation of the more dangerous and maximum custody prisoners and segregation areas;
    - f. Procedures for releasing prisoners from locked areas;
-

- g. Security and safety rules governing evacuation; and
  - h. Posted local emergency telephone numbers;
3. Fire and smoke alarm systems;
  4. Inventory, status, and location of fire control equipment;
  5. Emergency lighting, power, and communication systems, including on-site emergency generator in the event of power failure;
  6. Emergency keys and unlocking devices,
  7. Local Fire Department annual review of fire safety and written plans;
  8. Inspection schedule for all fire safety equipment by a qualified outside authority;
  9. Inspection schedule for all fire safety equipment by institutional personnel;
  10. Procedures for testing, operating, and training employees on fire suppression equipment;
  11. Flammable material containers and storage;
  12. Operation of fire doors;
  13. Open burning;
  14. Fire Investigations; and post-fire clean-up procedures as it relates to preserving the fire scene and evidence until an investigation is complete; and
  15. Schedule review and update of the fire safety plan.
- D. Safety Officer
- The Superintendent shall designate a safety officer that has received training in fire prevention, inspections and control to inspect fire safety and emergency equipment, ensure adequate staff training to include fire drills and the use of iEvac Hoods.
- E. Weekly Inspection
- The safety officer shall inspect and audit fire safety and emergency equipment weekly for compliance with federal, state and local fire codes. The safety officer shall utilize a checklist provided by the Superintendent and return the completed checklist to the Superintendent or designee upon completion of the inspection. In conducting the inspection, the safety officer shall, at minimum:
1. Visually observe all fire safety and emergency equipment to ensure compliance with federal, state, and local codes;
  2. Check all fire extinguisher and first aid kit placements and their readiness;
  3. Check the placement and operational readiness of all alarm systems;
  4. Ensure that storage and use areas for flammable substances, comply with applicable requirements;
  5. Check exit signs and exit accessibility; ensure trash is collected and stored in a safe manner, for example that it does not block exits or create a fire hazard;
  6. Ensure emergency phone numbers are available and posted;
  7. Check whether evacuation plans are posted in each area of the institution; and
  8. Check emergency generators and sprinkler systems.
- F. The safety officer shall immediately notify the Superintendent of any major problem revealed in the inspection.
- G. The Superintendent shall review all inspection reports and arrange for any necessary corrective action.
-

**VIII. Implementation**

This policy and procedure is effective 14 days following the date signed by the Commissioner. Each Manager shall incorporate the directions outlined in this document into local policy and procedure. All local policies and procedures must conform to these directions; any deviation must be approved in writing by the Division Director.

6/14/2013

SIGNATURE ON FILE

---

Date

---

Joseph D. Schmidt, Commissioner  
Department of Corrections

*Revised: 2/24/2009  
Revised: 10/3/2002  
Revised: 6/8/1998  
Revised: 7/8/1995  
Original: 2/25/1985*

---