

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 01/01/2006	NUMBER 04.03.120
	SUBJECT FIRE SAFETY	
SUPERSEDES PD 04.03.120 (10/13/97)		
AUTHORITY MCL 29.351 et seq; 791.203		
ACA STANDARDS 4-4124; 4-4211 through 4-4213; 4-4221; 4-ACRS-1C-08 through 4-ACRS-1C-11; 2-CO-3B-01; 2-CO-3B-02; 1-ABC-2A-03		
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POLICY STATEMENT:

The standards set forth in this policy shall be followed to reduce potential loss of life, personal injury and property damage resulting from fires, explosions and related incidents.

POLICY:

GENERAL INFORMATION

- A. For purposes of this policy, "facility" includes the Correctional Facilities Administration (CFA) Region II and III administrative offices and, for CFA Region III, other areas within the Jackson Complex as determined by the Region III Regional Prison Administrator (RPA).
- B. This policy only applies to state-owned facilities. For leased facilities and offices, the owner is responsible for complying with all federal and state fire safety codes and standards unless stated otherwise in this policy.
- C. The Environmental Health and Fire Safety Section of the Physical Plant Division in the Bureau of Fiscal Management, Administration and Programs (A&P), is responsible for the overall management and coordination of the Department's fire safety program. The Manager of the Environmental Health and Fire Safety Section shall ensure that the program is in compliance with all applicable state, federal and local laws, codes and standards regarding fire safety as well as applicable standards of the American Corrections Association (ACA). The Manager or designee also shall serve as liaison with the Bureau of Construction Codes & Fire Safety in the Department of Labor and Economic Growth regarding state fire safety standards. In conjunction with the Office of Training and Recruitment in the Bureau of Human Resources, the Manager shall ensure appropriate training is available to staff required to conduct fire safety inspections under this policy.

FIRE SAFETY COMMITTEE

- D. There shall be a Fire Safety Committee comprised of the Manager of the Environmental Health and Fire Safety Section, the Department's ACA Coordinator and all Regional Fire Safety Inspectors. The committee also shall include at least one staff person from CFA, Field Operations Administration (FOA), Michigan State Industries (MSI) and the Office of Training and Recruitment, as designated by the appropriate Deputy Director or Administrator. The Manager of the Environmental Health and Fire Safety Section shall chair the committee. The committee shall meet at least quarterly and shall be responsible for addressing all fire safety issues within Department facilities covered by this policy. Committee recommendations for changes in policy, procedure or practice shall be sent to the A&P Deputy Director for review.

FIRE SAFETY OPERATIONS PLAN

- E. The Manager of the Environmental Health and Fire Safety Section shall ensure that a fire safety operations plan is developed and maintained for the Department. The plan shall address all requirements to be followed to ensure compliance with applicable state and federal laws, codes and standards relating to fire safety. The plan shall specifically address the following:

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1. Required fire safety inspections, consistent with this policy.
 2. Equipment testing, which also shall meet all manufacturer recommendations.
 3. Use of fire alarms, extinguishers, and detection and suppression systems.
 4. Location of fire protection equipment.
 5. Requirements for self-contained breathing apparatuses (SCBA's), including availability and use.
 6. Control of flammables to the extent not already addressed in the Department's Environmental and Waste Management Plan.
- F. The Manager of the Environmental Health and Fire Safety Section shall ensure that a copy of the plan is provided to all Regional Fire Safety Inspectors, who shall ensure that a copy is made available to all Regional Facility Fire Safety Inspectors in their respective regions. A copy of the plan also shall be provided to Wardens, RPA'S, appropriate FOA facility managers and Regional Administrators (RA's), and the Administrator of Michigan State Industries (MSI), all of whom shall ensure a copy of the plan is made available to other staff as deemed necessary.

FIRE EVACUATION PLAN

- G. Each facility shall have a written evacuation plan to be followed in the event of a fire. The plan shall be reviewed at least annually by the facility head or designee and revised as necessary. The plan, including any revisions, shall be submitted to the appropriate Regional Fire Safety Inspector for approval. A copy of the approved plan shall be made available to the local fire department. At a minimum, the plan shall address the following:
1. The location of building/room floor plans.
 2. The use of exit signs, directional arrows and other warning devices/equipment. All exit signs and arrows shall be located where they can be easily seen and read. Warning devices and equipment shall be used as necessary to assist persons with disabilities.
 3. Site specific evacuation routes and exits, including designated assembly areas where applicable and headcount procedures.
 4. The safe shutdown of equipment and chemical processes that would pose safety concerns if left in operation. This includes all MSI equipment and chemical processes.
 5. Temporary housing of offenders during an evacuation.
 6. Provision for medical care/transportation for injured offenders and staff.
 7. Where the plan is to be posted or otherwise made available to staff.

FIRE EXIT DRILLS

- H. Fire exit drills shall be conducted at least quarterly on each shift in all locations within a facility which are normally occupied by offenders or staff. Full evacuation of all staff and offenders in the area is required except in those areas where the Warden has determined that the evacuation of prisoners would pose a risk to the custody and security of the facility (e.g., segregation unit). The reason for this determination shall be documented in writing. Fire exit drills may be conducted as part of a scheduled mobilization exercise. In all cases, an Evacuation Drill Report (CAJ-166) shall be completed for each fire exit drill conducted.

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FIRE INCIDENT REPORTING

- I. All fires, false alarms and activations of any automatic or manual fire protection system which sounds an alarm (other than testing) shall be reported on a Fire Incident Report (CAJ-948). Fires shall be reported in accordance with PD 01.05.120 "Critical Incident Reporting". Fires resulting in death, injury or damage in excess of \$500 also shall be immediately reported to the Office of Fire Safety in the Department of Labor and Economic Growth and the Manager of the Environmental Health and Fire Safety Section.
- J. Fire protection systems or equipment activated or used shall be restored to service or replaced promptly.

FIRE AND EMERGENCY KEYS

- K. Fire and emergency keys are those keys needed to unlock doors installed as a means of egress and those keys necessary to access fire protection systems and equipment. Such keys shall be controlled consistent with the requirements set forth in PD 04.04.100 "Custody, Security and Safety Systems" and PD 06.01.115 "Custody, Security and Safety Systems - Corrections Centers and Technical Rule Violation Centers". In addition, all fire and emergency keys shall be individually identified by touch and sight by attaching a silver "button rivet" to the head of the key, unless it is the only key on a ring.

FURNISHINGS

- L. The Manager of the Environmental Health and Fire Safety Section shall identify required fire safety ratings for facility furnishings which can burn or pose a fire hazard due to high smoke production, rapid burning once ignited or high heat release. Only furnishings with an approved fire safety rating shall be placed within a facility, including housing units. MSI furnishings which have an approved fire safety rating shall be identified as such in the MSI product catalog.
- M. All wastebaskets and trash receptacles in housing units shall be noncombustible or made of other approved non-metallic material. Special containers shall be used for storing flammable liquids and rags that have been used with flammable liquids. All receptacles and containers shall be emptied and cleaned at least daily.
- N. Furniture and mattresses containing materials of a highly flammable character are prohibited in housing units.

PRISONER PERSONAL PROPERTY STORAGE

- O. Except for pictures and other displays authorized by PD 04.07.110 "State-Issued Items and Cell/Room Furnishings for Prisoners" or authorized in an FOA facility, all books, clothing and other combustible personal property allowed in sleeping rooms, cells and dormitories shall be stored in Department-approved lockers or fire resistant containers when not in use.

REMODELING, RENOVATING AND OCCUPANCY CHANGES

- P. No new construction, remodeling, renovating or occupancy changes shall be undertaken at a facility without prior written approval of the appropriate CFA RPA or, for FOA facilities, the FOA Deputy Director or designee, and the Manager of the Environmental Health and Fire Safety Section or designee. This shall include the removal or relocation of any fire protection devices, systems, equipment, fire hydrants, fences, gates, heating devices or fire department access.

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REQUIRED INSPECTIONS AND REPORTS

- Q. Fire safety inspections of unoccupied facilities and leased facilities and offices shall be conducted as directed by the Manager of the Environmental Health and Fire Safety Section. Such inspections shall be conducted by the appropriate Regional Fire Safety Inspector.
- R. For all fire safety inspections conducted under this section, the appropriate Regional Facility Fire Safety Inspector shall develop a plan of correction and an acceptable completion date for all deficiencies cited which cannot be corrected immediately. The Fire/Safety Deficiencies and Plans of Correction form (CAJ-515) shall be used for this purpose. For deficiencies cited during an annual inspection, approval of the plan is required from the Manager of the Environmental Health and Fire Safety Section.
- S. Life threatening violations shall be corrected immediately; if the violation cannot be immediately corrected, appropriate temporary corrective measures (e.g., evacuation) shall be implemented immediately and continued until the deficiency is corrected.

Weekly Inspections/Reports

- T. A weekly fire safety inspection of all areas within an occupied facility shall be conducted by a staff person normally assigned to the specific area(s); only staff who have received appropriate training in and are familiar with fire safety requirements shall conduct the inspection. The inspection shall be reported on the Weekly Fire Safety Inspection Checklist (CAJ-164).

Monthly Inspections/Reports

- U. Each Regional Facility Fire Safety Inspector shall conduct a comprehensive and thorough monthly fire safety inspection of all areas within each occupied facility for which s/he is responsible for compliance with fire prevention standards. This inspection shall include ensuring that all testing and maintenance of fire protection systems and equipment required by applicable codes and standards has been completed. The inspection shall be reported on the Monthly Fire Safety Inspection Checklist (CAJ-165). Each Regional Facility Fire Safety Inspector shall forward on a monthly basis a written summary of his/her findings along with a copy of the checklist to the appropriate Warden or, for FOA facilities, the facility supervisor, and to the appropriate Regional Fire Safety Inspector; the Regional Fire Safety Inspector shall review the documentation and forward it to the appropriate RPA or, for FOA facilities, the appropriate RA.

Annual Inspections/Reports

- V. Each Regional Fire Safety Inspector shall conduct a comprehensive and thorough annual inspection of each facility for which s/he is responsible. The inspection shall be documented on the Annual Fire Safety Inspection Checklist (CAH-170).

OPERATING PROCEDURES

- W. Wardens and the FOA Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. Facility procedures shall include provisions for the prompt evacuation in case of fire the elimination of fire hazards, and appropriate testing and maintenance of fire protection systems consistent with requirements set forth in the Fire Safety Operations Plan. Procedures shall be submitted to the appropriate Regional Fire Safety Inspector for review prior to issuance. Facility procedures shall not conflict with procedures issued by the Director or a Deputy Director.

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AUDIT ELEMENTS

- X. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist Wardens, FOA RA's and the A&P Deputy Director with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

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