

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 12/17/2018	NUMBER 04.03.120
	SUBJECT <b>FIRE SAFETY</b>	
SUPERSEDES 04.03.120 (02/11/2013)		AUTHORITY MCL 29.351 et seq; 791.203
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**POLICY STATEMENT:**

All correctional facilities shall follow standards outlined in this policy to reduce potential loss of life, personal injury, and property damage resulting from fires, explosions, and related incidents.

**POLICY:**

GENERAL INFORMATION

- A. The requirements outlined in this policy directive for correctional facilities shall apply to other facilities and areas as identified by the Manager of the Fire Safety Section in the Physical Plant Division, Bureau of Fiscal Management, Budget and Operations Administration (BOA).
- B. The Manager of the Fire Safety Section is responsible for the overall management and coordination of the Department's fire safety program. The Manager shall ensure that the program complies with all applicable state, federal and local laws, codes, and standards regarding fire safety. The Manager or designee shall serve as liaison with the Bureau of Fire Service in the Department of Licensing and Regulatory Affairs (LARA) regarding state fire safety standards. In conjunction with the Training Division, the Manager shall ensure appropriate training is available to staff required to conduct fire safety inspections under this policy.

FIRE SAFETY COMMITTEE

- C. There shall be a Fire Safety Committee comprised of the Manager of the Fire Safety Section, who shall chair the Committee, all Fire Safety Supervisors, the Performance Audit Specialist, at least one staff person from the Field Operations Administration (FOA), Michigan State Industries (MSI), the Training Division, and at least one additional staff person from the Corrections Facility Administration (CFA), as designated by the appropriate Deputy Director. The Committee shall meet at least bi-annually and shall be responsible for addressing all fire safety issues within facilities covered by this policy directive. Committee recommendations for changes in policy, procedure, or practice shall be sent to the BOA Deputy Director for review and approval.

FIRE SAFETY OPERATIONS PLAN

- D. The Manager of the Fire Safety Section shall ensure that a Fire Safety Operations Plan is maintained and available on the Department's Document Access System (DAS). 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.

FIRE EVACUATION PLAN

- E. Each occupied facility shall have a written Fire Evacuation Plan to be followed in the event of a fire. The plan shall be reviewed at least annually by the Warden or designee and revised as necessary. The plan, including any revisions, shall be submitted to the appropriate Fire Safety Supervisor 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.

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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 prisoners during an evacuation.
6. Provision for medical care/transportation for injured prisoners and staff.
7. Where the plan is to be posted or otherwise made available to staff.

#### FIRE EXIT DRILLS

- F. Fire exit drills shall be conducted at least quarterly on each shift in all locations within a facility normally occupied by prisoners or staff. Full evacuation of all staff and prisoners 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.

#### FIRE INCIDENT REPORTING

- G. All fires, false alarms, and activations of any automatic or manual fire protection system that sounds an alarm (other than testing) shall be reported on a Fire Incident Report (CAJ-948). Fires shall be reported as required by the Fire Safety Operations Plan and PD 01.05.120 "Critical Incident Reporting - Correctional Facilities Administration (CFA)."
- H. Fire protection systems or equipment activated or used shall be restored to service or replaced promptly.

#### FIRE KEYS

- I. Fire keys are those keys needed to unlock doors that access a means of egress and doors or locks securing fire cabinets, fire hose systems, or fire alarm pull stations. Such keys shall be controlled consistent with the requirements outlined in PD 04.04.125 "Key Control." Fire keys shall be individually identifiable by a silver button rivet attached to the head of the key, unless it is the only key on a ring.

#### FURNISHINGS

- J. The Manager of the Fire Safety Section shall identify required fire safety ratings for facility furnishings that 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.
- K. 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.
- L. Furniture and mattresses containing highly combustible materials are prohibited in housing units.

#### PRISONER PERSONAL PROPERTY STORAGE

- M. 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. This does not apply to pictures and other displays authorized by PD 04.07.110 "State-Issued Items and Cell/Room Furnishings," for parolees in the Detroit Reentry Center, or for probationers in the Special Alternative Incarceration program.

#### REMODELING, RENOVATING AND OCCUPANCY CHANGES

- N. No new construction, remodeling, renovating, or occupancy changes shall be undertaken at a facility without prior written approval of the Manager of the Fire Safety Section or designee and the appropriate Assistant Deputy Director (ADD) or, for FOA, the FOA Deputy Director 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

- O. Fire safety inspections of unoccupied facilities shall be conducted as directed by the Manager of the Fire Safety Section. Such inspections shall be conducted by the appropriate Facility Fire Safety Inspector.
- P. For all fire safety inspections conducted under this section, the appropriate Facility Fire Safety Inspector shall develop a plan of correction for all deficiencies cited that 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 Fire Safety Section.
- Q. Deficiencies that may be life threatening shall be corrected immediately whenever possible. If the deficiency cannot be immediately corrected, appropriate temporary corrective measures (e.g., evacuation) shall be implemented. The corrective measures shall be implemented immediately and continued until the deficiency is corrected.

### Monthly Inspections/Reports

- R. Each 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). Upon completion, each Facility Fire Safety Inspector shall forward a written summary of his/her findings along with a copy of the checklist to the appropriate Warden and Fire Safety Supervisor. The Fire Safety Supervisor shall review the documentation and, if there are any life threatening or continuing issues, forward it to the Manager of the Fire Safety Section and to the appropriate ADD or, for FOA, the FOA Deputy Director or designee.

### Annual Inspections/Reports

- S. Each Fire Safety Supervisor shall conduct a comprehensive and thorough annual inspection of each facility for which s/he is responsible to determine whether all requirements outlined in the Fire Safety Operations Plan and Fire Evacuation Plan have been met. The results of each inspection shall be documented on the Annual Fire Safety Inspection Checklist (CAH-170). All items of non-compliance shall be cited on the Fire/Safety Deficiencies and Plans of Correction form (CAJ-515). The inspection results shall be submitted to the Warden, appropriate ADD, and the Manager of the Fire Safety Section. The Warden shall ensure that a Facility Inspection Response Report (CRX-113) is prepared and that any deficiencies noted that have not already been corrected are addressed in a timely manner.

## PROCEDURES

- T. If necessary, to implement requirements outlined in this policy directive, Wardens shall ensure procedures are developed or updated as necessary. 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 outlined in the Fire Safety Operations Plan. Procedures shall be submitted to the appropriate Fire Safety Supervisor for approval before issuance. Procedures shall not conflict with any procedures issued by the Director.

## AUDIT ELEMENTS

- U. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self-audit of this policy pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

APPROVED: HEW 11/03/2018