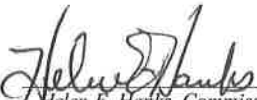


| | |
|---|---|
| NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE | CHAPTER <u>Physical Plant</u> STATEMENT NUMBER <u>8.07</u> |
| SUBJECT: FIRE AND EMERGENCY PLANNING and RESPONSE PROPONENT: <u>Christopher Kench, Director</u> <i>Name/Title</i> <u>Commissioner's Office 271-8016</u> <i>Office Phone #</i> | EFFECTIVE DATE <u>2/22/18</u> REVIEW DATE <u>2/22/20</u> SUPERSEDES PPD# <u>8.07</u> DATED <u>10/15/13</u> |
| ISSUING OFFICER:  <i>Helen E. Hanks, Commissioner</i> | DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: YES _____ NO _____ |
| REFERENCE NO: See reference section on last page of PPD. | |

- I. **PURPOSE:**
 To establish guidelines in the event of a fire emergency.
- II. **APPLICABILITY:**
 To all employees, persons under departmental control and visitors.
- III. **POLICY:**
 It is the policy of the NH Department of Corrections that:
- A. Wardens/Division Directors will ensure that written Fire and Emergency Evacuation Plans (FEPP) are reviewed annually and updated as needed.
 - B. Fire and Emergency Evacuation Plans will be submitted to the State Fire Marshal/designee for code certification via the Administrator of Logistical Services.
 - C. Plans under revision will be made available to the local fire authorities with an invitation for recommendations and/or changes.
 - D. Employees and persons under departmental control on each shift will be instructed and drilled quarterly as to their responsibilities in the fire evacuation plan. Staff will conduct actual evacuation drills only where the evacuation of extremely dangerous persons under departmental control are not included e.g. Special Housing Unit (SHU) and E Ward of the Secure Psychiatric Unit (SPU). Evacuation of the SHU and some areas of the SPU will be simulated. Transitional Housing Units shall perform drills at least monthly when the majority of residents are present ensuring that each shift completes a quarterly drill.
 - E. Fire and emergency evacuation planning for emergencies requiring evacuation beyond a facility's secure perimeter shall be according to PPD 5.44.
 - F. Equipment is used professionally in the coordination of emergency response procedures by corrections staff and local Fire Departments.
 - G. Fire suppression shall only be attempted on incipient fires. Incipient phase fires are when oxygen is plentiful, temperatures are low, breathing is not difficult, extinguishing is uncomplicated, ventilation is simple and there is little steam production. When suppressing incipient fires:
 - a. Normal clothing is worn;
 - b. No personal evasive action is required to avoid smoke or heat; and
 - c. Respiratory protection is not required.
 - H. Staff will not be assigned to tasks requiring use of Self Contained Breathing Apparatus.

I. Rescue attempts shall only be made by staff if they can do so without putting themselves in imminent danger.

IV. PROCEDURE:

A. Emergency Plan Management and Training

1. Division Directors/Wardens shall ensure that:
 - a. Fire plans are developed utilizing the Fire and Emergency Evacuation Plans (FEEP) development tool (attachment 1). These plans will be completed for each area of the facility and include a floor plan of the area and the buildings.
 - b. Approved plans (attachment 2) are distributed to supervised areas and maintained in the "Red" FEEP binders. Each location identified in the index shall have one complete copy of the plan available to staff.
 - b. FEEP diagrams that show means of egress routes and provide brief instructions to occupants shall be conspicuously posted in all areas of public access and places of assembly.
2. All staff will ensure they are familiar with the FEEP for any area in which they work.
3. Any staff who identifies discrepancies in a plan shall report their discovery in writing to their supervisor.

B. Fire and Emergency Evacuation Plan Activity

1. These guidelines apply to response activity in any area
 - a. In the event of an alarm activation:
 - 1) Evacuation will take place according to the diagram, if philosophy type requires it.
 - 2) The main control center will dispatch designated officers to get emergency key ring sets and report to specific locations to open locked egress routes as directed.
 - 3) Staff shall inspect areas in their proximity and notify the main control center, via available communications, of their findings and confirm alarm activation.
 - b. In the event of threatening smoke or fire:
 - 1) Sound the alarm if not already activated;
 - 2) Evacuation will take place according to the diagram and philosophy;
 - a) Officers shall be instructed to open doors in egress routes as necessary.
 - b) Occupants will use the nearest available exit, unless forced to do otherwise, and assemble in the designated area.
 - 3) If the staff respondent(s) cannot extinguish the fire using a maximum of one fire extinguisher or smoke is life threatening, they will also evacuate through the most available exit and await arrival of the local Fire Department.
 - 4) After evacuation, designated staff will account for all occupants and their status will be reported to the main control center.
 - c. All procedures are to be executed in an order that provides the most effective protection of life safety. It may not be necessary to execute all of the procedures to overcome an event. Each separate event shall require good judgement on the respondent's part.
 - d. Site occupants/respondents will keep the main control center advised on a continuous basis as to the status of the life-threatening event. Information will include the following:
 - 1) Fire/smoke/cause involvement;
 - 2) If additional suppression or rescue support is required; i.e., local Fire Department. In case of doubt, get more help than you need to ensure enough helpers;
 - 3) Personal injury; and
 - 4) Security assistance.
 - e. The priorities are:
 - 1) To save life;
 - 2) Security of inmates;
 - 3) Extinguish the fire and save property; and
 - 4) Secure the area for investigation.
 - f. All doors needed as a means of egress will be able to be released as necessary, within two minutes of the sound of the alarm.
 - g. The Fire Department will be notified any time there is an unwanted fire or evidence of there having been an unwanted fire even though it has apparently been extinguished (Saf-c 6000).
 - h. The Fire Department will be asked to provide assistance if:
 - 1) Evacuation is going to be necessary for life safety;

- 2) A fire is not suppressed with one portable fire extinguisher; or
- 3) Smoke is developing at a rate that could endanger life.
- i. When the local Fire Department is contacted by the main control center, the following information will be provided to them:
 - 1) Type of emergency; i.e., fire, medical, hazardous materials spill;
 - 2) Exact location of situation;
 - 3) Extent of danger; i.e., amount of hazardous material spill, intensity of fire, etc.;
 - 4) Any injuries to occupants (if type is other than medical, are medical services required);
 - 5) Where the local Fire Department should respond (what entrance); and
 - 6) Any other pertinent information that the local Fire Department should know about before arrival; i.e., if rescue or suppression assistance is needed.
- j. The Shift Commander will establish a Command Post any time outside assistance is required during an emergency event.
- k. Evacuation Philosophies:
The Department utilizes four types of evacuation philosophies. One will be selected that best applies for initial response. During an event the philosophy may need to be upgraded.
 - 1) Defend in Place. Occupants will be detained in their cells for as long as possible during a fire event. They will be evacuated on an individual basis as necessary when smoke or fire is causing imminent danger. Only structures with smoke control, remote release doors as a means of egress, and sprinkler protection can be assigned this philosophy.
 - 2) Partial Evacuation. Occupants will be evacuated from the smoke or fire zone where they are housed to an area of refuge in or outside the building. Additional zones and/or cell areas will be evacuated as the threat of smoke or fire encroach those areas.
 - 3) Delayed in Place. Total evacuation will occur upon confirmation of threatening smoke or fire.
 - 4) Immediate Evacuation. Total evacuation will occur upon sound of fire alarm system activation or other alert to a fire situation.
- C. Supervisors of all areas with electronic fire detection and alarm systems will ensure that all staff assigned to areas containing the fire alarm panels will be properly trained in the functions of the fire alarm panels. This training will minimally include:
 1. Deciphering of location codes at the panel;
 2. Alarm priority levels;
 3. Procedures for acknowledgement of an alarm;
 4. Procedures for alarm verification;
 5. Identification of the source of an alarm activation;
 6. Procedures for re-setting of false alarms;
 7. Conditions and procedures of re-setting of actual alarms;
 8. Monitoring points for automatic Fire Department response (City box activation);
 9. Documentation procedures for repair requests;
 10. Documentation procedures for completed repairs;
 11. Documentation procedures and mandatory notifications for repairs that cannot be completed within 48 hours; and
 12. Except under emergency conditions, staff not trained in the above will not be assigned to, nor accept assignment to any area containing the above mentioned equipment (NHSP-Men Central Control Room, NHCF-Women Control, NCF Control).
- D. Key ring holders are required to know by sight and touch which key opens which door(s) in their assigned area.
- E. Fire Drills will be completed as required and documented on the NH DOC FIRE DRILL REPORT (attachment 4). Copy will be forwarded to or filed electronically with facility operations.

REFERENCES:

Standards for the Administration of Correctional Agencies
 Second Edition Standards
 2-CO-3B-01

Standards for Adult Correctional Institutions

Fourth Edition Standards

4-4221 thru 4-4422

Standards for Adult Community Residential Services

Fourth Edition Standards

4-ACRS-1C-02; 4-ACRS-1C-04 thru 1C-05; 4-ACRS-1C-09

Standards for Adult Probation and Parole Field Services

Third Edition Standards

Other

Saf-C 6000

KENCH/lb

Attachments