


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Physical Plant</u> STATEMENT NUMBER <u>8.09</u>
SUBJECT: <b>FIRE PREVENTION AND FIRE SAFETY</b>  PROPONENT: <u>Christopher Kench, Director</u> <i>Name/Title</i> <u>Commissioner's Office 271-8016</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>7/24/2018</u> REVIEW DATE <u>7/24/2020</u> SUPERSEDES PPD# <u>8.09</u> DATED <u>10/15/13</u>
ISSUING OFFICER:   <u>Helen E. Hanks, Commissioner</u>	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. PURPOSE:

To provide for a Fire Prevention and Fire Safety Program that mandates the practices and operations are in compliance with the local fire authority and the State Fire Marshal's Office.

II. APPLICABILITY:

To all staff.

III. POLICY:

It is the policy of the New Hampshire Department of Corrections to:

- A. Obtain optimal reduction of fire safety hazards through facility inspections, fire evacuation and response drills, preventative maintenance, and a response process to all noted deficiencies by either, correction, elimination, or alteration.
- B. Ensure that all items purchased or obtained for use have specifications that meet the fire prevention and fire safety performance standards.
- C. Investigate all incidents/accidents that could/did result in personal/property injury/damage, and take positive action to improve or learn from the event.
- D. Use and control all hazardous materials according to applicable fire safety, environmental, labor, and American Correctional Association, regulations and standards.
- E. Ensure that fire protection equipment is located in easily marked areas throughout all institutions.

IV. PROCEDURE:

- A. The Administrator of Logistical Services/designee will ensure that fire inspections are conducted annually.
- B. The Administrator of Logistical Services/designee will ensure that testing of all fire sprinkler systems are conducted at least quarterly and correction of deficiencies shall be accomplished in a timely manner.
- C. Wardens/Directors will ensure that employees are instructed and drilled with respect to their

- responsibilities (PPD 8.07 Fire Emergency Planning and Response).
- D. Any person making purchases or completing requisitions shall follow PPD 3.22 to obtain fire safety approvals prior to acquiring the item or submission of requisition.
  - E. Hazard and Incident Reporting and Review:
    1. All staff is responsible for reporting in writing to their supervisor any situation that may result in personal injury and/or damage to property, or any fire safety system failure, or the discharge of a suppression system, or the use of fire-fighting or rescue apparatus. The report writer shall send a copy to the respective Warden/Director, the respective Safety Committee Chairperson and the Director of Security and Training.
    2. Responding individuals shall report all fires using the departmental Incident Report Form. Wardens/Directors/designees will insure that copies of the report are sent to their respective Safety Committee Chairperson and to the Director of Security and Training.
    3. All accident and hazard reports will be reviewed and responded to by the respective Safety Committee (PPD 10.09) and/or Bureau of Human Resources.
  - F. All staff is required to perform their duties in the safest and most hazard free way. Any employee who intentionally, knowingly, or negligently performs their duties, or allows those they supervise to perform their duties, in an unsafe way, shall be subject to disciplinary action as provided by departmental policy and procedure or New Hampshire Division of Personnel rules and regulations.
  - G. Supervisors will train their subordinates in the specific area responsibilities and obligations related to hazardous materials and PPD 9.09.

REFERENCES:

Standards for the Administration of Correctional Agencies

Second Edition Standards

**2-CO-3B-01**

Standards for Adult Correctional Institutions

Fourth Edition Standards

**4-4211**

Standards for Adult Community Residential Services

Fourth Edition Standards

**4-ACRS-1C-12 thru 1C-14**

Standards for Adult Probation and Parole Field Services

Third Edition Standards

Other

<b>PPD 5.95</b>	<b>Inspections</b>
<b>PPD 8.07</b>	<b>Fire Emergency Evacuation Plan</b>
<b>PPD 10.09</b>	<b>Safety Committees</b>
<b>PPD 9.09</b>	<b>Hazardous Materials</b>

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