

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 320.00	<u>PAGES:</u> 5
<u>CHAPTER:</u> Institutional Operations	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code §§ 49-5-16a and 49-5E-1 et seq.; National Fire Protection Association (NFPA 101; Life Safety Codes); ACA-3-JTS 3B-01 thru 3B-04, 3B-11/12/13; ACA 3 JDF 2A-03/04, 3B-01 thru 3B-04, 3B-10; ACA 3-JCRF-3B-01/02, 3B-06/07/08, 3B-10		
<u>SUBJECT:</u> Fire Safety Program			
<u>DATE:</u> October 1, 2011			

POLICY

The Division of Juvenile Services' facilities shall develop a fire plan that provides for adequate fire protection service and a system of fire inspection and testing of equipment. This plan also includes the availability of fire protection equipment at appropriate locations throughout the facility.

CANCELLATION

This policy has been reviewed and supersedes Policy 320.00 dated April 1, 2010.

APPLICABILITY

This Policy applies to **ALL** Division of Juvenile Services facilities, centers and offices.

DEFINITIONS

1. **Facility Furnishings:** draperies, curtains, furniture, mattresses and bedding, upholstered or cushioned furniture, wastebaskets, decorations, and similar materials.
2. **Qualified Departmental Staff Member:** one who conducts the weekly inspections may be a facility staff member who has received training in and is familiar with the safety and sanitation requirements of the jurisdiction.

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PROCEDURES

1. Facility Superintendents/Directors should plan and execute all reasonable procedures for prevention and prompt control of fire.
2. Facility Superintendents/Directors will coordinate the facility's Fire Evacuation Plan with the local fire department. The local fire department will be notified if changes are made to floor plans, entrances, and/or equipment.
3. The use of a volunteer or internal fire department is acceptable for compliance. If the fire station is not continually staffed, fire alarm notification must be made to a local law enforcement unit or equally reliable sources such as emergency response numbers such as a 911 Center.
4. All facilities will have a fire alarm system and an automatic detection system that is approved by the authority having jurisdiction. All system elements are tested on a quarterly basis; adequacy and operation of the systems are approved by a state fire official or other qualified authority annually.
5. There shall be a comprehensive and thorough monthly inspection of the facility by a qualified fire and safety officer for compliance with safety and fire prevention standards. The Fire Safety Officer will ensure that weekly fire inspections are conducted by "qualified departmental staff members" who are trained by the Fire Safety Officer. At a minimum, on-the-job training regarding applicable regulations and inspections, including the use of checklists and the method of documentation.
6. The Fire Safety Officer/designee will complete a fire safety inspection of the entire facility and test the power generator weekly. The report will be submitted to the Facility Superintendent/Director and kept on file. All emergency equipment and systems are inspected at least quarterly.
7. Each facility will receive an annual inspection and review of the fire drill procedures by a qualified, non-DJS fire inspector. Reports from these inspections and any other completed by non-DJS inspectors will be forwarded to the Assistant Director of Operations, along with a summary of deficiencies and a corrective action plan, as applicable.
8. Facility fire plans procedures will include the release of residents from secured locations, i.e. segregation units, locked cells or rooms and alternative arrangements in the event of an actual fire.
9. The Fire Prevention Plan will promote the following basic general guidelines, at a minimum:
 - a. Approved mattresses and blankets and interior furnishings of "Class A" rated

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materials;

- b. Monthly fire inspections, ensuring all shifts have one every quarter, and testing of equipment quarterly, including juvenile housing areas;
 - c. An annual fire safety inspection and review of the facility's fire drill procedure by qualified, non-DJS fire inspectors;
 - d. Location and designated markings of all shut-off valves. Air-handling units shut-off valves will be marked for easy identification;
 - e. An ample number of fire extinguishers assigned properly within the facility and in all state vehicles;
 - f. Good housekeeping with adequate trash dispensers and disposal;
 - g. Paint-covered clothes/rags, oily rags will be stored in covered, metal cans;
 - h. Non-obstructed doors and walkways;
 - i. Operable fire exit signs, doors, and locks;
 - j. Extension cords will only be permitted for temporary maintenance purposes;
 - k. Proper preventive maintenance of all electrical circuits with proper fusing;
 - l. Proper storage of gasoline outside the facility or stored in a vented flammable cabinet. Gas cans must be metal safety cans;
 - m. Proper storage and marking of all chemicals along with current inventories;
 - n. Walking room between stacked materials in warehouse/storage areas;
 - o. Use of an automatic fire alarm system with a monthly inspection to assure proper operations; and
 - p. Use of a sprinkler system with appropriate distance between sprinkler heads and materials being stored (18 inches below sprinkler head).
10. Facilities shall be equipped with noncombustible receptacles for smoking materials and separate containers for other combustible refuse at accessible locations throughout living quarters in the facility. Special containers are provided for flammable liquids and for rags used with flammable liquids. All receptacles and containers are emptied and cleaned daily.

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11. All flammable and combustible liquids will be stored in approved, properly labeled containers and shall not be accessible to juveniles.
12. There will be specifications for the selection and purchase of facility furnishings that indicate the fire safety performance requirements of the materials selected. Such materials should be subjected to careful fire safety evaluation before purchase or use. All polyurethane should be removed from living areas unless its use is approved in writing by the fire authority having jurisdiction.
13. Each secure facility will have the proper type and number of fire extinguishers.
 - a. Each fire extinguisher will be plainly visible and accessible, if placed in locked area, area must be clearly marked and staff must be able to access the area at all times.
 - b. After use of a fire extinguisher, it will be placed in a secure area until it has been refilled properly and promptly.
 - c. All fire extinguishers will be serviced annually.
 - d. Staff will be trained in the use of fire extinguishers.
 - e. All fire extinguishers will be checked at least monthly by the facility Fire Safety Officer, who will sign a log documenting the inspection. All fire extinguishers will be inspected and tagged annually by an outside source.
14. All fire evacuation plans are delineated in Policy 322.00 – Emergency Plans, Shelter-in-Place and Evacuation Plans.
15. The Fire Safety Officer will ensure that a fire drill is conducted at least monthly in each building. All living and common areas used after business hours will have a fire drill conducted on each shift once a quarter.
16. A fire drill log will be established to document that fire drills have been conducted and will include:
 - a. Date and time of fire drill
 - b. Name of staff conducting fire drill
 - c. Name of building evacuated, if applicable
 - d. Total time to evacuate,

