

## 1.2. A.1 Fire Prevention

### I Policy Index:



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**Office of Primary Responsibility:** DOC Administration

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### II Policy:

Department of Corrections (DOC) institutions will maintain a fire protection plan, fire prevention procedures and emergency equipment as required by federal, state, and local fire codes.

### III Definition(s):

#### **Facility Chief Inspector:**

The staff person designated by the Warden as the Chairman of the Loss Control Committee. This person is responsible for ensuring conditions within the institution meet fire prevention, sanitation and safety standards. The Facility Chief Inspector will complete any required training necessary to carry out the responsibilities of the position. This staff member will be the point of contact for all questions pertaining to fire prevention, sanitation and safety standards for all institutions under their authority.

#### **State Fire Marshal:**

The State Fire Marshal's office assists fire departments throughout South Dakota with training, investigation, public education, fire prevention, and code compliance. The "State Fire Marshal" includes any designated representative of the Fire Marshal's office.

### IV Procedure(s):

#### **1. Fire Protection Plan:**

- A. Each institution will include a current fire protection plan within the institution's Emergency Response Manual (See DOC policy 1.3.B.1 [Emergency Response](#)). Fire protection plans will be reviewed and approved by the Warden or designee annually (ACA 4-4211).
- B. Fire protection plans will include procedures for evacuation drills, responsibilities and duties of staff and security precautions during and after a fire incident.
  1. Institutional staff will be familiar with the institution's fire protection plan, evacuation plans, and availability and location of fire protection equipment throughout the institution. Staff will be trained and aware of their responsibilities and duties during a fire incident.

- C. Each area of an institution will have a copy of the floor plan for that particular area that includes instructions and diagrams showing the location of fire exits, evacuation routes and location of portable fire extinguishers and other emergency equipment for that particular area (See DOC policy 1.3.A.1 [Unit Plans](#)). The exit plan shall be posted in a common area and shall remain unobstructed and visible at all times.
- D. The Physical Plant Manager or designee will maintain accurate floor plans for all applicable areas of the institution and ensure the posted floor plan/exit plan is current.
- E. The institution's fire protection plan will be reviewed by the Fire Marshall's office and during the annual Fire Safety and Hazard Identification Review/inspection (ACA 4-4211).
  - 1. Staff will be informed of any necessary changes to the fire protection plan. Fire prevention training will be made available to staff as deemed appropriate and necessary (See DOC policies 1.1.D.1 [Staff Training Requirements](#)).
- F. Preservation of human life is the most important element of all institutional fire protection plans; therefore in the case of a fire evacuation, staff's first responsibility is to get everyone properly evacuated to a designated safe and secure location.

## 2. Evacuation Drills:

- A. Evacuation drills will be conducted at least once a month.
  - 1. A record of the date and time for each drill shall be maintained.
- B. Pre-planned evacuation drills may be announced to staff; however, prior notification may be limited to those staff that needs to know to help preserve the effectiveness of the drill.
  - 1. The Physical Plant Manager and Facility Chief Inspection or designee will be notified in advance of the drill and will monitor the drill.
  - 2. Certain areas of the institution and inmates may pose an unreasonable security risk to the drill and may be excluded from all or portions of the drill.
    - a. The Warden or designee will pre-determine which areas of the institution and inmates will be excluded from the drill.

## 3. Emergency Procedures:

- A. Each institution will develop and maintain procedures which shall be implemented when a fire is discovered or suspected within an institution, adjacent buildings or on the grounds. Procedures will include, but are not limited to, notification of staff of the location and type of fire (if known) by telephone or radio; instructions on the use of emergency equipment; implementation of security precautions to minimize the possibility of escape.
- B. Each control room will maintain an accurate and updated list of emergency numbers and procedures to contact local fire departments and designated institutional staff as deemed necessary.
- C. In the case of a fire incident, maintenance staff may be placed on standby status and called upon to perform emergency repairs and shut off utilities as directed.

#### **4. Post Fire Investigations:**

- A. Following any fire within a DOC institution, a post-fire incident investigation may be conducted jointly by:
  - 1. The State Fire Marshal or designee, if the local fire department was summoned to extinguish the fire (See SDCL § [34-29B-9](#)); and
  - 2. DOC staff (to include but not limited to the Physical Plant Manager, Facility Chief Inspector and DOC staff designated by the Warden or designee) to assist/participate in the post-fire investigation.
    - a. If the State Fire Marshal's office is responding to the fire incident, DOC staff will be instructed to protect and preserve the scene of the fire until the investigation is concluded.
- B. Any report generated by the State Fire Marshal's office will be forwarded to the DOC Administration, Warden, Facility Chief Inspector and Physical Plant Manager (See SDCL § [34-29B-8](#)).
- C. Post-fire investigation reports will be sent to the Warden, who will forward the report, Major Incident reports and any other related information to the Secretary of Corrections and Risk Management in accordance with DOC policy 1.1.A.3 [Reporting Information to DOC Administration](#).

#### **5. Fire Prevention Procedures:**

- A. The Facility Chief Inspector will maintain conformance with the DOC's fire prevention and safety standards by monitoring the following tasks (ACA 4-4211-4212):
  - 1. Ensure all emergency exits are clearly marked with exit signs that are in good working condition. Ensure all exit doors, exit signs and aisles remain unobstructed at all times. Exit signs must be visible at all times. Self-closing doors shall operate properly. Any repairs or adjustments will be completed promptly.
  - 2. Ensure emergency generators are tested a minimum of once each month. Emergency generators will receive annual maintenance and inspection. Documentation of all testing shall be maintained for each generator and is subject to inspection.
    - a. Any deficiencies in emergency generators and/or other emergency equipment shall be immediately reported to the Warden or designee. Corrective action shall be taken to rectify any deficiencies.
  - 3. Ensure annual inspection, testing and maintenance is completed on the facility sprinkler system any hydrants. Sprinkler heads must be free of obstruction (18" radius). No storage is permitted within 24' of the ceiling. Records of the inspection will be kept on file for reference during the Annual Fire Safety and Hazard Identification Review.
  - 4. Ensure annual inspection, testing and maintenance of the facility fire alarm system. Records of the inspection will be kept on file for reference during the Annual Fire Safety and Hazard Identification Review.

5. Ensure annual service and inspection by a certified vender is completed on all portable fire extinguishers. Staff is responsible for conducting monthly visual checks of all portable extinguishers and initialing the back of the extinguisher tag after the inspection. Fire extinguishers will be mounted in a clear visible location. The top should be no more than 5' from the bottom of the floor.

## **6. Sweat Lodge Fires and Other Controlled Fires:**

- A. All outside fires must be constantly attended until the fire burns out completely or is properly extinguished.
- B. The only materials permitted to be used as fuel for fires are wood from trees, small branches, and newspaper (to start the fire). Treated lumber, construction debris, garbage, or plastic materials shall not be burned.
- C. A portable fire extinguisher, operable garden hose or buckets of water must be readily available at the location of the fire. Equipment to extinguish the fire shall be maintained within fifteen (15) feet of the fire at all times, until the fire is extinguished.
- D. For thirty (30) minutes after a fire is extinguished, the fire area shall be monitored and to ensure any remaining fuel does not reignite. Monitoring may include staff visually checking the area with security cameras.
- E. Fire activities shall be suspended whenever a burn ban or fire restriction has been enacted for the area by state or local officials, unless provided a waiver or variance is provided in writing by the appropriate agency/officials.

## **7. Annual Fire Safety Review:**

- A. Each institution shall receive an Annual Fire Safety Review by the State Fire Marshal's office to measure compliance with national and local fire safety codes (See DOC policy 1.2.A.3 [Sanitation, Safety and Fire Prevention Inspections](#) & SDCL § 34-29B-2, ACA 4-4211).
- C. The State Fire Marshal's office will submit a report of inspection to the Warden and/or designated institutional contact person.
- D. Designated staff will ensure any deficiencies are corrected and generate a response to the deficiencies to the Fire Marshal's office, the Facility Chief Inspector, DOC Director of Operations and the Policy and Compliance Manager within thirty (30) days of receiving the report.
- E. The Facility Chief Inspector will provide a copy of the following documents relating to the Annual Fire Safety Review to the Corrections Review Team (CRT) at the time of the review:
  1. Respective institution's Annual Fire Safety Review results;
  2. Any applicable cover letters received from the State Fire Marshal; and
  3. Respective institution's response to the identified deficiencies (to include the date of inspection).

## **V Related Directives:**

SDCL §§ [34-29B-2](#), [34-29B-8](#) and [34-29B-9](#).

DOC policy 1.1.A.3 – [Reporting Information to DOC Administration](#)  
DOC policy 1.1.D.1 – [Staff Training Requirements](#)  
DOC policy 1.2.A.3 – [Sanitation, Safety and Fire Prevention Inspections](#)  
DOC policy 1.3.B.1 – [Emergency Response](#)  
DOC policy 1.3.A.1 -- [Unit Plans](#)

## VI Revision Log:

**June 2002:** **Clarified** that the institutional CEO is responsible to ensure conformance with fire prevention practices. **Updated** reference to smoking area reflecting that these areas are available only outside the security perimeter. **Changed** requirement of quarterly drills to monthly drills

**June 2003:** **Moved** maintenance staff responsibilities to the **Fire Drills** section. **Noted** provisions for unplanned fires. **Clarified** that the State Fire Marshal will investigate fires if the fire department is summoned. **Added** post fire investigation reports from the Physical Plant Manager or designee and CEO appointed investigator. **Added** reference to DOC policies 1.1.A.3 and 1.3.B.2.

**April 2004:** **Changed** reference from policy 1.3.B.2 to 1.3.B.1 due to consolidation. **Added** reference to policies 1.1.D.1 and 1.1.D.2. **Moved** the statement on staff's first responsibility to the section on Fire Protection Plan.

**April 2005:** **Replaced** CEO with Warden, Director or Superintendent. **Noted** that a copy of the response to deficiencies will be sent to the Secretary of Corrections.

**May 2006:** **Added** "designee" on who will ensure deficiencies is corrected. **Changed** Secretary of Corrections to Policy and Compliance Manager for a contact person on deficiencies that are corrected. **Deleted** reference to allowable smoking areas.

**May 2007:** **Clarified** that the Policy & Compliance Manager will receive a copy of the Fire Marshal's report of compliance and the facility response. **Clarified** that some areas will not fully participate in a fire drill due to security reasons.

**April 2008:** **Revised** statement regarding "some areas may not participate in fire drills, due to security reasons" to include juveniles and inmates. **Replaced** "usable" with "working" when referring to fire exits in Fire Prevention Procedures section. **Added** a sentence stating that the Policy and Compliance Manager will be emailed the date of the scheduled annual fire safety inspection under the Annual Fire Safety Inspections section. **Revised** "report of compliance" to read "report of inspection" throughout policy. **Replaced** "ensure" with "scan and email" a copy of the fire marshal's report of compliance and the facility response within the Annual Fire Safety Inspections section. **Added** the word "designee" or "designee(s)" consistently when speaking of Warden or Superintendent in the Annual Fire Safety Inspections section. **Revised** "designee" to read "designee(s)" as seen appropriate throughout policy. **Deleted** "Director" throughout policy. **Added** a time frame of sixty (60) days for which the Policy and Compliance Manager will receive a scanned copy by email of the Fire Marshal's report and the facility response in the Annual Fire Safety Inspection section. **Revised** other minor grammatical errors throughout policy. **Revised** headers, footers and policy format in accordance with *DOC Policy 1.1.A.2 Policy and Operational Memorandum Management*.

**March 2009:** **Revised** title of DOC policy 1.2.A.3 in Section V to be consistent with policy.

**April 2010:** **Revised** formatting of Section 1. **Added** definition of Facility Chief Inspector. **Replaced** Policy & Compliance Manager with CRT regarding who reports are submitted to, **revised** Warden, Superintendent or designee with Facility Chief Inspection in regards to who submits the reports to the CRT and **deleted** reference to time frame that reports should be provided to Policy & Compliance Manager all within ss (F of Annual Fire Safety Inspections).

**April 2011:** **Added** Definition of State Fire Marshal. **Deleted** "some" and **Added** "Certain areas of the facility and classifications of" & "planned fire drills" to Section 2, 3. **Added** a. "The Warden, Superintendent, or his/her designee will pre-determine which areas of the facility and/or which juveniles or inmates are not required to fully participate in the fire drill." to Section 2. 3. **Replaced** "are expected to" with "shall" in Section 2. C. **Added** "evacuation" to Section 3. A. **Added** hyperlinks to SDCL statutes located within Chapter 34.

**May 2012:** Deleted “Non-Public” and Replaced with “Public” Added a. “Staff are expected to be familiar with the institution’s fire protection plan and review the procedures and their basic responsibilities during a fire incident” in Section 1 B. Added “properly” and “unobstructed location” to Section 1 C. Added “accurately maintained” in Section 1 D. Added D. and E. and E. a. to Section 1. Added “Preservation of life is the most important element of the fire protection plan, therefore” to Section 1 F. Added “and at the direction of designated staff” to Section 2 A. Added 1. “A record of the date and time for each drill must be maintained” to Section 2 A. Added “immediately” to Section 2 B. 2. Added “who may pose an unreasonable security risk” and Deleted “due to security reasons” in Section 2 B. 3. Replaced “juveniles or inmates” with “offenders” throughout the policy. Added new Section 3 “Emergency Fire Procedures” and Renumbered sections that followed. Added a. “Staff shall protect and preserve the scene of the fire until an investigation can be conducted by the Fire Marshal” in Section 4 A. 1. Added “post-fire report, a Major Incident report and any other related” to Section 5 A. 3. Deleted “institutional” from Section 5. A. Added “and tested on a regular basis to ensure” to Section 5 A. 2. Added 3 “Any deficiencies in emergency generators and/or other emergency equipment shall be promptly reported and addressed” to Section 5 A. 3. Added new Section 6 “Sweat Lodge and Recreational Fires” Added “Director of Operations and the Policy and Compliance Manager” to Section 7 E.

**May 2013:** Reviewed with no changes.

**May 2014:** Reviewed with no changes.

**May 2015:** Added “Fire protection plans will be reviewed and approved by the Warden or Superintendent annually” in Section 1 B. Deleted “certified” and Replaced with “reviewed” and Deleted “reviewed annually by the Warden and designated staff” and Replaced with “during the annual Fire Safety and Hazard Identification Review” in Section 1 E. Deleted “fire” and Replaced with “evacuation” in Section 2. Added “adjacent buildings or on the grounds” in Section 3 A. Added 3-5 in Section 5. Added “a minimum of once each month” and Deleted “and other related equipment is adequately maintained and” and Added “Emergency generators will receive annual maintenance and inspection and Deleted “on a regular basis to ensure essential lights, power and communication services are functional during a fire incident” in Section 5 A. 2. Deleted “inspections of each institution will be conducted and Replaced with “each facility shall receive an Annual Fire Safety Review” in Section 7 A. Deleted B. 1-3. Added “or designated institutional contact person” in Section 7 C.

**April 2016:** Deleted reference to “superintendent” from the policy. Added “availability of fire protection equipment at appropriate locations throughout the institution” in Section 1 B. 1. Added “Ensure all exit doors, exit signs and aisles remain unobstructed at all times. Exit signs must be visible at all times. Self-closing doors shall operate properly. Any repairs or adjustments will be completed promptly” in Section 5 A. 1.

**April 2017:** Reviewed with no changes.

*Denny Kaemingk (original signature on file)*

Denny Kaemingk, Secretary of Corrections

06/13/2017

Date