



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		POLICY NUMBER 300-02	PAGE NUMBER 1 OF 5
		DISTRIBUTION:	Public
		SUBJECT:	Fire Prevention
RELATED STANDARDS:	<b>ACA 5-ACI: 2A-02 (M), 3B-01 (M), 3B-10 (M), 3B-11 (M), 3B-12 (M)</b>	EFFECTIVE DATE:	March 01, 2024
		SUPERSESSION:	04/23/2021
DESCRIPTION: Facilities – Security & Management	REVIEW MONTH: February	 <b>KELLIE WASKO</b> <b>SECRETARY OF CORRECTIONS</b>	

## I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) that all institutions will maintain a fire protection plan, fire prevention procedures, and emergency equipment, as required by DOC policy, federal and state law, and local fire code.

## II. PURPOSE

It is the purpose of this policy to outline practices to be followed to establish emergency plans, safety drills, post event investigations, and safety reviews to prevent fire emergencies.

## III. DEFINITIONS

### State Fire Marshal:

The State Fire Marshal's office assists fire departments throughout South Dakota with training, fire investigation, public education, fire prevention, and code compliance. The "State Fire Marshal" includes any designated representative of the State Fire Marshal's office. All DOC institutions are inspected on a regular basis by the State Fire Marshal's office.

## IV. PROCEDURES

### 1. Fire Protection Plan:

- A. Each institution will *have written policy, procedure, and practice specifying the institution's fire prevention regulations and practices defined* within the Emergency Response Manual [ACA 5-ACI-3B-01 (M)]. Fire protection plans will be reviewed and approved by the warden or designee annually.
- B. Fire protection plans will include procedures which *specify the means for the immediate release of offenders from locked areas in case of emergency and provide for a backup system* [ACA 5-ACI-3B-12 (M)]. Evacuation, drills, staff responsibilities and duties, security precautions, and provisions for providing alternate housing, supervision, and continuation of essential services (food services, medical, behavioral health) in the case of significant damage to infrastructure are included.
  1. Institutional staff must 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 in, and aware of, their responsibilities and duties during a fire incident.

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- C. *Fire protection plans include a written evacuation plan to be used in the event of fire or major emergency [ACA 5-ACI-3B-11 (M)].*
- D. Institutions will be equipped with adequate and operational *fire protection equipment at appropriate locations throughout the institution [ACA 5-ACI-3B-01 (M)].*
- E. Each area of an institution used by staff and offenders must 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. The evacuation route for the unit will be included in the unit plans for each offender housing area. The exit plan will be posted in a common area of the unit or area and must remain unobstructed and visible at all times.
1. Preservation of human life is the most important element of institutional fire protection plans. 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. 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.
- F. The institution's fire protection plan *will be reviewed annually by the State Fire Marshal's office* during the Fire Safety and Hazard Identification Review/inspection [ACA 5-ACI-3B-01 (M)].
1. Staff will be informed of significant changes to the fire protection plan in a timely manner.
  2. Fire prevention training will be made available to staff as deemed appropriate and necessary.

## 2. Fire Evacuation Drills:

- A. Fire evacuation drills will be conducted at least once a month at all institutions housing offenders.
1. A record of the date and time for each drill shall be maintained by designated staff.
- B. Pre-planned drills may be announced to staff; however, to preserve the effectiveness of the drill, prior notification will be limited to those staff that need to know.
1. The physical plant manager will be notified in advance of the drill.
  2. Certain classifications of offenders may pose a risk to safety and security and may be excluded from all or portions of a fire evacuation drill.
    - a. The warden or designee will pre-determine which areas of the institution and offenders will be excluded.
    - b. The warden or designee shall ensure an appropriate plan is in place to direct the evacuation of high-risk offenders/areas in the case of a fire incident. Staff assigned to areas where high risk offenders are housed will be trained in the plan and procedures to safely and securely evacuate high risk offenders.

## 3. Fire Protection Plan Content:

- A. Each institution will develop and maintain a fire protection plan, which will be implemented when a fire is discovered or suspected within an institution, adjacent building(s), or on the grounds. The fire protection plan must include plans that are specific to areas of institution (recreation yard, prison industries, housing block, etc.). *All institution personnel are trained on the implementation of written emergency plans [ACA 5-ACI-3B-10 (M)].*
- B. The fire protection plan must include communication processes to notify staff of the location and type of fire; instructions on the use of emergency equipment, and implementation of security precautions to minimize the possibility of escape.

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- C. Each control room will maintain an accurate and updated list of emergency numbers and know how to contact local fire departments in the case of a fire.
- D. The fire protection plan will include the duties and responsibilities of maintenance staff, i.e., shut-off and restoration of utilities in the area of the fire, operation of the backup system to restore electricity, maintenance of the physical plant, etc.

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

- A. Following a significant fire incident within a DOC institution, a post-fire incident investigation will be conducted jointly by:
  - 1. The State Fire Marshal or designee, if the local fire department was summoned to extinguish the fire, and
  - 2. The physical plant manager and DOC staff designated by the warden or designee.
    - a. The State Fire Marshal’s office will be contacted if there is significant damage to the institution/infrastructure, loss of life, or significant injury to staff or offenders.
    - b. If the State Fire Marshal’s office responds to the fire incident, DOC staff may be instructed by the Fire Marshal to protect and preserve the scene until staff arrives to investigate the fire.
- B. Any report generated by the State Fire Marshal’s office involving the investigation of a fire within a DOC institution will be forwarded to the secretary of corrections (SOC) or designee, respective warden, director of Prisons, and the associate director of emergency management/security audit controller.
- C. DOC generated post-fire investigation reports will be sent to the warden, who will forward the reports, major incident reports, and any other related information to the SOC and Office of Risk Management, as deemed appropriate , in accordance with DOC policy.

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

- A. The physical plant manager will maintain conformance with the DOC’s fire prevention and safety requirements by monitoring the following tasks:
  - 1. Ensure all emergency exits are clearly marked with exit signs that are in good working condition. Ensure all exit doors, exit signs, and aisle and escape routes remain unobstructed at all times. Exit signs must be visible/lighted at all times. All self-closing fire doors shall operate properly. Fire doors shall not be propped open.
  - 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 subject to inspection.
    - a. Any deficiencies in emergency generators or other emergency equipment shall be immediately reported to the warden or designee. Corrective action shall be taken promptly to rectify any deficiencies.
  - 3. Ensure annual inspection, testing, and maintenance is completed on the sprinkler system and hydrants. Sprinkler heads must be free of obstruction in an eighteen-inch (18”) radius. No storage is permitted within twenty-four inches (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 all fire alarm systems. Records 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 are 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, unobstructed location. The top of the extinguisher shall be mounted no more than five feet (5’) from the floor.

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

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- A. All outside fires must be constantly attended until the fire burns out completely or is properly extinguished.
- B. The only materials permitted as fuel for fires is wood from trees, small branches, paper waste, and newspaper (to start the fire). Treated lumber, construction debris, garbage, and 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 any controlled fire. Equipment to extinguish the controlled fire shall be maintained within fifteen feet (15') of the fire at all times, until the fire is extinguished.
- D. For thirty (30) minutes after a controlled fire is extinguished, the fire area shall be monitored to ensure any remaining fuel does not reignite. Monitoring may include staff visually checking the area through use of the security camera system.
- 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 a waiver or variance is provided by the appropriate agency/officials.

## 7. Annual Fire Safety Review:

- A. Each *institution conforms with applicable federal, state, and/or local fire safety codes*, and shall receive an annual fire safety inspection by the State Fire Marshal's office to measure compliance with national and local fire safety codes [ACA 5-ACI-2A-02 (M)].
- B. The State Fire Marshal's office will submit a report of the inspection to the warden or designated institutional contact person.
- C. Designated staff at the institution will ensure any deficiencies noted are corrected. The warden or designee shall generate a written response to the Fire Marshal's office and forward the response to the physical plant manager, director of Prisons, and facility policy and compliance coordinator within thirty (30) days of receiving the report.
- D. The physical plant manager will maintain copies of the following documents and have these available for review upon request:
  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. RESPONSIBILITY

The director of Prisons is responsible for the annual review and revision of this policy.

## VI. AUTHORITY

- A. SDCL § [34-29B-2](#) Program for prevention, investigation, training, and education--Promulgation of rules.
- B. SDCL § [34-29B-8](#) Fire marshal to investigate circumstances of fire or explosion.
- C. SDCL § [34-29B-9](#) Written report to fire marshal.

## VII. HISTORY

March 2024  
 April 2021  
 July 2020  
 May 2019  
 May 2018  
 April 2017

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April 2016  
May 2015  
May 2014  
May 2013

**ATTACHMENTS** (\*Indicates document opens externally)

1. DOC Policy Implementation / Adjustments