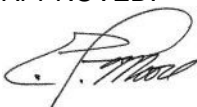


STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: APA Safety and Fire Prevention Plan	PAGE <u> 1 </u> OF <u> 5 </u> . NUMBER: 10-SAF-18
RULE/CODE REFERENCE:	SUPERSEDES: PCS 5310.23
RELATED ACA STANDARDS: 4-APPFS-3B-07; 4-APPFS-3F-02 4-APPFS-3F-03	EFFECTIVE DATE: August 6, 2010
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish an action plan to ensure employee safety in the event of fire or other reasonably unforeseeable critical incidents that result in an evacuation.

III. APPLICABILITY

This policy applies to all employees of the Division of Parole and Community Services (DPCS) and especially those who work in Adult Parole Authority Regional Field Offices. The Columbus Region office and DPCS bureaus located at Central Office, 770 W. Broad St., Columbus are exempt from this policy. These offices are covered by Department Policy 10-SAF-05, Fire Prevention and Safety Practices and the Central Office local plan.

IV. DEFINITIONS

Authority Having Jurisdiction or Other Qualified Person - The regulating authority for fire related code enforcement, i.e. local Fire Chief, State Fire Marshal, certified Fire Safety Inspector.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to ensure that all Adult Parole Authority (APA) Regions develop and maintain a fire prevention and evacuation plan at each APA Field Office that outlines the equipment, training, and procedures necessary to provide a safe environment for employees, visitors, and offenders. It is the responsibility of the APA Superintendents to implement the safety and fire prevention policy through the Regional Administrators at all field offices.

VI. PROCEDURES

A. Field Office Fire/Crisis Action Plan

Each regional field office shall develop a local Fire Prevention and Safety Plan that, at a minimum, outlines the following:

1. Report: Initial reporting and verification to determine the nature and extent of the crisis.
 - a. Immediately report all situations to: _____ .
 - b. Phone -- Dial: _____ .
 - c. If fire -- trip fire alarm.
 - d. Assess the situation to determine whether to request local fire department support.
 - e. Notify highest-ranking authority in the office.
 - f. Notify Central Office when feasible.
2. Contain: Initial response to minimize escalation, secure the area, and account for people.
 - a. If fire is small and can be contained, the immediate response is by staff using a fire extinguisher or related equipment.
 - b. Evaluate the affected area.
 - c. Evacuate all people from the fire or damage scene to avoid fire or smoke injury.
 - d. Get a count of all of the people who were in the damaged area to ensure that everyone has been evacuated.
3. Respond: Action to resolve situation.
 - a. Contact appropriate local agency to put fire out, assess utilities, etc.
 - b. Contact appropriate agency for medical assistance.
 - c. Provide assistance to outside agencies as deemed necessary. For example, they may need to know that there are live rounds in the contraband cabinet.
4. Recover: Action to return to normal operations.
 - a. Assess the damage. Re-notify Central Office with this information.
 - b. Initiate security of the facility, files and equipment.
 - c. Complete incident reports per Department Policy 01-COM-08, Incident Reporting and Notification.
 - d. Develop and implement a return-to-normal operations plan.
5. Evacuation Locations

This section is to include instructions specific to each office or building as follows:

- a. Evacuation route and exit
 - i. Primary
 - ii. Secondary

- b. Evacuation assembly area
 - i. Primary
 - ii. Secondary
- c. Fire suppression equipment
 - i. Type
 - ii. Location

6. Office Configuration

Each Regional APA office shall assess office configuration and ensure it optimizes staff safety.

7. Public Contact

Each Regional APA office safety plan shall address public contact and establish procedures for staff, offender, and visitor access to secure areas within the office workplace.

8. Fire Drills

Fire drills shall be conducted on a regular basis in all APA offices and shall occur at least quarterly.

- a. Each Regional APA office shall establish a schedule for the testing of the local fire prevention and safety plan and include:
 - i. Frequency and type of fire drills;
 - ii. Documentation;
 - iii. Any corrective action needed as a result of the drill.

B. Evacuation Exits

- 1. Facilities shall post written evacuation plans for each building/area of the facility.
- 2. Evacuation plans shall include building/room floor plans and the use of exit signs and/or directional arrows for traffic flow.
- 3. The local Fire Prevention and Safety Plan and Facility Evacuation Plans shall be publicly posted for all interested parties.

C. Orientation/Training

- 1. All employees will receive training in fire procedures, safety, prevention and evacuation annually as part of in-service.
- 2. New employees shall be informed of the fire plan, the location of fire extinguishers and the location of fire exits during orientation training in each respective office.

3. In addition to fire plan training, all employees shall review the specific fire plan for their respective work area. The employee shall familiarize themselves with the building evacuation locations, routes, and fire suppression and protection equipment.

D. Fire Prevention and Inspections

1. In addition to requirements in Department Policy 10-SAF-09, Health and Safety Committees, each Regional Administrator will designate one employee per office with the responsibility of coordinating fire safety and inspections.
 - a. The office Safety and Fire Prevention Coordinator shall be an employee trained to conduct fire, safety, and sanitation inspections.
2. The office Safety and Fire Prevention Coordinator shall do the following:
 - a. Utilize the regional Health and Safety Committee to coordinate activities associated with the fire safety program at the office level.
 - b. Ensure that a weekly fire, safety and sanitation inspection is conducted in all office areas by staff who have received training to conduct such inspections. Training can be conducted by the following, but not limited to:
 - i. Institutional Health and Safety Coordinators
 - ii. Local Fire Departments
 - iii. OSHA Representatives
 - c. Contact the landlord with any discrepancies when the building owner is responsible for correction.
 - d. Be responsible for coordinating and documenting fire drills as outlined in the local Fire Prevention and Safety Plans.
3. Each Regional Administrator shall ensure that this policy is being followed and that each of their offices has developed a Fire Prevention and Safety plan for their respective areas.

E. General Fire Safety and Prevention

In order to maintain a safe environment for employees, visitors, and offenders, guidelines will be established to ensure the following:

1. Department Policy 10-SAF-01, Tobacco Free Workplace, is strictly enforced.
2. All exits are clearly marked, visible, kept free of clutter, and maintained in usable condition.

3. Paper or cardboard containers are not used for trash storage; only non-combustible containers are used.
4. Storage areas are kept clear of debris and combustible materials.
5. Extension cords are used only short term, for example, with audio-visual equipment. Cords should be replaced with permanent longer wiring on lights, etc., which do not reach the outlet and are used regularly.
6. Fire suppression systems, e.g. sprinklers are not blocked by boxes or storage items.

F. Health and Safety Committees

In conjunction with responsibilities outlined in Department Policy 10-SAF-09, Health and Safety Committees, regional Health and Safety Committees shall be utilized in the development and annual review of local plans.

G. Annual Review

1. Utilizing the regional Health and Safety Committee, the Regional Administrator shall review the Fire Prevention and Safety Plan at each APA office in their region annually and update the plan(s) if necessary.
2. The Bureau of Internal Audits and Standards Compliance shall review the local Fire Prevention and Safety Plans during the annual internal management audit of each APA region.
3. In all APA regional offices owned and operated by the State of Ohio Department of Rehabilitation and Corrections or buildings where the APA regional office is the sole occupant controlling the lease, APA shall secure an annual fire safety inspection by the authority having jurisdiction or other qualified person.
4. In buildings not owned or operated by DRC, gratis sites, or offices located in buildings where space is leased and the APA is not the sole occupant, the APA shall request in writing that the landlord/building owner arrange for an annual fire safety inspection. The request and response from the building owner shall be documented in the event the building owner does not comply with the request.