

# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	SECTION NUMBER	PAGE NUMBER
		09-101D	1 of 6
		SUBJECT:	
		SAFETY, SANITATION AND INSPECTIONS: Fire Safety and Inspections Procedures; Schedules for Emergency Equipment Testing	
<b>Approved By:</b>  Secretary of Corrections		Original Date Issued:	08-19-15
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## POLICY STATEMENT

All KDOC facilities and offices shall maintain a fire protection plan, fire prevention procedures, and emergency equipment as required by federal, state, and local safety and fire codes and fire prevention standards. (ACO 2-2A-01, 2-3B-01, ACI 3-4121, 3-4199, 3-4401)

## DEFINITIONS

**Fire Safety Officer:** The staff member(s), designated by the warden, who has completed minimum training requirements in accordance with IMPP 03-118D and is familiar with applicable fire safety regulations and monthly inspection documentation procedures.

**Fire Protection Equipment:** Equipment used for the egress of, notification of, detection of, suppression of, and separation protection (ENDSS) from or for the fighting of fires, to include but not be limited to, exit locking devices, emergency lighting, manual or automatic alarm systems, detection/sensor systems, fire extinguishers, fire doors, automatic sprinkler systems, and other equipment related to fire fighting and fire safety.

**Fixed Equipment:** Equipment directly related to building systems, supportive of them, and including such items as elevators, mechanical components (heating, cooling, and ventilation), lighting components, etc.

**Furnishings:** Draperies, curtains, furniture, mattresses and bedding, upholstered or cushioned furniture, wastebaskets, decorations and similar materials, which could burn.

**Inspection Coordinator:** The person designated by the Deputy Secretary as responsible for coordinating the inspection activities and reviewing inspection findings.

**Qualified Staff:** Any staff member who has completed minimum training requirements in accordance with IMPP 03-118 and is familiar with weekly and monthly inspection documentation procedures.

## PROCEDURES

### **I. Fire and Major Emergency Evacuation Plans**

- A. Each facility shall develop and maintain current plans for the emergency evacuation of all areas of the facility in the event of a fire or major emergency. The plan shall include:
  - 1. The location of building/room floor plans;

2. Use of exit signs and directional arrows for traffic flow;
  3. Location of public posted plan; and
  4. Quarterly evacuation drills in all areas of the facility including administrative areas, staff drills when evacuation of extremely dangerous inmates may not be included.
- B. The State Fire Marshal or an independent outside person trained in the application of fire safety codes shall be provided only those sections of the Emergency Plan which address the procedures for the evacuation of buildings for review and certification through the Deputy Secretary's designee.
1. Copies of the plans and all updates shall be provided to the local fire jurisdiction. (ACI 3-4209)
- C. The plan shall be reviewed annually by designated staff or at the time of any new construction or major renovation, updated if necessary and reissued to the local fire jurisdiction.
- D. The Central Office and each Regional Parole Director shall designate staff to develop emergency evacuation plans and procedures for the evacuation of staff, offenders, and visitors from parole offices consistent with the requirements of the agency/landlord, which is contracted to provide office space.
- E. All furnishings used, purchased, or accepted as donations for use in living areas shall meet applicable fire safety specifications. (ACI 3-4201)

## II. Weekly/Monthly Fire Safety Inspections Established by General Orders

- A. To ensure the safety of all persons within facilities and to ensure compliance with applicable building and fire safety codes and standards, weekly fire and safety inspections, and comprehensive and thorough monthly inspections shall be performed by qualified fire and safety officers.
1. These inspections shall entail scrutiny of all internal and external areas of the facility, including all exits, living, work, program, maintenance, administration, and health areas, as well as facility grounds and equipment. All inspections shall be documented and reviewed by the warden/superintendent or designee and corrective action shall be taken when deficiencies are noted. (ACO 2-2A-02)
- B. Each facility shall establish general orders, which identify all areas of the facility and assign responsibility for the weekly and monthly inspection of each area identified. General Orders shall include a mechanism to ensure that deficiencies are addressed according to the degree of their threat to the safety and security of the facility.
- C. Weekly inspections shall be conducted by qualified staff, per IMPP 03-118, and shall be documented on the Weekly Inspection Report for all areas except food service/dining (Attachment A) and on Attachment B of IMPP 09-102. Copies of weekly inspection reports shall be immediately forwarded to the warden/superintendent or designee.
1. Following receipt by the warden/superintendent or designee, the report shall be distributed according to local procedures established by each facility.
- D. Monthly inspections shall be conducted by the fire safety officer and shall be documented on the Monthly Fire Safety Inspection Report (Attachment B), and, any deficiencies discovered during monthly inspections shall be noted on the Monthly Inspection Deficiency Report (Attachment C).
1. A copy of the Monthly Fire Safety Inspection Report and the Monthly Inspection Deficiency Report shall be forwarded to the warden/superintendent or designee within seven (7) working days of its completion.

2. The fire safety officer shall, during the course of monthly inspection, re-inspect all deficiencies noted in the most recent monthly inspection. Any unresolved deficiencies shall be noted on the current monthly inspection report.
- E. Unresolved deficiencies which are noted on consecutive monthly inspection reports shall require a Corrective Action Status Report, to be prepared within seven (7) days of the completion of the inspection (per Section II.D., above) by the staff member responsible for the maintenance/supervision of the inspected area, for information and review of the warden/superintendent or designee(s).

### **III. Annual Fire Safety Inspections**

- A. An annual fire safety inspection shall be conducted at each facility by the State Fire Marshal, including a determination of the adequacy of alarm and automatic detection systems. (ACO 3B-02; ACI 3-4199, 3-4200, 3-4401)
- B. The annual fire safety inspection shall monitor the facility's compliance with all applicable federal and state laws, regulations, and, codes (i.e., National Fire Protection Association and Uniform Building Codes).
- C. Within 30 working days after receipt of the State Fire Marshal's report, or as directed by the State Fire Marshal, the warden/superintendent shall submit a corrective action report. The corrective action report shall be submitted to the Deputy Secretary's designee and the report shall include:
  1. A summary of corrective action and/or a plan of action for each deficiency noted; and,
  2. A description of equipment, funding or other needs with respect to future corrective action.
- D. The Deputy Secretary's designee shall, within 15 working days of receipt of the corrective action report:
  1. Review the report; (ACO 2-2A-02)
  2. Address any questions regarding the report to the warden/superintendent and/or State Fire Marshal;
  3. Make any necessary comments regarding the report; and,
  4. Forward the report and any comments to the State Fire Marshal.
- E. The Inspection Coordinator may, during routine facility inspections or as directed by a Deputy Secretary, review facility progress with regard to completion of the necessary corrective action measures for deficiencies identified in any previous inspection report. (ACO 2-2A-02)
  1. The warden/superintendent shall file a Corrective Action Status Report at intervals required by the Deputy Secretary or designee until the deficiencies identified in the annual inspection report are sufficiently addressed.

### **IV. Fire Protection Service, Equipment and Scheduled Testing of Fire Protection Equipment and Systems**

- A. Each warden/superintendent or designee shall attempt to establish and maintain an agreement with local fire jurisdictions to provide fire protection services or to supplement the facility's fire protection service, if applicable, (ACI 3-4199) including a fire alarm and automatic detection systems, (ACI 3-4121) is available at appropriate locations throughout the facility. All facility fire safety and emergency equipment shall be tested by qualified persons at least quarterly or at less frequent intervals in accordance with applicable codes and as approved by the State Fire Marshal. (ACI 3-4199)
  1. Provisions shall be made to familiarize local fire officials with the facility and to make available pertinent information regarding the facility and the emergency evacuation plan.

2. Procedures shall be developed for the notification of the local fire authority of fire or other emergency conditions.
- B. Fire protection equipment shall be located throughout each facility in accordance with applicable fire safety regulations or codes. (ACI 3-4199)
- C. Each warden/superintendent or designee shall establish a schedule, which provides for the testing of all fire protection and emergency equipment and systems at least quarterly or at intervals approved by the Kansas State Fire Marshal. (ACI 3-4199)
- D. Each warden/superintendent shall make provisions for emergency power and communications to ensure the safe, day-to-day operation of the facility.
  1. Emergency power and communications for the Central Office operations shall be as provided, inspected, tested and maintained by the Facilities Management Division of the Department of Administration.
- E. The Central Office and parole offices shall rely upon local jurisdictions/departments for fire protection services.

#### **V. Designation and Training of Fire Safety Officers**

- A. Each warden/superintendent shall designate a minimum of one (1) primary and one (1) reserve fire safety officer.
- B. Training of the facility's primary fire safety officer(s) and reserve fire safety officer(s) shall be in accordance with IMPP 03-118D.

#### **VI. Responsibilities of the Fire Safety Officers**

- A. Primary fire safety officers shall:
  1. Accompany and participate in all inspections by the State Fire Marshal;
    - a. In the event of a scheduling conflict, or in the absence of the primary fire safety officer, the reserve fire safety officer or another facility staff member designated by the warden/superintendent shall accompany the State Fire Marshal's inspector.
  2. Ensure training of staff responsible for conducting weekly inspections;
  3. Conduct comprehensive and thorough monthly fire safety inspections of all facility areas; and,
  4. Review all weekly inspection, monthly inspection, and corrective action reports.
- B. In the absence of conflicts, reserve fire safety officers shall participate in all inspections conducted by the State Fire Marshal and no less than two (2) monthly internal fire safety inspections annually.

#### **VII. Responsibilities of the Inspection Coordinator**

- A. The Inspection Coordinator shall be the designated contact person with the State Fire Marshal on matters pertaining to the scheduling of facility inspections.
- B. All facility inquiries pertaining to these areas shall be referred to the Inspection Coordinator.
  1. The Inspection Coordinator may request that a departmental independent inspection team member serve as the contact person on a case-by-case basis.

- C. The Inspection Coordinator shall arrange for and confirm mutually acceptable times and dates for at least an annual inspection, for the respective facility, by the State Fire Marshal. (ACI 3-4199, 3-4200, 3-4401)
  - 1. When the Inspection Coordinator is advised of the Fire Marshal's schedule for the facility inspection(s), the schedule shall be submitted in writing to the Deputy Secretary and the respective facility's warden/superintendent.
  - 2. Changes in the established schedule shall be conveyed in writing to the warden/superintendent by the Inspection Facilitator.
- D. The Inspection Coordinator shall keep the respective wardens/superintendents and Deputy Secretary advised, either verbally or in writing, of the content of any contacts with the State Fire Marshal's office regarding the respective facilities.

#### **VIII. Responsibilities of Designated Staff in the Facility Management Division**

- A. The Deputy Secretary shall designate a staff member to serve as the contact person with the State Fire Marshal on matters pertaining to:
  - 1. Facility Evacuation Plans;
  - 2. Compliance follow-up for deficiencies identified by the State Fire Marshal's inspector and the facility's proposed plans of actions;
  - 3. Building codes as they affect new construction and renovation projects;
  - 4. Fixed equipment requirements; and,
  - 5. Environmental issues such as flammables, reactive chemicals, oxidizers, fuel storage tanks, etc.
- B. All facility inquiries pertaining to the matters specified in Section VIII.A. shall be directed to the Division of Facility Management contact person.
  - 1. Questions arising out of such discussions requiring further information from the State Fire Marshal shall be resolved through contacts initiated by the designated contact person.
  - 2. The designated contact person shall keep the wardens/superintendents advised, either verbally or in writing, of the content of any contacts with the State Fire Marshal regarding their respective facilities.
  - 3. When directed to do so by the designated contact person, facility staff may initiate such contact.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

**REPORTS REQUIRED**

<u>Name/Type of Report</u>	<u>By Whom/To Whom</u>	<u>Due</u>
Weekly Inspection Report	Qualified staff to warden/ superintendent or designee	Weekly
Monthly Fire Safety Inspection Report	Fire safety officer to warden/ superintendent or designee	Monthly
Monthly Inspection Deficiency Report	Fire safety officer to warden/ superintendent or designee	Monthly
Corrective Action Status Report	Staff person responsible for the maintenance/ supervision of the inspected area with deficiencies to warden/superintendent or designee	Within 7 working days of completion of a monthly inspection report where unresolved deficiencies are noted
Annual Corrective Action Report	Warden/superintendent_ to Deputy Secretary	Within 30 working days of receipt of annual report or as directed
Warden's Corrective Action Status Report	Warden/superintendent to Deputy Secretary or designee	Monthly or as required

**REFERENCES**

K.S.A. 31-148, 75-5228, 76-125  
IMPP 03-118  
ACO 2-2A-01, 2-2A-02, 2-3B-01  
ACI 3-4121, 3-4199, 3-4200, 3-4209, 3-4401

**ATTACHMENTS**

<b>Attachment</b>	<b>Title of Attachment</b>	<b>Page Total</b>
A	Weekly Inspection Report	1 page
B	Monthly Fire Safety Inspection Report	1 page
C	Monthly Inspection Deficiency Report	1 page

## WEEKLY INSPECTION REPORT

(Applies to Each Facility Area Except Food Service/Dining Areas)

Facility \_\_\_\_\_ Area Inspected \_\_\_\_\_ Building \_\_\_\_\_ Week of \_\_\_\_\_

**Current Week**    **Previous Week**

Current Week	Previous Week	A.	
_____	_____		<b>FIRE SAFETY</b>
_____	_____	1.	Fire extinguishers are present and ready for use with free and easy access and readiness.
_____	_____	2.	Placement and readiness of alarm systems.
_____	_____	3.	Fire resistant furnishings or materials used in this area.
_____	_____	4.	Trash collected, containers cleaned and emptied daily.
_____	_____	5.	Emergency exit signs are visible and in good condition.
_____	_____	6.	Emergency exits free of obstruction, identified, and maintained.
_____	_____	7.	Emergency lighting in working order.
_____	_____	8.	Evacuation route plans, using directional arrows for traffic flow, are posted and meet ADA standards.
_____	_____	9.	Emergency exit doors and gates are in working order.
_____	_____	10.	Non-combustible receptacles are used for trash and are emptied daily.
_____	_____	11.	Area free of excess combustible materials.
_____	_____		<b>B. HEALTH AND SANITATION</b>
_____	_____	1.	Written housekeeping procedures available, which address all areas and assign specific duties.
_____	_____	2.	Garbage and waste, including hazardous and bio-hazardous wastes are properly stored and disposed.
_____	_____	3.	Non-disposable containers cleaned and sanitized after each use.
_____	_____	4.	Lobby areas clean, well-lighted, free of hazards.
_____	_____	5.	Corridors, walkways are clean, well-lighted, free of hazards.
_____	_____	6.	Stairs clean, well-lighted, free of hazards.
_____	_____	7.	Walls, their horizontal surfaces, windows and doors are clean and in good repair.
_____	_____	8.	Ceilings and vents are clean and in good repair
_____	_____	9.	Floors clean, litter free, and in good repair.
_____	_____	10.	Premises neat, clean and free of rubbish.
_____	_____	11.	Protection from bug/rodent infestation.
_____	_____	12.	Exterior walls, paint, windows, railings in good condition.
_____	_____	13.	Landscaping free from weeds, trash, etc., that would pose a threat to health, safety or security..
_____	_____	14.	Water fountains cleaned, sanitized and disinfected.
_____	_____	15.	Bathrooms and all fixtures are cleaned, sanitized and disinfected.
_____	_____	16.	Ice machines cleaned and scoops properly stored.
_____	_____	17.	All cleaning tools and equipment are clean, properly stored, and in good repair.
_____	_____	18.	Mattresses and bedding are clean and in good condition.
_____	_____	19.	Clean and soiled laundry separation is maintained and kept covered.
_____	_____	20.	Water temperatures are appropriate in food service/kitchen, laundry and restroom areas.
_____	_____	21.	Laundry equipment is in good repair, free of leaks and maintained in good condition.
_____	_____	22.	Indoor living and work area temperatures are appropriate for summer and winter and thermostats in housing, program and exercise areas are set not higher than 68 degrees Fahrenheit during the winter heating and where tempered air is available not lower than 78 degrees Fahrenheit during summer cooling. In other areas, the settings are kept at not more or less than 72 degrees Fahrenheit for heating and/or cooling.
_____	_____		<b>C. INDUSTRIAL SAFETY</b>
_____	_____	1.	Proper storage and accurate inventory of toxic, caustic, and flammable materials.
_____	_____	2.	All necessary personal protective equipment (PPE) is available, properly used, and appropriately stored.
_____	_____	3.	Machine guards and protective devices in place/use.
_____	_____	4.	Electric cords, outlets, and wiring are maintained in good condition.
_____	_____	5.	Breaker boxes, fixtures and controls are in good repair, accessible and properly labeled.
_____	_____	6.	First aid A.E.D. and blood spill kits properly located (based on need), inventoried, and restocked.
_____	_____	7.	Staff trained and certified in first aid and CPR are available, and AED devices are available and ready for use.
_____	_____	8.	Equipment operating and safety instructions are available and all persons using the equipment are properly trained.
_____	_____	9.	Lighting operational and free of combustible material and properly protected when necessary.
_____	_____	10.	Ladders, scaffolding and tools properly secured and/or accounted for and in good repair.
_____	_____	11.	Lockout/tagout system is used to control startup of machines or equipment during servicing/maintenance.

**INSTRUCTIONS:** Each item must be rated Satisfactory (S) or Unsatisfactory (U) unless the item is not applicable. If not applicable, insert N/A for the non-applicable items. Each item found unsatisfactory on the previous weekly inspection shall be identified by inserting "U" in the column marked "Previous Week".

\_\_\_\_\_  
Signature and Title of Inspector

\_\_\_\_\_  
Date Signed

# MONTHLY FIRE SAFETY INSPECTION REPORT

(Applies to Each Facility Area)

Facility \_\_\_\_\_ Area Inspected \_\_\_\_\_ Building \_\_\_\_\_ Month of \_\_\_\_\_

Current Month	Previous Month	A.	
_____	_____	<b>A.</b>	<b>CONSTRUCTION</b>
_____	_____	1.	All exit doors open in a manner consistent with Life Safety Codes.
_____	_____	2.	Where needed, exit doors are equipped with functioning panic hardware.
_____	_____	3.	Emergency exit halls, stairways, and doors are appropriately illuminated and identified by approved operational exit signs / lights.
_____	_____	4.	Exits and exit-ways are free from obstructions.
_____	_____	<b>B.</b>	<b>FIRE PROTECTION</b>
_____	_____	1.	Fire and/or smoke alarm systems and detectors are operable.
_____	_____	2.	Sprinkler system is tested quarterly.
_____	_____	3.	Extinguisher servicing/inspection dates are current.
_____	_____	4.	Numbered extinguishers are present at all identified locations.
_____	_____	5.	Range hoods are equipped with automatic extinguishing systems and are inspected semi-annually by a certified individual or company.
_____	_____	6.	Fire drills including alarm system tests and involving all staff and appropriate inmates are held at least quarterly, during both daylight and night hours (documentation on file).
_____	_____	7.	Emergency evacuation route floor plans are conspicuously posted in all living areas and other areas where 50 or more persons may gather.
_____	_____	8.	Proper clearance exists between heaters, chimneys, stoves and combustible walls, framing and other combustible materials.
_____	_____	9.	Eighteen [18] inch clearance exists below the bottom height of fire extinguishing sprinkler heads.
_____	_____	10.	Electrical appliances (e.g., Televisions, Radios, Hot Pots, Desk Lamps, Portable Fans, etc.) are stored and used being free of potential fire hazards. (e.g., Placement on towels, dollies, papers, etc.)
_____	_____	<b>C.</b>	<b>MISCELLANEOUS</b>
_____	_____	1.	Pressurized gases and bottles are stored and transported properly.
_____	_____	2.	"No Smoking" signs are posted conspicuously to clearly indicate that tobacco and tobacco products are prohibited on the grounds of all KDOC facilities.
_____	_____	3.	All non-smoking regulations are enforced.
_____	_____	4.	Heaters, washers, dryers, etc., are properly installed and vented.
_____	_____	5.	Waste receptacles are fire resistant, clean, and emptied daily.
_____	_____	<b>D.</b>	<b>EVACUATION</b>
_____	_____	1.	Areas normally occupied by ten or more persons have a current written emergency evacuation plan.
_____	_____	2.	Extra exit keys are available in case of loss or breakage during an emergency.
_____	_____	3.	Emergency keys are identified by color and configuration for use in emergencies and low or no light conditions.
_____	_____	<b>E.</b>	<b>HAZARDOUS MATERIALS</b>
_____	_____	1.	Spaces under stairways are free of combustible items.
_____	_____	2.	Soiled, hazardous rags, capable of spontaneous combustion, are stored in covered metal containers.
_____	_____	3.	All areas are free of litter and the accumulation of combustibles.
_____	_____	4.	Furnishings, mattresses, bedding, wall coverings, curtains and carpets are constructed of approved fire resistant materials.
_____	_____	5.	Only non-flammable materials are used for cleaning floors, clothing, furnishings, etc.
_____	_____	6.	Toxic, caustic, and flammable materials are segregated and stored in proper containers and approved enclosures.
_____	_____	7.	Toxics, caustics, and flammables are accurately inventoried and controlled/logged.
_____	_____	<b>F.</b>	<b>AUXILIARY LIGHTING</b>
_____	_____	1.	Emergency generators are routinely maintained and tested as required by the manufacturer or the appropriate regulatory agency.
_____	_____	2.	Emergency lights are operational and tested monthly.

**INSTRUCTIONS:** Each item must be rated Satisfactory (S) or Unsatisfactory (U) unless the item is not applicable. If not applicable, insert N/A for the non-applicable items. Each item found unsatisfactory on the previous monthly inspection shall be identified by inserting "U" in the column marked "Previous Month".

**COMMENTS:**

\_\_\_\_\_  
Signature and Title of Inspector

\_\_\_\_\_  
Date Signed

