

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 315.00**

**EFFECTIVE DATE: 15 September 2022**

**SUBJECT: FIRE SAFETY**

# **POLICY DIRECTIVE**

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**PURPOSE:**

To establish a fire safety and prevention program so as to provide a safe environment for all facilities and work units.

**REFERENCE:**

87CSR1 Title 87 Legislative Rule of the Fire Commission "State Fire Code."

**RESPONSIBILITY:**

Superintendents, and work units supervisors or directors as appropriate, shall be responsible for enacting emergency response plans to address fire response and suppression and Operational Procedures and Post Orders to ensure compliance with this Policy Directive.

**CANCELLATION:**

Any previous written instruction on the subject including DOC Policy Directive 315.00, dated 01 July 2010; DOC Policy Directive 318.01, dated 01 January 2004; RJA 8002, dated 01 November 1993; RJA Policy 8003, dated 31 December 1988; RJA Policy 8007, dated 15 May 1997; RJA Policy 8008, dated 15 May 1997; and DJS Policy 320.00, dated 01 October 2011.

**APPLICABILITY:**

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

**DEFINITIONS:**

**Emergency Response Plan:** A set of written procedures for dealing with emergencies that minimize the impact of the event and facilitate recovery from the event. Additional information is available in DCR Policy Directive 318.00.

**Senior Safety Officer:** An employee designated by the Commissioner to monitor compliance with applicable policies and written instructions regarding fire and life safety; performs at an advanced level; may include lead-worker duties for facility and work unit personnel performing basic safety compliance monitoring and reports to the Director of Safety.

**POLICY:**

- I. The Division of Corrections and Rehabilitation (DCR) shall comply with all applicable statutes, regulations, and standards for fire and life safety.
  - A. Every new and existing building or structure shall be constructed, arranged, equipped, maintained and operated in accordance with all applicable federal, state, and local rules and regulations to ensure a reasonable level of safety for life and property from the actual and potential hazards created by fire, explosion and other hazardous conditions.
  - B. Safety Officers, the Senior Safety Officer (SSO) and the Director of Safety have the authority to perform all appropriate inspections and enforce all applicable standards, rules, and regulations concerning his/her areas of responsibility.
- II. Each facility, and work unit as appropriate, will have a designated Safety Officer. This employee will be designated by the Superintendent, or work unit supervisor or director as appropriate, and may be an ancillary duty assigned to an employee. The Safety Officer shall be responsible for basic aspects of fire safety as defined by this Policy. The position may receive on-the-job training and instruction, including the use of checklists and methods of documentation by senior safety personnel.
  - A. The Safety Officer shall at a minimum perform a daily inspection of the main fire alarm control panel to ensure it is operable and free of any trouble signals.
  - B. The Safety Officer shall at a minimum perform a weekly, general inspection of the entire facility or work unit to ensure the following:
    1. Required fire exits are free and clear of any obstructions;
    2. General housekeeping and sanitation;
    3. All sprinkler control valves are open (unless under repair); and
    4. Visual inspection of emergency generators to ensure they are in operable condition.
    5. A qualified staff member who has received training and is familiar with the safety and sanitation requirements may conduct weekly inspections in lieu of the Safety Officer.

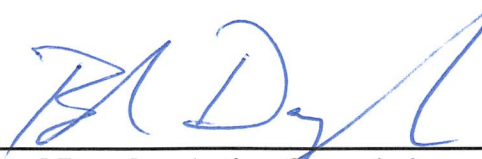
- C. The Safety Officer shall conduct a comprehensive and thorough monthly inspection for compliance with safety regulations defined by this Policy. This shall include inspecting all portable fire extinguishers for proper mounting and charge. Each extinguisher shall have the inspector's initials placed on the inspection tag after the monthly inspection if applicable. All non-serviceable portable fire extinguishers shall be removed from service and immediately replaced.
- III. Each facility and work unit shall have specific fire prevention regulations and practices including, but not limited to the following:
- A. An adequate fire protection service.
  - B. An annual inspection by a state fire official.
  - C. Availability of fire protection equipment at appropriate locations throughout the facility or work unit.
  - D. A written emergency response plan that provides for protection of all persons in the event of a fire and/or an evacuation to an area of refuge. Emergency response plans for fire suppression shall include, but are not limited to the following:
    - 1. Internal and external fire notification procedures.
    - 2. Evacuation procedures.
    - 3. Key control/remote-unlocking procedures.
    - 4. Detailed floor plans identifying primary and secondary routes of egress in relation to location.
    - 5. Detailed floor plans identifying all utility control shut-off valves and sprinkler control valves as appropriate. Supervisors should be familiar with the location of all shut-off control valves.
    - 6. The implementation of the fire emergency response plan is to be included in all employees pre-service and annual in-service/refresher training.
  - E. Fire exit drills conducted, at a minimum, one drill per quarter rotated over all shifts. Each fire drill shall be documented in a fire drill log or in the Offender Information System (OIS).
  - F. In residential facilities, if the Shift Commander, or higher authority deems the required, scheduled fire drill to pose an undue security risk, the fire drill may be simulated. If a fire drill is simulated the reasons for the security override shall be included in writing in the fire drill log or OIS. At a minimum each simulated fire drill shall include the evaluation of staff knowledge of local evacuation procedures including but not limited to knowledge of keys and exit egress paths.

- G. Specifications for the selection and purchase of furnishings in residential facilities shall indicate the fire safety performance requirements of the materials selected and shall comply with applicable fire codes and standards. The facility business/purchasing office shall submit to the facility Safety Officer or the Safety Director, all pertinent information relevant to facility furnishings prior to purchase for approval.
  - H. Facilities and work units shall be equipped with noncombustible receptacles for smoking materials and separate containers for other combustible refuse at accessible locations. Special containers shall be provided for flammable liquids and for rags used with flammable liquids. All receptacles and containers shall be emptied and cleaned daily.
  - I. Evacuation plans, primary utility locations and fire suppression locations shall be developed, included in the emergency response plan and reviewed annually in conjunction with the local first due fire department. The local fire department shall be notified of any substantial changes to floor plans, entrances, utility equipment or fire protection systems.
- IV. Operational procedures shall provide appropriate methods of documenting all inspections described herein and designate whom fulfills the responsibilities of the Safety Officer in his/her absence.

**ATTACHMENT(S):**

None.

**APPROVED SIGNATURE:**

  
Brad Douglas, Acting Commissioner

9/11/22

Date