



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE
FACILITY/SPANISH MANUAL

REVISION DATE
11/23/23

PAGE NUMBER
1 of 6

NUMBER
DOC 890.380

POLICY

TITLE
FIRE PREVENTION PLAN

REVIEW/REVISION HISTORY:

- Effective: 12/6/99
- Revised: 3/5/04
- Revised: 7/31/06
- Revised: 9/11/07
- Revised: 1/23/09
- Revised: 11/7/11
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- Revised: 12/20/18
- Revised: 1/20/22
- Revised: 11/23/23

SUMMARY OF REVISION/REVIEW:

I.D.2. - Added clarifying language
III.A.2.c. - Adjusted language for clarification

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

10/19/23

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; 890.000 Safety Program; [2018 International Fire Code](#); [Records Retention Schedule](#)

POLICY:

- I. The Department will maintain fire safe practices that comply with fire prevention codes and standards to promote the safety of employees, contract staff, volunteers, those under the jurisdiction of the Department, and visitors. Any variances from these standards will be approved in writing by the fire authority having jurisdiction.

DIRECTIVE:

- I. Fire Prevention in Facilities
 - A. The Superintendent/Reentry Center Manager (RCM) will designate a Fire Prevention Plan Coordinator, who will be responsible for ensuring facility compliance with this policy and serve as a liaison with local fire response agencies.
 - B. Furnishings and bedding will be consistent with fire/safety performance requirements and will be rated noncombustible or fire resistant, when required.
 - C. Hazards will be reported and immediately corrected or repaired.
 - D. An onsite fire safety inspection will be conducted annually at each facility.
 1. The Fire Prevention Plan Coordinator will contact the fire authority having jurisdiction to schedule the inspections.
 2. A copy of the inspection report, along with a facility-generated corrective action plan, will be forwarded to the appropriate Deputy Assistant Secretary or Reentry Center Administrator through the chain of command.
- II. Fire Drills
 - A. Fire drills will be conducted and documented on DOC 21-734 Fire Drill Report and retained per the Records Retention Schedule.
 1. Prisons will conduct fire drills at least quarterly on each shift in all occupied areas of the facility, including administrative areas.



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- a. Custody employees will coordinate with Intensive Management and Inpatient Unit employees/contract staff to conduct a functional drill quarterly on each shift.
- 2. Reentry Centers will conduct fire drills at least quarterly on each shift and in all occupied facility locations, including administrative areas.
- 3. Field Offices will conduct fire drills at least quarterly.
- 4. Headquarters and other Department offices will conduct fire drills compliant with the fire authority having jurisdiction.

III. Emergency Plans

- A. Department facilities will have a written emergency plan, which includes an evacuation procedure for use in the event of a major emergency.
 - 1. Department facilities/offices will post evacuation maps in each building and use exit signs and directional arrows that are easily seen/read.
 - a. Posted facility evacuation maps will identify:
 - 1) All exits,
 - 2) First aid kits,
 - 3) Fire extinguishers,
 - 4) Fire hose receptacles, if applicable
 - 5) Locations of fire alarm stations,
 - 6) Primary and secondary evacuation routes, and
 - 7) A “You Are Here” symbol to indicate the person’s location.
 - b. Maps will represent the actual floor arrangement and be posted so the top of the diagram is oriented in the direction the reader is facing.
 - 2. The emergency plan will be reviewed annually and updated as necessary, and will include:
 - a. Location of building and room floor plans,
 - b. Locations of posted evacuation maps, and
 - c. Procedures for the safe evacuation of everyone, including disabled persons.
 - 3. The emergency plan will be reviewed and approved by the fire authority having jurisdiction during the facility’s annual fire safety inspection.

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a. Documentation of the approval will be maintained onsite, including initial review, annual review, and reissue whenever the procedures are revised.

B. The Headquarters emergency plan will be coordinated through Management Services and managed by the building owner.

IV. Equipment Tests, Maintenance, and Inspections

A. Fire alarm detection and suppression equipment and systems will be maintained in proper working condition and inspected as required by the fire authority having jurisdiction.

1. Maintenance, testing, and service inspections of fire equipment and systems will be performed and documented by a qualified employee/contract staff or contract vendor.
2. A corrective action plan will be developed and tracked by the Fire Prevention Plan Coordinator to ensure action is taken within a reasonable timeframe to repair or replace defective equipment and address any other deficiencies identified during maintenance, testing, or service.
 - a. The plan will be submitted to the Superintendent/RCM and fire authority having jurisdiction and updated quarterly until all identified deficiencies have been corrected.
 - b. When all identified deficiencies have been corrected, a letter of concurrence will be requested from the fire authority having jurisdiction, which will be filed with the completed plan.
3. Before testing systems and alarms, notifications will be made to prevent unnecessary responses.

B. Fire Extinguishers

1. Monthly visual inspections of all fire extinguishers will be conducted and documented on the inspection tag by a trained and qualified employee, who has successfully completed Safety and Sanitation Inspector Qualifications training.
2. Annual service/maintenance inspections of fire extinguishers will be conducted and documented on the inspection tag by a trained and certified employee/contract staff and/or service provider who has access to the manufacturer's service manual.

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3. Servicing, testing, and recharging of extinguishers will be conducted per the manufacturer instructions.
- C. Hose Systems in Facilities
1. Hose systems will be equipped with shutoff type nozzles.
 2. Hose systems will be inspected at least annually to ensure they are in proper working condition and in designated locations.
 - a. Hemp or linen hoses will be taken off the rack and physically inspected for deterioration or damage. A different fold pattern will be used when placing the hose back on the rack.
 - b. Hoses will be replaced when deterioration or damage is noted.
- D. Automatic Water Sprinkler Systems in Facilities
1. An annual main drain flow test will be performed on each system.
 2. The inspected test valve will be opened at least every 2 years to ensure the sprinkler system operates properly.
 - a. Electronic water bell system test valves will be inspected semi-annually or as required by the fire authority having jurisdiction.
- E. Fixed Extinguishing Systems in Facilities
1. Fixed extinguishing systems will be inspected annually by a qualified person knowledgeable in the design and function of the system.
 2. Fixed extinguishing systems that use containers (i.e., refillable or non-refillable) will be inspected semi-annually.
- F. Fire Alarm and Detection Systems in Facilities
1. Service, maintenance, and testing of fire alarm and detection systems, including cleaning and necessary sensitivity adjustments, will be performed and documented by trained persons knowledgeable in the operation and function of the system.
 2. A quarterly visual inspection of all smoke and heat detectors will be completed to identify:
 - a. Missing detectors,

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- b. Detectors with impeded smoke entry,
 - c. Abnormally dirty detectors,
 - d. Detectors no longer suitably located due to occupancy or structural changes, and
 - e. That they have not been painted over or have physical damage that would prevent proper operation.
3. Annual fire alarm tests will be conducted on each system. At least one device in each fire zone will be activated to test its operation (e.g., alarm transmittal, supervisory circuits, audibility).
 4. Batteries will be changed annually in all detectors that require a backup battery power source.

V. Training

- A. Evacuation procedures will be reviewed with all employees, contract staff, volunteers, and incarcerated individuals during initial orientation and documented per 890.000 Safety Program.
- B. Fire Extinguisher training, consistent with the Fire Extinguisher Lesson Plan, will be provided to employees at New Employee Orientation, Correctional Worker Core, and annual In-Service.
- C. Training will be documented in the training database managed by the Department's Training and Development Unit.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 21-734 Fire Drill Report