

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Fire Safety Policy Statement		
<b>Policy Number:</b> 511.01	<b>Effective Date:</b> 4/25/2018	<b>Page Number:</b> 1 of 2
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Facilities Division	<b>Access Listing:</b> Level II: Required Offender Access

**I. Introduction and Summary:** To establish a fire prevention program to eliminate potential hazards, prevent loss of life and/or property due to fires and associated life-threatening hazards, and maintain a safe environment for staff, visitors, and offenders in facilities and offices under the jurisdiction of the Georgia Department of Corrections (GDC).

- II. Authority:**
- A. National Fire Protection Association (NFPA) Life Safety Codes;
  - B. Official Code of Georgia Annotated (O.C.G.A.): Title 8 - Building and Housing and Title 25 - Fire Protection and Safety;
  - C. GDC Rule 125-2-2.01(b); and
  - D. ACA Standards 1-CTA-3C-03, 4-4211, and 4-4212.

**III. Definitions:** None.

- IV. Statement of Policy and Applicable Procedures:**
- A. All facilities and offices managed by GDC shall be required to protect the lives of staff, visitors, offenders, and property from loss or damage by fire.
  - B. The GDC Fire Services and Life Safety Manager shall provide technical assistance to all facilities and offices in establishing a comprehensive fire inspection program, conducting the required training, and negotiating fire protection agreements with local jurisdictions.
  - C. The GDC Fire Services and Life Safety Manager shall review engineered drawings and plans for compliance with applicable fire codes. This applies to both new construction and proposed renovation of all facilities and offices under the jurisdiction of the GDC.
  - D. The GDC Fire Services and Life Safety Manager shall function as GDC's Fire Chief and shall have the responsibility for establishing fire stations where needed.

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- E. Every facility and office shall develop a fire prevention program to eliminate potential fire hazards and maintain a safe environment for staff, visitors, and offenders.
  - F. Every facility and office shall have a monthly comprehensive and thorough inspection of all buildings by a qualified fire and safety officer to ensure compliance with NFPA, State law, and GDC standards. There shall be a weekly fire and safety inspection of each institution by a qualified department staff member.
  - G. Every facility and office shall train personnel to react and respond appropriately to fire and/or emergency situations.
  - H. Every facility and office shall establish a written fire protection agreement with the local community's fire department to assure fire protection for the facility/office, staff, visitors, and offenders.
- V. **Attachments:** None.
- VI. **Record Retention of Forms Relevant to this Policy:** None.