

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Departmental Fire and Life Safety Program		
Policy Number: 511.03	Effective Date: 9/6/2018	Page Number: 1 of 6
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

I. Introduction and Summary:

Each Facility shall establish a Fire Emergency and Prevention Program that will address potential fire hazards and the prevention of fires in order to maintain a fire safe environment for all staff, visitors, and offenders.

II. Authority:

- A. Georgia Department of Corrections (GDC) Board Rule: 125-2-2.01;
- B. State of Georgia Minimum Fire Safety Standards and Modifications, current editions;
- C. O.C.G.A. § Title 25 Fire Protection and Safety;
- D. Applicable NFPA Life Safety Standards and Training;
- E. Applicable CAC/ACA Life Safety Standards; and
- F. ACA Standards: CTA-3-C-01, 1-CTA-3C-02, and 1-CTA-3C-03, 4-4124 and 4-4212.

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures: This policy is applicable to all State and County Correctional Facilities and Offices. (including Central Office where the Office of Professional Development-Georgia Corrections Academy is located)

- A. Fire Safety/Emergency Evacuation Program:
 - 1. A written Fire Safety/Emergency Evacuation Plan shall be prepared by the Warden/Superintendent of each facility which addresses any specific problems that may exist at that facility (for example, hazardous materials storage, medical units, GCI Industrial Operations, etc.).
 - 2. Evacuation plans will be posted in all housing units and areas accessible to the public, to include visitation and administrative areas.

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3. Post orders will include evacuation plans, where applicable.
4. Provisions shall be made so that offenders can readily notify staff of an emergency. This can be accomplished by posting staff in close proximity to housing units to allow for verbal communication.
5. All new staff and offenders shall receive emergency procedures instructions during the orientation process. Documentation of the orientation will be on file at each office/property.
6. All staff will receive annual training with respect to their duties during a fire emergency.
7. Procedures shall be established to allow staff to start the release of locks necessary for emergency evacuation or rescue and initiate other required emergency actions within two minutes of a fire alert.
8. There will be annual coordinated training involving the facility staff and personnel of the Fire Department legally committed to serving the facility.
9. Monthly fire drills shall be conducted on a non-routine basis in all occupied buildings, with each shift conducting at least one drill per month. Drills should be conducted with emphasis placed on orderly evacuations rather than upon speed. Simulated drills will be conducted in areas of a facility that pose a special hazard to security. Fire drills will be documented on Attachment 3, Monthly Fire Drill Report. Drills for emergencies other than fire shall be conducted quarterly.

B. Emergency Exits:

1. All exit doors leading outdoors from each housing unit shall be color-coded red in all Prisons and Facilities, using a minimum 2-inch disk.
2. All exit doors shall be free of obstructions, at all times.
3. All stairs shall remain unobstructed and shall not be used for storage.

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4. Manual and electric locks on exit doors shall be maintained in working order.
5. Keys for manual locks to means of egress shall be maintained in working order and will be identifiable by sight and touch.
6. All monthly tests of emergency locks and keys shall be documented.

C. Fire Safety Equipment:

1. The following equipment, when provided, shall be maintained, tested and inspected monthly with all test results documented on Attachment 1, Fire and Life Safety Inspection Report and maintained on file at each office/property. All deficiencies will be documented and a request for service made to the Facility Maintenance Engineer. In cases of deficiencies in the Fire Alarm System, or Fire Suppression System, the affected area(s), will be immediately placed on a 30-minute Fire Watch. The Correctional Officer/Staff Member, shall make rounds in the affected area(s), and ensure that no fire hazards exist. Documentation will be made on Attachment 4, 30-Minute Fire Watch Log, in black ink, and in the assigned building/area logbooks, in red ink. The Fire Watch will remain in effect, until repairs have been made to the system.
 - a. Smoke detectors;
 - b. Fire alarm systems; and
 - c. Emergency lighting.

- D. Emergency generators shall be operated weekly and operated under a load monthly with all test results and factory required maintenance documented. Documentation should include the following information: date and time of test, names of staff conducting the test, and time of day the test was concluded.

E. Fire Fighting Equipment:

1. All fire extinguishers will be inspected monthly by a staff person who has completed the 24-hour Correctional Fire Inspectors Class. The inspector will

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record their initials on the extinguisher inspection tag. Each facility shall maintain an inventory of all extinguishers which will include the following information: the extinguisher location, serial number, the extinguisher identification number, type and size of the extinguisher, six (6) year service date, and the hydrostatic test date. The required annual inspection will be conducted by staff or vendors who possess a certification card and registration number issued by the State Safety Fire Commissioner. Uncertified Staff are permitted to conduct a daily visual test on each shift.

2. All fire extinguishers that have been discharged will be refilled as soon as possible and returned to the proper location.
3. ELSA (Emergency Life Support Apparatus) escape breathing apparatus shall be inspected on each shift for serviceability. All ELSAs with fiber glass wrapped cylinders shall be hydrostatically tested every five (5) years.
4. All fire hoses will be pressure tested annually.
5. All fire hydrants on State property shall be numbered and flow tested annually. The hydrant shall then be color coded as required by the National Fire Protection Association to reflect the gallons per minute each hydrant is capable of flowing. Color coding for the hydrants:
 - a. Blue - Rated capacity of 1500 GPM or greater;
 - b. Green - Rated capacity of 1000 - 1499 GPM;
 - c. Orange - Rated capacity of 8500 - 999 GPM; and
 - d. Red - Rated capacity of less than 500 GPM.
6. Facilities shall contract with a certified vendor to inspect Food Service hood extinguishing systems every six months.
7. All sprinkler systems will be flow tested annually by the Fire Services Section inspectors.

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8. All fire-fighting equipment shall be placed at appropriate locations throughout the facility and shall be accessible to all staff, offenders, visitors, and contractors. During the weekly, monthly and semi-annual inspections, the designated inspector shall be responsible ensuring accessibility.

F. Facility Fire Safety Officers and Fire Inspectors:

1. The Warden/Superintendent will appoint a Facility Fire Safety Officer at each facility and one will be appointed at Central Office.
2. All Facility Fire Safety Officers and Facility Fire Inspectors must complete the 24-hour Correctional Facility Fire Inspectors training class.
3. It is the responsibility of the Facility Fire Inspector to conduct inspections of all facilities/properties, and reporting those findings to the Warden/Superintendent.
4. Weekly and Monthly fire inspections will be conducted by the Fire Safety Officer. The Facility Fire Safety Report, Attachment 1 of this SOP will be completed by the Fire Safety Officer, noting all fire violations observed during the weekly and monthly inspection. A copy of the Monthly Facility Fire Safety Report will be forwarded to the Warden/Superintendent who will maintain a copy on file at the office/property for review.
5. The Fire Safety Officer shall be responsible for compliance with all items listed in Attachment 2, Duties of the Fire Safety Officer.
6. The Shift OIC shall be responsible for completing Attachment 3, Fire Drill Report. All Fire Drill Reports shall be kept on file at each Facility or Office and available for review at all times.
7. At each GDC Office/Property that is staffed 24 hours a day, a monthly fire drill is required. For shifts that are staffed with two or more keys, keys may alternate months.

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V. Attachments:

Attachment 1: Fire and Life Safety Inspection Report

Attachment 2: Duties of Facility Fire Inspector

Attachment 3: Monthly Fire Drill Report

Attachment 4: 30-Minute Fire Watch Log

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachments 1, 3, and 4 shall be maintained until resolution of any discrepancies, kept for five (5) years after that, and then destroyed. The official copy shall be maintained at the office of Fire Services and Life Safety. Attachment 2, shall be maintained until obsolete or replaced. The official copy shall be maintained at the office of Fire Services and Life Safety.