

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: SUPPORT SERVICES/FIRE SERVICES	Reference Number: IVN04-0001	Revises Previous Effective Date: 8/15/01
Subject: FIRE STATION OPERATIONS		
Authority: <u>OWENS/SMITH</u>	Effective Date: 4/01/11	Page 1 of 4

I. POLICY:

- A. The GDC shall establish a fire department with stations located in areas where community (free-world) fire fighting capabilities are not sufficient to respond to emergency needs in a correctional setting.
- B. Any firefighter shall be vaccinated for hepatitis B at their request. This shall be arranged by the institution's medical section.
- C. Before assigning an inmate as a firefighter he/she will sign a waiver of liability and a Communications Release Form. (See Attachment I/Inmate Firefighter Waiver of Liability and Attachment II/Communications Release Form).

II. APPLICABILITY:

State institutions designated by the GDC to operate a fire station.

III. RELATED DIRECTIVES:

- A. GDC Rule 125-2-2-.01(b); 1986 Georgia General Assembly H.B. 618
- B. National Fire Protection Association Life Codes 1949, 1967, 1976, 1981 & 1985, Ga. Code Title 8. Building & Housing and Title 25. Fire Protection & Safety; 1989 Georgia General Assembly S.B. #313.

IV. DEFINITIONS:

NONE

Functional Area: SUPPORT SERVICES/FIRE SERVICES	Prev. Eff. Date: 8/15/01	Page 2 of 4
	Effective Date: 4/01/11	Reference Number: IVN04-0001

V. ATTACHMENTS:

Attachment 1 - Firefighter Waiver of Liability

Attachment 2 - Communications Release Form

VI. PROCEDURE:

A. Organization: The GDC Fire Department will have a Chief and a Training Chief who will have administrative responsibility for its operation. The Chief of Training will be responsible for the coordination of facility and station training.

B. Designated Stations:

Station #1 - Lee Arrendale State Prison

Station #2 - Georgia Diagnostic & Classification Prison

Station #3 - Dodge State Prison

Station #4 - Georgia State Prison

Station #5 - Lee State Prison

Station #6 - Montgomery State Prison

Station #7 - Hays State Prison

Station #8 - Valdosta State Prison - Wayne Station

Station #9 - Walker State Prison

Station #10 - Telfair State Prison

Station #11 - Hancock State Prison

Station #12 - Ware State Prison

Station #15 - Calhoun State Prison

Station #16 - Macon State Prison

Station #17 - Wilcox State Prison

Station #18 - Autry State Prison

Station #19 - Dooly State Prison

Station #20 - Telfair State Prison - Milan Station

Functional Area: SUPPORT SERVICES/FIRE SERVICES	Prev. Eff. Date: 8/15/01	Page 3 of 4
	Effective Date: 4/01/11	Reference Number: IVN04-0001

- C. The GDC Training Chief will provide technical assistance to the individual fire stations on matters pertaining to the operation of the station.
- D. The GDC Training Chief will inspect the operation of the station with the Station Chief and report the results of the inspection to the institutional Warden/Superintendent and to the GDC Fire Chief. Stations inspections will be unannounced.
- E. The institutional Warden/Superintendent and Station Chief will assign firefighting personnel, both staff volunteers and inmate firefighters to provide 24-hour coverage. Firefighters (staff, volunteer, and inmate) must pass a physical examination to include an endurance test as required by the Georgia Firefighters Standards and Training Council. Thereafter, a yearly physical will be required. An endurance test may be required by the GDC Fire Chief, the institutional Warden/Superintendent, or the Station Chief. Physical for firefighter personnel may be conducted by the institutional medical staff, using the standard GDC medical form.
- F. A roster of training personnel assigned to the fire station will be completed and forwarded to the GDC Training Chief by the 10th of each month. Each station will maintain a minimum of eight (8) active firefighters (staff, volunteer, or inmate) on its roster who have completed or are in the process of completing the required Firefighter I certification.
- G. General supplies and materials (such as cleaning materials for the station and vehicles, vehicle maintenance items such as gas, oil, and lubricants, etc.) for the daily operation of the station are the responsibility of the Facility.
- H. Budget requests for the fire protection items for the next budgeting cycle will be submitted by the Station Chief via the Warden, to the Fire Services Manager by April 15th of each year. This request will then be submitted for the supplemental and/or annual budget request package.

Functional Area: SUPPORT SERVICES/FIRE SERVICES	Prev. Eff. Date: 8/15/01	Page 4 of 4
	Effective Date: 4/01/11	Reference Number: IVN04-0001

- I. Should unforeseen major repairs or replacement to a fire apparatus or fire equipment be needed, and funds are not available to expedite these repairs in the facility budget, the GDC Fire Services Manager will work to coordinate available resources to accomplish these repairs or replacement.