

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Facility Fire Safety/Emergency and Evacuation Plan		
Policy Number: 511.09	Effective Date: 4/13/2018	Page Number: 1 of 5
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

I. Introduction and Summary: This policy sets forth the guidelines and requirements for the development of the Facility Fire Safety/Emergency and Evacuation Plan. This policy is applicable to all Georgia Department of Corrections (GDC) prisons and centers, including the Office of Professional Development (Georgia Corrections Academy) and GDC Central Office. It is specifically applicable to the individuals responsible for the implementation, training, and activation of the Fire Safety/Emergency and Evacuation Plan at each location.

II. Authority:

- A. O.C.G.A. Title 25;
- B. GDC Board Rule: 125-3-1-.01;
- C. GDC Standard Operating Procedures (SOPs): 225.02 Emergency Plans, 221.02 Count Procedures, 511.01 Fire Safety Policy Statement, 511.03 Departmental Fire and Life Safety Program, and 511.08 Mandated Fire Safety Training for Staff; and
- D. ACA Standards: 2-CO-3B-01, 1-CTA-3C-01, 4-4211, 4-4221, and 4-4222.

III. Definitions:

For the purposes of this SOP, the following definitions shall apply:

- A. **Qualified Outside Fire Inspectors** - Local or state fire officials or other persons qualified to perform fire inspections. Qualifications shall be verified through state licensure or certification.
- B. **Fire Drill** - The orderly evacuation of all persons from an area following a set procedure designed to ensure a timely response should an actual fire occur. It involves accounting for the presence of all occupants by count procedures and staff drills where the evacuation of extremely dangerous inmates is not included. (Defend In-Place Procedures are applicable).
- C. **Publicly Posted Evacuation Plan** - A posted schematic/drawing of the floor plan for a room or area of a building that includes a brief narrative to inform the viewer

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of: (1) Where they are (YOU ARE HERE marked by a red star or circle); (2) the first or primary direction to go in the event of a fire or major emergency (marked with red directional arrows); (3) the second or secondary direction to go in the event that the primary exit is blocked by fire, smoke, or debris (marked with green directional arrows); and (4) the location of all fire protection equipment (i.e. fire extinguishers marked by asterisks).

D. Location of Building/Room Floor Plans - As required for inclusion in the Facility Fire Safety/Emergency and Evacuation Plans, written evacuation plans detailing primary and secondary routes containing the following:

1. Who the escort will be if occupants are expected to move independently to the exits;
2. The destination in each case;
3. The control room where the emergency keys are located; and
4. Procedures that must be in place before evacuating an area.

IV. Statement of Policy and Applicable Procedures:

- A. All staff shall receive training regarding the fire emergency response plans during new employee orientation, and all staff shall be re-oriented annually as to staff roles during a fire emergency. Documentation of all staff fire training shall be maintained at each facility.
- B. Appropriate portions of the fire emergency plan shall be communicated to residents (offenders) through their orientation programs.
- C. A listing of primary and secondary staff responsibilities to be carried out during emergencies shall be developed showing the task cross matrix by functions. This list is to be updated and distributed annually to staff members having a role during emergencies.

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D. All domicile facilities, Central Office, and the Office of Professional Development (Georgia Corrections Academy) shall have a written facility fire safety/emergency and evacuation plan prepared in the event of fire or other major emergency which is approved (signed and dated as approved) by an independent Qualified Outside Fire Inspector trained in the application of National Fire Safety Codes (GDC Fire Services and Life Safety Manager). The plan shall be reviewed annually, updated if necessary, and reissued to the local fire jurisdiction. The plan known as the “Facility Fire Safety/Emergency and Evacuation Plan” includes the following:

1. A statement as to which jurisdiction has responsibility for fire protection;
2. A checklist of notification procedures, emergency phone numbers, and means of notifying the proper staff and fire service having jurisdiction:
 - a. The Fire Safety Checklist shall be signed and dated by the Warden/Superintendent of the facility or the Academy Director and a representative of the responding fire unit(s).
 - b. The checklist acknowledges that the Chief Firefighter has toured the facility and 1) is familiar with the facility, 2) is familiar with the locations of standpipes, 3) knows the location of the formal staging area and entrances should authorization be given to enter the facility with escort and under the protection of correctional staff, 4) is familiar with the facility correctional staff’s awareness of emergency vehicle ingress and egress procedures, and 5) has confirmed that a copy of the Facility Fire Safety/Emergency and Evacuation Plan is on file with the fire department having jurisdiction, (see Attachment 1, Emergency Response Plan Fire Safety Checklist);
3. Acknowledgement that a current list of employee work and home telephone numbers are on file in the central control room;
4. Acknowledgement that a current list of emergency keys is on file in the central control room;

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5. Location of Publicly Posted Evacuation Plans;
6. Location of building/room construction plans;
7. Inclusion of monthly fire drills at different periods allowing participation of all correctional staff;
8. Staff drills of the evacuation of extremely dangerous inmates may be simulated and documented as such;
9. Quarterly situational disaster drills under varied conditions with medical unit/staff participation training toward a two (2) minute response time (cooperation with local hospitals is encouraged as certification requirements for hospitals require two similar drills annually);
10. The means for the immediate release of inmates from locked areas in case of emergency and provision for a back-up system. (This is written in narrative form detailing the procedure required for each electric locking system, cable pull, and manually operated back-up where applicable);
11. A list of fire suppression practices to adhere to in the event of a fire to ensure the safety of staff, inmates, and visitors; said list shall include practices regarding housekeeping, hazardous material storage and handling, etc.;
12. Inclusion of daily, weekly, and monthly fire, safety, and sanitation inspection check sheets which ensure sound fire and life safety practices;
13. An inventory list of all available fire protection equipment at appropriate locations throughout the facility as well as directives to inspect the equipment during each shift;
14. Provisions for monthly testing of emergency keys;
15. A list of housekeeping requirements, for offenders, that staff are to be aware of to promote fire safety;

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16. A list of staff trained as fire safety inspectors. It is required that two staff members attend this training. It is highly recommended that each assigned shift supervisor also attend training. A twenty-four (24) hour course (Fire Inspector 1 for Corrections) is provided by the GDC Fire Services and Life Safety Office;
17. A description of the types of fires, the precautions to take, and the proper fire extinguisher to use for each type of fire;
18. A listing of general precautions to take during a fire, the actions to be taken by the control room officer, and actions to be taken by the shift supervisor/OIC;
19. A diagram of the master shut off points for electricity, gas, phones and water;
20. Reference to crime scene preservation;
21. A copy of the Fire Call Log and Report; change or include new Fire Incident Report; and
22. A report of all fire incidents to the Fire Services Office via the Institutional Fire Incident Report (Attachment 2) within twenty-four (24) hours of the incident.

V. Attachments:

Attachment 1: Emergency Response Plan Fire Safety Checklist
Attachment 2: Institutional Fire Incident Report

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 2 shall be retained in a local file for two (2) years and a copy of Attachment 1 shall be retained with the Facility Fire Safety/Emergency and Evacuation Plan for two (2) years and then shall be destroyed. Attachment 1 shall also be retained with the Plan on file at the fire service location having local jurisdiction.