

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-14	Policy # 8.41
Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities	Related Standards & References: ACA Standards: 4-JCF-1A-07, 4-JCF-1B-01, 02, 04, 4-JCF-4C-58, 3-JDF-2A-03, 04, 3-JDF-3B-01 through 04, 3-JDF-3B-09, 3-JDF-3B-10, 11, 12, 3-JDF-4B-02 DJJ 7.31, 8.12, 8.40 National Fire Protection Association, "NFPA 101: Life Safety Codes," 2012 edition with the Georgia Amendments International Fire Code [IFC] 2012 edition w/ Georgia Amendments	
Chapter 8: SAFETY, SECURITY, & CONTROL	Effective Date: 7/25/18 Scheduled Review Date: 7/25/19	
Subject: FIRE SAFETY PROGRAM	Replaces: 8/1/17 Secure Facilities Division	
Attachments: A- Weekly Fire Life Safety Assessment B- Monthly Fire Life Safety Assessment C- Drill Report D- Fire Watch Notification	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

Department of Juvenile Justice secure facilities shall conform to applicable federal, state, and local fire safety codes. Secure facilities shall develop a fire prevention plan that provides for the safety of youth at all times with the use of fire alarm systems and automatic detection system, fire safety guidelines, drills, testing of equipment, and coordination with the local fire department. Each facility Director shall designate primary and alternate Facility Emergency Planners to be responsible for emergency plan development, review, updates, training of all staff, coordination of emergency drills, and coordination with external agencies.

II. DEFINITIONS:

Facility Emergency Planners: Individuals (Primary and Back-up) appointed by the facility Director to develop, review, update, and train facility staff in the facility emergency plans. These individuals will receive training such that they will be considered qualified fire and safety officers.

Fire Watch: Fire watch service is the constant patrol of the affected area or building by an individual or group of qualified people whose only duty shall be fire watch, manned with a fire extinguisher and communication device when a fire alarm and/or sprinkler system in any building becomes inoperative. A fire watch allows buildings to be temporarily monitored when the above-mentioned systems are out of service.

III. PROCEDURES:

- A. Each facility is or will be equipped with a fire alarm and automatic detection system. Additional fire protection equipment shall be located throughout the facility.
- B. The Facility Emergency Planners and Alternate Planners will successfully complete the in-house DJJ Fire Prevention course.

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C. Fire Prevention Plan:

1. The Facility Emergency Planner will coordinate the facility's Fire Prevention Plan with the Office of Planning and Preparedness and the local fire department. The local fire department will be notified of any changes to facility floor plans, entrances, and/or emergency equipment within no later than 5 business days.
2. The Fire Prevention Plan will promote the following basic general guidelines, at a minimum:
 - a) Approved mattresses and blankets and interior furnishings of fire resistant materials;
 - b) Fire safety assessments conducted weekly and monthly by the Facility Emergency Planner (Attachment A and Attachment B);
 - c) Monthly fire drills on each shift and rotation, and monthly testing of equipment;
 - d) A fire safety inspection each calendar year and review of the facility fire drill procedure by the Georgia State Fire Marshal's office or his/her designee;
 - e) Location and designated marking of all shut-off valves. Air-handling unit shut-off valves will be marked in white;
 - f) Fire extinguishers assigned properly within the facility and in all State vehicles that are used to transport youth;
 - g) Good housekeeping and proper disposal of trash at the point of use;
 - h) Paint-covered clothes/rags, oily rags stored in covered, metal cans;
 - i) Unobstructed doors and walkways;
 - j) Operable exit signs, and emergency lighting, doors, and locks;
 - k) Proper mounting and use of extension cords and multi-plug units. Proper storage of flammable liquids outside the facility;
 - l) Proper storage and marking of all chemicals along with current inventories;
 - m) Walking room between stacked materials in warehouse/storage areas;

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- n) Use of an automatic fire alarm system with a monthly inspection to assure proper operations;
 - o) Use of a sprinkler system with appropriate distance between sprinkler heads and materials with an annual inspection conducted by a certified company; and
 - p) The establishment of a Fire Watch System.
- D. All flammable and combustible liquids will be stored in approved containers and locked cabinets. (See DJJ 7.31, Control of Hazardous Materials.)
- E. Only DJJ approved self-closing metal containers will be used for flammable liquids and rags used with flammable liquids.
- F. Trash/refuse receptacles made of noncombustible material will be provided in accessible locations throughout the facility which are emptied at least daily.
- G. Each secure facility will have the proper type and an adequate number of fire extinguishers to ensure area coverage.
1. Each fire extinguisher will be plainly visible (or have its location identified by signage indicating that there is a fire extinguisher inside) and accessible.
 2. After use of a fire extinguisher, it will be refilled and/or replaced immediately.
 3. All fire extinguishers, sprinkler systems, fire alarm systems, and hood systems are inspected according to DJJ 8.40, Emergency Management.
 4. Staff will be trained in the use of fire extinguishers in Basic Training. Juvenile Correctional Officers will be trained in the use of fire extinguishers in Basic Juvenile Correctional Officer Training.
 5. All fire extinguishers will be inspected monthly by the primary or alternate Facility Emergency Planner, who will sign and date the fire extinguisher's tag documenting the inspection. All fire extinguisher locations will be numbered and indexed. This information will be documented and kept on file for audit purposes.
- H. The egress plans will be certified by an independent, outside inspector trained in the application of appropriate code. This plan will be reviewed annually, updated as needed and reissued to the local fire jurisdiction.
- I. Each secure facility will have egress plans posted in conspicuous places that indicate the locations of and directions to the primary and secondary exit.

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1. Each area of the facility will have an egress plan that indicates "You Are Here" so that the viewer may have a perspective of his/her whereabouts in relation to other areas.
 2. The plan/floor plan will be legible and in a red frame.
 3. Primary routes will be designated with red solid lines. Secondary routes will be designated with green dashed/dotted lines.
 4. The egress plan will show, at a minimum:
 - a) All entrances, exits, and doors; and
 - b) Fire extinguisher locations.
 5. All egress plan locations will be numbered and indexed. This information will be documented and kept on file for audit purposes.
- J. The Facility Emergency Planner will ensure that a fire drill is conducted at least monthly on each shift and rotation. There will be no mock or table-top fire drills.
1. The Facility Emergency Planner will schedule the drills. The shift supervisor conducting the drill will document the drills on the Drill Report (Attachment C) and submit the Drill Report to the Facility Emergency Planner.
 2. Drills will occur on different days of the week to allow as much flexibility as possible. The Facility Emergency Planner will designate when to utilize primary or secondary evacuation routes. (Youth will always be evacuated to a secure location during drills.) The Facility Emergency Planner will also designate specific officer/employees to evacuate or care for any youth with special needs/disabilities or in high security locations in accordance with DJJ 8.40, Emergency Management.
 3. Fire door keys (i.e., exit doors) will be marked by red color-coding. At the location of each fire door lock, there will be a plastic two-inch, color-coded circle marked to match the respective key. Door locks will not be filed, notched, or altered in any way.
 4. Emergency keys will be used during all fire and emergency drills. (Emergency keys will be alternated during drills to ensure that the same set is not used for all drills.) Emergency keys that malfunction will be reported and repaired in accordance with DJJ 8.12, Key Control. An alternate set of emergency keys will be used while the malfunctioning set is being repaired.
 5. The Facility Emergency Planner will submit the Drill Report (Attachment A) to the facility Director within one working day. The Drill Report will indicate all

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problems noted during drills and any corrective action that needs to be taken. The facility Director will sign the Drill Report.

K. The Facility Emergency Planner will ensure that a Fire Watch is conducted in accordance with the following guidelines:

1. Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been repaired, tested, and returned to service.
2. Where utilized, fire watchers will be provided with at least one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.
3. Individuals conducting the fire rounds will function as the alarm system and report any fires or situations that could potentially cause a fire.
4. A Fire Watch will be managed by maintenance staff, building supervisors, trained fire safety officers, or designees.
5. The Fire Watch will be initiated by anyone with firsthand knowledge that the alarm and/or sprinkle system is temporary offline.
6. When a Fire Watch is initiated, the Fire Watch Notification form (Attachment D) will be completed immediately and submitted to the facility Director, Assistant Director, Captain, Maintenance Supervisor, and Regional Emergency Management Coordinator.
7. Constant patrol will be documented in a logbook. The Fire Watch begin and end time will be documented in the control room and impacted area logbooks to include any staff or shift changes.

L. Testing and maintenance of fire protection equipment (e.g. smoke detectors, sprinkler system, food service hood suppressant system) is conducted annually by a qualified person. Fire Safety Assessments shall be conducted at the following intervals:

1. Each facility will receive an inspection, once per calendar year, and review of the fire drill procedures by the Georgia State Fire Marshal's office or his/her designee. (The facility Director or designee will maintain a copy of their written requests for the annual inspection.) Reports from these inspections and any others completed by the Georgia State Fire Marshal's office or his/her designee will be forwarded to the Office of Engineering along with a summary of deficiencies and a corrective action plan, as applicable.

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2. The primary or alternate Facility Emergency Planner will complete a Weekly Fire Life Safety Assessment (Attachment A) of the entire facility. The primary or alternate Facility Emergency Planner will also complete a Monthly Fire Life Assessment (Attachment B) of the entire facility. All problems noted during a fire safety assessment will be verbally reported to the facility Director immediately so that corrective actions can be taken. All reports will be submitted to the facility Director within one working day.

3. Emergency generators will be inspected and operated under a load weekly with all test results and factory required maintenance documented. Documentation will be maintained by the Facility Emergency Planner and should include the following information:
 - a) Date and time of test;
 - b) Names of staff (printed and signed) conducting the test; and
 - c) Time of day the test was concluded.

M. All staff members will be trained on the facility's emergency plans, including evacuation procedures using primary and secondary routes, during on-the-job training.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES