

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	3	Institutional Operations	<b>3.2.2</b>
<b>SECTION:</b>	2	Safety and Emergency Procedures	<b>EFFECTIVE DATE:</b> 7 / 21 / 2020
<b>SUBJECT:</b>	2	<b>Fire Safety Codes</b>	
<b>STANDARDS: ACA – 4 – ALDF: 1C-07</b>			
<b>APPROVED:</b>			<b>REVIEW DATE</b> 7 / 21 / 20
Dale Glass <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 7 / 30 / 20
Rescind: #3.2.2 dated 8/18/2003 Cancel:			

**I. POLICY**

It is the policy of the Division of Corrections to provide a level of life safety and fire protection which will meet or exceed those levels of protection as established by applicable federal, state, and local fire safety codes.

**II. RESPONSIBILITIES**

All division of Corrections staff are responsible for adhering to the following procedures.

**III. DEFINITIONS**

None

**IV. PROCEDURES**

**A. General Information**

1. The facility has fire detection alarm and sprinkler systems. The fire detection alarm and sprinkler systems are as follows:
  - a. AIR PACK - self-contained breathing apparatus are located throughout the facility. Employees using the air packs are encouraged to operate as a two person team maintaining visual or voice contact at all times.

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- b. Automatic Dialer - There is no automatic dialer. The Shift Supervisor and/or Control Center Officer call the St. Louis City Fire Department.
  - c. Detectors - Heat and/or smoke detectors are located throughout the facility as required by code. Smoke detectors (ionization chambers) are located in all rooms and corridors throughout the facility. There are also smoke detectors (photo-electric cells) inside the duct work and behind the inmate cells.
  - d. Exit Lights - Illuminated exit lights are located above the inner doors leading to fire exits and stair ways.
  - e. Evacuation Routes are posted throughout the facility on each floor, in the pod housing units, in every stairwell, and in every dormitory housing unit showing where to go in the event of a fire or emergency. Evacuation routes are also specified in Post Orders. (See MSI policy Post Order #3.4.2-M: Facility Evacuation Plan).
  - f. Fire Alarm Audio/Visual Device (Horn/Strobe) - Automatic - Device located through out the facility that sounds an audio alarm and activates a strobe light in all hallways and corridors outside the secure perimeter.
  - g. Fire Alarm Audio/Visual Device (Horn/Strobe) - Manual - To activate alarms, horns, sirens, fire emergency lights and strobes in the housing areas and the visiting areas. These alarms must be activated manually from Control Center.
  - h. Fire Alarm Control Panel - Illustrates what device and location is alarmed. The Fire Alarm Control Panel is located in a utility room in the pod.
  - i. Fire Alarm Pull Station - Fire Pull Stations that are manually operated are located in areas easily visible and accessible to staff throughout the facility.
- 2. Fire Extinguishers are wall mounted and are located in areas easily accessible to staff.
  - 3. Fire hoses are secured in locked cabinets that are mounted on the wall in the hallways of the dormitory housing units, the Activity areas and the Processing/Kitchen areas.

**B. Automatic Fire and Sprinkler Alarm System**

- 1. A smoke detector, heat detector and/or a sprinkler head activates automatically

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when fire or smoke is present.

2. The device sends an alarm signal to the Control Center and Fire Command fire alarm control panel indicates the area of the fire or smoke.
3. The fire alarm control panel activates the alarm/strobe lights and horns in some areas of the facility. The Control Center Officer manually annunciates other areas.
4. Correctional Staff members will implement the fire emergency plan. (See Policy # 3.2.3: Fire Emergency Plan).
5. The Control Center Officer will communicate with the Fire Department via the radio and/or telephone giving information regarding the fire size and location.
6. The alarm printer in the Fire Command Room records all the fire alarm signal functions.

**C. Fire Alarm Verification and Re-Set Procedures**

1. The Control Center Officer will radio and/or page the Shift Supervisor, Area Supervisor, or the closest Correctional Staff Member at the location, and informs the type of alarm based on the information from the Fire Alarm Annunciation Panel.
2. The Responding Staff will proceed to the area of the Fire alarm.
3. The Responding Staff respond to the alarm location or locate a sprinkler head that is discharging water to determine if it's an actual or false alarm.
4. The Responding Staff will immediately report back to the Control Center Officer via radio with any discovery.
5. If there is an actual fire or emergency, the Control Center Officer will immediately contact the St. Louis City Fire Department via telephone (911).
6. If inmates or employees are in harms way and have to be moved, the Shift Supervisor implements the facility's evacuation procedures. (See policy # 3.2.4: Facility Emergency Evacuations).