

POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3. 2. 3
SECTION:	2	Safety and Emergency Procedures	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	3	Fire Emergency Plan	
STANDARDS: ACA – 4 – ALDF: 1C-01, 1C-02, 1C-04			
APPROVED:			REVIEW DATE: 7 / 21 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 3.2.3 dated 4/14/10 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to maintain a fire emergency plan that guides the facility response to a fire emergency.

II. RESPONSIBILITIES

All Division of Corrections staff, visitor, volunteer and contractor are responsible for adhering to the following procedures.

III. DEFINITIONS

City Fire Marshall: The official assigned to represent City of St. Louis government in all matters governing fire prevention and building construction safety in city operated institutions.

Evacuation Diagram: A schematic illustration presenting the fire evacuation routes. Evacuation diagrams are generally posted in occupied buildings.

Fire Emergency Plan: A carefully arranged and systematic program of action furnished beforehand for attaining the organized evacuation of the premises over a period of time, during fire emergency.

Fire and Emergency Evacuation Plan: The written evacuation scheme for the premises used in conjunction with the evacuation diagram.

Large Fire: Fire that requires partial or total building evacuation.

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Safety Officer: A Correctional staff member trained in the application of jurisdictional fire safety codes and regulation that is responsible for conducting inspections of the institution for compliance with applicable codes and regulations.

Small Fire: Fire that is relatively minor, often very confined, and does not require partial or total building evacuation, and is easily extinguishable.

IV. PROCEDURES

A. General Information

1. All fires, whether small or large occurring in the facility must be reported immediately to the Shift Supervisor, and the Master Control Officer who immediately notifies the St. Louis City Fire Dept. through the emergency 911 call. For notification to facility officials, see policy #3.1.29: Emergency situations and 3.1.30: Incident Reporting).
2. Employees may utilize fire extinguishers to put out the fire if it is safe to do so. Employee must turnover all fire suppression activities to St. Louis City Fire Dept. Personnel once they arrive at the scene.
3. Inmates are not evacuated unless fire or smoke is in the immediate vicinity. Evacuations are internal whenever possible. Internal evacuations for small fires are as follows:
 - a. CJC:
 - (1) To the Recreation Area.
 - (2) To the adjacent Housing Unit.
 - (3) To across the hall
 - b. MSI:
 - (1) Gymnasium.
 - (2) Dining Room.
 - (3) Chapel.
 - (4) Processing.
 - (5) Corridor leading to Pod.

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4. In the event of large fire requiring total facility evacuation, see policy #3.2.4: Total Facility Evacuation.
5. The Shift Supervisor will ensure that an Incident Report is generated, for all fire incidents in the facility.

B. Responsibility

1. The Divisional Safety Officer is responsible for Divisional safety programs.
2. The Detention Center Superintendent will consult with the Commissioner/designee to review and appoint Divisional Safety Officer whose responsibilities will include the inspection of fire extinguishers/equipment. The inspection will be done at least once every month and will cover the following:
 - a. Fire extinguishers/hoses,
 - b. Posted fire plans,
 - c. Fire alarms Audio/Visual Device - (manual and automatic),
 - d. Heat/Smoke detectors,
 - e. Water sprinklers, and
 - f. Other equipment.
3. The Safety Officer and the Chief of Security of each facility will maintain a written fire and emergency evacuation plan that will include diagrams of each building/room with the following:
 - a. Location of exits and directional arrows for traffic flow to exits,
 - b. Location of fire extinguishers and hose stations, where applicable,
 - c. Location of Fire Suppression Sprinklers,
 - e. Location of flammable liquids and areas of refuge.
4. The Safety Officer will ensure that the appropriate evacuation diagrams and instructions are posted in each facility. The diagram should reflect the actual floor arrangement and should be displayed with the actual direction of the exits.
5. The Safety Officer will assist the Training Coordinator in training all employees regarding institutional/facility fire evacuation plans and the use of

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safety equipment. Drill should consist of, among other things, simulated evacuation that has staff identify and exit through the actual evacuation routes.

C. Fire Drill

1. The Safety Coordination, the Shift Supervisor, and the Chief of Security will conduct fire drills that include inmate evacuation at least once every three month.
2. The Safety Officer will initiate the drills and will ensure that drill operations are conducted and documented according to the fire and emergency evacuation plans.
3. A provision for the drills will cover all shifts on an annual basis.
4. Prior to any fire drill, the Safety Officer will direct the Master Control / Control Center Officer to make an announcement to all areas of the facility via inter-com, that a fire drill is about to take place. Announcement can also be made via, the Radio.
5. In areas where the inter-com and/or Radio cannot annunciate, (i.e., Law enforcement area, medical unit, administrative office areas, maintenance, Processing, kitchen, pod areas, etc, the Safety Officer/designee will call the supervisor in these areas via telephone, to inform them of the impending drill.
6. The Safety Officer/designee will inform that fire drill begins when the fire alarm is sounded and is considered complete when an announcement is made that drill is over. The drill is considered complete when all individuals are evacuated, with the exception of special housing units, which are simulated.
7. The Safety Officer, the Chief of Security and the Shift Supervisor will implement a provision for staff drill when inmate participation may not be included. The drill will include the facility administrative areas. The drill operations will be conducted in accordance with the provisions of this policy and procedures.
8. The Safety Officer will include procedures to account for all persons after fire emergency evacuation drill. (See policy #3.1.6: Inmate Count and 3.1.29: Emergency Situations).
9. The Safety Officer/Shift Supervisor will generate an Incident Report for all fire drills conducted, forwards a copy to the Unit Manager, the Chief of Security; and the original to Detention Center Superintendent who discusses the results with the Commissioner of Corrections/designee, and retains a copy in the appropriate folder.

D. Annual Review and Up-dates

The Safety Officer of each facility will jointly review and updates the fire and emergency plan, on an annual basis. A copy of the review or up-dated plan will be attached to this policy and procedure and will be forwarded to the St. Louis City Fire Marshall, for review and approval.