

	<b>ADMINISTRATIVE REGULATION</b>  <b>Department of Correctional Services State of Nebraska</b>	<b>NUMBER</b>  111.04	<b>PAGE</b> 1 of 5
		<b>FIRE SAFETY AND EMERGENCY EVACUATION PROCEDURES</b>	

This Administrative Regulation is to be made available in law libraries or other inmate resource centers.

EFFECTIVE: June 9, 1982  
REVISED: June 1, 2006  
REVIEWED: August 30, 2007  
REVISED: October 22, 2008  
REVISED: October 27, 2009  
REVISED: October 27, 2010  
REVISED: October 31, 2011  
REVISED: December 7, 2012  
REVIEWED: November 20, 2013  
REVISED: December 5, 2014  
REVISED: May 29, 2015  
REVISED: October 30, 2015  
REVISED: October 31, 2016

### SUMMARY of REVISION/REVIEW

To add language requiring testing of consumer products for flammability prior to entry in a facility and requiring noncombustible/fire resistant containers for trash receptacles.

APPROVED:

  


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**Scott R. Frakes, Director**  
**Nebraska Department of Correctional Services**

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### PURPOSE

To establish a fire safety plan for the Nebraska Department of Correctional Services' (NDCS) Central Office, along with each institution and program that describes fire prevention methods and outlines the plan for evacuations during fire or major emergency.

### GENERAL

All institutions and programs shall be responsible for developing procedures for monitoring fire prevention and emergency equipment and to insure prompt evacuation during fire or major emergency. Procedures for central office shall be those stated in the Administrative Regulations (AR).

### PROCEDURE

- I. The Central Office along with each institution and program shall maintain documentation from an independent qualified source (i.e. Fire Marshal), substantiating compliance with all fire codes.
- II. Each institution and program shall be inspected monthly by a facility safety specialist or other qualified staff member for compliance with safety and fire prevention standards as established by the Nebraska State Fire Marshal. Additionally, there shall be a weekly fire and safety inspection covering the entire institution. The same forms (DCS-A-ssn-006 monthly & DCS-A-ssn-007 weekly) as designated by AR 111.01, *Sanitation and Hygiene* shall be used for these inspections. These inspections may be performed by staff members who have received training from the safety officer. This training will consist of on-the-job training regarding applicable regulations and inspections, to include the use of checklists and methods of documentation. Central office shall be inspected by the Safety Coordinator periodically as stated in AR 111.03, *Safety Program*. This program shall be reviewed annually and updated as needed.
- III. The Central Office along with each institution and program shall develop and maintain fire prevention practices in accordance with applicable regulations. As a minimum this will include:
  - A. Provision of an adequate fire protection service.
  - B. A system for insuring that required fire inspections and testing of equipment at least quarterly or at intervals approved by the Nebraska State Fire Marshal is accomplished.
  - C. An annual inspection by the Fire Marshal or appropriate authority.
  - D. A method of insuring availability of adequate fire protection equipment at all appropriate locations. This will include a monthly signoff of the individual fire extinguisher's inspection card, to be completed by the Safety Specialist or a designated staff member; i.e. Unit Manager, Area Supervisor or the Area Safety Representative.
- IV. The Central Office along with each institution and program shall have an automatic fire alarm and smoke detection system, which is certified by an independent, qualified inspector trained in the application of National Fire Safety Codes. The fire alarm system(s) may be connected

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directly to the local fire department or may be connected directly to a post in the institution that is staffed 24 hours per day. Personnel staffing the central post shall be trained in procedures for notification of the fire department in the event of fire emergency.

- V. All requisitions for purchase of facility furnishings shall meet the requirements of the NFPA Life Safety Code Chapter 23, section 23.7.4, which indicates minimum fire safety performance requirements, which the furnishings must meet. Prior to the introduction of any consumer product into any facility canteen for sale or use by inmates the product will be reviewed by the NDCS Safety Staff at their quarterly meetings. This review will require that the product meet the requirements of being non-flammable, non-toxic and non-caustic as defined in Administrative Regulation 111.06. The NDCS Safety Coordinator may require that the product undergo testing by assigned safety staff.
  
- VI. Portable space heating devices are not authorized for use in any institution or program classified by the Nebraska State Fire Marshal as a Correctional Occupancy. For central office locations any use of portable space heating devices shall be reviewed on a case by case basis, or for a verified medical condition.
  
- VII. The Central Office along with each institution and program shall provide wastebaskets and other waste containers for use by staff. In any facility or program that are classified as Detention and Correctional Occupancies by the State Fire Marshal's office, shall provide for use by inmates and others, wastebaskets or waste containers that are constructed of non-combustible or other approved fire resistant materials. The facilities or programs shall also provide:
  - A. Separate containers for other combustible refuse at accessible locations throughout inmate housing areas.
  - B. Special containers shall be provided for flammable liquids and rags used with flammable liquids.
  - C. All receptacles and containers shall be emptied and cleaned daily.
  
- VIII. The Central Office along with each institution and program shall insure that all facility exits are sufficient in number and are distinctly and permanently marked. Exits shall be kept clear and maintained in useable condition.
  
- IX. The Central Office along with each institution and program shall have a written evacuation plan prepared for a fire or major emergency. The plan shall be submitted to the Nebraska State Fire Marshal for approval. The plan will be reviewed annually, updated if necessary and resubmitted to the Nebraska State Fire Marshal and local fire department if changed. The plan shall include:
  - A. Location of building or room floor plans.
  - B. Use of exit signs and directional arrows for traffic flow.
  - C. Location of publicly printed plan(s).
  - D. At least quarterly fire drills in all institutional locations, including administrative areas. In locations where drills involve extremely dangerous inmates that pose a security

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risk, staff only drills will be allowed. These staff only drills will be documented by use of a written questionnaire as provided by facility safety staff. For those facilities subject to the community corrections standards, there shall be at least quarterly drills in all facility locations, and on every shift, including administrative areas.

All areas that the fire evacuation routes goes into a secured fenced yard area will complete Quarterly evacuations from those yards on a rotating basis with a different secured yard being evacuated each quarter until all yard areas have participated. Yard evacuation drills shall be a random selection and at random times.

- X. There shall be a means for immediate release of inmates from locked areas in case of emergency.
  - A. In areas where power operated locks are used, there shall be a plan for use of a manual back up.
  - B. In areas where a manual only locking system is used, there shall be a back-up plan for releasing locks when the primary locking system fails.
  - C. In areas where inmates are evacuated into a secured fenced yard area, there shall be a plan for immediate release of inmates from those areas to an area of refuge.
  - D. Each facility shall maintain all fire egress routes, whether interior or exterior, free and clear of any obstructions, such as snow, weeds, or brush. All egress routes shall be inspected (staff to be designated by individual Operational Memorandum) on a continuous basis with emphasis being placed during inclement weather.
  
- XI. The Central Office along with each institution and program shall ensure that there is sufficient equipment available to maintain essential lights, power and communications capability in an emergency. Emergency communications capability includes communications within the institution and communications between the institution and the community.
  - A. Emergency equipment shall be tested at least quarterly or as required by the Authority Having Jurisdiction; i.e. Nebraska State Fire Marshal.
  - B. Emergency systems shall be tested at least quarterly or as required by the Authority Having Jurisdiction; i.e. Nebraska State Fire Marshal.
  - C. Power generators shall be inspected weekly and shall be run under anticipated emergency load for one hour at least quarterly.
  - D. Written records of testing shall be maintained.
  
- XII. The Central Office along with each institution and program shall have a written plan for preventative maintenance of the physical plant. The plan shall include provisions for emergency repairs or replacement in the life threatening situations.
  
- XIII. Personnel from Central Office along with each institution and program shall be trained in the implementation of written emergency plans. Emergency plans shall be disseminated to appropriate local authorities.

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- XIV. Each institution and program shall have written policy and procedure governing the use and storage of all flammable, toxic and caustic material. For the purposes of the Central Office, AR 111.06, *Control and Use of Flammable, Combustible, Toxic and Caustic Materials*, shall serve as both policy and procedure.

REFERENCE

- I. ATTACHMENTS - None noted.
- II. AMERICAN CORRECTIONAL ASSOCIATION (ACA) STANDARDS
  - A. Standards for Adult Correctional Institutions (ACI) (4th edition): 4-4005, 4-4121, 4-4124, 4-4211, 4-4212, 4-4213, 4-4214, 4-4216, 4-4217, 4-4218, 4-4219, 4-4220, 4-4221, 4-4222
  - B. Performance Based Standards for Adult Community Residential Services (ACRS) (4th edition): 4-ACRS-7D-02, 4-ACRS-1C-08, 4-ACRS-1C-10, 4-ACRS-1C-11, 4-ACRS-1C-12, 4-ACRS-1C-14, 4-ACRS-1C-15, 4-ACRS-1C-16, 4-ACRS-4-1C-09, 4-ACRS-1C-02, 4-ACRS-1C-03
  - C. Standards for the Administration of Correctional Agencies (CO) (2nd edition): 2-CO-2A-01, 2-CO-2A-02, 2-CO-3B-01M,