



Operating Procedure

Effective Date	April 1, 2018	Number	303.2
Amended	6/1/19, 9/13/19, 3/1/20	Operating Level	Department
Supersedes		Operating Procedure 261.4 (1/1/15)	
Authority		COV §27-94 et seq., §53.1-10	

Subject

FIRE SAFETY AND RESPONSE PLANS

ACA/PREA Standards
 4-4084, 4-4084-1, 4-4124, 4-4211, 4-4212, 4-4213, 4-4214, 4-4219, 4-4220, 4-4221, 4-4222, 4-4455; 4-, 4-ACRS-1C-08, 4-ACRS-1C-09, 4-ACRS-1C-10, 4-ACRS-1C-11, 4-ACRS-1C-12, 4-ACRS-1C-13, 4-ACRS-1C-14, 4-ACRS-1C-15, 4-ACRS- 1C-16, 4-ACRS-7B-17, 4-ACRS-7B-17-1, 4-APPFS-3F-02, 4-APPFS-3F-03; 2-CO-2A-01, 2-CO-2A-02, 2-CO-3B-01; 1-CTA-2A-02, 1-CTA-3C-01, 1-CTA-3C-02, 1-CTA-3C-03

Incarcerated Offender Access	Public Access	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Attachments	Yes <input type="checkbox"/>
			No <input checked="" type="checkbox"/>

Office of Primary Responsibility
 Safety Administrator

I. PURPOSE

This operating procedure provides for fire safety and response plans for all buildings occupied by Department of Corrections units in compliance with the Virginia Statewide Fire Prevention Code.

II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

Automatic Fire Suppression System - An engineered system utilizing a wet or dry chemical extinguishing agent to detect and suppress a fire through fixed piping and nozzles

Community Corrections Facility - A residential facility operated by the Department of Corrections to provide Community Corrections Alternative Programs

Emergency Evacuation Drill - An exercise performed to train staff and occupants and to evaluate their efficiency and effectiveness in carrying out emergency evacuation procedures (SFPC 202)

Facility - Any Community Corrections facility or institution

Fire Alarm System - A fire alarm system could include but is not limited to: fire alarm panel, smoke and heat detector system, sprinkler system, and fire department notification system; a system or portion of a combination system consisting of components and circuits arranged to monitor and annunciate the status of fire alarm or supervisory signal-initiating devices and to initiate the appropriate response to those signals.

Fire Department Connection - A connection into which water can be pumped to maintain pressure on a sprinkler system; a connection through which the fire department can pump supplemental water into the sprinkler system, standpipe, or other system furnishing water for fire extinguishment to supplement existing water supplies.

Fire Watch - A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, and raising an alarm of fire, and notifying the fire department.

Hot Work - Any process that can be a source of ignition where flammable material is present that could cause a fire to start even hours after hot work is completed; common hot work practices include: welding, soldering, cutting, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems, and drilling or any similar activity.

Institution - A prison facility operated by the Department of Corrections - includes major institutions, field units, and work centers.

Institutional Safety Specialist (ISS) - Institutional staff person or position responsible for coordination of the fire safety and prevention program and for the fire safety inspections provided in this operating procedure; the Institutional Safety Specialist will serve as a member of the facility executive team and shall report to the Warden or Assistant Warden.

Major Fire - A fire that cannot be contained and controlled at its point of origin and which poses a serious threat to life, limb, and property

Minor Fire - A fire that can be contained and controlled at its point of origin, without serious threat to life and property

Portable Fire Extinguisher - A mechanical apparatus used to put out fires with dry or wet extinguishing chemicals; a portable device, carried or on wheels and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire.

Regional Safety Coordinator - The individual who has been designated to advise and mentor Institutional Safety Specialists (ISS) and Unit Safety Coordinators (USC) on actions necessary to develop, enhance, and maintain facility safety programs within their assigned region.

Safety Administrator - The individual in the Infrastructure and Environmental Management Unit with primary responsibility for the Department of Corrections Safety Program

Standpipe - A connection allowing a fire hose to be attached to a building water supply; an arrangement of piping, valves, hose connections, and allied equipment installed in a building or structure, with the hose connections located in such a manner that water can be discharged in streams or spray patterns through attached hose and nozzles, for the purpose of extinguishing a fire, thereby protecting a building or structure and its contents in addition to protecting the occupants.

Unit Safety Coordinator (USC) - The individual who has been designated by the Organizational Unit Head to coordinate the organizational unit's safety functions as a collateral duty; generally, such positions occur at DOC field units, Community Corrections facilities, P&P Offices, and administrative offices where there are no full time, classified safety positions.

Virginia Statewide Fire Prevention Code (SFPC) - Regulation Chapter 13VAC5-51 governing fire prevention in the Commonwealth is authorized by the Virginia Statewide Fire Prevention Code Act (COV §27-94 et seq.) based on the International Fire Code and with Virginia amendments.

IV. PROCEDURE

A. Virginia Statewide Fire Prevention Code

1. Chapter 4 of the [Virginia Statewide Fire Prevention Code](#) (SFPC) requires that fire safety and evacuation plans be prepared and maintained for all Occupancy Classification Group E buildings (Academy for Staff Development) (1-CTA-3C-01), large Group B buildings (Atmore Headquarters), Group I buildings (offender housing units) and Group R buildings (staff dormitories). (SFPC 403.9) Fire safety plans, emergency procedures, and employee training programs for these buildings shall be approved by the State Fire Marshal's Office. (SFPC 401.2)
2. Fire safety and evacuation plans should be prepared and maintained as a best practice for all other DOC occupied buildings.
3. DOC units located in large or multistory buildings with other occupants should be covered by and provided a copy of the fire safety and evacuation plans prepared and maintained for the rest of the building. (SFPC 404.4.1)
4. In accordance with COV §27-99 which provides that the SFPC applies to all state-owned buildings, all DOC facilities shall conform with applicable federal, state and/or local fire safety codes and with the regulations enforced by the State Fire Marshal's Office. (4-4124; 4-ACRS-1C-08; 2-CO-2A-01, 2-CO-3B-01, 1-CTA-2A-02, 1-CTA-3C-03)
5. The State Fire Marshal's Office is mandated by COV §9.1-207, to complete annual fire safety inspections of state owned correctional facilities.

B. Fire Safety Plan (SFPC 404.2.2)

1. The Procedure for Reporting a Fire or Other Emergency
 - a. Operating Procedure 075.1, *Emergency Operations Plan*, provides for a unit-specific *Critical Incident Initial Response Checklist* for reporting and initial response to a fire or fire alarm activation. (SFPC 401.4)
 - b. Any employee detecting a fire shall IMMEDIATELY notify the Shift Commander (facilities) or supervisor, giving location and seriousness of the fire. Staff making a false report or signal of a fire shall be subject to disciplinary action in accordance with Operating Procedure 135.1, *Standards of Conduct*.
 - c. The employee shall take appropriate steps to contain, control, or extinguish the fire as much as possible, utilizing all available resources that the employee is trained to use. Security staff post orders shall specify fire emergency response procedures.
 - d. The Shift Commander or supervisor shall assess the situation, determine the seriousness of the fire, and if evacuation of staff and offenders is necessary.
 - e. The *Critical Incident Initial Response Checklist* shall specify the fire department(s) and designated emergency response organization(s) to be notified with the necessary contact information. (SFPC 401.3) Each facility should consult with local fire responders for guidance on reporting minor fires that are extinguished by facility staff.
2. Life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance
 - a. Each occupied DOC building shall provide a means of notifying occupants of a fire emergency through an alarm system activated by smoke/fire detectors, and manual fire alarm boxes or fire sprinklers where appropriate.
 - b. Each unit's *Continuity of Operations Plan* (see Operating Procedure 075.2) shall provide for relocating or evacuating occupants, including occupants who need assistance. See also the *Fire Evacuation Plan* section of this operating procedure.
 - c. Institutions considered as low hazard construction that house high security offenders may provide a response for minor fires that includes extinguishing the fire without evacuation of offenders who are not in immediate danger.
3. Each unit shall maintain the following current site plans as attachments to the *Critical Incident Initial Response Checklist* or other designated locations to be readily available to staff coordinating a critical incident response.
 - a. The evacuation plan for each building shall designate occupancy assembly point(s) for evacuated persons.
 - b. The locations of fire hydrants and fire department connections to supply sprinkler systems
 - c. The normal routes of fire department vehicle access
4. Each unit shall maintain the following current floor plans for each building as attachments to the *Critical Incident Initial Response Checklist* to be readily available to staff coordinating a critical incident response.
 - a. Exits
 - b. Primary evacuation routes
 - c. Secondary evacuation routes
 - d. Accessible egress routes
 - e. Areas of refuge
 - f. Exterior areas for assisted rescue
 - g. Manual fire alarm boxes
 - h. Portable fire extinguishers

- i. Standpipe hose connection stations
 - j. Fire alarm annunciators and controls
 - k. Location of automated fire suppression systems and controls
 - l. Location of electrical disconnects and shut offs for water, gas, and other utilities.
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures. (SFPC 404.2.2, #5)
- a. Each unit with a fire safety plan shall maintain current site plans and floor plans indicating areas used for the storage of significant quantities of flammable materials as attachments to the *Critical Incident Initial Response Checklist* to be readily available to staff coordinating an emergency response.
 - b. For any area containing hazardous or highly flammable materials (see Operating Procedure 302.2, *Control of Hazardous Materials*), an inventory showing the maximum allowable quantity of each material and the appropriate Safety Data Sheets shall be maintained as attachments to the *Critical Incident Initial Response Checklist* to be readily available to staff coordinating an emergency response.
 - c. Individual containers of hazardous materials, cartons, or packages shall be marked or labeled in accordance with applicable federal regulations. (SFPC 407.3) Buildings, rooms, and spaces containing hazardous materials shall be identified by hazard warning signs.
 - d. Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled, or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak, or spill. (SFPC 407.4)
 - i. Responsible persons shall be designated and trained to be liaison personnel for the fire department.
 - ii. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located, shall have access to Safety Data Sheets, and be knowledgeable in the site emergency response procedures.
 - e. Operating Procedure 301.3, *Preventative and Corrective Maintenance*, and Operating Procedure 801.1, *Facility Physical Plant and Sanitation*, provide for maintenance and sanitation in correctional facilities.
6. Each Unit Head shall appoint an Institutional Safety Specialist or a designated Unit Safety Coordinator (USC) to be responsible for maintenance of systems and equipment installed to prevent or control fires.
7. Identification and assignment of personnel responsible for maintenance, housekeeping, and controlling fuel hazard sources:
- a. Operating Procedure 301.3, *Preventative and Corrective Maintenance*, and Operating Procedure 801.1, *Facility Physical Plant and Sanitation*, provide for maintenance and sanitation in correctional facilities.
 - b. Each department head and supervisor shall be responsible for controlling fuel hazard sources within their work area.
 - c. The Unit Head and the ISS, where available, shall be responsible for inspections and oversight of maintenance, housekeeping, and controlling fuel hazard sources in accordance with the *Inspections* section of this operating procedure.
8. Review and Availability
- a. Fire safety plans shall be reviewed or updated at least annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building. (SFPC 404.3)
 - b. Fire safety plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the State Fire Marshal's Office for review upon request. (SFPC 404.4)
- C. Fire Evacuation Plan (SFPC 404)

1. Operating Procedure 075.2, *Continuity of Operations Plan*, requires each DOC unit to develop and maintain a written evacuation plan (certified by the State Fire Marshal's Office for facilities) covering the following: (4-4221; 4-ACRS-1C-09; 4-APPFS-3F-02)
 - a. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only - elements include:
 - i. Location of building/room floor plan
 - ii. Use of exit signs and directional arrows for traffic flow
 - iii. Location of publicly posted plan of emergency egress or escape routes
 - b. Procedures for employees who must remain to operate critical equipment before evacuating
 - c. Procedures for assisted rescue for persons unable to use the general means of egress unassisted
 - d. Procedures for accounting for employees and occupants after evacuation has been completed
 - e. Identification and assignment of personnel responsible for rescue or emergency medical aid
 - f. The preferred and any alternative means of notifying occupants of a fire or emergency
 - g. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization
 - h. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan
 - i. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided

2. Review and Availability

- a. Evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building. Updated plans shall be reissued to the local fire jurisdiction. (4-4221; 4-ACRS-1C-09, SFPC 404.3)
- b. Evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be made available to the State Fire Marshal's Office for review upon request. (SFPC 404.4)

D. Staff Training

1. Employees shall receive training in the contents of fire safety, emergency, and evacuation plans and their duties as part of new employee orientation and training and at least annually thereafter. Records shall be kept and made available to the State Fire Marshal's Office upon request. (See Operating Procedure 102.6, *Staff Orientation*, and Operating Procedure 350.2, *Training and Development*) (4-4084, 4-4084-1, 4-4220; 4-ACRS-7B-17, 4-ACRS-7B-17-1, SFPC 406.1, 406.2)
2. Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties. (SFPC 406.3.1)
3. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation. Security staff post orders shall specify fire emergency response procedures. (SFPC 406.3.2)
4. In facilities, staff shall be instructed in the locations, proper use, limitations of portable fire extinguishers, and other manual fire suppression equipment. This training will be part of new employee orientation and training and with refresher training provided at least annually thereafter. (SFPC 406.3.3, 403.7.3.1)

E. Fire Prevention (1-CTA-3C-02)

1. Each unit must maintain the highest sanitation standards to avoid trash build-up and other potentially hazardous conditions.
 - a. Items should not be stored on the floor of any storage room.

- b. Mechanical or electrical rooms may not be used for storage purposes.
 - c. Items shall not be stored under stairwells.
 - d. Items shall not be stored within 18 inches of a sprinkler head; there shall be no paint or other obstruction i.e., accumulation of dust on a sprinkler head.
 - e. Items shall not be stored within 24 inches of the ceiling in areas without sprinkler protection.
2. Furnishings, mattresses, pillows, cushions, curtains, and other such items should be cleanable, nontoxic, and flame retardant and should be carefully evaluated for compliance with fire safety performance requirements including SFPC 805.3 prior to purchase. (4-4213; 4-ACRS-1C-15)
- a. To retain fire retardant qualities, any mattresses, pillows, or cushions must be intact with no cuts or tears in the covering.
 - b. Facilities should inspect such items during scheduled and random shakedowns and replace as needed.
3. All DOC units are tobacco free. Where appropriate, noncombustible receptacles for smoking materials are provided outside buildings where DOC units are located. (4-4214; 4-ACRS- 1C-16)
4. Practices shall be in place to handle and store all flammable materials safely in accordance with Operating Procedure 302.2, *Control of Hazardous Materials*. Special containers are provided for flammable liquids and for rags used with flammable liquids. All receptacles and containers are emptied and cleaned daily. (4-4214; 4-ACRS- 1C-16)
5. Fire rated doors must be kept closed at all times unless certified door retainers are installed to hold the doors until the fire alarm is activated.
6. Electrical
- a. Each facility should maintain a lock-out, tag-out program in accordance with Operating Procedure 261.1, *Department Safety Functions*.
 - b. All installation and subsequent electrical work will be in accordance with the appropriate National Electrical Code (NFPA 70).
 - c. Modification and repairs to electrical wiring should be made only under supervision of qualified and authorized personnel.
 - d. Switch and breaker boxes should be kept closed and secured from offender access at all times.
 - e. Electrical appliances not specifically required for operation should be disconnected or turned off before securing buildings at the end of the workday.
 - f. Use of portable electric space heaters shall be strictly limited and only with the approval of the Unit Head. Use will be in accordance with manufacturer's instructions and (SFPC 605.10).
 - g. Paper and other combustible shades or decorations should not be placed over electrical light fixtures.
7. Each facility shall maintain a hot work safety program for any work involving burning, welding, torch cutting, grinding where sparks are produced, soldering, or brazing in construction, maintenance, or fabrication activities outside areas specifically designed and equipped for such activities. (See Operating Procedure 261.1, *Department Safety Functions*)

F. Fire Protection

1. Each occupied DOC building shall have a functioning fire protection alarm system and an automatic detection system where required by code (4-4124; 4-ACRS-1C-13)
 - a. In facilities, fire alarms shall be tested at least annually in accordance with (SFPC 907.2) and NFPA 72 by trained and qualified personnel to ensure proper functioning and reliability.
 - b. In facilities, the ISS or other designated staff shall activate each alarm quarterly. This exercise of the alarm system shall be documented by location of each alarm.
 - c. Facilities must implement a fire watch whenever the fire alarm system or automatic suppression

- system is out of service. The fire watch will consist of the following: (changed 6/1/19)
- i. Staff shall notify the Shift Commander that any alarm panel or sprinkler system is inoperable.
 - ii. The Shift Commander shall notify the Administrative Duty Officer and the Institutional Safety Specialist when the alarm system has been or is expected to be out of service for more than 4 hours in a 24-hour period.
 - iii. The local fire department, DOC Risk Management Office, Regional Safety Coordinator, and State Fire Marshal's Office will be notified when the Fire Watch is initiated.
 - iv. The Watch Commander will immediately start a fire watch patrol to continue until the system is restored in the affected area by having the assigned security staff check each area of the building to include building exits, bathrooms, laundry area, and electrical/mechanical areas at 1-hour intervals, 24-hours a day, looking for any signs of smoke or fire.
 - v. An entry shall be made in the post logbook that the fire watch patrol has been completed for each hour with the name of the person conducting the fire watch patrol and the time completed.
 - vi. Notifications shall be made in accordance with the facility's fire protection impairment management system. (See Operating Procedure 261.1, *Department Safety Functions*)
 - vii. The ISS will notify the Facility Unit Head and Business Manager of the system outage and initiation of the fire watch to expedite the necessary repairs.
 - viii. The State Fire Marshal's Office will be contacted when the system is ready to be restored.
 - ix. Once the system has been restored, the ISS will notify the Shift Commander, local fire department, DOC Risk Management Office, Regional Safety Coordinator, and Chief of Security that the fire watch is over.
 - x. Maintenance staff and the ISS will coordinate all fire watches related to any hot work.
2. Each DOC unit shall make provision for an adequate fire protection service as documented by the contact information on the unit's *Critical Incident Initial Response Checklist* for reporting and initial response to a fire. (4-4211; 4-ACRS-1C-12)
 3. Each occupied building shall be provided with appropriate fire protection equipment at locations throughout the building. Each facility should have fire protection equipment locations approved by the State Fire Marshal's Office. (4-4211, 4-ACRS-1C-14)
 - a. Facility staff performing weekly Fire, Safety, and Sanitation Inspections will ensure that all fire extinguishers are in place and fully charged. The ISS shall complete a thorough monthly inspection for compliance with safety and fire prevention standards. (See Operating Procedure 801.1, *Facility Physical Plant and Sanitation*)
 - b. Whenever a fire extinguisher has been used, it must be reported to the ISS or other proper authority who shall replace the used extinguisher and have the empty canister serviced.
 - c. Staff should perform daily inspections of fire extinguishers in all duty areas to ensure they are in place, unobstructed, and properly charged.
 - d. In facilities, range hoods and range hood fire suppression systems shall be tested, inspected, and steam cleaned at least semi-annually. Trained and qualified personnel shall perform inspections.
 - e. In facilities, trained and qualified persons shall inspect fire detection and water suppression systems at least every three months.
 4. Evacuation routes shall be posted in conspicuous locations throughout each occupied building.
 - a. During orientation and training staff and offenders should be made aware of evacuation routes.
 - b. A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each staff dormitory sleeping unit. (SFPC 403.9.1.1)
 5. All exits shall be clearly marked and unobstructed except for locking devices on security doors.
 6. Offender housing areas shall be provided with 24 hour staffing with the capability to start release of locks necessary for emergency evacuation or rescue and initiate other necessary actions within 2 minutes of an alarm. (SFPC 403.7.3.2)

- a. Offenders should be able to readily notify staff of an emergency. (SFPC 403.7.3.3)
 - b. Security staff shall have ready access to keys to serve as backup to electronic systems to open security doors for the immediate release of offenders from locked areas in case of emergency. (4-4222)
 - c. Keys necessary for unlocking doors installed in a means of egress shall be individually identifiable by both touch and sight. (SFPC 403.7.3.4)
 - d. All staff assigned to an area with key operated fire alarm pull stations must have the pull station key on their facility key ring.
7. Facilities shall provide for fire and other emergency response vehicles and personnel to make an expedited entry into the facility. (SFPC 401.8)
- a. Emergency vehicles shall be escorted by security staff at all times while inside a facility. No offender shall be allowed into the area around any emergency vehicle other than for emergency medical transport.
 - b. Emergency response leaders shall conduct a count verification of emergency response personnel before emergency vehicles exit the security perimeter.
 - c. Emergency vehicles should not be held through a count before being allowed to exit the facility.
 - d. All areas contacted by emergency vehicles or personnel shall be thoroughly searched before offenders are allowed to access the area.

G. Emergency Evacuation Drills (SFPC 401.6)

1. For DOC units required to have approved fire safety and evacuation plans, an emergency evacuation drill of employees shall be conducted in each occupied building at least quarterly on each shift or when required by the State Fire Marshal's Office. (4-4221; 4-ACRS-1C-09, SFPC 405.1, 405.2)
 - a. Drills shall be designed and planned in accordance with Operating Procedure 075.6, *Critical Incident Management Exercises*, and in cooperation with the local authorities.
 - b. At the discretion of the Facility Unit Head, incarcerated offenders should be included in emergency evacuation drills where appropriate to the facility security level and mission.
 - c. An emergency evacuation drill should be conducted at least annually as a best practice for all other DOC occupied buildings.
2. Evacuations made necessary by the unplanned activation of a fire alarm system or by any other emergency shall not be substituted for a required evacuation drill. (SFPC 401.7)
3. The Institutional Safety Specialist (ISS) or other person designated to be responsible for maintenance of systems and equipment installed to prevent or control fires has responsibility for the planning and conduct of drills. (SFPC 405.3)
4. Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire. (SFPC 405.4)
5. The ISS or designated person shall maintain records of required emergency evacuation drills and include the following information: (SFPC 405.5)
 - a. Identity of the person conducting the drill
 - b. Date and time of the drill
 - c. Notification method used
 - d. Staff members on duty and participating (persons with responsibility for clearing areas and accounting for evacuees)
 - e. Number of occupants evacuated
 - f. Special conditions simulated
 - g. Problems encountered
 - h. Weather conditions when occupants were evacuated

- i. Time required to accomplish complete evacuation
6. Where required by the State Fire Marshal's Office, prior notification of emergency evacuation drills shall be given to the State Fire Marshal's Office or other fire code official where appropriate. (SFPC 405.6)
7. Emergency evacuation drills shall be initiated by activating the fire alarm system or other means as appropriate. (SFPC 405.7)
8. As building occupants arrive at the assembly point, designated staff shall determine if all occupants have been successfully evacuated or have been accounted for. (SFPC 405.8)
9. No one shall reenter the premises until authorized to do so by the official in charge. (SFPC 405.9)
 - a. If an electrically or mechanically operated signal is used to recall occupants after an evacuation, it shall be separate and distinct from the signal used to initiate the evacuation.
 - b. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident.

H. Inspections

1. For institutions, properly trained and qualified personnel shall conduct the following inspections where applicable in accordance with the requirements of the Virginia Statewide Fire Prevention Code:
 - a. A qualified staff member shall conduct weekly fire, safety, and sanitation inspections of the institution in accordance with Operating Procedure 801.1, *Facility Physical Plant and Sanitation*. (4-4212) In conjunction with the ISS, action plans to correct deficiencies shall be written and submitted for Facility Unit Head review.
 - b. A qualified fire and safety officer shall conduct a comprehensive and thorough monthly inspection of the institution for compliance with safety and fire prevention standards. (4-4212, 4-4455)
 - c. Monthly inspection of alarm systems and fire extinguisher checks
 - d. Semi-annual testing and inspection of kitchen range hoods - hoods will be cleaned semi-annually. Inspections shall be performed by trained and qualified personnel.
 - e. Fire Protection valves and fire hydrants shall be inspected, exercised, and maintained in accordance with the facility fire protection valve supervision program (see Operating Procedure 261.1, *Department Safety Functions*)
 - f. Annual inspection of fire extinguishers
 - g. Quarterly activation of fire alarms as testing for function
 - h. Quarterly inspections of the sprinkler system
 - i. Semiannual testing of chemical storage building self-contained fire suppression systems
2. Required for Field Units and Community Corrections Facilities, and as a best practice for other DOC buildings, a qualified person conducts fire inspections at least quarterly, or at intervals approved by the State Fire Marshal's Office. (4-ACRS-1C-08, 4-ACRS-1C-10)
3. For facilities, fire protection equipment and systems shall be inspected and tested at least quarterly (more frequently if specified by the manufacturer) or at intervals approved by the State Fire Marshal's Office. (4-4211, 4-4219; 4-ACRS-1C-10)
4. Each facility shall have an annual inspection by the State Fire Marshal's Office. (4-4211; 4-ACRS-1C-11; 2-CO-2A-02) (See Memorandum of Agreement DOC - State Fire Marshall's Office)
5. Each Probation and Parole Office will secure an annual fire safety inspection by the authority having jurisdiction or other qualified person(s). (4-APPFS-3F-03)
6. A representative of the State Fire Marshal's office inspects the Academy for Staff Development annually. (1-CTA-3C-03)

V. REFERENCES

[Virginia Statewide Fire Prevention Code](#) (SFPC)

Operating Procedure 075.1, *Emergency Operations Plan*

Operating Procedure 075.2, *Continuity of Operations Plan*

Operating Procedure 075.6, *Critical Incident Management Exercises*

Operating Procedure 102.6, *Staff Orientation*

Operating Procedure 135.1, *Standards of Conduct*

Operating Procedure 261.1, *Department Safety Functions.*

Operating Procedure 301.3, *Preventative and Corrective Maintenance*

Operating Procedure 302.2, *Control of Hazardous Materials*

Operating Procedure 350.2 *Training and Development*

Operating Procedure 801.1, *Facility Physical Plant and Sanitation*

VI. FORM CITATIONS

None

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years after the effective date.

The office of primary responsibility reviewed this operating procedure in April 2019 and necessary changes have been made.

Signature Copy on File

2/7/18

N. H. Scott, Deputy Director for Administration

Date