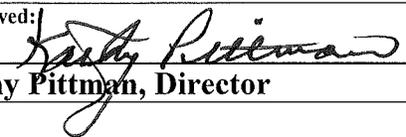


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
JUVENILE INSTITUTIONS**

<b>Subject:</b> <b>Fire Prevention and Safety Program</b>		<b>Policy Number:</b> <b>3</b>	
<b>Number of Pages:</b> <b>5</b>		<b>Section:</b> <b>VIII</b>	
<b>Attachments</b>		<b>Related Standards &amp; References</b>	
<b>A. Fire Prevention &amp; Safety Handout</b>		<b>ACA JTS-2A-01    ACA JTS-2A-03</b> <b>ACA JTS-2A-04    ACA JTS-3B-11</b> <b>ACA JTS-4B-02</b>	
<b>Effective Date:</b> <b>April 5, 2010</b>		<b>Approved:</b>  <b>Kathy Pittman, Director</b>	

**I. POLICY:**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS) that facilities operated by DHS shall comply with applicable federal, state, and local building, safety, and fire codes. Furthermore, DHS facilities shall develop and implement fire prevention plans that provide for fire alarm systems, fire safety guidelines, drills, testing of equipment, and coordination with the local fire department. (3-JTS-2A-01/03)

**II. DEFINITIONS**

As used in this policy and procedure, the following definitions apply:

- A. **Safety Officer** – a DHS staff person who is responsible and sufficiently trained to manage and implement the campus safety program, and to coordinate such operations with local fire and emergency offices and organizations, in addition to ensuring facility compliance with Federal, State and Local codes, standards and regulations.
- B. **Fire Captain** – A staff person designated to clear the area and account for all persons in a specific area during and after fire drills and actual fire emergencies.

**III. PROCEDURE**

- A. Program Responsibility and Authority - The Director of Facility Management shall hold the responsibility and authority to ensure implementation of a comprehensive safety program and shall ensure that those implementing such program are sufficiently trained to do so. The program shall be coordinated by the Facility's Safety Officer and shall at a minimum include the following:
  - 1. Scheduled safety-related inspections in accordance with standards set forth by OSHA, the State of Mississippi, the Fire Marshall and all other regulatory agencies authorized to set such standards.
  - 2. Scheduled fire-related inspections, including at a minimum an annual fire safety inspection conducted by the Fire Marshall and an assessment of all facility fire extinguishers for operability monthly. Additionally, all schools

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will hold monthly fire drills in accordance with policies established by the Department of Education.

3. A review of facility evacuation plans, a schedule of evacuation drills, the audit of all caustic and flammable materials, and tools. A schedule of service for emergency generators to ensure operability.
  4. The Director of Facility Management shall provide the Facility Director with a corrective action plan for all items and areas found to be out of compliance with Division policy, the previously noted standards and standards of practice maintained at like juvenile justice facilities.
- B. Fire Prevention Plan shall be developed by the Safety Officer in coordination with the area fire department, which shall include but not be limited to the following: (3-JTS-3B-11)
1. A written Evacuation Plan that includes preparation for fires and/or other major emergency events, which is reviewed no less than annually and includes the mandates of appropriate codes. (See policy VIII.4: Emergency/Disaster Planning)
  2. A requirement that all mattresses, blankets and interior furnishing are made of fire retardant materials;
  3. Monthly scheduled fire drills (to be conducted per shift);
  4. A scheduled annual fire inspection, testing of equipment, review of the facility's fire drill procedure, by qualified, non-DYS fire inspectors;
  5. A specification of the appropriate number and size of fire extinguishers for all designated areas within the facility and in all State vehicles;
  6. Plans for proper housekeeping with adequate trash dispensers and disposal (see Policy VI.2: Sanitation);
  7. Provisions for paint-covered clothes/rags, oily rags to be stored in covered, metal cans;
  8. Non-obstructed doors and walkways;
  9. Operable fire exit signs, doors, and locks;
  10. Proper mounting and use of extension cords and multi-plug units;
  11. Proper preventive maintenance of all electrical circuits with proper fusing;
  12. Proper storage of gasoline outside the facility (see policy VIII.1: Inventory and Control of Hazardous, Caustic, and/or Toxic Materials);

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13. Proper storage and marking of all chemicals along with current inventories (see policy VIII.1: Inventory and Control of Hazardous, Caustic, and/or Toxic Materials)
  14. Provisions for adequate walking room between stacked materials in warehouse/storage areas;
  15. Use of an automatic fire alarm system with a monthly inspection to assure proper operations; and
  16. Use of a sprinkler system with appropriate distance between sprinkler heads and materials;
  17. Any changes to floor plans, entrances, and or emergency equipment.
- C. All flammable and combustible liquids shall be stored in approved containers and locked cabinets. (See Policy VIII.1: Inventory and Control of Hazardous, Caustic, and/or Toxic Materials)
- D. Fire and Safety Equipment
1. Fire fighting equipment and highly trained personnel are available to the facility through the local fire department. The central emergency number for fire, paramedics and ambulance assistance from the fire department is posted at every phone in the facility. The central emergency dispatcher shall be provided all information necessary to enable dispatch of the unit nearest the facility, by the Safety Officer.
  2. Smoke Detectors: All housing units shall be equipped with smoke detection systems designed and installed to provide early warning of smoke within the area of placement. Local alarm systems are connected also to an annunciator panel in the control center in accordance with local fire standards.
  3. Automatic Sprinklers: Security-safe automatic sprinklers are installed in all housing units and the main storerooms. Sprinkler systems like smoke detectors are connected to an annunciator panel in the control center. Clearance between sprinkler deflectors and the top of storage shall be in accordance with National Fire Protection Association (NFPA) guidelines for combustible and noncombustible commodities.
  4. Emergency Lighting: All housing units and all general program areas shall have emergency lighting installed that provides sufficient illumination to exit areas and stairwells.
  5. Generator and Radio Transmitter: An emergency power generator and radio transmitter is located inside the powerhouse to provide essential lights, power and communication during emergencies. This equipment shall be tested at least once monthly by the Safety Officer and a report of findings forwarded to the Director of Facility Management and the Facility Administrator.

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6. Hydrants: fire hydrants are accessible and properly maintained. The water supply system is regularly checked to assure that adequate pressure and flow are maintained for operating fire protection equipment.
  7. Extinguishers: Fire extinguishers for various types of fires, i.e., water, powder, carbon dioxide, are placed throughout the facility and especially in the control center.
    - i. One extinguisher is available for every 3,500 square feet of floor space and not over 75 feet of travel required to reach an extinguisher.
    - ii. In all new construction, extinguishers shall be placed in break glass front cabinets or other cabinets which can be opened and should be conspicuously located and mounted where they are readily available.
    - iii. Only fire extinguishers, clearly marked as to type of fires they are made to control shall be used.
      - a. Carbon Tetrachloride: Carbon tetrachloride fire extinguishers shall not be used under any circumstances.
      - b. Soda Acid: Due to the danger sulfuric acid offers as a weapon, soda acid fire extinguishers have been replaced with stored pressure water type extinguishers.
  8. Extinguisher Servicing: Portable extinguishers shall be kept in fully charged and operable condition and stored in designated places.
    - i. Every extinguisher shall have a current valid inspection tag securely attached showing last maintenance or recharge date.
    - ii. Hydrostatic Testing: At intervals not exceeding five years, extinguishers shall be hydrostatically tested; with the exception of dry chemical extinguishers which are hydrostatically tested every 22 years. Testing is generally performed by an extinguisher service company.
    - iii. Discharged fire extinguishers shall be immediately replaced and recharged by a National Fire Protection Association certified individual or vendor.
    - iv. Each extinguisher shall be inspected monthly and the inspection tag shall be initialed by the person inspecting the extinguisher.
- E. Inspections: Where applicable, inspections shall be completed and records of those inspections shall be maintained by the Director of Facility Management. Deficiencies shall be corrected as soon as possible.
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1. Fire Inspection – The Safety Officer shall coordinate with the State Fire Marshall’s Office to conduct an annual fire/safety inspection of the campus. The report showing compliance or non-compliance with state requirements

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shall be submitted by the Safety Officer to the Division Director thru the Chain of Command.

2. Public Service Commission – The Safety Officer shall coordinate with the Public Service Commission to schedule an annual inspection of gas lines; in order to identify possible or actual leaks in the natural gas system.
- F. Smoking: Oakley Training School is a smoke-free campus; smoking is strictly prohibited. Staff persons and visitors shall not carry lighters, matches, cigarettes, cigars, pipes or tobacco while on campus.
- G. Training: Familiarity with the fire plan and safety procedures to be followed in the event of a fire or other emergency shall be included in the orientation process for all new staff as well as youth. Provisions for follow-up and supplemental training in fire procedures shall be made in coordination with the local fire department.