

# POLICY AND PROCEDURES

NUMBER: 1910

SUBJECT: Fire Safety and Prevention

ACA STANDARDS: 4-ALDF-1C-08; 1C-09

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 10/99, 8/06, 3/07  
11/11, 11/16



## I. POLICY

The St. Louis County Department of Justice Services shall establish operational procedures to prevent fires and ensure fire safety within the Justice Center.

## II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Accreditation Manager and all Corrections staff are responsible for the following procedures.

## III. PROCEDURES

### A. Prevention

1. All staff shall be responsible for enforcing and reporting violations of the following rules:
  - a. The Justice Center is a smoke free facility and smoking is absolutely prohibited within the facility.
  - b. All staff shall report potential fire hazards on an Incident Report to their supervisor immediately.
  - c. The Facility Maintenance Officer shall ensure that all facility trash is disposed of on a daily basis, more frequently when necessary.

- d. Housing Unit Officers shall ensure that inmate workers clean dryer lint traps after each use. Laundry Officer will ensure inmate workers clean dryer lint traps at least one (1) time per day.
- e. All cleaning products and potentially flammable materials shall be stored and disposed of pursuant to established procedures. (See Policy #703 Control and Storage of Hazardous and Flammable Materials)
- f. Warehouse staff and Kitchen staff shall ensure that cardboard, corrugated containers, paper, wood and other disposable combustibles are removed from their respective areas to the Waste Management area as soon as possible.

B. Safety

- 1. The Accreditation Manager and Safety Officer shall be responsible for:
  - a. Ensuring that the facility is inspected by the Clayton Fire Department on an annual basis in accordance with the proper procedures. (See Policy #701 Compliance with Fire Safety Codes)
  - b. Ensuring that all firefighting, detection and alarm equipment is inspected or tested on a monthly basis.
  - c. Maintaining a log of all tests and inspections for all firefighting, detection and alarm equipment.
  - d. Ensuring that a floor plan outlining evacuation routes and locations of firefighting equipment is current. Updated plans will be kept at exit/evacuation doors and control points.
- 2. Safety Officer Inspections
  - a. The Safety Officer will conduct at least one (1) monthly fire and safety inspection in all housing and non-housing areas, including the stairwells. This inspection will be comprehensive and thorough to ensure the facility is in compliance with the fire and safety standards.

- b.** Results of the inspection will be documented on the Fire Inspection Report and kept on file with the Safety Officer.
- c.** If there are any problems found during the inspection, the Safety Officer will inform the staff in the area and/or the area supervisor to ensure the problem is corrected as soon as possible. If it is determined to be a major problem, the Safety Officer will schedule a re-inspection of the problem area.

**[3.** *Weekly Inspection Team Inspections*]

- [a.** The designated *Weekly Inspection Team staff member* shall conduct at least one (1) weekly fire and safety inspection in all housing areas of the facility.]
- b.** Results of the weekly inspection shall be documented using the Fire Inspection Report. These inspections will be sent to the Safety Officer who will keep the reports on file.
- c.** Any fire safety problems shall be reported immediately to the staff in the area and/or the area supervisor and corrected as soon as possible. If it is determined to be a major problem, the Safety Officer will schedule a re-inspection of the problem area.

