

**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF CORRECTION
103 DOC 730
FIRE PREVENTION & SAFETY
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MASSACHUSETTS DEPARTMENT OF CORRECTION	POLICY DEVELOPMENT AND COMPLIANCE UNIT
FIRE PREVENTION & SAFETY PROCEDURES	103 DOC 730

PURPOSE: The purpose of this policy is to establish Department of Correction (Department) guidelines for fire prevention and safety procedures at all correctional institutions.

REFERENCES: M.G.L. c. 124, § 1 (c) and (q)
M.G.L. c. 143, § 2A

APPLICABILITY: Staff/Inmates **PUBLIC ACCESS:** Yes

MAINTENANCE OF POLICY: Department Central Policy File
Superintendent's Office

RESPONSIBLE STAFF FOR IMPLEMENTATION & MONITORING OF POLICY
- Director of the Policy Development and Compliance Unit
- Superintendents

EFFECTIVE DATE: 10/13/2017

CANCELLATION: 103 DOC 730 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules, or regulations regarding fire prevention and safety in correctional institutions which are inconsistent with this policy.

SEVERABILITY CLAUSE: If any part of 103 DOC 730 is, for any reason, held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.

730.01

DEFINITIONS

1. **Authority Having Jurisdiction (AHJ)** - The state, local, or other regional agency/department or individual, having statutory jurisdiction, who is knowledgeable about the requirements of the National Fire Protection Life Safety Code, the MA State Building Code (780 CMR) and the National Electric Code as adopted by the Commonwealth of Massachusetts under the Board of Fire Prevention Regulations (527 CMR), within correctional institutions. This person may be employed by the Department (e.g., Director of Resource Management or certified designee), provided that he/she is employed at a manager level and can act independently of the Superintendent/Division Head of the institution or division being inspected.
2. **Fire Safety Officer** - An institutional staff member, trained in the application of jurisdictional fire safety codes and regulations, who is responsible for conducting inspections of the institution for compliance with applicable codes and regulations.
3. **Fire Watch** - The assignment of a Department employee to a particular area for the express purpose of the following: notifying the Fire Department, the building occupants, or both, of an emergency in the assigned area; preventing a fire from occurring in the assigned area, and; extinguishing small fires, and/or protecting the public from fire or life safety dangers in the assigned area.
4. **Incipient Stage Fire** - A fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers.
5. **Local Fire Official** - The municipal officer responsible for implementing fire prevention regulations and practices, providing fire protection services, and who may inspect institutions/divisions for compliance with required codes and regulations.
6. **Qualified Staff Member Weekly Inspections and Monthly Inspections** - Weekly inspections shall be conducted by a staff member who has received training in, and is familiar with, the applicable fire safety codes,

regulations, and inspection techniques (Fire Safety Training). The Fire Safety Training shall be conducted by a qualified fire safety officer who has completed the Department of Correction Fire Safety Officer Program.

Monthly Inspections shall be conducted by a staff member who has completed the Department of Correction Fire Safety Officer Program.

7. **Reviewing Authority** - Department of Correction managers who are responsible for the development and review of regulations, policies and procedures governing specific operational areas pursuant to 103 DOC 104, Internal Regulations.
8. **Safety Data Sheets (SDS)** - A manufacturer's product information sheet which provides staff and inmates with procedures for handling or working with the manufacturer's product in a safe manner. The SDS includes information such as the properties of each chemical in the product, the physical, health, and environmental hazards, protective measures, and safety precautions for handling, storing, and transporting the product.
9. **State Building Code (780 CMR)** - The code for fire and safety regulations established by the State Building Code Commission.
10. **State Fire Marshal** - The Office within the Department of Public Safety that is responsible for investigating and inspecting facilities within the state to determine compliance with applicable state codes and regulations.

730.02

COMPLIANCE WITH APPLICABLE SAFETY CODES AND REGULATIONS

- A. Each institution shall comply with the State Building Code (780 Code of Massachusetts Regulation), and Board of Fire Prevention Regulations (527 Code of Massachusetts Regulation) and all other regulations and applicable standards set forth by the American Correctional Association (ACA).

- B. Portable space heating devices are prohibited in all housing units, including any occupancy that is attached or connected to a housing unit or living area.

730.03

FIRE PREVENTION PROCEDURES

- A. Each Superintendent shall establish written procedures, which comply with state regulations and standards outlined in 103 DOC 730.02, for the prevention and prompt control of fires. These procedures shall include, but not be limited to, the following:
 - 1. Documented provisions for contacting an adequate fire protection service (e.g., local fire department) and the state building inspector;
 - 2. A written emergency evacuation plan in accordance with 103 DOC 730.04;
 - 3. A system of documenting and tracking:
 - a. Monthly fire safety inspections of all areas of the institution conducted by a qualified Fire Safety Officer.
 - b. Weekly fire safety inspections in all areas of the institution by a qualified staff person;
 - c. All deficiencies cited on monthly and weekly inspections and when they are scheduled for corrective action.
 - 4. A list of all fire safety equipment and systems with testing frequencies at the institution ensuring that maintenance, inspection, and testing frequencies are in accordance with Attachment D, Code Requirements for Functional Testing Only variances, exceptions, or equivalencies, that do not constitute a serious life safety threat to the occupants of the institution or division, shall be presented for approval by

the reviewing authority and the AHJ of the town or municipality in which the institution or division is located.

The Fire Safety Officer shall generate a plan of action report for the Superintendent or designee outlining all deficiencies cited by external inspections and/or testing. The report shall include corrective action taken and/or plans of action to address each deficiency with projected dates of correction.

5. Availability of fire protection equipment (e.g., fire extinguishers, fire blankets, etc.) at appropriate locations throughout the institution which are approved by the AHJ.
6. Dissemination of fire and emergency plans to appropriate local and state authorities.
7. Procedures for the immediate release of inmates from locked areas in accordance with 103 DOC 730.04.
8. Written procedures for the proper storage, use, and control, of flammable, toxic, and caustic materials in accordance with 103 DOC 730.12.
9. Emergency response procedures (e.g., the operation of secondary releases for locked areas) which shall be contained in non-publicly accessed procedures (e.g. 103 DOC 560 "M" Fires) and post orders and only referenced within the institution procedure.
10. Informing staff that it is the primary role of a responding officer to notify central control of a fire or smoke emergency and extinguish the incipient fire or smoke sources. Responding officers are not trained to assume the role of a trained fire fighter, such as attempting to suppress a fire beyond the incipient stage fire. Staff shall **NOT** engage in interior structural firefighting. An evacuation hood is not to be utilized to enter

an environment that would require firefighting personal protective equipment (e.g., Turnout gear). Entry into an area for evacuation purposes shall be at the discretion of the on-site incident commander.

730.04

FIRE & EMERGENCY EVACUATION PLANS

- A. Each Superintendent shall develop a written fire and emergency evacuation plan that specifies how the facility and specific areas within the facility are to be evacuated in the event of fire or other emergency. The plan shall include a process to assist inmates in evacuating who may have medical restrictions, including, but not limited to, deaf and hearing impaired, blind and visually impaired, and those with physical disabilities. The plan shall be certified by an independent, outside inspector trained in the application of fire codes (who may be from a federal, local, state, or other qualified fire authority). The plan shall be reviewed annually and updated immediately upon any changes made and subsequently approved first by the reviewing authority followed by the local AHJ.

The plan shall include, but not be limited to, the following:

1. The location of the building/room floor plans (e.g., schematic blueprints) shall be contained in a non-publicly accessed policy/procedure. Reference to the location of such procedures shall be noted in this section of 103 DOC 730 at each institution/division/unit;
2. The use of exit signs and directional arrows that are easily seen and read for traffic flow;
3. The location of publicly posted evacuation diagrams which shall be located in the lobby and visiting room areas and shall provide the public instructions for evacuating safely.

4. Instructions for fire evacuation drills in accordance with 103 DOC 730.05.

B. Means of Egress

1. Emergency Exits

Each institution shall have emergency exits which are properly positioned, clear, and distinctly and permanently marked, to ensure the timely evacuation of inmates, visitors, and staff in the event of a fire or other emergency.

2. Exit Door Keys

When exit doors are locked for security reasons, keys shall be immediately available and recognizable to personnel on duty.

3. Release of Inmates from Locked Areas

Each Superintendent shall develop written, specific instructions for the immediate release of inmates from locked areas in the case of an emergency. These instructions shall provide for a manual backup system if the power locks fail, and shall be contained in a non-publicly accessed policy/procedure. Reference to the location of such policy/procedure shall be noted in this section of 103 DOC 730 at each institution/division/unit.

4. Housing Areas and Places Of Assembly

All housing areas and places of assembly for fifty (50) or more persons are required to have exits in accordance with 780 CMR, State Building Code, but in no case shall the number of exits be less than two (2).

730.05 FIRE EVACUATION DRILLS

- A. All fire drills on the 7x3 and 3x11 shifts shall be evacuation drills except units housing extremely dangerous inmates with security concerns (e.g.,

DDU, special management units, etc.) and specialized medical units such as infirmaries, assisted daily living (ADL) units, and the Lemuel Shattuck Hospital.

B. Evacuation drills will not be required on the 11x7 shift due to lower staffing levels in medium and maximum security institutions. However, simulated fire drills shall be conducted which shall include staff being walked through the scenario, and evacuation routes shall be discussed and shown. The following fire drill frequencies shall be adhered to:

1. Medium and Maximum institutions - At least quarterly, fire drills in all institution locations, including administrative areas, shall be conducted at medium and maximum security institutions. For medium security institutions operating a minimum component (OCCC, MCI-S, and NCCI), evacuation fire drills for those buildings classified as minimum/pre-release shall be conducted in all institution locations, including administrative areas, and on each shift, at least once every quarter.

2. Minimum and Pre Release Institutions - At least quarterly fire drills in all institution locations, including administrative areas, and on every shift. All fire drills shall be evacuation drills, including the 11x7 shift.

3. Divisions - At least quarterly fire drills shall be conducted at a time when the majority of employees are present.

C. All fire drills shall be tracked in a spreadsheet format with the date, shift, and location, as well as whether the fire drill was simulated or was an actual evacuation.

D. All fire drills shall be documented on attachment B (Massachusetts Drill Report) of 103 DOC 562, Code 99 Emergency Response Guidelines. An incident

report shall be generated to document that a fire drill was conducted.

730.06 **INSPECTIONS**

The Fire Safety Officer shall generate a Plan of Action Report for the Superintendent or designee outlining all deficiencies cited by external inspections/testings. The Report shall include corrective action taken and/or plans of action to address each deficiency with projected dates of completion.

A. Department of Public Safety (Building Inspector)

1. Each institution shall allow for an inspection at least annually by the Department of Public Safety to determine the institution's compliance with the requirements of applicable state/local codes and regulations (780 CMR). The code at the time of design and construction shall be the governing code. If no code existed, then the existing structures section of the code shall govern.
2. Each Superintendent shall ensure copies of the institution's current Certificates of Inspection (Building Occupancy Permit) are on file and accessible.

B. Local Fire Department (Local Fire Official)

1. An annual inspection of each institution shall be conducted either by local or state fire officials. If a local or state fire official is unable to conduct an annual inspection, the institution shall document the reason(s) and shall use a qualified staff member who is employed at an institution different from the one being inspected to conduct an annual inspection. The qualified staff member shall possess a Departmental Fire Safety Officer Qualification Course Certificate.

C. Monthly Fire Safety (Fire Safety Officer)

1. A comprehensive monthly inspection of all areas of the institution for compliance with fire safety and prevention standards shall be conducted. These inspections shall be documented through a written monthly report to the Superintendent or designee. A comprehensive plan of corrective action for all cited deficiencies shall be included in the monthly inspection written report. Additionally, a listing of all fire extinguishers and their locations to be visually inspected shall be included in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

D. Weekly Fire Safety (Qualified Staff Member)

1. A fire safety inspection of all areas of the institution shall be conducted by a qualified staff person normally assigned to the specific area. The qualified staff person must have received basic Fire Safety Training from the institutional Fire Safety Officer to conduct the inspection. This inspection is intended to monitor fundamental fire safety measures and familiarize staff with fire safety and prevention methods. The inspection shall be documented on Attachment B.

730.07 **FIRE SAFETY OFFICER**

A. **Appointment**

There shall be a qualified Fire Safety Officer, appointed by the Superintendent, at each institution to coordinate the implementation of applicable safety and fire prevention standards outlined in this policy.

B. **Training**

The Fire Safety Officer shall be qualified by attending the Department of Correction's annual Fire Safety Officer Certification Training Program

facilitated by the Policy Development and Compliance Unit (PDCU) in conjunction with various external stakeholders such as the Department of Fire Services and fires safety systems experts.

C. Responsibilities

The responsibilities of the Fire Safety Officer shall include, but not be limited to, the following:

1. Performing a comprehensive and thorough monthly inspection of the institution for compliance with safety and fire prevention standards in accordance with 103 DOC 730.06 (C);
2. Coordinating and documenting the training of institutional staff to perform weekly fire and safety inspections. The qualified staff shall perform inspections of assigned areas for compliance with fire and safety standards in accordance with 103 DOC 730.06(D);
3. Assisting in developing training for institution staff in the areas of fire, safety, evacuation, and inspection procedures, in accordance with 103 DOC 730.08;
4. Coordinating external inspections/testings (pursuant to the time frame contained in Attachment D) and assisting in developing plans of action to implement the recommendations of any internal or external fire and safety inspections/testings in accordance with 103 DOC 730.06;
5. Ensuring that fire evacuation drills are conducted in accordance with 103 DOC 730.05;
6. Seeking consultation and/or technical assistance, when necessary, from the Division of Resource Management, and/or local and state fire authorities. Such assistance may include, but not be limited to, fire safety systems testing/updating, creating plans of

action to address fire safety systems inspections/testing, training, determining the location of firefighting equipment and other appropriate fire prevention procedures.

7. Maintaining a list of safety data sheets (SDS) in accordance with 103 DOC 730.12.
8. Ensuring all furnishings and materials are in accordance with the fire safety performance requirements contained in CMR 527, Board of Fire Prevention Regulations, Chapter 12.

730.08 FIRE AND SAFETY TRAINING

A. Orientation

Each institution shall provide training for all personnel in the implementation of fire safety and emergency evacuation procedures in accordance with, and as part of, the Division of Staff Development's New Employee Orientation guidelines (NEO).

B. In-Service Training

Each institution shall provide annual in-service training for personnel in fire prevention, fire detection, use of emergency equipment, the handling of toxic/caustic/flammable materials, and evacuation procedures. Staff shall also be trained in how to conduct weekly fire safety inspections.

C. Inmate Toxic Caustic Materials Training

Each institution shall train inmates in the proper use and safe handling of toxic/caustic/flammable materials.

730.09

FIRE ALARM/CARBON MONOXIDE SYSTEM

- A. Each institution shall have a fire alarm/carbon monoxide (where applicable) automatic detection system approved by the AHJ, capable of alerting personnel at the control center to the presence of fire, smoke and/or carbon monoxide in the institution. Carbon monoxide systems shall be installed and maintained in accordance with 527 CMR 31.00, Carbon Monoxide Alarms.
- B. In the event the carbon monoxide system becomes inoperable, the local Fire Department shall be notified immediately. Battery operated carbon monoxide detectors shall be installed until such time as the system is repaired. They shall be tested monthly and documented via the monthly fire safety inspection outlined in 103 DOC 730.06.

In addition, provisions to address the deficiency in the carbon monoxide system shall be initiated in a reasonable time period and a timeline documenting steps taken to repair the system shall be completed.

- C. In the event the fire alarm system becomes inoperable, the local Fire Department shall be notified immediately, and, at a minimum, hourly fire watches shall be implemented. Fire watches shall be documented within the IMS Unit/Area activity logs.

In addition, provisions to address the deficiency in the fire alarm system shall be initiated in a reasonable time period, and a timeline documenting steps taken to repair the system shall be completed.

- E. In the event the fire alarm system becomes inoperable within a location other than an institution (e.g., division, unit), the local Fire Department shall be notified immediately. If a fire watch is ordered at the direction of the local Fire Department, the following procedures shall be adhered to:

1. During business hours, staff shall document fire watch rounds via Attachment C, Fire Watch Log Report.
2. During non-business hours, procedures shall outline the responsible staff members and documentation necessary for hourly external fire watches. The procedure/MOA shall be reviewed annually by the reviewing authority.

730.10

EMERGENCY POWER

- A. In the event of a loss of power, each institution shall have an emergency power source capable of providing 100% power for the normal operation of the institution. Power generators shall be inspected weekly and load tested quarterly, at a minimum, or in accordance with the manufacturer's recommendations and instruction manual. Institutional procedures shall outline the documentation requirements for weekly inspections and quarterly load tests.
- B. Institutions without the emergency power source shall develop a plan for addressing this deficiency within a reasonable time period in accordance with the capital outlay procedures and subject to legislative appropriation. The plan, including any variances, exceptions, or equivalencies, that do not constitute a serious life safety threat, must meet with the approval of the Department's Division of Resource Management.

730.11

FIRE RETARDANT FURNISHINGS & MATERIALS

- A. Only fire proof or fire retardant furnishings and materials shall be used in all institutions (e.g., mattresses, curtains, wastebaskets, etc.). All furnishings and materials shall comply with fire safety performance requirements in accordance with Board of Fire Prevention Regulations (CMR 527, Ch. 12) and be approved by the institution's Fire Safety Officer.

- B. Each institution shall have specifications documentation for all selected and purchased materials and institutional furnishings verifying that they comply with the fire safety performance requirements.
- C. The limitation of inmate possessions shall be strictly adhered to in accordance with 103 CMR 403, Inmate Property so as not to create any fire hazards.

730.12

FLAMMABLE, CAUSTIC, TOXIC MATERIALS

- A. Each institution shall develop written procedures for the proper storage, use, and control of flammable, toxic, and caustic materials. Procedures shall comply with recommended ACA standards and the Hazardous Substance Disclosure by Employers law (M.G.L. c 111F, § 1 et seq.), also known as the "Right to Know Law." At a minimum, the following guidelines shall be adhered to:
 - 1. Safety Data Sheets (SDS) - At a minimum, the following guidelines shall be adhered to:
 - a. Each area using or storing flammable, toxic or caustic substances shall maintain a file of the manufacturer's SDS for each substance. The SDS shall be maintained alphabetically in a binder and updated as needed.
 - b. A master SDS index of all active and inactive flammable, toxic, and caustic substances in the institution, including their locations, shall be kept on file with the Fire Safety Officer. A separate index of all inactive substances no longer in use at the institution shall be kept on file for a period of thirty (30) years from the last time the substance was used.
 - c. A master SDS index list of all active substances being used at the institution shall be located in the institution's

Health Service Unit. The Fire Safety Officer shall maintain the file.

2. Control:

- a. Constant inventories shall be maintained for all flammable, toxic, and caustic substances used and stored in each institution or division. All flammable, toxic and caustic substances shall be accounted for before, during, and after their use. Perpetual inventories for all non-diluted substances shall be accounted for to accurately reflect acquisitions, disbursements, made by whom, and the amounts on hand. Diluted spray bottles used for cleaning may be accounted for via nonperpetual site inventories. However, each institution shall develop procedures outlining the issuance and control of spray bottles.
- b. All flammable, hazardous, poisonous and toxic materials (e.g., pesticides, herbicides), aerosol cans, and oxygen, propane, acetylene and other gas tanks, shall be considered Class "A" items and be stored in accordance with 103 DOC 511, Institution Tool Control.

3. Use:

- a. All flammable, toxic and caustic substances shall be issued only by authorized staff and in amounts only necessary for one day's needs. Authorized inmates shall be allowed to use flammable, toxic, and caustic materials under the supervision of qualified staff.
- b. The use of any substance must conform to the provisions and precautions listed in the manufacturer's SDS.
- c. Only an authorized staff member may dispense flammable and combustible liquids.

4. Storage:

- a. All substances shall be stored in their original containers and be clearly labeled.
- b. All flammable, combustible substances shall be stored in non-flammable cabinets or fire resistant storage rooms as approved by the AHJ. Storage rooms and cabinets shall be properly secured, and under the supervision of an authorized staff member anytime they are in use. Doors and cabinets shall be placed so that they do not obstruct access to exits, stairways, and other areas normally used for evacuation in the event of a fire or other emergency.

5. Disposal:

- a. Excess flammable, toxic or combustible substances shall be disposed of properly in accordance with federal, state and local regulations. The Division of Resource Management shall be consulted, if necessary, for the proper storage and disposal of hazardous materials.

6. Spills:

- a. Information on the proper course of action for chemical spills is contained in the manufacturer's SDS.

- B. Attachment A provides definitions and examples of flammable, toxic, and caustic substances as cited by the ACA, Standards for Adult Correctional Institutions, 3rd Edition, Table C. Substances that do not contain any of the properties discussed in this section but are labeled "Keep out of reach of children" or "May be harmful if swallowed" shall adhere to the use and control procedures outlined in this section. Questions concerning the

properties of all substances shall be resolved by examining the manufacturer's SDS sheet.

- C. Special containers shall be provided for flammable liquids and for rags used with flammable liquids. All receptacles and containers shall be emptied and cleaned daily;
- D. Ethyl alcohol, isopropyl alcohol, and other antiseptic products shall be stored and used only in the Medical Department. The use of such chemicals must be closely supervised and shall be diluted, and issued in only small quantities to prevent any injurious or lethal accumulation.

730.13 **iEVAC SMOKE/FIRE HOOD**

The iEVAC Smoke/Fire Hood is a certified smoke/fire evacuation hood. It protects against fire-related gases, including carbon monoxide, hydrogen cyanide, smoke, & hydrogen sulfide.

- 1. Each Superintendent/designee shall determine the placement of iEVAC hoods throughout the institution for the purpose of emergency response.
- 2. Each institution will have training mock hoods versions of the iEVAC hoods which shall be utilized during evacuation drills. **At no time shall new, sealed hoods be breached for the purpose of a fire drill.**
- 3. The iEVAC training hoods shall be stored in a secure location, only to be distributed and utilized during fire evacuation drills.

Definitions

Flash point - The minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid (or in the vessel used).

Flammable liquid - A substance with a flash point below 100 degrees Fahrenheit (37.8 degrees Centigrade). Classified by flash point as a Class I liquid. (See Table C, attached hereto.)

Combustible liquid - A substance with a flash point at or above 100 degrees Fahrenheit. It is classified by flash point as a Class II or Class III liquid. (See Table C, attached hereto.)

Toxic material - A substance that, through chemical reaction or mixture, can produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract. The toxicity is dependent on the quantity absorbed and the rate, method, and site of absorption. (See Table C, attached hereto.)

Caustic material - A substance capable of destroying or eating away other materials by chemical reaction. (See Table C, attached hereto.)

It is possible that a substance may possess more than one of the above properties. Therefore the safety requirements for all applicable properties should be considered.

Table C
Common Flammable, Toxic, and Caustic Substances

Class I Liquids

Gasoline
Benzine (Petroleum ether)
Acetone
Hexane
Lacquer
Lacquer thinner
Denatured alcohol
Ethyl alcohol
Xylene (Xylol)
Contact cement (flammable)
Toluidi (Toluene)
Methyl ethyl ether
Methyl ethyl ketone
Naphtha Y, M, and P

Class II Liquids

Diesel fuel
Motor oil
Kerosene
Cleaning solvents
Mineral spirits
Agitene

Class III Liquids

Paints (oil base)
Linseed oil
Mineral oil
Neatsfoot oil
Sunray conditioner
Guardian fluid

Toxic Substances

Ammonia
Chlorine
Antifreeze
Duplicating fluid
Methyl alcohol
Defoliants
Herbicides
Pesticides
Rodenticides

Caustic Substances

Lye
Muriatic acid
Caustic soda
Sulfuric acid
Tannic acid

Department of Correction
Weekly Fire/Environmental Health and Safety Inspection

Location: _____

ENVIRONMENTAL HEALTH/SAFETY INSPECTION

	<u>Clean</u>	<u>Not Clean</u>	<u>Need Repair</u>	<u>N/A</u>		<u>COMMENTS</u>
Walls/Ceiling:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Windows/Floors:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Stairwells:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Illuminated: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Light Fixtures:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Working: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Furnishings:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Heat / Air Cond.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Storage Areas:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lavatories / Showers :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toilet paper, hand towels, liquid soap available? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Cells:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Trash Removal:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Outside-Grounds:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mop Closets:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inventory correct? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Toxic/Caustic bottles stored properly, labeled, and SDS Present?					Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Are the First Aid Kit(s) sealed?					Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Are inmates or staff reporting any problems with Pests/Rodents?					Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

FIRE SAFETY INSPECTION

	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>COMMENTS</u>
Fire extinguishers: Are all extinguishers tagged/charged/sealed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Blanket(s): Are the fire blankets present/sealed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iEvac Mask: Is the iEVAC device present and sealed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the Emergency Exits (approach-exit-discharge) clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exit Signs are in place and are working properly and/or lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the Evacuation plans in place/posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are entry/exit keys notched/riveted properly/staff familiar?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stretcher/Stair chair secured/sealed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all doors opening/closing properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any Electrical Hazards present? Exposed wiring, altered/faulty appliances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flammable, Combustible materials stored/handled properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Alarm Control Panel operating? (Green light on, orange trouble light, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Corrective Action Needed:

INSPECTOR'S NAME (**PRINTED**): _____

DATE:

INSPECTOR'S SIGNATURE: _____

System back in service	Date:	Time:
System back in Service-Notification to Fire Department		

NOTE: Minimum watch interval is one hour per location.

[illegible]

CODE REQUIREMENTS FOR FUNCTIONAL TESTING

System/Equipment	Frequency	NFPA Code	CMR reference to NFPA
Sprinklers	Quarterly	25	780 CMR 9.00 (901.4) and 527 CMR 1.00 (Ch. 13.3)
	3 year Interval	25	
	5 year Interval	25	
Standpipes	Annual	25	527 CMR 1.00 (Ch. 13.2)
	5 year Interval	25	
Standpipe Hoses	5/3 year Interval	25	527 CMR 1.00 (Ch. 13.2)
Hood Suppression (Ansul)	Semi-Annual	17, 17a, 96	527 CMR 1.00 (Ch. 50)
	12 year Interval	17, 17a, 96	
Hood Cleaning	Varies	96	527 CMR 1.00 (Ch. 50)
Fire Extinguishers	Annual	10	527 CMR 1.00 (Ch. 13.6)
	5 year Interval	10	527 CMR 1.00 (Ch. 13.6)
	6 year Interval	10	527 CMR 1.00 (Ch. 13.6)
	12 year Interval	10	527 CMR 1.00 (Ch. 13.6)
Halon System	Semi-Annual	12A	527 CMR 1.00 (Ch. 13.8 Table 13.8)
Automatic Fire Alarm Systems	Annual	72	780 CMR 9.00 and 527 CMR 1.00 (Ch. 13.7)
Carbon Monoxide Systems	Annual	720	780 CMR 9.00 and 527 CMR 1.00 (Ch.13.7)

Hydrants	Annual	25 (7.1.1.2)	527 CMR 1.00 (Ch.18.5)
	At least every 5 years	25 (7.1.1.2)	
Fire Pump	Annual	25	780 CMR and 527 CMR 1.00 (Ch. 13.4)
	Monthly	25	
Electric	Monthly (10 min test)	25	
Diesel	Weekly (30 min test)	25	
SCBA	Annual	1852	
	5 year Interval	1852	
Generators	Weekly	110	527 CMR 1.00 (Ch. 11.7)
	Quarterly	110	527 CMR 1.00 (Ch. 11.7)
Emergency Lights	Monthly	101	527 CMR 1.00 (Ch.14.13)
Stage I Vapor Recovery GDF (Gas Dispensing Facility)	Weekly Inspection Checklist from 310 CMR		310 CMR 7.24 (3)(d#2) (No NFPA reference)
<p>The reviewing authority <u>AND</u> authority having jurisdiction (AHJ) shall approve any variances, exceptions, or equivalencies that <u>do not</u> constitute a serious life safety threat to the occupants of the facility.</p>			