

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

NUMBER
625

REVISED
07/12/21
EFFECTIVE
12/03/01

REVIEWED
07/12/21
PAGES
3

SUBJECT: FIRE SAFETY

CATEGORY: EMERGENCY OPERATIONS

Policy

The Idaho Department of Juvenile Corrections (IDJC) will provide a safe working environment free from fire hazards. It is essential that all employees make fire prevention and detection a basic part of their daily activities.

Operating Procedures

- I. IDJC facilities are equipped with a fire detection system which will alert staff in the event smoke and/or fire has been detected. If, for whatever reason, the system did not detect a fire, staff will immediately sound the alarm.
- II. In case of a fire alarm staff will:
 1. Evacuate the building and assure the safety and security of juveniles and staff.
 2. Notify appropriate facility personnel and call 911 unless notified of the alarm by the fire department.
 3. Contain the fire and smoke by closing doors and windows as they leave the area if it will not risk the safety of staff or juveniles.
 - A. Appropriate facility personnel will go directly to the scene to confirm and locate a fire and assist with evacuation.
 - B. Never attempt to fight a fire if:
 1. The fire is spreading beyond the immediate area where it started or is already a large fire.
 2. The fire could spread to block your escape.
 3. You are not trained in the proper operation of the extinguisher; or
 4. You are in doubt about whether the extinguisher is designed for the type of fire at hand or is large enough to fight the fire.
 5. If you have supervision of any juveniles.

- C. When the fire department arrives, on-scene command will be relinquished to the fire department personnel.
- D. All staff will remain clear of the scene unless they are specifically asked to help by the fire department.
- E. The Superintendent, Duty Officer, and maintenance will be notified of any fire at the facility.
 - 1. The Superintendent, or designee, will notify the Department of Building Safety (208) 334-3950 or at dbs.idaho.gov.
 - 2. The Superintendent or Duty Officer will notify the Director.

III. Inspections and Drills

- A. Each facility will be inspected annually by state of Idaho Department of Building Safety to ensure compliance with applicable safety and fire prevention standards. Every effort will be made to correct all deficiencies noted in the inspection report. If it is necessary to alter or modify any part of the wet or dry fire suppression and detection system; all changes must be approved by the Department of Insurance State Fire Marshall.
- B. All firefighting equipment, alarm systems, emergency lighting, and the emergency generator will be inspected monthly by maintenance which will include a fire and safety inspection.
- C. Fire drills will be conducted monthly to meet National Fire Protection Association (NFPA) requirements. These drills will occur on varied days and times to ensure that all staff have the opportunity to participate in these drills and meet NFPA guidelines.

IV. Evacuation

During an evacuation all staff will immediately take action to safely exit the building by the most expeditious route, closing doors and windows behind them, if it is safe to do so.

- 1. Evacuation routes will be plainly marked and strategically posted near the exits throughout the building.
- 2. Evacuation will be announced using the fire alarm system or by verbal direction from the supervising staff. Evacuation occurs in an orderly manner following the posted routes or as directed by the supervising staff.
- 3. Staff will ensure that everyone is out of the building and moved to the designated evacuation meeting area.

4. Once safely outside, staff will count all assigned juveniles and will be prepared to give their count to control/receptionist including the number of staff and visitors with the group.
5. All staff and juveniles will stay out of the building and away from the building until [control/security](#) gives an “all clear” during a drill or by the fire department, if they responded to the incident. Only then will anyone be allowed to return to the buildings.

Local Operating Procedure

JCC–Lewiston

None

JCC–Nampa

None

JCC–St. Anthony

Staff questions or concerns regarding the fire system can be forwarded to maintenance using the JCCS DIN Log e-mail group.

Reference: [Glossary of Terms and Acronyms](#)

Desk Manual(s): *None*

Related Policies: [Documentation of Incidents \(600\)](#)
[Duty Officer Responsibilities \(621\)](#)
[Emergency and Disaster Response \(624\)](#)
[Reporting of Critical Incidents \(601\)](#)
[Safety and Loss Control \(376\)](#)

Related Forms: *None*