

Custodial Operations Policy and Procedures

15.2 Fire Safety & Maintenance

Policy summary

The objectives of this policy are the prevention of fires in correctional centres and the maintenance of fire-fighting and related equipment.

Every correctional centre and other place of detention required to have and maintain a *Local Fire Emergency Plan*, a *Local Emergency Control Structure*, and a *Pre-Incident Plan Information Folder*.

Each centre must have an appointed Fire Safety Manager to oversee and report on all aspects of fire safety and maintenance.

Management of Public Correctional Centres Service Specifications

<i>Outcomes</i>	Safety and Security
-----------------	---------------------

Business Centre:	Custodial Operations
Author:	Adam Riddell
Approver:	Kevin Corcoran
Date of Effect:	
Next Review Date:	
File Reference:	D17/331591
Version number:	1.0

Scope

This policy applies to all correctional centres and facilities administered by or on behalf of CSNSW. It also applies to all Corrective Services NSW employees, and where relevant to other personnel such as Justice Health & Forensic Mental Health Network employees, contractors, subcontractors, and visitors.

Related Documents

Crimes (Administration of Sentences) Act 1999

Crimes (Administration of Sentences) Regulation 2014

Management of Public Correctional Centre Outcome Specifications

Related COPP Policy and Procedures

13.5 Fires

15.2 Use of Flammable Liquids

Forms and Annexures

Fire Safety Managers Monthly Inspection Report

Pre-Incident Plan Data Collection Form

Definitions

COPP	Custodial Operations Policy and Procedures
FSM	Fire Safety Manager
MOS	Manager Security
SAS	Senior Assistant Superintendent
Tabard	A reflective vest worn by emergency personnel to identify specific roles during an emergency situation

Table of Contents

1	Policy	4
1.1	Reducing the risk of fire	4
1.2	Local Fire Emergency Plans for the correctional centre	4
1.3	Pre-Incident Plan Information Folder	4
1.4	Local emergency control structure	5
1.5	Correctional Centre Fire Teams	5
1.6	Management of False/Nuisance Fire Alarm Charges	5
1.7	Fire Safety Manager	6
2	Procedures	6
3	Document history	8

1 Policy

1.1 Reducing the risk of fire

It is the responsibility of all personnel to ensure that any risks of fire are reduced. Immediate action must be taken to reduce risks of fire and all identified risks reported via an *Incident Report Form* to the Manager Security (MOS) or Senior Assistant Superintendent Security (SAS).

Personnel must (as relevant to their role at a correctional centre):

- minimise the amount of property stored in inmate cells and accommodation store rooms. Excess inmate property can be confiscated and disposed of in accordance with clause 47 *Crimes (Administration of Sentences) Regulation 2014*
- not store combustible or flammable material in or near accommodation areas
- not interfere with or misuse fire safety equipment
- keep all areas of the correctional centre clean and tidy and ensure clear access to fire assets at all times
- inspect daily, their individual workplaces to identify fire safety (and other) hazards and take action to remedy the risks.

1.2 Local Fire Emergency Plans for the correctional centre

The Governor must ensure that there are local fire emergency plans for every building at the correctional centre, complex or other place of detention. These plans must be reviewed every six months. Fire evacuation drills should be conducted based on a needs analysis.

1.3 Pre-Incident Plan Information Folder

For Fire & Rescue NSW and other emergency services to utilise when attending the centre to effectively respond to a fire or other emergency situation, the main gate of each correctional centre or other place of detention must have the following:

- a *Pre-Incident Plan (PIP) Information Folder*
- a *Material Safety Data Sheets Folder* and
- site plans.

The PIP Information Folder will identify the location of all:

- electrical shut-off switches (distribution boards)
- fire hydrants
- by-pass valves
- stop valves
- water supplies including static
- storerooms and other areas where hazardous and flammable materials are kept or used.

When not being used by emergency services personnel or the Fire Safety Manager, the *PIP Information Folder* must be kept in a secure area in the gate or main entrance to the facility. It must be treated as a confidential document and cannot be read by unauthorised personnel or inmates. If the folder is taken for use by emergency services personnel the most senior officer on duty in the correctional centre at the end of the emergency must ensure the folder is returned to the secure area from which it was taken.

An emergency set of keys to the facility must be available in the gate or main entrance to the correctional centre for issue to emergency services. They are not for daily use but must be accounted for at the same time as all the other keys are checked.

The *Pre-Incident Data Collection Form* (annexure) must be used to assist in gathering data for the *PIP Information Folder*.

1.4 Local emergency control structure

Each correctional centre must have a local emergency control structure, setting out operational roles and lines of communication during all fire emergencies. It also allows emergency services personnel to recognise the role of correctional centre personnel.

During a major fire (and in common with all large scale emergencies) the most senior officer on duty will wear a tabard (vest) affixed with the word 'CSNSW Site Controller'. All external emergency services recognise this person as a site controller and will deal with them directly. Depending on the circumstances the site controller may be the Governor, Manager Security or SAS Security.

The Field Controller, appointed by the CSNSW Site Controller, is responsible for the management of the incident at the location of the fire and will wear a tabard affixed with the words "Field Controller". This person must make themselves as visible as possible to all external agencies and remain on site for the duration of the incident.

If Justice Health and Forensic Mental Health Network (JH&FMHN) personnel are on site, they will be identified by a tabard that identifies them to the external agencies as medical personnel.

1.5 Correctional Centre Fire Teams

Extinguishing fires is the responsibility of Fire & Rescue NSW. Consequently, correctional centre fire teams are not to be established unless otherwise directed by the Commissioner or Assistant Commissioner, Custodial Corrections.

However, all personnel must initially respond to a fire by raising the alarm, evacuating people to a safe area and, if safe to do so, extinguishing or containing a fire with available equipment. CSNSW personnel are trained only in basic fire-fighting techniques and so they must not attempt to engage major fires. First attack fire-fighting may be conducted on major fires from a defensive position until professional fire-fighting agencies arrive (refer to COPP section 13.5 Fires).

1.6 Management of False/Nuisance Fire Alarm Charges

In order to minimise the cost to CSNSW of fees levied by Fire & Rescue NSW for responding to false/nuisance fire alarms and to allow the Fire Safety & Environmental Risk Management Group to apply for waiver of such fees, CSNSW staff are to direct all

responding Fire & Rescue NSW officers to inspect the location of the false alarm incident. This will ensure accurate Automatic Fire Alarm (AFA) incident coding is logged.

Should the Fire & Rescue officer decline to inspect the location of the false alarm incident, this is to be entered into the gatehouse journal and reported to the Fire Safety Manager.

The Fire Safety Manager is to include information concerning false alarms in their monthly inspection report (annexure).

1.7 Fire Safety Manager

The Governor must appoint a Fire Safety Manager (FSM) at each correctional centre to oversee and report on all aspects of fire safety and maintenance. The FSM must complete a level 2 Fire Safety Manager training course provided by the Fire & Rescue NSW Comsafe Training Services. The FSM is responsible for overseeing and regular reporting on all aspects of fire safety, and for providing regular fire awareness training to all custodial and non-custodial staff with the correctional centre or other place of detention.

The duties of the FSM include:

- liaising with the Fire Safety & Environmental Risk Management Group and supporting the centre management on fire equipment and services, and any perceived fire risks that may compromise the security of the centre, and providing strategic solutions
- liaising with the site maintenance manager on the status of servicing and readiness of all essential fire safety measures, and providing escort to fire service technicians when available

In addition the FSM must regularly consult and communicate with:

- centre management
- local fire authorities
- CSNSW Fire Safety and Environmental Risk Management Group (S&I).

For a more detailed position description of the Fire Safety Manager, contact the Fire Safety and Environmental Risk Management Group (Ph: (02) 4582 2718).

2 Procedures

	Procedure	Responsibility
1.	Schedule regular fire awareness training to all custodial and non-custodial staff in the centre	Fire Safety Officer
2.	Complete practical annual reaccreditation of fire hose reel and extinguisher use for all JH&FMHN staff when required	Fire Safety Officer
3.	Conduct a monthly survey and inspection of all fire detection and suppression systems and complete the <i>Fire Safety Manager's Monthly Inspection Report (annexure)</i> and email to to the Fire Safety & Environmental Risk Management Group, including false-alarm information and remedial actions taken	Fire Safety Officer

4.	Complete fire emergency plan reviews every 6 months with the MOS or SAS Security	Fire Safety Officer MOS SAS Security
5.	Prepare and oversee all approved fire drills (based on a needs analysis report to the Governor)	Fire Safety Officer
6.	Coordinate, oversee and report on visits by fire equipment maintenance professionals and work performed	Fire Safety Officer
7.	Collate and maintain <i>Pre-Incident Plan Information Folder</i> , <i>Material Safety Data Sheets Folder</i> and site plans at the centre's main gate and provide a copy to local fire authorities for comment and logging.	Fire Safety Officer

3 Document history

Version	Date	Reason for Amendment
1.0		Initial publication (<i>Replaces section 12.6 of the superseded Operations Procedures Manual</i>)