DEPARTMENT OF CORRECTIONS

Policy Number:	**105.160**
Title:	**Fire Prevention and Laundry Safety**
Effective Date:	**10/15/19**

PURPOSE: To provide a system of fire and laundry safety controls and strategies.

APPLICABILITY: Department-wide

DEFINITIONS:

Emergency generator – a diesel-powered electricity-producing device that is normally standing by for use during unscheduled power outages.

Fire watch – fire round conducted every one-half hour in affected part of building where fire alarms or the sprinkler system are disabled or if a hot work has been completed.

Hot work – any activity that could produce flames, sparks, slag, or other hot fragments that may act as an ignition source to flammable materials in the area. Hot work also includes any activity that could generate sufficient smoke or heat to activate a fire alarm detection system, including such examples as: welding, flame cutting, torch soldering, heat-treating, pipe thawing, pipe cutting and grinding. If there is any question whether a permit is required or not, it must be brought to the attention of the authorizing agent before the work is attempted.

Hot work in confined spaces – Any hot work done in confined spaces, whether designated permit entry or non-permit entry must follow permit entry required procedures for confined spaces. The very nature of hot work in a confined space makes the atmospheric hazards of that space a danger to employees' health.

Impairment coordinator – the staff person who must authorize all impairments; may be the warden, officer of the day, physical plant supervisor, safety administrator, watch commander, or incident commander.

PROCEDURES:

A. Staff training

1. Staff must be informed through the AWAIR and Right to Know programs and during academy-upon initial assignment to a job, of the fire hazards to which they are exposed and review those parts of the fire prevention plan necessary for self-protection.

2. All new staff must receive fire safety training during the facilities academy and online training. The training must include a review of this policy, fire causes, fire types, fire extinguisher use, fire prevention methods, storage and handling of flammable and combustible materials/liquids, the control of and/or elimination of potential sources of ignition, conducting workplace inspections, hazards specific to DOC, emergency preparedness procedures; incident command system (ICS), and other pertinent information.

3. Employee development coordinates initial and annual training.

4. The safety administrator/designee must annually review the fire prevention training and determine the training needs of staff, considering all applicable accreditation, fire safety, and health standards.

5. The safety administrator/designee instructs at the academy. The refresher training is available online.

6. All staff training must be documented in the electronic training management system.

B. Offender training

The safety administrator/designee, unit staff, or area supervisors must provide offenders with fire safety training. Minimum training requirements include fire protection controls, safety regulations, and emergency fire evacuation (fire drills). Offender safety training must be kept in the offender's work file.

C. Inspections

1. Staff or contractors are responsible to ensure the following inspections occur at the facility. All inspections must be documented and stored in the safety administrator's office.

   a) State Fire Marshal – annual

   The State of Minnesota Fire Marshal's Office conducts an annual fire and life safety code compliance inspection of the facility. Copies of the fire marshal's report, along with the findings and recommendations, must be distributed to the appropriate facility administrative team member and supervisors. The facility executive team must monitor follow up activities.

   b) Fire pump – annual (conducted by outside contractor)

   The vendor must provide the facility with a report identifying any discrepancies. The physical plant director must take immediate corrective action.

   c) Sprinkler system – annual (conducted by outside contractor)

   The vendor must provide the facility with a report identifying any discrepancies. The physical plant director must take immediate corrective action.

   d) Hydrants – annual (staff or contractor as determined at each facility)

   All hydrants must be tested at least annually for flow in accordance with state and local codes/regulations.

   e) Fire alarm system – annual (conducted by outside contractor)

   The vendor must provide the facility with a report identifying any discrepancies. The physical plant director must take immediate corrective action.

   f) Fire hoses – (staff or contractor as determined at each facility)

   Facilities with fire hoses must test pressure for flow in accordance with state and local codes/regulations.

   g) Hood extinguisher systems – semiannual (conducted by outside contractor)

   The vendor must provide the facility with a report identifying any discrepancies. The physical plant director must take immediate corrective action.

h) Carbon dioxide (CO_2) extinguishing systems – semiannual (conducted by outside contractor)
The vendor must provide the facility with a report identifying any discrepancies. The physical plant director must take immediate corrective action.

i) Fire extinguishers – monthly (supervisors must ensure that fire extinguishers are inspected monthly) and annual (conducted by outside contractor)

j) Emergency generator load bank test – annual (conducted by outside contractor or qualified staff)
Annual emergency generator testing must be accomplished in accordance with the Minnesota Uniform Fire Code. The emergency generators must be run at 100% load for two hours to meet this requirement.

k) Water flow tests – annual (staff or contractor as determined at each facility)
Water flow tests of facilities with hydrants must be done at least annually.

l) Stand pipes – (staff or contractor on a schedule as determined at each facility)

m) Emergency power generator - weekly
The emergency power generator must be inspected weekly or in accordance with the manufacturer's recommendations and instruction manual.

n) Fire/safety/sanitation - weekly
Supervisors must ensure that a weekly fire/safety/sanitation inspection of their assigned area is conducted.

2. The facility safety administrator/designee must train designated staff on how to conduct safety, fire, and sanitation inspections. Staff must use checklists on the facility iShare site, "Weekly Safety Inspections."

3. The facility safety administrator or facility safety committee members must perform, at a minimum, annual fire, safety, and sanitation inspections of the facility, evaluate conditions and activities in accordance with all applicable fire, safety, and sanitation codes and regulations (e.g., Occupational Safety and Health Administration (OSHA), Minnesota Department of Health, and American Correctional Association (ACA) standards), and distribute copies of all reports to appropriate supervisors for follow-up. Area supervisors must ensure that deficiencies are corrected and monitor follow-up actions to ensure safety and code compliance.

D. Fire prevention

1. Buyers at facilities, central office, and MINNCOR must ensure that specifications for selection and purchase of facility furnishings meet fire/safety performance requirements of the National Fire Protection Association 701 (large and small scale tests) and Minnesota Rules 7511, California Technical Bulletin 133, or other qualified regulations or rules as approved by the State Fire Marshal's Office as applicable. Facility furnishings (including such examples as: draperies, upholstered cushioned furniture, general furniture, mattresses, bedding, blankets, wastebaskets, and similar materials that can burn) must be subject to a fire/safety evaluation before purchase. The safety administrator must be consulted to consider flammability and toxicity characteristics of the products being evaluated.

2. All offender room furnishings must be made of flame retardant material and meet industry specifications.

3. Offender cell conditions
   a) Piggy-backing of appliance plugs or use of extension cords is never allowed, as this may result in a fire and/or electrical shock.

   b) All electrical items (e.g., hot pots, fans, radios, televisions) and lights must be shut off when the offenders leave the room. Hot pots must be unplugged when not in use.

   c) No appliance or any part thereof may be altered from the original manufactured condition, unless accomplished by a qualified service center and accompanied by a service request or a receipt. Any appliance that even appears to be altered must not be allowed to enter the facility, without an attached service request or receipt.

   d) Allowable postings on walls and desks
   The desk or writing surface may not be more than 50% covered. This coverage may be estimated by the normal coverage of publications standing on end and the space incurred by any other items on the surface. This estimated coverage must assume only a single layer of items, not stacked items.

4. There must not be open flames within 20 feet of flammable liquids.

5. Proper storage of flammable liquids, oily rags, and trash removal
   a) Flammable liquids
      (1) All flammable liquids must be stored in a locked, secure place, away from offenders and from danger of fire.

      (2) Gasoline used by physical plant staff for equipment such as lawn mowers, snow blowers, etc. must be stored in a self-closing container and in a locked, flammable storage locker.

      (3) Flammable gas welding cylinders must be stored a minimum of 20 feet away, or separated by a 5 foot high wall, from any oxygen storage area.

      (4) Propane must not be stored with other flammable materials and must be stored outside.

   b) All flammable and combustible waste rags, paper rags, floor absorbents, and other materials used for cleaning spills and absorbing all oils, grease, solvents, oil-based paints, etc. must be collected and disposed of properly.
      (1) All contaminated rags must be placed in safety cans placed in proper areas. All safety cans must be emptied and cleaned at the end of each day or shift.

      (2) The rags from safety cans located in the maintenance areas must be disposed of in sealed waste drums specifically labeled for hazardous waste. When full, the hazardous waste drums must be emptied in accordance with

hazardous waste procedures. (See Policy 105.152, "Hazardous Waste Management.")

(3) Identified towels, kitchen rags, or mop heads that are heavily soiled by kitchen grease must be soaked in water, rinsed several times and discarded properly in the regular trash.

(4) If there are any questions or unique situations, staff must consult the facility safety administrator for proper disposal.

8. Recreational fires and ceremonial fires requirements

a) Fire must be at least 25 feet from all buildings and combustible materials.

b) Fire must be confined within a three foot diameter and not exceed two feet in height. Any fire larger than these dimensions is considered "open burning" and regulated by the Minnesota Department of Natural Resources (DNR).

c) Fire must be constantly attended until the fire burns out completely or is extinguished. At a minimum, monitoring may be attended to by someone from a distance or by camera so long as their monitoring can lead to immediate action if the fire gets out of control (e.g., call an incident command system, notify fire department, etc.).

d) One portable 10 lbs. ABC fire extinguisher, or other approved on-site fire extinguishing equipment, such as dirt, sand, or a garden hose, must be readily available.

e) The only materials permitted in a recreational fire are wood from trees, small branches, brush, or charcoal. Treated lumber materials, construction debris, garbage, plastic materials, or waste materials are not allowed to be burned in recreational or ceremonial fires.

f) If sustained wind speeds in excess of 20 miles per hour are predicted by the National Weather Service for the scheduled time of the outdoor service, the watch commander must cancel activities. The watch commander must review an hourly National Weather Service forecast to determine predicted weather conditions.

g) At the conclusion of an outdoor fire event, offenders must extinguish the fire.

h) Approximately 30 minutes after the fire is extinguished, security staff must inspect the fire area and remaining fuel for signs of fire reigniting.

i) Recreational or ceremonial fires must be immediately extinguished if they pose a fire safety risk, if they are not in compliance with any of the above procedures, or when staff or offenders are directed to do so by a police officer, firefighter, safety administrator, or Minnesota Department of Natural Resources (DNR) officer.

j) Burning bans
Facilities must suspend fire activities when the DNR or local jurisdiction has issued a burning ban.

k) Burning restrictions
When burning restrictions have been issued by the DNR, applicable jurisdiction, or the safety administrator, the facility must evaluate and establish protective measures.

9. Use of portable space heaters in correctional facilities (non-offender areas only)
The minimum heating requirement is 65 degrees Fahrenheit for office-type indoor workrooms per Minnesota OSHA. If an indoor temperature does not meet this requirement with the existing permanent heating system and upgrading the system is not feasible, facilities may approve use of portable space heaters as outlined:

a) Staff in areas that do not meet minimum heating requirements may enter an Archibus request (work order) for physical plant staff to review their concern.

b) Physical plant staff that have been issued the request must review the affected area and determine if the current mechanical system may meet the minimum heating requirements.

c) If physical plant staff cannot adjust the mechanical system to meet the minimum heating requirements, they must contact the facility safety administrator and area supervisor.

d) The area supervisor must consult with the facility safety administrator and the physical plant staff to determine the best method for compliance.

e) If a portable space heater is needed and the area is not a living unit or offender-accessible area, the facility safety administrator must determine if the requested device meets the applicable requirements (e.g., Underwriters Laboratories, Inc. listed) and is an appropriate design for the area. If no device is proposed or if the proposed device is not appropriate for the area, the safety administrator may recommend one.

f) The facility safety administrator must provide information on the safe operation of the portable space heater as stated by the state fire marshal's office. This includes such examples as:
(1) Ensuring a safe separation between the heater and combustible materials;
(2) Turning the heater off when unattended;
(3) Proper location of the space heater; and
(4) Confirming no extension cords or power strips are used with the heater, which must be plugged directly into a hardwired outlet of proper amperage.

g) In the event that a portable space heater is approved for use, the area supervisor must be responsible for ensuring its safe operation.

h) The facility administrative team may completely ban space heaters.

E. Fire protection
1. Physical plant staff, working in conjunction with contractors, must maintain and inspect fire suppression equipment.

2. Main shut-off valves for sprinklers must be chained and locked if not in a secure room.

3. Facility staff must identify locations and types of:
   a) Fire suppression equipment in the facility;
   b) Wet and dry sprinklers;
   c) Hood extinguishing systems;
   d) CO2 extinguishing systems;
   e) Fire extinguishers;
   f) Smoke and heat detectors;
   g) Fire alarms;
   h) Hoses;
   i) Standpipes; and
   j) Hydrants.

F. Impairments and malfunctions

1. Staff must report any new malfunctions or deficiencies on an incident report and complete a work order in Archibus. Staff must detail the "trouble report from the fire drills on panel" on the incident report and work order.

2. Fire protection system impairment may occur when fire or explosion protection systems are shut off or otherwise taken out of service partially or completely. Examples of equipment that may be impaired include:
   a) Sprinkler systems;
   b) Standpipe systems;
   c) Fire hydrants – underground fire service mains;
   d) Fire pumps; and
   e) Fire service control valves.

3. Once recognized, staff must address the type of fire system impairment. The impairment coordinator must authorize all impairments.
   a) Before giving authorization, the impairment coordinator must verify:
      (1) The extent and expected duration of the impairment; and
      (2) That the areas or buildings involved have been inspected and the increased risks determined.
   b) Where a required fire protection system (sprinklers and fire alarm system) is out of service for more than four hours in a 24 hour period:
      (1) Staff must implement an approved fire watch;
      (2) Staff must establish and implement an approved program to eliminate potential ignition sources and limit the amount of fuel available to a fire;
      (3) Staff must stop any hazardous operations until the protection is restored;
      (4) Staff must notify the warden, OD, plant maintenance supervisor, safety administrator, and supervisor(s) in the affected area(s);
      (5) Plant operations staff must provide the watch commander with a progress report at the beginning and end of each day; and
      (6) Staff must notify the local fire department and indicate where the protection is impaired and the duration the system will be shut down.

   c) Restoring the system to service
      When all impairment is restored to normal working order, the impairment coordinator must verify that:

(1) Any necessary inspections and tests have been conducted to verify that the affected systems are operational;
(2) Supervisors have been advised that protection is restored;
(3) The warden, plant maintenance supervisor, watch commander, safety administrator, and local fire department have been notified that protection has been restored; and
(4) Upon restoring the system to service, plant operations staff have tested the system and documented completion via an incident report.

G. Fire emergency evacuation/drills

1. Fire drills

a) Area supervisors must ensure that fire drills are conducted. Fire drills must be conducted quarterly on each shift the building is occupied. Fire drills must be documented in an incident report, and include at a minimum:
(1) Time of drill;
(2) Time of evacuation completed;
(3) Evacuation routes used;
(4) Any malfunctions of equipment and/or keys; and
(5) Number of staff and offenders who participated.

b) Fire drills involving only staff may be conducted on 1st watch and in situations where the evacuation of extremely dangerous offenders may be an unreasonable security risk (e.g., restrictive housing).

c) Evacuation routes must be established for offenders, staff, and visitors, and must include exit signs and directional arrows that are easily seen and read. Evacuation routes must be approved by the State Fire Marshall.

d) Area supervisors must ensure a list of publicly-posted evacuation routes is available.

e) Building and room floor plans are available in Archibus.

2. Fire evacuation and reporting

a) All DOC facilities must develop procedures for how staff are to report, respond, and evacuate in a fire emergency.
b) Designated staff must retain fire drill documents for three years.
c) All facility fires that are extinguished by staff must be reported to the local fire department to ensure that the fire is completely extinguished and to follow mandatory reporting requirements.

H. Hot work permits

1. Authorization

a) Prior to performing any hot work, staff or contractors must request a Hot Work Permit (attached) from a physical plant supervisor. The physical plant supervisor or designee must issue all permits.

b) Prior to authorizing a permit, the physical plant supervisor must inspect the work site where the hot work is to be performed. Authorization must not be given until

all safety precautions and requirements listed on the permit are met. Under no circumstances may the physical plant supervisor issue a permit "sight unseen."

c) The physical plant supervisor must not grant authorization if:
   (1) The staff person is not properly trained in hot work operations;
   (2) Fire watch is not identified and available at the work site;
   (3) Hot work equipment is not in proper operating condition and free from defect or damage; or
   (4) The physical plant supervisor determines that the hot work operation may jeopardize the safety and welfare of staff, offenders, or visitors in the facility.

d) If hot work is to be conducted in a building protected by an automatic fire sprinkler system, the physical plant supervisor must verify that the system is in-service prior to conducting any hot work operations. The presence of an automatic fire sprinkler system does not remove the requirement for a Hot Work Permit.

e) Specific requirements
   (1) Permits must be issued only to the individual performing the hot work.
   (2) Permits must not be approved for any length of time exceeding the normal work shift hours except:
      (a) When hot work operations are planned to continue in the next shift with the same worker; or
      (b) When emergency repair work warrants continued operation of hot work in the next shift.
   (3) No permit may be in effect for more than 24 hours.
   (4) Permits must be completely filled out with adequate information. Lack of information may result in disapproval.
   (5) Permits must be issued on a job-to-job basis. No permit may be issued for general work in any location. Each separate job must have a specific, separate permit.

f) The physical plant supervisor must give a copy of the permit to the watch commander, give another copy to the safety administrator, and post a copy near the work site so that it may be observed during hot work.

2. Hot work operations
   a) If the objects to be welded or cut cannot be moved and all fire hazards in the area cannot be removed to a safe place or 33 feet away, workers must use guards to confine the heat, sparks, and slag and to protect the immovable fire hazards. Approved welding blankets must be used to cover all combustible materials to prevent damage.

   b) No welding, cutting, or heating is permitted where the application of flammable paints or the presence of other flammable compounds or concentrations of combustible coating or materials creates a hazard.

   c) If the above requirements cannot be met, welding, cutting, or heating must not be permitted.

d) All hot work must be completed at least 30 minutes before the workers leave the work site. The workers must perform a continuous fire watch for 30 minutes after completion of all work, documenting the start time of the fire watch on the permit posted in the work area. After the workers depart the worksite, the workers must contact the building staff and the watch commander to continue 30-minute fire watch checks for the remainder of the four hour period.

e) After the final fire watch round, the staff completing the round must confirm the ending time of the fire watch on the permit. The permit may then be removed from the work area and returned to the maintenance supervisor who issued the permit.

3. Emergency work

In the event of an emergency situation during the evenings, weekends, or a holiday, maintenance staff may perform the hot work without a pre-approved permit.

a) The maintenance staff doing the hot work must inspect the work area using the permit checklist.

b) Any work in confined space must be accomplished in accordance with Policy 105.117 "Confined Space Entry" and this policy.

c) The maintenance staff must inform the watch commander of the hot work that was performed.

d) The watch commander must initiate a four-hour fire watch in the hot work area.

e) The maintenance staff must inform maintenance supervisors of any emergency hot work on the first working day following completion of the work.

I. Laundry Safety

1. The safety administrator or designee must conduct periodic evaluations of the work place to ensure implementation of this policy. The warden of each facility ensures this policy is followed.

2. Installation and maintenance of laundry equipment

a) All equipment must be installed and maintained in accordance with the manufacturer's guidelines and applicable regulatory requirements. Installation and maintenance documentation must be kept by the physical plant supervisor.

b) Staff must develop and implement in Archibus preventative maintenance and inspection schedules for each facility in accordance with the manufacturer's guidelines.

c) When possible, staff must equip new dryers with a built-in fire suppression system and capability to be locked out.

d) Staff must post signage that provides a summary of pertinent safety and operational procedures in industrial laundry facilities.

3. Soiled laundry handling

a) Standard precautions must be followed when handling soiled laundry to prevent the cross contamination of other materials and exposure to staff or offenders.

b) Facilities must reference Policy 105.170 “Bloodborne Pathogens” when handling soiled laundry.

c) Laundry soiled with flammable or other hazardous chemicals must not be laundered. The facility safety administrator must be contacted to determine the appropriate method for processing or disposal of the item.

d) Only red rags must be used for grease and cooking oils unless otherwise approved by the DOC safety director. Items soiled with kitchen grease or cooking oil must be immediately disposed of in the trash (see section D.5.b)(3), above).

e) Items that are in a condition such that they could become entangled in the industrial laundry equipment must be discarded. Examples include: rags, mop heads and linens with strings of fabric.

f) Staff supervisors and offender laundry workers must review the manufacturer’s recommendations for products to be used (or not used) in the laundry equipment as outlined in the Offender Laundry Safety sheet (attached). The following are not allowed in a dryer at any time:
   (1) Items containing foam-rubber, rubber-like materials, or plastics, such as tennis shoes;
   (2) Items soiled with flammable or other hazardous chemicals;
   (3) Items made of a synthetic material, including mop heads;
   (4) Items soiled with kitchen grease or cooking oil; and
   (5) Items that could become entangled in the laundry equipment.

4. Operation of laundry facilities
   a) Staff and offender laundry workers must use all equipment in accordance with manufacturer’s guidelines.

   b) Equipment must not be altered, modified, or otherwise changed.

   c) Staff and offender laundry workers must clean laundry facilities daily to keep the laundry equipment and surrounding areas free from the accumulation of lint, dust, and dirt. The cleaning must include the dryer chassis, vent, and exhaust duct. Cleaning procedures must conform to the manufacturer’s guidelines and facility housekeeping plan.

   d) Prior to and after using laundry equipment, a brief inspection must be conducted to determine if the equipment is in proper working condition.

   e) In the event that a piece of equipment is not in proper working condition or malfunctions, it must be taken out of service until it is repaired.

   f) The dryer cool down cycle must be completed prior to removing laundry. The dryer should shut-off automatically. Staff and offender laundry workers must not operate a dryer without an automatic shut-off feature.

g) When the dryer automatically shuts-off, staff and offender laundry workers must immediately remove all items from the dryer.

h) After each dryer load of laundry, staff and offender laundry workers must inspect and clean the dryer lint traps. They must not wash the screen to remove lint. Staff supervisors must replace the lint trap immediately if the lint trap screen has a rip or tear.

i) Staff or an offender laundry worker must be in the area when industrial laundry equipment (washer or dryer) is in operation. Immediate action may be needed in the event of an equipment malfunction and/or overheating.

j) In facilities with industrial laundry equipment, the washers, dryers, and area must be cleaned and inspected as scheduled. Offender laundry workers must sign and date a cleaning and inspection schedule sheet to document that the cleaning and inspection have been completed.

5. Training

a) Staff training
Staff must review this policy and the Offender Laundry Safety sheet.

b) Offender training
Staff supervisors must train offender laundry workers according to their work assignment and living unit responsibilities. Staff supervisors must follow the Offender Laundry Safety sheet when providing training to offender laundry workers.

c) Offender laundry worker training must be documented on the Safety Training form (attached), which is placed in the offender's work file.

INTERNAL CONTROLS:

A. All staff training records are maintained in the agency-approved electronic training management system.

B. The Safety Training Form is retained in the offenders' work files.

C. All fire-related inspections completed internally or through an outside agency are documented /retained by the safety administrator.

D. Fire drill documents are retained by the safety administrator.

E. Evacuation routes are approved by the State Fire Marshall. Area supervisors maintain a list of publicly-posted evacuation routes. Building and room floor plans are available in Archibus.

F. Laundry preventative maintenance and inspection records are retained electronically in Archibus.

G. Laundry installation and maintenance documentation is retained by the facility maintenance supervisor.

ACA STANDARDS: 4-4211, 4-4213, 4-4214, 4-4221, 4-APPFS-3F-02

REFERENCES:
Minn. Stat. § 241.11
National Fire Protection Association Standard 101 and 701.
Minnesota State Fire Code (MSFC)
Minnesota Rules 7511
29 CFR 1910.264 (2005)
California Technical Bulletin 133
Policy 105.125, "A Workplace Accident and Injury Reduction Program (AWAIR)"
Policy 105.120, "Lockout/Tagout Program"
Policy 105.170, "Bloodborne Pathogens"
Policy 103.200, "Smoking and Use of Tobacco Products"
Policy 105.152, "Hazardous Waste Management"

REPLACES:
Policy 105.160, "Fire Prevention and Laundry Safety," 11/19/18.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS:
Weekly Inspections Online (link to iShare Site)
Hot Work Permit (105.160A)
Hot Work Log (105.160B)
Fire Protection System – Impairment Form (105.160C)
Recreational Fires Information Sheet (Minnesota State Department of Public Safety) (105.160D)
Offender Laundry Safety (105.160E)
Offender Safety Training form (105.125F)

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services