NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
440

FIRE SAFETY
(TEMPORARY)

Supersedes: AR 440 (06/17/12)
Effective date: 06/19/15

AUTHORITY: NRS 209.131, NRS 477.250, NRS 205.010, NRS 205.025, NAC 477.281, IFC 2012 edition, NFC 2012 edition

RESPONSIBILITY

The Deputy Director of Operations is responsible for implementing this regulation.

The Employee Development Manager is responsible for ensuring that the training curriculum for all institutional staff includes the requirements of this regulation.

The Warden/Division Head of each institution and facility is responsible for developing, maintaining, and implementing a fire plan for each institution and facility under their supervision.

Each employee of the Department is responsible for identifying fire safety hazards at any location within the Department to which they have access.

The Compliance Enforcement Unit is responsible for the investigation of fires as assigned.

440.01 TRAINING

1. The Training Section of the Department will carry out a training program for institutional staff in the appropriate use of emergency fire fighting equipment within the institutions where they will be employed.

440.02 FIRE PLAN

1. Each institution and facility will have a Fire Plan/Operational Procedure to guide the institution or facility's response to a fire emergency.

   A. This plan will include the emergency numbers of fire departments, paramedics, and ambulance agencies that are adjacent to the institution/facility.

B. The fire plan shall include directions to report the incident to supervisors and fire departments; respond with equipment and staff; turn off electrical power; and move inmates and initiate counts as appropriate to the incident.

C. The plan shall provide that during emergencies, emergency vehicle traffic may enter an institution or facility without a vehicle search. At the conclusion of the emergency, the vehicle should be properly searched prior to departure.

2. The plan/procedure shall require that evacuation exits be conspicuously marked and evacuation routes be posted in every major area of every building.

3. The plan/procedure shall require that all fire fighting equipment in each building be conspicuously marked.

4. The entire fire safety plan/procedure should be available to all staff.

5. The Warden, Facility Manager or Division Head shall appoint a supervisor to maintain the fire plan/procedure, and to ensure that the requirements for inspections and drills are completed.

6. The fire plan/procedure shall be reviewed annually by the appropriate Compliance Enforcement Staff and a report prepared for the Warden/Division Head for corrective action.

7. Fire safety inspection and incident response shall be a component of each Departmental employee's daily activities.

440.03 FIRE SAFETY

1. All employees are expected to familiarize themselves with the location and operation of emergency equipment in their work area.

2. The inspection of fire extinguishers and other fire fighting equipment shall be made routinely per the requirements of the State Fire Marshal to insure that they are in their designated locations, operable, and have not been tampered with so as to prevent their employment.

3. Each employee in a correctional institution or facility is responsible for being aware of fire hazards such as altered electrical outlets, overloaded electrical units, unauthorized appliances or extension cords, expended or damaged fire extinguishers, and proper trash storage.

4. The Warden/Division Head shall notify and confer with the Fire Marshal's office and neighboring fire departments regarding evacuation routes and plans, and ensure that outside agencies are familiar with facilities and procedures.

5. Fire drills for living areas in each institution and facility will be conducted on a quarterly basis.

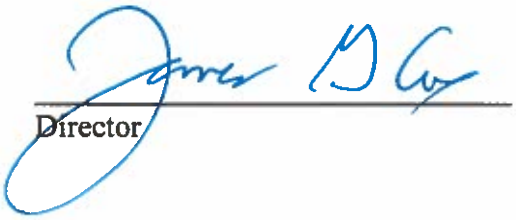
A. Where feasible, inmates should be involved in the drill. In areas where security would be jeopardized by the movement of inmates, the inmate movement will be simulated.

6. The Warden/Division Head will ensure that the State Fire Marshal's Fire Reporting Form is submitted to the Compliance Enforcement Unit in a timely manner when incidents occur.

APPLICABILITY

1. This regulation requires an Operational Procedure for each institution and facility.

2. This regulation requires an audit.



Director

6/19/15

Date