

<p style="text-align: center;">POLICY OF</p> <p style="text-align: center;">STATE OF DELAWARE</p> <p style="text-align: center;">DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER</p> <p style="text-align: center;">13.8</p>	<p style="text-align: center;">PAGE NUMBER</p> <p style="text-align: center;">1 of 4</p>
<p>CHAPTER: 13 MAINTENANCE</p>	<p>RELATED ACA STANDARDS:</p> <p>2-CO-3B-01; 4-4124, 4-4211, 4-4213, 4-4214, 4-4215, 4-4221; 4-ACRS-1C-08, 4-ACRS-1C-10, 4-ACRS-1C-12, 4-ACRS-1C-13, 4-ACRS-1C-14, 4-ACRS-1C-16</p>	
<p>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:  12/22/2014</p>		
<p>APPROVED FOR PUBLIC RELEASE</p>		

- I. AUTHORITY:** 11 *Del. C.* §6517, §8901 - §8904
- II. PURPOSE:** To establish a policy that requires the Department of Correction (DOC) to adhere to all applicable life, fire and safety codes, adhere to requirements promulgated by the State Fire Marshal, and develop a comprehensive fire prevention and safety plan.
- III. APPLICABILITY:** All Department employees, volunteers, persons or organizations conducting business with the Department and all offenders under the custody and supervision of the DOC. All facilities, owned or leased, under the purview of the DOC.
- IV. DEFINITIONS:**

Office of the Chief of Security/Inspections (OCSI): Office of the Chief of Security/Inspections is responsible for monitoring and enforcing applicable life, fire and safety codes for the DOC through inspections, interviews and document review (i.e. security audits, safety/sanitation inspections, medical inspections, etc.).

Life Safety Code: The most widely used source for strategies to protect people based on building construction, protection and occupancy features that minimize the effects of fire and related hazards.

National Fire Protection Association (NFPA): A United States trade association that creates and maintains private, copyrighted, standards and codes for usage and adoption by local governments.

Material Safety Data Sheets (MSDS): A material safety data sheet (MSDS), safety data sheet (SDS) or product safety data sheet (PSDS) is an important component of product stewardship and occupational safety and health. It is intended to provide employees, inmates, workers and emergency personnel with procedures for handling or working with that substance in a safe manner.

NETMSDS: A source of online MSDS data (www.netmsds.com).

Caustic Materials: Substances that can destroy or corrode by chemical reaction (e.g. lye, caustic soda, sulfuric, etc.).

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Flammable Materials: Liquids with a flash point below 100 degrees Fahrenheit.

Toxic Materials: Substance that through chemical reaction or mixture can produce possible injury or harm to the body by entering through the skin, digestive tract, or respiratory tract (e.g., zinc chromate paint, ammonia, chlorine, antifreeze, herbicides, pesticides, etc.).

V. POLICY:

It is the policy of the Department to comply with all applicable federal, state and local life, fire and safety codes for new, existing and renovated facilities. All DOC facilities and institutions shall adhere to state, federal and local regulations pertaining to fire safety and hazardous materials including period inspections according to rules or regulations promulgated by the State Fire Marshal or other authority having jurisdiction. All DOC facilities and institutions shall address and correct all life, fire and safety deficiencies, variances and exceptions within a timeframe appropriate to the nature or urgency of the deficiency, variance or exception. DOC facilities and institutions shall adhere to the following requirements:

A. Fire Safety

1. Every new and existing building or structure shall be constructed, arranged, equipped, furnished, maintained and operated in accordance with all applicable regulations and standards to ensure a reasonable level of safety for life and property from the actual and potential hazards created by fire, explosion and other hazardous conditions. Specifications for the selection and purchase of facility furnishings should indicate the fire safety performance requirements of the materials section.
2. The use of tobacco products is prohibited within the boundaries of all state workplaces including all buildings, facilities, indoor and outdoor spaces and the surrounding grounds owned by the State. This applies to parking lots, walkways, state and private vehicles parked or operated on State workplace property. This policy does not include public roads or sidewalks. Therefore, DOC facilities and Institutions **shall not** provide receptacles for smoking materials.

B. Hazardous Material Data

MSDS, SDS or PSDS sheets shall be:

1. Obtained and maintained in a clearly marked locations.

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2. Readily available to all employees without intervention through the Internet based NETMSDS database on or via hard copy located in close proximity to the area of storage and/or use of the product.
3. Readily available to inmates who use or are exposed to hazardous materials.

C. Inspections

Facilities Maintenance will ensure that:

1. All owned and leased DOC facilities and institutions adhere to inspection requirements promulgated by the State Fire Marshal or local fire officials.
2. Inspection and compliance reports are obtained from the landlord for leased facilities that require the landlord to initiate and schedule annual inspections.
3. Provide for the testing and documentation of inspection of all fire and safety equipment (fire doors, fire extinguishers and emergency keys at minimum on a quarterly basis.)
4. Forward evidence of inspection compliance to the OCSI.

D. Hazardous Material Management

Facilities shall label, store and dispose of hazardous, flammable, toxic and caustic chemicals and substances in accordance within established NFPA guidelines. Minimally standards will include:

1. Labels that clearly identify contents of container and accumulation date.
2. Separate containers designed for combustible refuse, flammable liquids and rags soaked with flammable liquids.
3. Facilities are equipped with noncombustible receptacles for combustible refuse at accessible locations throughout living quarters in the institution. Containers are sealable, structurally sound, compatible with their contents and lack evidence of leakage, spillage or damage.
4. Provide for separate storage of full containers in a separate area, labeled "Hazardous Waste Storage Area," where they will be protected from damage, and are inaccessible to inmates and unauthorized personnel.

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E. Fire Safety Procedures

Facility wardens/administrators shall establish fire safety procedures and practices for inmates, employees and visitors to DOC facilities to include:

1. Training

Training to all DOC employees of fire and safety standards at a level appropriate to the employee's position and duties; topics, at minimum, should include:

- a. Waste handling/management;
- b. Emergency procedures;
- c. Emergency equipment; and
- d. Inmate worker orientation regarding the safe use of products and safety equipment (i.e., protective glasses, gloves, etc.) applicable to their job duties.

2. Fire Plans

Written evacuation and fire safety plans shall be developed and conspicuously posted in all DOC facilities and institutions. Fire safety plans will be certified by an independent inspector trained in the application of national fire safety codes. Each facility or Institution will reviewed its evacuation and fire safety plans on an annual basis and will provide the State Fire Marshal or authority having jurisdiction with a copy of the updated plan. The Plans shall include the following:

- a. Location of building/room floor plans;
- b. Use of exit signs and directional arrows for traffic flow;
- c. Location of publicly posted plans;
- d. Quarterly drills in all facilities and institutions; and
- e. Staff drills when evacuation of extremely dangerous inmates may not be included.

3. Fire System Failure Mitigation

Operational procedure to mitigate failures in automatic life, safety and fire protection systems by implementing temporary, alternate systems (i.e. Fire Watch) or by initiating procedures to manually activate an existing system.