



Department of Justice and Public Safety
Adult Custody Services

Policy: **Fire Prevention D6**
Effective: March 2001
Revised: December 2022

MISSION STATEMENT

Adult Custody Services is committed to providing professional practices that respect human rights and ensure safety for all. To be successful we will deliver fair practices, incorporate transparent policies and procedures, ensure independent quality assurance processes, and provide program access that allows for educational, cultural, traditional, and faith-based services as well as mental wellness and community re-entry assistance.

PURPOSE

To prevent and control fire in an adult custody facility.

LEGISLATIVE AUTHORITY

[Fire Prevention Act \(Chapter F-13\)](#)

SCOPE

This policy applies to all employees of the Adult custody Services division of the Department of Justice and Safety.

POLICY GUIDELINES

Human life and safety shall take precedence over all other considerations in the event of a fire. A high caliber "1st Line Defense" with emphasis on prevention of fire, and expedient response shall be maintained in all adult custody Facilities.

PROCEDURE

Security and Safety

All reasonable measures shall be taken to ensure security in the event of a fire, consistent with the prevention of life and safety.

Staff Peril

No person shall be required to perform duties that would imperil life or safety.

Fire Safety Plans

All Institutions shall have Fire Safety Plans approved by the Fire Marshall.

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Fire Safety Officer

All Institutions shall designate a volunteer staff as Fire Safety Officer, whose primary responsibilities will be to coordinate matters relating to:

- Fire prevention
- Enforcement of fire regulations
- Submit a monthly report to the Superintendent
- Post and maintain evacuation route
- Inspect equipment and stations
- Conduct monthly fire drills

Responsibility

Staff shall familiarize themselves with all fire prevention materials, regulations and inspect their work areas daily.

Sergeant

Sergeant (or designated authority) shall conduct daily inspections and ensure all matters pertaining to fire safety are strictly adhered to.

Superintendent

The Superintendent shall ensure all policies and training information are in place and adhered to as per protocol.

Fire Drills

The schedule for fire drills will be:

- Fire drills – monthly
- Hose-work drills – annually
- Extinguisher drills – annually

The Sergeant (or designated authority) shall notify all appropriate agencies and staff in the event of a fire drill.

Fire Discovery

Upon discovering a fire:

- Sound the alarm/and or radio Central Control
- Follow all directions of the Sergeant (or designated authority)

Notification

The Sergeant (or designated authority) and / or Central Control upon notification of a fire shall:

- Notify the local fire and police departments
- Notify Superintendent or designate at earliest opportunity
- Suspend activities
- Direct staff
- Ensure the continued safety and custody of clients
- Assist fire officials



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- Call additional staff as required

Superintendent Notification

The Superintendent upon notification shall:

- Determine whether to declare an emergency
- Notify appropriate departmental authorities as per protocol; and
- If on grounds provide general supervision, and if not report to the institution upon notification.

All Clear

When the "all clear" has been given, staff shall:

- Conduct and report a formal count and medical concerns
- Ensure custody of clients
- Submit written reports as per protocol
- Follow directions of the Sergeant (or designated authority)

The Sergeant (or designated authority) will upon notification of "all-clear":

- Confirm the formal count
- Ensure all is secure
- Arrange medical treatment as required
- Call in extra staff if required
- Arrange alternate housing, food, etc. if required
- Establish normal routines if feasible
- Collect / review all submitted written reports and prepare a summary report.

The Superintendent shall upon receiving all written and verbal reports:

- Request an inspection by the Fire Marshal
- Compile a list of damage
- Notify supply and services of the fire and damages incurred
- Submit written reports as per protocol

RELATED POLICY

D1 Population Count
D5 Inspections of Facilities
D17 Emergencies
D21 Food Services
D35 Radio/Cell Communications
Adult Institutional Policy Manual NB