



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part II – Youth Services (Facilities)**



*Subject:*

**Facility Fire Prevention and Evacuation**

*Section – Policy Number:*

**C: Safety – 2.0**

*Supersedes:*

**II-C-2.0 (09/12)**  
**II-C-2.0 (10/11)**  
**II-C-2.0 (12/04)**  
**II-C-2.0 (11/96)**

*Effective Date:*

**02/01/2021**

*Date of Last*

*Review/Revision:*  
**None**

**Related Standards and References:**

- [OAR 437-002-0043](#) (Fire Prevention Plan)
- [2019 Oregon Fire Code](#) (Chapter 4 – Emergency Planning & Preparedness)
- Performance-based Standards (PbS), *Juvenile Correction and Detention Facilities*; Safety
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 4-JCF-1B-03 (Fire and Emergency Evacuation and Training); 4-JCF-1B-04 (Fire Prevention)
- [OYA policy](#): I-C-7.1 (Emergency Action Plan; Business Continuity Plan)
- [Attachment A](#): OYA Facility Template Fire Prevention and Evacuation Plan
- [Attachment B](#): OYA Facility Template Identification of Potential Fire Hazards

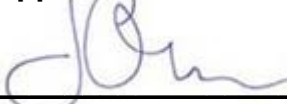
**Related Procedures:**

- [Facility Local Operating Protocol](#)

**Policy Owner:**

Human Resources Manager  
(Safety and Health Manager)

**Approved:**

  
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Joseph O'Leary, Director

**I. PURPOSE:**

This policy sets standards for OYA facilities' fire prevention practices and building evacuation process.

**II. POLICY DEFINITIONS:** None.

**III. POLICY:**

Each OYA facility must maintain fire prevention and evacuation plans to reduce the risk of fire-related incidents, and provide for an efficient evacuation process. These plans must be reviewed annually and updated as needed.

During a fire or other life-threatening events, youth and staff safety is paramount. In all cases, it is more important to safeguard persons than property.

#### IV. GENERAL STANDARDS:

##### A. Fire Prevention Plan

Supervisors must inform staff of any fire hazards in their work areas and the related fire prevention plan when staff are first assigned to a job.

See [Attachment A](#) (OYA Facility Template Fire Prevention and Evacuation Plan) and [Attachment B](#) (OYA Facility Template Identification of Potential Fire Hazards) for examples.

Each facility must have a fire prevention plan to address the following:

1. A list of all major fire hazards, including proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard;
2. Procedures to control accumulations of flammable and combustible waste materials;
3. Procedures for regular maintenance of safeguards on heat-producing equipment to prevent accidental ignition of combustible materials;
4. Fire watch procedures to be activated when other means of fire protection are out of service (i.e. fire alarms, smoke detectors, fire sprinklers);
5. Names or job titles of staff responsible for contacting the fire department during a fire event;
6. Names or job titles of staff responsible for maintaining equipment to prevent or control sources of ignition and fires; and
7. Names or job titles of those responsible for control of fuel source hazards.

##### B. Evacuation plan

Each facility must have a written evacuation plan that is approved by the facilities emergency management coordinator or the disaster preparedness coordinator, prepared in the event of a fire or major emergency. The evacuation plan must be reviewed annually, updated if necessary, and reissued to the local fire jurisdiction and other responding agencies.

See [Attachment A](#) (OYA Facility Template Fire Prevention and Evacuation Plan).

Each facility evacuation plan must include the following:

1. Location of buildings/room floor plans;
  2. Location of publicly-posted plan;
  3. Monthly fire drills in all occupied locations of the facility;
  4. Staff drills for the evacuation of youth;
  5. Use of exit signs or directional arrows for traffic flow; and
  6. Special instructions for the evacuation of high-security youth.
- C. Fire drills must be conducted at irregular times, at a minimum of once a month on each living unit.
1. Drills must involve youth and staff evacuation from each building.
  2. Drills must be documented.
  3. All buildings must have a planned evacuation route posted near each exit.
  4. Fire exits must be unobstructed.
  5. At a minimum, two people must be available to assist any person who may have difficulty or limitations exiting the building during an evacuation.
  6. Staff must account for staff and youth upon building evacuation.
  7. Staff must follow local protocol for applicable emergency operation or shutdown of equipment prior to evacuation (e.g. power, gas, water).
- D. Each work area and housing unit must be equipped with at least one fire extinguisher or in accordance with fire code.
1. Each fire extinguisher must be inspected at least monthly.
  2. Each fire extinguisher must be inspected annually by a local or state official or other qualified person.
  3. Training:
    - a) New facility staff must be trained on the use of fire extinguishers during New Employee Orientation.

- b) Facility administration must ensure facility staff receive annual fire suppression update training.

**V. LOCAL OPERATING PROTOCOL REQUIRED: YES**

Each facility must develop a written fire prevention and evacuation plan as described in [Attachment A](#) (OYA Facility Template Fire Prevention and Evacuation Plan). This may be reflected in the facility's Emergency Action Plan.

### I. SCOPE

Each OYA facility must have a fire prevention and evacuation plan to reduce the risk of fire-related incidents, and provide for an efficient evacuation process. This plan must be reviewed annually and updated as needed.

### II. FIRE PREVENTION PLAN

Staff must be informed of the facility fire prevention plan and any fire hazards in their work areas when first assigned to a job.

- 1 List potential fire hazards associated by work area (e.g. offices, living units, kitchen, clinic, maintenance, warehouse, school).

➤ Fire hazard lists are attached (e.g. paper, plastic, flammables, combustible liquids, electrical appliances, heaters, power strips.).

(See [Attachment B](#), OYA Facility Template Identification of Potential Fire Hazards)

2. Describe the controls to prevent the accumulation of flammable and combustible waste materials (e.g. appropriately discard, paper, plastic, flammable and combustible liquids on a routine basis).
3. Describe how safeguards on heat-producing equipment to prevent accidental ignition of combustible materials will be regularly maintained (e.g. inspections of outlets, power strips, equipment, and appliances).
4. List the staff responsible for maintenance and inspection of equipment and systems installed to prevent or control sources of ignition and fires (e.g. fire extinguishers, fire alarm, sprinklers, fire hoses). List how frequently the maintenance and inspections occur.
5. Describe the fire watch process and frequency of routine checks when fire alarm system is non-functional or off-line (e.g. area checks, notification, and documentation).

The fire watch process includes the following:

- a) must call the local fire department when it is known that the facility is going into fire watch status;
- b) Designate at least one staff member to conduct patrols every 15 minutes in all areas/buildings in which the fire protection system is down;

- c) Ensure the fire watch staff member(s) has an acceptable means of communication (e.g., radio, cell phone);
  - d) Ensure the activities of the fire watch are logged indicating the name of the staff member(s) who conducted the fire watch, time of each activity, and description of activity performed; and
  - e) Continue the fire watch until the initiating circumstances have been abated and the fire department has been notified to cancel the fire watch.
- 6. Describe the appropriate storage of chemicals (e.g. separately store liquid/dry chemicals, use approved storage cabinets for specific flammable/combustible liquids, secure specific containers to wall).
  - 7. List the staff responsible for controlling fuel source hazards:
  - 8. Evacuation routes are posted in all locations.
  - 9. Safety Committee inspections must include inspection of the fire prevention and evacuation plan.

**III. EVACUATION PLAN**

- 1. Indicate the location of building floor plans:
- 2. Indicate the location of the publicly posted evacuation plan:
- 3. Each building in the facility will conduct a monthly evacuation drill and document the drill. Describe how the facility will document these drills.
- 4. The following staff will coordinate the evacuations to assure safe and efficient exits from buildings:
- 5. Each building will have designated staging areas for people to gather after evacuating the building. Indicate the staging areas for each building:
- 6. Describe special instructions for evacuating high-security youth (if applicable):

## **Attachment A: OYA Facility Template Fire Prevention and Evacuation Plan**

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7. The following staff will account for youth, staff, volunteers, and visitors, in their building upon evacuation and relay the information in this method:
  
8. The following staff are designated to ensure there is no re-entry into an evacuated building/s:
  
9. 9-1-1 notification protocol during a fire event (e.g. call central control, security, or 9-1-1):
  - a) Building staff notifies:
  
  - b) Central Control notifies:
  
  - c) Person designated to direct or escort emergency responders to location:
  
  - d) Role of on-site first aid responders (e.g. security, medical):
  
  - e) Trained staff may attempt to extinguish a small fire with a fire extinguisher after sounding the alarm. Immediate evacuation must still occur.

### **IV. Notification of Authorities When Fire or Evacuation Occurs:**

1. Staff/department designated to notify facility administrators/Officer-of-the-Day:
  
2. Staff/department designated to notify the Facility Services Assistant Director:
  
3. Staff/department designated to notify other agencies; and which agencies to notify (e.g. Fire Marshal, State Police):
  
4. Other notifications:

OYA Safety and Health Manager	(Evaluate staff health status)
OYA Health Services Staff	(Evaluate youth health status)
OYA Physical Plant Manager	(Evaluate building/s)

