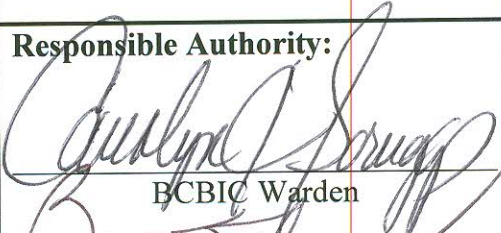
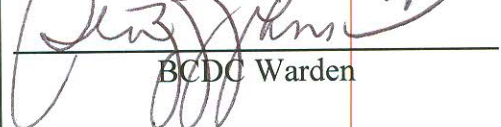



Facility Directive



Title: Fire Evacuation Plan	Facility Directive Number: DPDS-080-0003
Related MD Statute and Regulations: 05.02.07.09. 09 Enforcement of State Fire Code Requirements; State Fire Code, Public Safety Article 38A, §6-101-6-602, Annotated Code of Maryland; and COMAR: 29.06.01	Supersedes: CRDET-080-0003 titled Fire Evacuation Plan, issued April 18, 2014
Related ACA Standards: 1 CORE-1C-01; 1 CORE-1C-02; 1 CORE-1C-04; 1 CORE-1C-03; 1 CORE-1C-07	Responsible Authority: <div style="text-align: center;">  BCBIC Warden  BCDC Warden </div>
Related MCCS Standards: .02C	Effective Date: June 10, 2015 Number of Pages: 6



 Brenda Shell
 Commissioner



 Felicia M. Hinton
 Assistant Commissioner

.01 Purpose.

This directive establishes responsibility for the establishment and implementation of a comprehensive fire evacuation plan.

.02 Scope.

This directive is applicable to the Division of Pretrial Detention and Services, excluding Chesapeake Detention Facility and the Division of Parole and Probation:

- A. Baltimore Central Booking and Intake Center;
- B. Baltimore City Detention Center;
- C. Baltimore Pre-Release Unit.

.03 Policy.

- A. The Division of Pretrial Detention and Services shall provide for a fire evacuation plan in order to better safeguard life, property and public welfare.

- (1) “There is a plan that guides the facility response to emergencies. All facility personnel are trained annually in the implementation of the emergency plan. The emergency plan should include procedures to be followed in situations that threaten facility security. Such situations may include but are not limited to riots/disturbances, hunger strikes, escapes, taking of hostages, and staff work stoppage” (1 CORE-1C-01).
- (2) “An evacuation plan is used in the event of fire or major emergency. The plan is approved by an independent outside inspector trained in the application of national fire safety codes and is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction” (1 CORE-1C-02).
- (3) “There is a means for the immediate release of inmates from locked areas in case of emergency, and there are provisions for a backup system. The facility has exits that are properly positioned, are clear from obstruction, and are distinctly and permanently marked to ensure the timely evacuation of inmates and staff in the event of fire or other emergency. All housing areas and places of assembly for fifty or more persons have two exits” (1 CORE-1C-03).

B. “The facility conforms to applicable federal, state and/or local fire safety codes” (1 CORE-1C-07).

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) “CC” means Control Center.
- (2) “EOP” means Emergency Operation Plan.
- (3) “FFM” means Facility’s Fire Marshall.

.05 Responsibility.

A. The Warden shall implement a fire evacuation plan to include:

- (1) Posted primary and alternative evacuation routes;
- (2) Protocol for both full and partial evacuation;
- (3) Accountability of detainees, arrestees and staff;
- (4) Proper handling of injured persons;
- (5) Provision of appropriate alternative housing;
- (6) Reports as required;
- (7) Quarterly fire drills on the three shifts; and

(8) Documented staff training.

B. The Facility's Fire Marshal, (FFM) shall ensure that:

(1) Emergency responses, fire incidents are managed in accordance with the "Fire Plan Code 4", Appendix E of the Facility's Emergency Operation Plan in which:

(a) Evacuation protocol provides for the clearing of the impacted area in this order:

(i) Visitors;

(ii) Inmates;

(iii) Civilian staff;

(iv) Security staff; and

(v) Property.

(b) Orders or instructions to persons in the impacted area is the responsibility of staff who initiated the evacuation;

(c) Clearing of inmate housing and booking holding areas by order of:

(i) The Control Center; and

(ii) The immediate supervisor.

(d) Authorization on-site of staff members to initiate an evacuation if the life and safety of an individual is in imminent danger.

(2) The BCDC key post officer and BCBIC lobby officers shall:

(a) Remain on post unless otherwise instructed by the immediate supervisor;

(b) Monitor and relay communication between the affected area(s) and the CC;

(c) Direct responders to the affected area(s); and

(d) Direct evacuating staff to the designated "safe" area.

(3) The supervisor of the impacted area shall:

(a) Respond with initial responding officers;

(b) Assess the situation and take appropriate action in compliance with the Facility's Emergency Operation Plan;

- (c) Notify the FFM of findings; and
- (d) Ensure that a copy of completed reports is forwarded to the FFM.
- (4) The FFM, the Maintenance Supervisor, a Shift Commander and a representative of the Central Region Detention Facility shall conduct an inspection of the involved area(s) to determine its suitability for its original purpose.
- (5) If an impacted area is designated to house inmates, The FFM, the Maintenance Supervisor, a Shift Commander and a representative of the Central Region Detention Facility shall conduct an inspection of the involved area(s) to determine its suitability for its original purpose
 - (a) Make an on-site inspection; and
 - (b) When warranted, order the Shift Commander to begin required relocation.
- (6) The Shift Commander, in conjunction with Traffic Officers and in concurrence with the Warden or designee, shall:
 - (a) Ensure that relocation is completed as prescribed in the "Contingency Plan for Mass Arrests"; and
 - (b) Submit a written report to the:
 - (i) Assistant Commissioner;
 - (ii) Warden;
 - (iii) Assistant Warden;
 - (iv) Chief of Security; and
 - (v) Compliance Coordinator.
- (7) If multiple areas have been impacted, CC staff shall personally communicate the situation to affected post officers:
 - (a) Orders to remain at their station until clearance is given; and
 - (b) When reassignments have been authorized, orders to escort an affected inmate to new assignments through a specified route.
- (8) The Building Commander or designee shall ensure:
 - (a) Provision of medical assessment or treatment is indicated;
 - (b) Notification to food service staff of adjusted meal count of Inmate's reassignment; and

- (c) The controlled distribution of linen according to reassignment, turning to the Facility's storeroom and the Support Services Director for supplies as necessary.

C. Fire Drills.

- (1) The FFM shall schedule fire drills and safety inspection of the facility.
- (2) A schedule of quarterly fire drills for buildings and shifts are finalized in December for implementation in the coming year and maintained on file distributed to the:
 - (a) Warden;
 - (b) Assistant Warden
 - (c) Chief of Security;
 - (d) Shift Commander; and
 - (e) Compliance Officer.
- (3) Preparation and notification is provided to impacted personnel on the day of the drill to include:
 - (a) Start time;
 - (b) Designated participants:
 - (i) Security; and
 - (ii) Civilians;
 - (c) Instruction to review written procedures and evacuation routes for impacted areas; and
 - (d) Other information as necessary;
- (4) Execution Shift Commanders or designees, under observation by the FFM, shall:
 - (a) Alert the designated area before the drill;
 - (b) Sound the alarm at the appropriate time;
 - (c) Monitor the area to ensure that, per the established plan, persons have been evacuated, or a "simulated" evacuation has been completed;
 - (d) Quiz impacted employees on their duties with regard to the:
 - (i) Emergency evacuation routes, primary and alternate; and

- (ii) Basic fire evacuation procedures;
- (e) When applicable, check the manual override of the locking mechanism; and
- (f) When staff have demonstrated adequate knowledge of evacuation routes and Procedures:
 - (i) End the drill; and
 - (ii) Direct staff to return to their assigned areas.
- (5) Documentation:
 - (a) The Shift Commander or designee is responsible to complete a Quarterly Fire Drill Record, (Appendix A and B) for:
 - (i) Submission to the FFM; and
 - (ii) Retention in the Office of the Shift Commander;
 - (b) The FFM shall prepare and distribute a fire drill report to individuals listed in §.05B(5)(a) of this directive. The report shall include:
 - (i) The Quarterly Fire Drill Record;
 - (ii) Comments from the FFM; and
 - (iii) When required, recommended corrective actions to the Chief of Security.

.06 Procedure for Special Needs Population.

A. BCBIC

B. BCDC

- (1) Warden/designee shall ensure that evacuation plans exist for all special need populations; and
- (2) Staffs are quarterly trained on those plans.

.07 Attachment(s).

- A. BCDC Quarterly Fire Drill Record.
- B. BCBIC Quarterly Fire Drill Record.
- C. BCDC Evacuation Plan

D. BCBIC Evacuation Plan

.08 History.

- A. This directive replaces CRDET-080-0003, titled Fire Evacuation Plan, issued on April 18, 2014.
- B. This directive supersedes provisions of existing Division communication with which it is in conflict.

.08 Distribution.

- A
- B

DIVISION OF PRETRIAL DETENTION AND SERVICES
BCDC Fire Drill Record for Quarter: 1st ___ 2nd ___ 3rd ___ 4th ___

(1) Date _____ Shift _____ Start Time _____ Finish Time _____ Elapsed Time _____

(2) Facility _____ Drill location/areas involved: _____

(3) Drill Type: Walk Through _____ Classroom _____ Unannounced _____

(4) For instructional demonstrations only, list topic(s) covered:

(5) An evacuation was discussed ___ simulated ___ conducted ___

(6) The evacuation did ___ did not ___ include the residents.

(7) Evaluation (Answer "Yes", "no" or "N/A") Was evacuation complete? ___ Were all lights off? _____

Were all doors closed? ___ Did all participants demonstrate knowledge of evacuation routes? _____

Was the locking mechanism manual override tested? ___ If tested, was it operational? _____

Other observation/comments: _____

(8) List participating uniform/non-uniform staff:

(a) _____ (b) _____ (c) _____

(d) _____ (e) _____ (f) _____

(g) _____ (h) _____ (i) _____

(9) Instructor/Coordinator's comments, corrective action taken, etc: _____

(10) Staff conducting drill: (Signature) _____ Date: _____

(Printed Name) _____

Cc: Institution's Fire Marshal
Institution's Compliance Officer

DIVISION OF PRETRIAL DETENTION AND SERVICES

BCBIC Fire Drill Records- Quarterly

Drill Evaluation	
Total amount of time required to complete evacuation procedure	
Were officers familiar with keys?	
Were all door and gates keyed open?	
Did everyone know where to go?	
Were all areas checked (swept)?	
Were there any problems?	
Number of individuals involved: Civilians: _____ X Staff: _____ Inmates: _____	
Detail of improvement needed or action taken:	

Baltimore City Detention Center

EVACUATION PLAN

(Special Needs) All Units



1. Identifying Special Needs Detainees including the following but not limited to:
 - A. Elderly
 - B. Disabled
 - C. Hearing Impaired
 - D. Visually Impaired

2. Evacuating Special Needs Inmates.
 - a. In the event of an emergency situation that requires evacuation of Special Needs detainees it will be the responsibility of an Escort Officer to evacuate all special needs detainees, and escort them to Post 46 to the North Building stairwell.
 - a. The detainees will be escorted down the North Building stairwell to the court yard.
 - b. Staff will be reassigned to the court yard to secure the area.
 - c. If additional space is needed the court yard will be used and additional officers will be assigned to the court yard.
 - d. An emergency count will be conducted to ensure all detainees are accounted for.

3. Below is a list that consists of all Special Needs cells located in the IMHU housing units.

UNIT	BED#
Dormitory 3	617 thru 622
Dormitory 4	623 thru 629

4. Special need housing will be determined by receipt of a housing transfer request from medical.

5. Special needs showers will be located in the following areas:
 - IMHU

BCBIC EVACUATION PLAN

(Special Needs) All Units

1. Identifying Special Needs Detainees including the following but not limited to:
 - A. Elderly
 - B. Disabled
 - C. Hearing Impaired
 - D. Visually Impaired
2. Each special needs cell will be identified by the universal disability emblem on the door of each cell.

Blue Wheel Chair Symbol



3. Notation will be placed in each housing unit lobby and officer station as a special need cell identifier.
4. Located on each housing unit officer's station is a unit roster which will document identifiers for each handicapped cell. Documentation shall include: Permanent identification as handicap suitable. When utilize for special needs the officer shall initial and date with time in and out.
5. Staff training for the evaluation and management of special needs inmates will be conducted quarterly.
6. Staff will participate in monthly exercises to identify the special needs cells as well as learn responses to special needs emergencies.
7. Evacuating Special Needs Inmates.
 - a. In the event of an emergency situation that requires evacuation of Special Needs detainees it will be the responsibility of an Escort Officer to evacuate all special needs detainees, and escort them to the outside pod.
 - b. In the event that the elevators or outside pods cannot be used, the Housing Officer will evacuate the inmates by moving them through the opposite housing unit until such time they arrive in a tower that has been approved for elevator use. Back stairwell will be used when no other options are available.

- c. Maintenance will conduct monthly checks to ensure there is enough fuel in the generator in the event that the power should go out the generator would kick in.
 - d. Staff will be reassigned to the Recreation yard and the Black top to secure the area.
 - e. If additional space is needed the Blacktop will be used and additional officers will be assigned to the black top as well as H4 and H5 gates.
 - f. An emergency count will be conducted to ensure all detainees are accounted for.
8. Special need housing will be determined by receipt of a housing transfer request from medical.
9. Special needs showers will be located in the following areas:
- 5 North B
 - Intake
 - 4 South B