

STATE OF MARYLAND

**Department of Public Safety
and Correctional Services**



PATUXENT INSTITUTION

Directive

PID # 80-1

DATE: 3/1/2008

SUBJECT: Safety and Sanitation

TITLE: Fire Drills

- I. REFERENCE: Maryland Commission on Correctional Standards, 02. Inmate Safety, B.
- II. APPLICABLE TO: All Personnel
- III. PURPOSE: To provide procedures for fire drills.
- IV. DEFINITIONS: None.
- V. POLICY AND PROCEDURE:
 - A. Fire drills will be conducted on a quarterly basis. The fire drills may be conducted at various areas of the Institution at different times. Each area of the Institution will have fire drills at least one (1) time a quarter. Each shift will be responsible for fire drills on their shift.
 1. Second and Third Shifts will conduct fire drills. Inmates will be evacuated in some fire drills and in some drills, the movement of inmates will be simulated.
 2. The First Shift will conduct fire drills in which the movement of inmates in all drills will be simulated.
 - B. Fire drills may be numbered and selected in a random manner. The time and the area to be drilled will not be an item of general knowledge and will be conducted without prior notification. Each shift will hold fire drills.
 - C. The areas to be drilled and their numbers are:
 1. D/C Building
 2. D/D Building
 3. Administration Building
 4. Powerhouse
 5. B-Wing
 6. P.I.W. Facility
 - D. The fire drills will be initiated by the Warden/designee. Notification of the drill will be limited to the Director and any other individuals the Director shall deem appropriate to notify.

- E. Moments before the drill occurs, the Shift Commander and the shift supervisors of custody will be notified of the fire drill area. The Shift Commander or designee has final say in the area to be used.
- F. The sounding of the alarm will include a notification that the exercise is a training drill, not an actual fire, to avoid confusion and possible injury to individuals involved.
- G. The drill will be conducted as a training mechanism for both inmates and staff. Observers (Training Department) may evaluate the procedure for problems, which may occur during the training exercise. The Shift Commander will be responsible for collecting recommendations from the observers, reviewing the recommendations and presenting to the Director and the Warden and/or designee with a method or possible methods for evaluating the problem(s).
- H. The fire drill will be conducted as if a real fire had occurred simulating use of the "Emergency Fire Evacuation Procedures" illustrated in the Patuxent Institution Emergency Procedures Manual.
- I. When a fire drill is conducted, additional custody staff will be used to supervise in areas where treatment and educational staff might be removed for purpose of simulated evacuation.
- J. Following a fire drill, a head count will be made and department heads will account for all staff.
- K. The senior officer conducting the fire drill will submit a report noting the time, area of the fire drill, shift involved, and the actual process of procedure used. Copies of this report will be distributed to:
 - 1. Warden
 - 2. Assistant Warden
 - 3. Security Chief
 - 4. Standards Coordinator
 - 5. Shift Commander
 - 6. File

VI. RESCISSIONS: PID 80-1, dated 7/1/1994



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Director

Distribution A