



Illinois Department of Corrections

Administrative Directive

Number: 05.02.110	Title: Fire Plan	Effective: 5/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	05.02.110 effective 9/1/2020	

Authority: 730 ILCS 5/3-2-2 National Fire Protection Association, Life Safety Code	Related ACA Standards: 5-ACI-1D-12 and 13, 5-ACI-2A-02, 5-ACI-3B-01-04, and 5-ACI-3B-09-11
Referenced Policies: 01.12.105, 05.01.103, 05.02.140	Referenced Forms: CMS 201 – Individual Development and Performance System CMS 201MC – Merit Compensation and Performance System

I. POLICY

The Department shall ensure the safety and security of staff, individuals in custody and visitors; and shall attempt to limit property damage through the establishment of a fire plan at each correctional facility and program site.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish minimum requirements for correctional facility fire plans.

B. Applicability

This directive is applicable to all correctional facilities within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least quarterly.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed. Designees for the Fire Safety Officer or Assistant Fire Safety Officer shall meet the qualification requirements stated in this directive.

E. Definitions

Assistant Fire Safety Officer – a person who has received training in and is familiar with fire safety requirements. At a minimum, on-the-job training regarding applicable fire and safety regulations may be provided by the Fire Safety Officer.

Fire Safety Officer – a person who has received training from an independent authority or specialist on fire and safety regulatory requirements and inspections.

State Fire Marshal – Office of the Illinois State Fire Marshal.

F. Requirements

The Chief Administrative Officer(CAO) shall ensure that:

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1. A comprehensive fire plan is developed and approved by the State Fire Marshal. A copy of the fire plan and any updates shall be forwarded to the Office of the Environmental Health Coordinator in Springfield.
2. Renovation of buildings and addition or modification of fire alarm, detection, suppression and smoke evacuation systems shall conform with the requirements of the National Fire Protection Association (NFPA) Life Safety Code (LSC) 101 and other applicable codes and standards.
3. In facilities, excluding transitional security facilities, an individual shall be appointed as Fire Safety Officer and assigned the responsibility, resources, and authority to implement the fire plan and enforce applicable fire safety standards. In transitional security facilities, the CAO may designate these responsibilities to the Security, Safety, and Sanitation Coordinator in lieu of appointing a Fire Safety Officer; for the purposes of this directive, all references to Fire Safety Officer shall apply to any such designee.
 - a. Within six months of assignment to the position all Fire Safety Officers shall attend the initial 40-hour Prison Fire Safety course through the Office of Staff Development and Training.
 - b. On an annual basis, all Fire Safety Officers shall attend the Prison Fire Safety Refresher course through the Office of Staff Development and Training.
 - c. All Fire Safety Officers shall have comprehensive fire safety related objectives included on their Individual Development and Performance System, CMS 201, or Merit Compensation and Performance System, CMS 201MC.
4. Any serious facility fires that result in serious injury to employees, individuals in custody, or visitors or that result in serious property damage are reported immediately to the respective Deputy Director in accordance with Administrative Directive 01.12.105.

G. Development of a Fire Plan

The comprehensive fire plan shall include a written procedure for each of the following areas:

1. Fire Prevention

The procedure shall provide for:

- a. Annual inspections of all facilities by the State Fire Marshal. During the inspection, the adequacy and operation of alarm and detection systems shall be evaluated. The annual inspection reports and facility response reports shall be maintained on file for at least three years.
- b. Monthly visual inspections of all facilities, excluding transitional security facilities, by the Fire Safety Officer and weekly visual inspections by the Fire Safety Officer or Assistant Fire Safety Officer.
 - (1) The Fire Safety Officer shall submit a monthly report to the Safety and Sanitation Coordinator by the 25th calendar day of each month. The report shall include:
 - (a) Identification of any issues of concern or standards that have not been met.
 - (b) Recommendations for corrective action.
 - (c) Progress statement of action taken to correct previously reported

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deficiencies.

- (d) Date and signature of the Fire Safety Officer.
- (2) The Safety and Sanitation Coordinator shall forward the monthly fire inspection report to the CAO by the fifth working day following the end of the month.
- (3) The weekly reports shall be submitted to the Safety and Sanitation Coordinator and maintained in accordance with Administrative Directive 05.02.140.
- (4) If personnel who perform weekly safety and sanitation inspections meet the qualification requirements of the Assistant Fire Safety Officer, safety and sanitation zone inspections may be used to satisfy the weekly fire inspection requirement.
- c. Quarterly inspections of transitional security facilities by the Fire Safety Officer.
- d. Reports of major fire code violations from quarterly, monthly, or weekly inspections shall be immediately reported in writing to the CAO.
- e. The training of all employees in fire prevention and fire safety. Areas that shall be stressed in this training are:
 - (1) Maintaining good housekeeping standards.
 - (2) Reporting all fire hazards detected during the performance of the employee's daily activities.
 - (3) Proper use of portable fire extinguishers and other manual fire suppression equipment. Use of fire hoses shall be covered, but may be limited to selected staff members.
 - (4) Reporting fire occurrence, including use of pull boxes.
 - (5) Implementation of evacuation plans.
- f. The proper storage and disposal of combustible items and trash throughout the facility. This shall include, but not be limited to, the use of:
 - (1) Non-combustible smoking receptacles; and
 - (2) Separate containers for other refuse, such as:
 - (a) Special containers for flammable liquids and cloth material used with flammable liquids; and
 - (b) Separate containers for other non-combustible and combustible refuse.
- g. The testing, inspection, and maintenance of fire equipment. The Fire Safety Officer or Assistant Fire Safety Officer shall:
 - (1) Inspect fire extinguishers and hoses on a monthly basis. A tag or sticker documenting the inspection shall be placed on each fire extinguisher and hose. Stickers shall be affixed in a manner that does not conceal any operating instructions or other wording on the extinguisher or hose.

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- (2) Inspect fire extinguishers on an annual basis in accordance with the NFPA Number 10 Standard and recharge if needed.
 - (3) Test fire hydrants twice per year during good weather with special attention given to the drain-down in the barrel of the hydrant.
 - (4) At facilities with Self Contained Breathing Apparatus (SCBA) refill systems, test the system air quality at least annually and maintain test reports or certification that indicates that air quality is in conformance with rated specifications.
 - (5) At facilities without SCBA refill systems, maintain a copy of an air quality test or certificate that indicates that the source of the air is tested at least annually and is Grade D or better quality.
 - (6) Visually inspect any fire alarm detection, suppression, and smoke evacuation systems at least quarterly to verify that the systems appear to be in operating condition and free from physical damage.
 - (7) Inspect, test, and maintain related fire safety equipment, excluding SCBA equipment, not listed in Paragraphs II.G.1.g.(1) through (6) at least quarterly or in accordance with appropriate codes, standards, directives, manufacturer specifications, or jurisdictional authority. Where facility personnel are either unqualified or unable to perform the inspections, tests, or maintenance checks, the function shall be performed by a qualified contractor.
- h. A licensed contractor to conduct inspection, testing, and maintenance of fire alarm, detection, suppression, and smoke evacuation systems in accordance with applicable NFPA Standards.
- (1) Contractors utilized for inspections of alarm and detection systems and water based sprinkler suppression systems must be licensed in accordance with the requirements of the State Fire Marshal and all applicable law.
 - (2) For other types of fire suppression and smoke evacuation systems, examples of licensed personnel include those who have received specific instruction, training, and certification.
- NOTE:** At leased facilities and facilities where existing contractual inspection, testing, and maintenance differs from the specifications of NFPA standards, conformance with NFPA or other applicable standards shall be specified in subsequent lease agreements and contract terms.
- i. Inspection and service reports from Paragraph II.G.1.g. and h. to be maintained for at least three years.
 - j. A comprehensive inventory of all fire extinguishers. Each extinguisher shall be identified by type, individual number (may be serial number or unique code number), and location.
 - k. A service log of all fire extinguishers. Records of all services performed to each unit, including recharges, hydrostatic testing, etc., shall be maintained.
 - l. A listing of every active fire hose and its location.
 - m. The proper maintenance of all fuel systems.
 - n. The proper maintenance of all electrical systems.

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- o. Emergency back-up power sources in case of power failure. This shall include:
 - (1) Exit lights or signs that are visible at all times;
 - (2) Available back-up illumination; and
 - (3) A manual back-up system for facilities with electric locking mechanisms.
- p. The selecting and purchasing of furnishings on the basis of their fire safety evaluation.

2. Emergency Contact Lists

The procedure shall provide for the establishment of emergency contact lists that shall be reviewed quarterly and updated when necessary. The lists shall consist of:

- a. In order of priority, the names and telephone numbers of facility and other Department personnel to be contacted in the event of a fire.
- b. The names and telephone numbers of support agencies that may be necessary to contact in the event of a fire. At a minimum this shall include:
 - (1) Fire Department;
 - (2) Electric Company;
 - (3) Gas Company;
 - (4) Water Company;
 - (5) Hospital;
 - (6) Ambulance Service; and
 - (7) State Police.

NOTE: The Illinois Emergency Management Agency (IEMA), the Red Cross, and the National Guard may be listed, but shall be contacted only by the Director's office or the Department's Operational Liaison to the IEMA.

3. Floor Plans and Evacuation Routes

The procedure shall provide for the development of two sets of floor plan drawings.

- a. One set shall consist of master floor plan drawings that shall illustrate all areas of the facility. The master floor plan drawings shall include:
 - (1) All entrances, exits, windows, doors, etc. that can be used as an egress;
 - (2) Perimeter fences and gates;
 - (3) All fire extinguishers, fire hoses, and key location, if kept locked;
 - (4) Pull boxes and detectors (smoke, heat, gas);
 - (5) Emergency equipment;
 - (6) High voltage electrical lines, gas, fuel oil, and steam pipes;

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- (7) Numbered emergency exits and emergency key numbers;
- (8) Location of records and valuables;
- (9) Location of storage for volatile liquids, chemicals, and other flammable material storage sites;
- (10) Critical electrical controls and emergency generating equipment;
- (11) Emergency security posts;
- (12) Primary and secondary evacuation routes for each area; and
- (13) Location of SCBAs.

NOTE: The master floor plan drawings shall be used in cross-training with the local fire department and for actual fires. Copies of the master floor plans shall not be given to the local fire department.

- b. The second set of floor plan drawings shall illustrate only the primary and secondary evacuation routes, the location of pull boxes, portable fire extinguishers, fire hoses, SCBAs, and other manual fire suppression equipment. The drawings shall:
 - (1) Be posted in designated areas of the facility and in such a way so as to properly orient the viewer to his or her position in the drawing; and
 - (2) Include "**YOU ARE HERE**" indicators. (The direction the viewer is facing while viewing the drawing shall always be up.) Primary and secondary evacuation routes displayed on the drawings shall begin from "YOU ARE HERE" indicators.

4. Evacuation of Individuals in custody to Other Facilities

The procedure shall describe the process for preparing individuals in custody for movement to alternate facilities in the event that the facility or a portion of the facility is destroyed by fire. This shall include:

- a. Size of individual in custody groups;
- b. Mode of transportation; and
- c. All essential details of the transfer.

5. Evacuation of Disabled Persons

The procedure shall describe the evacuation process for disabled persons.

6. Accounting for Employees, Individuals in custody, and Visitors

The procedure shall describe the process for the accountability of all employees, individuals in custody, and any visitors immediately after a facility or part thereof has been evacuated and at specified intervals thereafter to ensure safety of all individuals. This shall include the process of attaining a list of all persons in the facility and the steps to be taken to assure all persons are accounted.

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7. Perimeter Security

The procedure shall establish perimeter security requirements in the event individuals in custody must be evacuated from portions of the facility.

8. Emergency Keys

The procedure shall describe the location, access, use, and control of emergency keys. Keys shall be controlled in accordance with Administrative Directive 05.01.103.

9. Fire Containment

The procedure shall specify which doors and windows are to be closed and which equipment is to be turned off or otherwise deactivated.

10. Post-Fire Requirements

a. The procedure shall describe at a minimum the action to be taken in the following areas:

- (1) Accountability for all employees, individuals in custody, and visitors;
- (2) Medical treatment or services for injured persons;
- (3) Disciplinary reports;
- (4) Sealing off damaged areas and securing possible evidence;
- (5) Clean-up;
- (6) Repair of facility and equipment; and
- (7) Documentation of the fire, such as date, time, and place fire first was observed and the action taken.

b. The procedure shall require that:

- (1) A written report shall be submitted to the CAO by the reporting employee, and all other employees involved in the incident, prior to completion of their shift or before leaving the grounds of the facility on the day of the incident;
- (2) Copies of the initial report be sent to the Facility Fire Safety Agency Coordinator with the Office of the State Fire Marshal and to the Office of the Environmental Health Coordinator; and
- (3) A written comprehensive report shall be submitted by the CAO to the respective Deputy Director in accordance with Administrative Directive 01.12.105.

11. Investigation

The procedure shall:

- a. Provide for the designation of a person to investigate the fire; and
- b. Describe the types of reports that shall be prepared and to whom they are to be submitted.

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12. Fire Drills and Testing of the Evacuation Plan

The procedure shall require supervised unannounced fire drills and testing of the evacuation plan. Records of same shall be maintained for three years.

- a. In facilities, excluding Transitional Security Level facilities, fire drills shall be conducted during each shift on a quarterly basis. Three of the four quarterly drills may be simple evacuation drills involving only the movement of staff and individuals in custody. One annual fire drill involving the use of fire suppression equipment and SCBAs shall be required. These provisions shall apply to all living and program areas during times of occupancy and be consistent with Paragraphs II.G.12.d. and e.
- b. In Transitional Security Level facilities, fire drills shall be conducted during each shift on a monthly basis. One annual fire drill involving the use of fire suppression equipment shall be required. These provisions shall apply to all living and program areas during times of occupancy and be consistent with Paragraphs II.G.12.d. and e.

NOTE: In smaller transitional security level facilities (population of 100 or less), the facility shall be completely evacuated during each drill.

- c. Fire drills shall be conducted in each occupied area of the facility at staggered intervals as long as drill frequencies conform with Paragraphs II.G.12.a. and b.
- d. In segregation, protective custody, mental health, and other units where individual in custody evacuation can be shown to cause a serious breach of security, fire drills may be limited to staff performing evacuation roles and activities without evacuating the individuals in custody.
- e. Fire drills that would cause complications in any health care unit may be limited to staff performing evacuation roles and activities without evacuating the individuals in custody.

13. Training

The procedure shall require:

- a. All employees to receive training on the fire plan. Any informational revisions to the fire plan shall be communicated to all employees. Any performance revisions (different techniques required) to the fire plan shall require training for appropriate employees. Documentation of training and revision distribution shall be maintained for three years.
- b. Cross-training between facility staff and the local fire department shall include the local fire department making an annual visit to the facility to become familiar with the physical plant and instructing staff as needed regarding fire safety. Documentation of cross-training with local fire departments shall be maintained for three years.

14. Fire Plan Review

The fire plan shall be reviewed annually by the CAO and documented by signature and date. Any substantial revisions to the plan shall be submitted to the State Fire Marshal for review and approval.