

**Table 18.17.: Detention and Correctional Occupancy Management Responsibilities**

ITEMS	REQUIREMENTS
<b>4. EMERGENCY ACTION PLAN</b>	<ul style="list-style-type: none"> <li>i. Detention and Correctional occupancy shall have staff attending to facility and the management 24 hours.</li> <li>ii. 10% of such staff from every shift, shall be members of Emergency Response Team.</li> <li>iii. Such Emergency Response Team staff shall be within 91 m horizontal distance of the access doors of each resident lockups, cells and living areas, unless the lock release mechanism is remotely operated.</li> <li>iv. Such staff shall release the locks necessary to emergency evacuate the inmates to a safe confined assembly area, within 2 minutes of the fire alarm.</li> <li>v. Emergency action plan shall clearly draft out the duties of Fire and Life Safety manager's, Emergency Response Team's and facility management team's respective assigned duties, restrictions and responses during fire and emergency situations.</li> <li>vi. All employees shall be aware of the Detention and Correctional occupancy emergency action plans and shall be instructed every month to familiarize their role during the emergency situations.</li> <li>vii. Copy of the written emergency action plan, specific duties of Emergency Response Team members from specific departments shall be available to the staff at all times and they shall be aware of their specific pre-designated roles, both fire safety roles and policing roles during emergency situations.</li> <li>viii. For guideline on preparation of Emergency Action Plans and Emergency Drills, see <b>Chapter 19. Emergency Action Plans.</b></li> </ul>
<b>5. PRECAUTIONS</b>	<ul style="list-style-type: none"> <li>i. It is Detention and Correctional occupancy administration's responsibility to educate, encourage inmates to report unsafe practices, flammable and hazardous materials storage and suspicious activities to the Supervising staff.</li> <li>ii. It is Detention and Correctional occupancy administration's responsibility to inform the dangers of fire and constrained evacuation of inmates to limited safety of confined and restricted environment.</li> <li>iii. Books, clothing and other combustible personal property allowed in sleeping rooms shall be stored in closable metal lockers or an approved fire-resistant container.</li> <li>iv. The number of heat producing appliances such as toasters and hot plates, and the overall use of electrical power within a sleeping room shall be controlled by facility administration.</li> <li>v. Portable space-heating devices shall be prohibited in all detention and correctional occupancies.</li> <li>vi. All keys necessary for unlocking doors installed in a means of egress shall be individually identified by both touch and sight.</li> <li>vii. Doors and door hardware in means of egress shall be inspected monthly by an appropriately trained person. The inspection shall be documented.</li> </ul>
<b>6. DRILLS</b>	<ul style="list-style-type: none"> <li>i. Emergency Drills shall be conducted once every 6 months, where Emergency Response Team, Detention and Correctional building facility management and designated personnel shall participate to evaluate their emergency preparedness.</li> <li>ii. Such emergency drills shall be conducted without any evacuation alarm, and without inmates or visitors evacuation.</li> <li>iii. Emergency drill shall be practiced by the Detention and Correctional occupancy Emergency Response Team, Fire and Life Safety manager and facility management team, every month and they shall practice their role, communication between departments, the efficiency of the emergency action plan and evaluation of their performance during fire, emergency, panic and dangerous situations to execute smooth relocation of inmates to point of safety shall be conducted and recorded for assessment.</li> <li>iv. The testing devices, unlocking devices, access control devices etc. to transmit fire alarm and initiate inmate evacuation shall be tested and practiced.</li> </ul>