

Section F: SAFETY AND SANITATION

SAFETY AND SANITATION: Fire Safety

F.1 The Facility Director ensures that a fire safety program conforming to all applicable local, state, and federal laws is in place.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
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Reviewer's Initials:	Date:
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On-Site Assessment Items:

Review relevant policies, procedures, and documentation concerning Fire Safety.

Interview staff and detainees:

Concerning the use of padlocks and chains on cell doors and exits

As to when they last participated in a fire drill

Examine frequency of fire safety inspections and/or reviews and qualifications of who performs the inspections and/or reviews.

Review policies and check staff training records to verify they are receiving annual training on the emergency fire control plan, the use of fire extinguishers and self-contained breathing apparatus.

Obtain a copy of the local authority having jurisdiction's letter approving the emergency fire control plan.

Check the fire extinguisher tags to insure monthly inspections and/or reviews.

Verify documentation of quarterly fire drills.

Obtain copies of annual, monthly and weekly fire inspections and/or reviews.

Look for emergency lights, lighted exit signs, exit diagrams and fire extinguishers while making tour of the institution.

Verify fire detection and fire alarm systems are being tested quarterly.

Verify the facility has emergency fire keys available for emergencies.

	Review Checklist		Comments
F.1.1	Ensure written policies and procedures exist to provide fire safety. These policies include at least the implementation subjects addressed in this section, and also:	Y N NA	
F.1.1a	Reporting	Y N NA	
F.1.1b	Extinguishing	Y N NA	
F.1.1c	Evacuation procedures for detainees, consistent with emergency/contingency plans	Y N NA	
F.1.2	Policies and procedures are communicated to:		
F.1.2a	Appropriate staff members	Y N NA	
F.1.2b	Detainees, where appropriate	Y N NA	
F.1.3	Policies and procedures are reviewed and updated.	Y N NA	
F.1.4	All staff members review the emergency fire control plan annually.	Y N NA	
F.1.5	An emergency fire control program has been approved and issued to the local fire authority with jurisdiction.	Y N NA	
F.1.6	An annual inspection of the facility is conducted by local or state fire officials.	Y N NA	

SAFETY AND SANITATION: Non-Hazardous Furnishings

F.2 The Facility Director ensures that all furnishings and materials are fire-resistant, non-toxic, and do not present a fire or safety hazard.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
Reviewer's Initials:			Date:	

On-Site Assessment Items:

Review relevant policies, procedures, and documentation concerning non-hazardous furnishings.

Interview facility management staff, corrections staff, security staff, and detainees.

Obtain copies of policy and procedures regarding furnishings.

Ask for documentation that verifies the facility is purchasing non-hazardous furnishings, e.g.; purchase orders, mattress & pillow labels, etc.

Randomly inspect several mattresses, pillows, drapes and furniture. All of these items should have labels indicated fire ratings.

	Review Checklist		Comments
F.2.1	Ensure written policies and procedures exist to ensure that furnishings are fire-resistant, non-toxic, and non-hazardous. These policies include at least the implementation subjects addressed in this section.	Y N NA	
F.2.2	Policies and procedures are communicated to:		
F.2.2a	Appropriate staff members	Y N NA	
F.2.2b	Detainees, where appropriate	Y N NA	
F.2.3	Policies and procedures are reviewed and updated.	Y N NA	
F.2.4	If the facility uses polyurethane mattresses, inserts made from synthetic cellular rubber material (e.g., polyurethane, neoprene, etc.) must meet California State Technical bulletin. Mattresses have to be tested by ASTM E 162 and E 662 standards.	Y N NA	
F.2.5	All curtains and drapes in the housing units are flame retardant. *Note: Curtains, drapes, etc. shall be flame resistant by testing in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.	Y N NA	
F.2.6	The facility does not use polyurethane cushioned furniture in the housing units. *Note: Upholstered furniture must meet the requirements of NFPA 260 and NFPA 261.	Y N NA	

SAFETY AND SANITATION: Control of Dangerous Materials

F.3 The Facility Director controls the storage, exposure, use, and disposal of all flammable, caustic, toxic, and hazardous materials and other waste in compliance with OSHA and any other applicable requirements.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
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Reviewer's Initials:	Date:
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On-Site Assessment Items:

Review relevant policies, procedures, and documentation concerning control of dangerous materials.

Interview facility management staff, corrections staff, security staff, and detainees concerning the handling of caustic and toxic materials.

Obtain copies of policies and procedures for the control of flammable, caustic, and toxic materials.

Look for approved trash containers during tour of the facility.

Inspect flammable storage cabinets.

	Review Checklist		Comments
F.4.1	Ensure written policies and procedures exist for environmental control. These policies include at least the implementation subjects addressed in this section, and also:	Y N NA	
F.4.1a	A comprehensive sanitation and hygiene program	Y N NA	
F.4.1b	The control of vermin and pests	Y N NA	
F.4.1c	Daily housekeeping and maintenance schedules.	Y N NA	
F.4.1d	Preventive maintenance systems such as the HVAC system and refrigeration units	Y N NA	
F.4.2	Policies and procedures are communicated to:		
F.4.2a	Appropriate staff members	Y N NA	
F.4.2b	Detainees, where appropriate	Y N NA	
F.4.3	Policies and procedures are reviewed and updated.	Y N NA	
F.4.4	Federal, state, or local sanitation and health officers inspect the facility.	Y N NA	
F.4.4a	Inspection reports are maintained.	Y N NA	
F.4.5	Qualified personnel conduct thorough monthly inspections and/or reviews.	Y N NA	
F.4.5a	Inspection reports are maintained.	Y N NA	

F.4.6	Qualified staff conduct weekly sanitation inspections and/or reviews.	Y	N	NA	
F.4.6a	Inspection reports are maintained.	Y	N	NA	
F.4.7	Personnel in the field of vermin and pest control conduct monthly inspections and/or reviews and treat as needed.	Y	N	NA	
F.4.7a	Inspection reports are maintained.	Y	N	NA	
F.4.8	Hazardous and medical wastes and disposable sharps are locked, secured and labeled.	Y	N	NA	
F.4.9	Hazardous waste and medical waste tracking documents are maintained.	Y	N	NA	
F.4.10	A program exists to monitor environmental conditions.	Y	N	NA	
F.4.10a	Lighting	Y	N	NA	
F.4.10b	Ambient and water temperature	Y	N	NA	
F.4.10c	Air volume	Y	N	NA	
F.4.10d	Noise levels	Y	N	NA	
F.4.10e	Reports are reviewed to determine necessary actions to ensure compliance.	Y	N	NA	
F.4.11	The following are maintained at levels appropriate(?) for health and safety:				
F.4.11a	Lighting,	Y	N	NA	
F.4.11b	Ambient and water temperatures	Y	N	NA	
F.4.11c	Air volume	Y	N	NA	
F.4.11d	Noise levels	Y	N	NA	

F.4.12	Maintenance systems such as the HVAC system and refrigeration units documents/inspections and/or reviews/maintenance reports maintained.	Y	N	NA	
F.4.12a	Documentation is reviewed and necessary actions are taken.	Y	N	NA	
F.4.13	For facilities not serviced by a public water supply, the facility ensures that the non-public water supply is tested daily and certified by the local authority with jurisdiction.	Y	N	NA	

