

 <p>Department of Corrections and Community Supervision</p> <p>DIRECTIVE</p>	TITLE		NO. 4902
	Facility Fires and Related Emergencies		DATE 10/28/2025
SUPERSEDES DIR #4902 Dtd. 12/22/22	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to) ACA Expected Practices 5-ACI-3B-12, 2-CO-3B-01, 4-ACRS-1C-12; Directives #4004, #4060, and #4908	APPROVING AUTHORITY 		

I. DESCRIPTION: This procedure is designed to be used as a guide to respond to facility fires or related emergencies. LIFE AND SAFETY OF ALL OCCUPANTS MUST BE GIVEN THE FIRST CONSIDERATION.

This procedure is designed only to provide guidelines. Each situation must be handled by the officer or employee in charge using their best judgment. Solutions will vary based on the type, nature, and needs of each fire or emergency. When a fire is easily extinguishable, and of no direct identifiable threat to life and safety, appropriate action shall be taken to extinguish the fire immediately.

The Watch Commander will be notified immediately in all cases when, in the opinion of the Fire/Safety Officer (FSO) or Deputy FSO in charge of the fire or emergency situation, outside assistance is needed; the Watch Commander shall evaluate the recommendation and take appropriate action.

II. PROCEDURE

A. The officer/employee in the fire/emergency area, upon discovery of a fire, shall:

1. Apply the steps identified by the acronym "RACE:"
 - a. RESCUE anyone in immediate danger.
 - b. ACTIVATE fire alarm for evacuation.
 - c. CONTAIN fire by closing doors and windows.
 - d. EXTINGUISH fire if possible.

2. Alert others in area as to the existence of the fire.

3. Direct all incarcerated individuals and staff to safe areas.

Any individual in a life-threatening situation must be given first consideration and attention.

B. The staff monitoring the facility fire alarm system shall report all fire alarms and reports of fires to the Watch Commander, Area Supervisor, and FSO or Deputy FSO immediately.

All fire alarms must be responded to and cleared per Directive #4908, "Facility Arsenals."

C. The Area Supervisor or Watch Commander shall:

1. Direct essential equipment and resources to the area of the emergency including:
 - a. All necessary keys.

- b. Additional security staff to assist in an evacuation to include, assigning staff to assist any facility employee or incarcerated individual, if necessary, that requires assistance to evacuate the area.
 - c. Fire response team members and necessary fire emergency equipment.
 - d. Any other emergency equipment that may be needed.
- Notify the FSO or Deputy FSO at once. If conditions warrant, notify the Superintendent and the Officer-of-the-Day, or the Deputy Superintendent for Security.
2. Arrange first aid, medical treatment, or medical care for any employees or incarcerated individuals in need of it or complaining of any fire-related physical discomfort.
 3. Secure the affected area to ensure that it remains untouched until all investigations are completed.
 4. Ensure that the Communications Control Center is notified as required by Directive #4004, "Unusual Incident Report."
 5. Ensure that the FSO has received necessary reports for all facility-related fires.
- D. The FSO or Deputy FSO as applicable shall:
1. Upon arrival, evaluate the situation and if it is deemed that additional firefighting help is needed, recommend necessary action to the Watch Commander.
 2. Take charge of extinguishment if necessary, and in accordance with procedures set forth in Directive #4060, "Facility Fire Prevention," or until an outside fire chief arrives.
 3. Whenever a local fire department has been called, act as liaison between the facility and the local fire department.
 4. After the fire has been extinguished and the fire scene has been secured and investigated; authorize re-entry, when appropriate, if the area had been evacuated previously.
 5. Complete [Form #1598](#), "Report of Fire," and the "New York State Fire Reporting System" form after the fire is extinguished. If the fire is in an incarcerated individual's cell, cube, or room, indicate the name(s) and DIN(s) on the report. Retention period for [Form #1598](#) and the "New York State Fire Reporting System" form is five years.

NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION REPORT OF FIRE

GENERAL INSTRUCTIONS:

*Please type. Attach copies of photographs, newspaper accounts, and official fire company reports.
This form must be filled out in addition to O.F.P.C. DOS-348 (Directive #4060)*

1. FACILITY:		2. FDID NO:	3. INCIDENT NUMBER:	4. INCIDENT DATE:
5. ALARM TIME:	6. ARRIVAL TIME:	7. LAST UNIT CLEAR:	8. EXACT LOCATION WHERE FIRE ORIGINATED:	
9. IF CELL OR CUBE FIRE, LIST RESIDENT INCARCERATED INDIVIDUAL(S) BY NAME AND DIN#				
10. FIRE APPARATUS:		11. NUMBER OF PERSONNEL:	12. EQUIPMENT INVOLVED:	
13. FIRE ALARM SYSTEM ACTIVATED:	14. SPRINKLERS ACTIVATED:		15. SUPPRESSION SYSTEM ACTIVATED:	
16. MUTUAL AID RECEIVED:				
17. WHO EXTINGUISHED THE FIRE:				
18. TYPE OF EXTINGUISHER USED & AMOUNTS USED:				
19. PROPERTY USE:				
20. DOLLAR LOSS / PROPERTY DAMAGE:				
21. APPARENT CAUSE:				
22. INJURIES:				
23. EXTENT OF EVACUATION:				
24. NARRATIVE SUMMARY – Include statements by witnesses and other pertinent data. Use reverse side if necessary.				

SIGNATURE	TITLE	DATE
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