
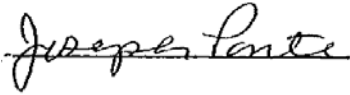


<b>POLICY TITLE: UNIT SAFETY AND SANITATION</b>		<b>PAGE 1 OF 3</b>
<b>POLICY NUMBER: 28.8</b>		
<b>CHAPTER 28: UNIT MANAGEMENT</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>Approved by Commissioner:</b>  	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
	<b>EFFECTIVE DATE:</b> <b>February 1, 2002</b>	<b>LATEST REVISION:</b> <b>December 30, 2011</b>

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A., Section 1403.

**II. APPLICABILITY**

All Departmental Adult Facilities

**III. POLICY**

It is the policy of the Maine Department of Corrections to ensure that the highest levels of sanitation and safety are maintained within each management unit. Each Chief Administrative Officer shall develop, implement and monitor plans to ensure that the facility's sanitation and safety program complies with applicable regulations and standards of good practice to protect the health and safety of prisoners and staff. Ensuring a safe and sanitary environment impacts greatly on the morale of a facility and in the pride that both staff and prisoners take in the appearance of their work, living and activity areas.

**IV. CONTENTS**

Procedure A: Fire Safety/ Evacuation Plan  
Procedure B: Unit Housekeeping Plan

**V. ATTACHMENTS**

None

**VI. PROCEDURES**

**Procedure A: Fire Safety/ Evacuation Plan**

1. The Fire Safety Officer, in cooperation with the Unit Manager, shall ensure that a comprehensive fire safety plan is developed for each unit in the event of fire or other major emergency. This plan must be certified by an independent, outside inspector trained in national fire safety codes. Unit Managers shall be responsible for collaborating with the Fire Safety Officer in the development and implementation of the plan as it affects the management units. The Fire Safety Officer shall ensure that there is a system of inspections in place to implement the facility-wide plan. Unit Managers and their staff shall be responsible for implementing those aspects of the plan related to the units and reporting and taking steps to resolve any areas found to be in non-compliance. The plan shall include:
  - a. an evacuation plan to be posted in all staff and common prisoner living areas in each unit. This plan shall display a drawing of evacuation routes to exit the building in the event of a fire or other designated emergency;
  - b. location of posted plan;
  - c. use of exit signs and directional arrows for traffic flow;
  - d. quarterly drills;
  - e. training for all staff to prepare to respond to fires, fire alarms and/or other emergencies;
  - f. a method to instruct prisoners concerning emergency procedures;
  - g. provision for an adequate fire protection service;
  - h. a system of periodic fire inspection and testing of fire safety equipment and systems;
  - i. availability of fire protection equipment at appropriate locations throughout the facility;
  - j. a system of weekly and monthly safety inspections by appropriately trained and qualified staff;
  - k. annual review of the fire/safety plan, to be updated as needed;
  - l. training for staff in safety inspections; and
  - m. an inspection checklist which includes procedures to correct deficiencies

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## **Procedure B: Unit Housekeeping Plan**

1. The Unit Manager, in cooperation with the unit team, is responsible to develop a written housekeeping plan for each unit that addresses the daily housekeeping and regular maintenance cleaning activities that must be routinely performed by staff or prisoners under staff supervision. The housekeeping plan must include:
  - a. weekly sanitation inspections of all unit areas by a designated unit staff member;
  - b. monthly sanitation inspection by a Unit Sergeant;
  - c. schedule of specific cleaning instructions for the prisoner work crew or maintenance staff for both the prisoner living and common areas and staff work areas;
  - d. training for prisoner work crews in proper cleaning techniques and utilization of equipment and chemicals;
  - e. inventory, storage and control of cleaning supplies;
  - f. inventory, control, storage and disposal of flammable, toxic and caustic materials; and
  - g. an inspection checklist which includes procedures to correct deficiencies

## **VII. PROFESSIONAL STANDARDS**

None

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