

Custodial Operations Policy and Procedures

13.5 Fires

Policy summary

When dealing with fires in correctional centres, the priorities are:

- fire prevention
- preservation of life
- protection of property
- protecting the health and safety of potentially affected persons
- maintaining the security and good order of correctional centres
- identifying the cause of a fire.

A fire within a correctional centre is categorised by several factors. An effective response to cell fires incorporates the cell design and ventilation and includes security risks. Fires can range from minor to major and the response to the fire will differ accordingly.

Fire Incident Management reflects the level response and attendance by external agencies as Level 1, Level 2 or Level 3 in alignment to AIIMS 2017 principles.

Centre management in Rapid Build correctional centres must ensure that all responsibilities have been allocated to meet operational needs in Local Operating Procedures (LOPs).

The daily structure identified in the LOPs shall be reflected within the ‘Local Emergency Plans – Fire’ to ensure the prescribed fire engineer’s performance criteria are achieved.

Management of public correctional centres service specifications

Service specification	Safety and security
-----------------------	---------------------

Scope

This section applies to all correctional centres and other facilities administered by or on behalf of Corrective Services NSW (CSNSW).

It also applies to all CSNSW employees, and where relevant to other personnel such as, JH&FMHN, contractors, subcontractors, and visitors.

For Security & Intelligence (S&I) Staff, this policy must be read in conjunction with S&I Local Operations Procedures (LOPs).

Requirements to upload data to evidence.com or share evidence from evidence.com may not apply to privately managed correctional centres who may have their own evidence management system and processes in place.

While it is not mandated that privately managed correctional centres use evidence.com, other aspects of this policy document must be complied with. If there is any conflict with process related matters described in this document, and where there is reference to specific CSNSW business units, privately managed correctional centres should seek further advice from the relevant contract management team.

Table of contents

1	Fires and response levels	5
1.1	Priorities	5
1.2	Major Fire	5
1.3	Minor Fire	5
1.4	Response levels	5
1.5	Calling Fire & Rescue NSW	6
1.6	Local emergency plans for fire	6
2	Containment and safety apparatus	6
2.1	Containing fires	6
2.2	Self-Contained Air Breathing Apparatus and smoke hoods	7
2.3	Extinguishing minor fires	7
3	Evacuation of persons	7
3.1	Assembly points	7
3.2	Cell fires	7
3.3	Dormitories, common areas and roof spaces	7
3.4	Mustering and accounting for inmates	7
3.5	Accounting for staff and visitors	8
3.6	Crime scene preservation	8
3.7	Resetting Fire Indication Panel	8
3.8	Procedures for first responding officer	8
3.9	Procedures for Gate OIC	9
4	Emergency coordinator	9
4.1	Role and responsibilities	9
4.2	Extinguished fires and safety assessments	10
4.3	Security escorts for emergency services personnel	10
4.4	Procedures for emergency coordinator taking charge of a response	10
4.5	Procedures for preparation of arrival of external emergency services	11
4.6	Procedures for emergency coordinator after arrival of FRNSW	11
5	The CSNSW site controller	11

5.1	Role and responsibilities	11
5.2	Initiating emergency plans	12
5.3	Procedures for site controller (Level Three incidents)	12
6	Reporting	13
6.1	Incident/witness reports	13
6.2	Serious incident and IRM reporting	13
6.3	Evidence.com	13
6.4	SafeWork NSW	13
6.5	Procedures for notifying SafeWork NSW	14
6.6	NSW Police Force	14
7	Post incident medical attention & support	14
7.1	Medical attention for staff	14
7.2	Procedures for providing medical attention for staff	14
7.3	SafetySuite Notification E-Form	15
7.4	EAP critical incident support	15
7.5	Procedures for EAP critical incident support	15
7.6	Medical attention for visitors and inmates	16
7.7	Support service provision for inmates	16
8	After action review	16
8.1	Policy	16
8.2	Procedures	17
9	Damage and security survey	17
9.1	Inspection and report	17
9.2	Procedures for inspection and report	17
9.3	Safety clearance	18
10	Quick links	18
11	Definitions	18
12	Document information	20

1 Fires and response levels

1.1 Priorities

When dealing with fires in correctional centres, the priorities are:

- fire prevention
- preservation of life
- protection of property
- protecting the health and safety of potentially affected persons
- maintaining the security and good order of the correctional centre
- identifying the cause of a fire.

1.2 Major Fire

A major fire is one with potential to threaten life or property and disrupts the operations of the correctional centre. It may involve closing down affected areas of the centre. The Officer in Charge (OIC) must ensure that the centre's fire emergency plan is implemented and Fire & Rescue NSW (FRNSW) is called as soon as possible in the event of a major fire.

1.3 Minor Fire

A minor fire is a localised and easily controlled fire. It may involve such things as furniture, garbage bins, and cell items, and is a fire that does not cause structural damage, injuries or a substantial amount of smoke, and does not require closing down any areas of the centre. A minor fire should still be reported to the local fire agency who will decide whether or not their attendance is necessary.

1.4 Response levels

A **Level One** response is a local response to a minor fire with no FRNSW attendance. Fires extinguished locally which did not activate an automatic fire alarm should be reported to FRNSW for their records and or inspection.

A **Level Two** response can involve a minor or major fire where FRNSW and other emergency services attend the centre. A Level 2 response will have an Emergency Coordinator.

A **Level Three** response involves emergency services and can include multiple incidents from the same event such as evacuation, injury, fire, smoke and security issues. A Level Three response will have a CSNSW Site Controller and a static command post. Emergency Coordinators should be assigned to take charge of separate incidents.

1.5 Calling Fire & Rescue NSW

FRNSW must be called to attend any fire that has been extinguished via dedicated fire suppression or extinguishing measures regardless of whether there was an automated fire alarm notification. The Emergency Coordinator will either call FRNSW or nominate an officer to call.

In the case of a Level One incident (which did not activate an automatic fire alarm), the incident should be reported to **FRNSW who will decide whether or not their attendance is necessary based on the information provided by the caller**. The calling officer should immediately notify the Emergency Coordinator and inform them whether the fire agency will attend.

Note: FRNSW will only enter a correctional centre when the inmates are contained. FRNSW can refuse to enter the centre if they believe they are at risk of harm from inmates.

1.6 Local emergency plans for fire

Local Emergency Plans for Fire (LEP-Fire) are a requirement of *Australian Standard 4083 Planning for Emergencies*. A LEP-Fire details the fire response for each building on each shift. Some LEPs-Fire requires performance criteria which are listed by the fire engineer in the design plans. These criteria must be adhered to.

The LEP-Fire provides clear response guidance tailored to individual buildings and their security arrangements. Staff must familiarise themselves with their correctional centre's LEP's- Fire as these will contain their response status and protocol for each location on each shift.

The correctional centre will also have a *NSW Pre-Incident Plan Information Folder* for responding FRNSW officers (**refer COPP section 15.2 Fire safety and maintenance**).

Primary fire training is conducted by the Fire Safety Management Unit, Security & Intelligence at sites in coordination with the Custodial Training Unit.

2 Containment and safety apparatus

2.1 Containing fires

Fires may be contained from spreading or intensifying by closing doors and windows in order to:

- starve the fire of oxygen
- prevent heat and flames from reaching other combustible materials
- prevent the spread of smoke.

The electricity supply must be shut off to prevent persons being electrocuted.

2.2 Self-Contained Air Breathing Apparatus and smoke hoods

First responders, who attempt to contain or extinguish a fire, or rescue persons from a fire, must wear a smoke hood or Self-Contained Air Breathing Apparatus (SCABA).

2.3 Extinguishing minor fires

Correctional officers should only attempt to extinguish minor fires using the supplied fire extinguishers or fire hoses. Extinguishing major fires is extremely dangerous and should only be attempted by fire officers from FRNSW.

3 Evacuation of persons

3.1 Assembly points

Staff, visitors and inmates at risk of injury from fire and smoke must be immediately evacuated to a safe area (designated as primary and secondary assembly points in LEP-Fire and Evacuation Diagram).

Inmates must be evacuated to an alternate secure area if FRNSW requires access via a primary assembly point.

3.2 Cell fires

Occupants of the affected cell must be evacuated to the primary assembly point first followed by occupants of cells next to and directly above the affected cell. Occupants from the remaining cells must be evacuated if they will be affected by smoke.

If a fire is extinguished and contained, there may be no need to evacuate any further inmates from cells. However, a check of all inmates' wellbeing must be conducted. Inmates with known respiratory conditions or those complaining of breathing difficulties must be evacuated.

3.3 Dormitories, common areas and roof spaces

Evacuate **all** inmates from the dormitory or accommodation area to a safe area (designated as primary and secondary assembly points in LEP-Fire and Evacuation Diagram).

3.4 Mustering and accounting for inmates

Inmates must be mustered or formally accounted for at the earliest opportunity once a response to a fire has been initiated. This is to ensure:

- no inmate is exposed to danger by being trapped in a fire area
- the fire is not used as a diversion to enable a breach of security such as an escape.

Staff, particularly staff assigned to control rooms, armed posts and at points of entry and exit, must remain alert to the possibility that inmates may take advantage of a fire in order to escape or commit other breaches of security or discipline.

At the conclusion of the fire emergency, a muster must be conducted to account for all inmates.

3.5 Accounting for staff and visitors

All staff and visitors must be accounted for. If any staff member or visitor is not accounted for, a search must be conducted to locate them, providing it is safe to do so. The FRNSW Senior Fire Officer must be immediately informed of any missing or trapped persons.

3.6 Crime scene preservation

If there is evidence or there is a reasonable suspicion that a fire was deliberately lit, or serious injury or major property damage occurred, the location of the fire and any related evidence must be preserved in accordance with **COPP section 13.8 Crime scene preservation**.

3.7 Resetting Fire Indication Panel

A Fire Indication Panel must be reset following a fire but only by FRNSW or a contracted technician. Staff may press the ‘Bell Isolate’ button on the panel to enable clear communication.

3.8 Procedures for first responding officer

	Procedure	Responsibility
1.	Immediately assess any potential risks or hazards.	First responding officer (FRO)
2.	Immediately alert all staff to the fire by calling for assistance via radio, duress/emergency alarm or any other means possible.	FRO
3.	Apply a smoke hood or SCABA for protection from smoke inhalation if attempting to extinguish or contain the fire or to rescue persons.	FRO
4.	Rescue persons from immediate danger with due regard to your own safety.	FRO
5.	Evacuate persons to a safe area (designated primary or secondary assembly points).	FRO
6.	Provide first aid and initiate medical emergency procedures if persons are seriously injured or seriously ill (refer to COPP section 13.2 Medical emergencies).	FRO
7.	Contain and extinguish the fire if safe to do so.	FRO

	Procedure	Responsibility
8.	Make a note of: <ul style="list-style-type: none"> any evidence which may help to ascertain the cause of the fire the identity of anyone in the vicinity of the fire. 	FRO
9.	Secure perimeters and preserve evidence in accordance with crime scene preservation procedures (refer to COPP section 13.8 Crime scene preservation).	FRO

3.9 Procedures for Gate OIC

	Procedure	Responsibility
1.	Ensure the <i>Pre-Incident Plan Information Folder</i> and site plans are ready for FRNSW officers attending Level 2 or 3 fires.	Gate OIC
2.	Provide FRNSW with the <i>Pre-Incident Plan Information Folder</i> and site plans located on the Red Fire Emergency Plan Box in the vehicle dock (refer to COPP section 15.2 Fire safety and maintenance) Note: The Red Fire Emergency Plan Box should be located in the vehicle access gate and should contain the Fire brigades Pre-Incident Plans, site and floor plans and the SDS folder. The box should be in an area protected from the weather. LOPs must specify where the Red Fire Emergency Plan Box is located.	Gate OIC
3.	Provide FRNSW immediate access to the correctional centre as soon as the Emergency Coordinator or Site Controller declares it safe to enter.	Gate OIC

4 Emergency coordinator

4.1 Role and responsibilities

Within a correctional centre, the Emergency Coordinator manages the incident at the location of the fire. The CSNSW Site Controller may assign an officer to perform the role of the Emergency Coordinator if not linked to the LEP-Fire. When a fire is attended by a fire agency, the Emergency Coordinator will wear the appropriate tabard to be identifiable to external emergency services agencies.

The Emergency Coordinator is responsible for arranging musters and accounting for inmates as soon as practicable and at the conclusion of the emergency.

Note: Tabards can be purchased from CSI who will supply them to the centre.

4.2 Extinguished fires and safety assessments

If FRNSW has been called but the fire is extinguished before they arrive, the Emergency Controller must ensure FRNSW is informed that there is no longer an emergency. However, FRNSW must be requested to inspect the scene of the fire and ensure that no further danger exists. FRNSW will decide whether or not their attendance is necessary based on the information provided by the caller.

Where a minor fire has been extinguished, the Emergency Coordinator must direct the centre's Fire Safety Manager to inspect the site of the fire to determine whether the fire has been completely extinguished and cannot reignite. If the Fire Safety Manager is not available, the Emergency Coordinator will make this assessment.

The centre's Fire Safety Manager, the CSNSW Manager of Fire Safety & Environmental Risk Management, or FRNSW are all available to the Governor or OIC to advise if an area is safe to reuse, if doubt any exists.

4.3 Security escorts for emergency services personnel

The Emergency Coordinator is responsible for ensuring correctional officers escort and remain with FRNSW officers throughout the incident. The escorting officers are to:

- provide security for FRNSW officers and appliances
- facilitate access for FRNSW to all areas
- facilitate communications between CNSW officer and FRNSW officers.

The Emergency Coordinator is responsible for ensuring correctional officers escort and remain with JH&FMHN and NSW Ambulance Service paramedics throughout an incident (**refer to COPP section 13.2 Medical emergencies**).

4.4 Procedures for emergency coordinator taking charge of a response

	Procedure	Responsibility
1.	Obtain immediate verbal briefing from the first responding officer concerning the fire and all response actions.	Emergency Coordinator
2.	Ensure any persons in danger or potential danger from fire or smoke are evacuated to designated primary or secondary assembly points.	Emergency Coordinator
3.	Ensure FRNSW are called immediately on "Triple Zero" 000 where a Level 2 response is necessary.	Emergency Coordinator
4.	Ensure JH&FMHN and NSW Ambulance have been called to attend to any injured persons.	Emergency Coordinator
5.	Ensure staff, visitors and inmates are accounted for as soon as practicable.	Emergency Coordinator
6.	Ensure that a video camera is used to record the incident and any substantial property damage as soon as practicable.	Emergency Coordinator

4.5 Procedures for preparation of arrival of external emergency services

	Procedure	Responsibility
1.	Ensure gate officers, control room officers and officers controlling access points are informed of the expected arrival of FRNSW, NSW Ambulance Service or JH&FMHN personnel.	Emergency Coordinator
2.	Ensure security escorts are provided to FRNSW, JH&FMHN and NSW Ambulance Service personnel.	Emergency Coordinator
3.	Wear the Emergency Coordinator tabard to identify yourself to external emergency services agencies.	Emergency Coordinator

4.6 Procedures for emergency coordinator after arrival of FRNSW

	Procedure	Responsibility
1.	Provide FRNSW information about: <ul style="list-style-type: none"> the location and nature of the fire any trapped or missing persons any known hazards any shutoff switches, valves or taps, and any security issues which could affect FRNSW ability to fight the fire 	Emergency Coordinator
2.	When safe entry for FRNSW is assured: <ul style="list-style-type: none"> provide FRNSW with direction to the Fire Indication Panel give control of the fire scene to FRNSW Senior Officer 	Emergency Coordinator
3.	Advise the CSNSW Site Controller of all actions taken (Level Three incidents only)	Emergency Coordinator
4.	Ensure perimeters are secured and evidence preserved in accordance with crime scene preservation procedures (refer to COPP section 13.8 Crime scene preservation).	Emergency Coordinator

5 The CSNSW site controller

5.1 Role and responsibilities

The Governor, OIC or delegate of the correctional centre fulfils the role of the designated CSNSW Site Controller. The Site Controller has authority and control over all emergency responses in the correctional centre during Level Three incidents.

The Site Controller must establish a static Command Post and wear the appropriate tabard during a Level Three incident so that they are clearly identifiable to the fire agency.

5.2 Initiating emergency plans

In the event of a multiple incidents, the Site Controller is responsible for initiating the local emergency plans including fire response and to establish a Command Post as per Australasian Interagency Incident Management System (AIIMS) 2017 guidelines.

5.3 Procedures for site controller (Level Three incidents)

	Procedure	Responsibility
1.	Establish a static Command Post to provide overall direction of emergency management activities relative to individual emergency needs.	Site Controller
2.	Confirm the fire agency has been called to attend.	Site Controller
3.	Wear the CSNSW Site Controller tabard to identify yourself to external emergency services agencies.	Site Controller
4.	Establish clear communications.	Site Controller
5.	Maintain an Emergency Management Structure relative to operational requirements.	Site Controller
6.	Appoint Emergency Coordinators for each incident as needed.	Site Controller
7.	Initiate relief and recovery arrangements, monitor safety and welfare as per AIIMS incident controller's checklist.	Site Controller
8.	Advise fire scene Emergency Coordinator to give control of the fire scene to the FRNSW Senior Fire Officer on arrival.	Site Controller
9.	Obtain ongoing verbal briefings from Emergency Coordinator(s) concerning the fire incident(s) including all actions taken and / or directions given.	Site Controller
10.	Ensure that all staff, visitors and inmates are formally accounted for at the earliest opportunity after a response to the fire has been initiated.	Site Controller
11.	Ensure Emergency Coordinator(s) have informed the FRNSW Senior Fire Officer of all persons trapped or not accounted for.	Site Controller
12.	Ensure a search of the centre is undertaken, if it is safe to do so, for any persons not accounted for.	Site Controller
13.	Report a major fire in accordance with COPP section 13.1 Serious incident reporting . For minor fires, ensure the fire is reported on the OIMS IRM as soon as practicable within two hours.	Site Controller

6 Reporting

6.1 Incident/witness reports

An *Incident/witness report* must be submitted to the Governor or OIC by all staff who:

- responded to the incident
- witnessed the incident
- were significantly involved in the management of the incident
- witnessed suspicious activity possibly connected to the fire.

An *Incident/Witness report* must contain a detailed account of the officer's involvement including any actions taken, decisions made or directions given. The report must be submitted as soon as possible and before ceasing duty.

Officers must write their reports from their own recollection of events and independently from each other. Reporting officers should have adequate facilities to meet this requirement (e.g. access to computers in separate areas).

6.2 Serious incident and IRM reporting

A major fire or any fire where a person is serious injured must be reported in accordance with **COPP section 13.1 *Serious incident reporting***. Key stakeholders will be notified by the Duty Officer (e.g. Manager Fire Safety & Environmental Risk Management).

A minor fire must be reported on the Incident Reporting Module (IRM) within two hours of the incident.

6.3 Evidence.com

All reports and documents including video footage relating to fires that may be required to be shared with internal or external stakeholders must be uploaded and shared via evidence.com

6.4 SafeWork NSW

SafeWork NSW must be immediately notified by telephone on **13 10 50** of a 'dangerous incident' as defined under section 37 of the *Work Health and Safety Act 2011* (NSW). This includes incidents involving the exposure of a person to a serious risk to their health or safety from immediate or imminent exposure to an uncontrolled fire or explosion, electric shock, or partial or total collapse of a structure, etc. (refer to subsection ***Definitions***).

Following a report to SafeWork NSW, the CSNSW Senior Human Resources Advisor, Work Health and Safety & Injury Management must be notified by email at safety@dcj.nsw.gov.au.

The Department of Justice (DJ) *Incident Notification Procedure* provides detailed information at Appendix A - *CSNSW Incident/Injury Notification Process* about the reporting processes.

6.5 Procedures for notifying SafeWork NSW

	Procedure	Responsibility
1.	Notify SafeWork NSW immediately where a person has been exposed to a dangerous incident at the correctional centre and note the SafeWork reference number.	Governor/OIC
2.	Notify the CSNSW Senior Human Resources Advisor, Work Health and Safety & Injury Management and provide the SafeWork reference number.	Governor/OIC

6.6 NSW Police Force

A major fire must be reported to the police if there is evidence or a reasonable suspicion that it was deliberately lit.

Correctional officers (responding officers and witnesses) must remain on duty and be available to assist investigating police unless permitted to cease duty by the Governor. Notwithstanding the need for staff to assist police, an officer must be excused from duty if the officer requires immediate medical treatment or immediate counselling.

A minor fire may be reported to the police if there is evidence or reasonable suspicion that was deliberately lit, unless the Governor or OIC decides to deal with the matter as a correctional centre offence (**refer to COPP section 14.1 Inmate discipline**).

7 Post incident medical attention & support

7.1 Medical attention for staff

If an officer requires medical attention, immediate arrangements must be made for the officer to be relieved from duty and to be taken by a colleague to a medical centre or hospital, unless the officer elects to proceed unaccompanied.

The officer may complete an *Incident/witness report* on their return to duty.

7.2 Procedures for providing medical attention for staff

	Procedure	Responsibility
1.	Arrange for an officer requiring medical treatment to be relieved from duty and taken by a colleague to a medical centre or hospital, unless the officer elects to proceed alone.	Governor/OIC
2.	Permit the officer to submit an <i>Incident/witness report</i> when next on duty.	Governor/OIC

7.3 SafetySuite Notification E-Form

Notification forms must be completed for the CSNSW insurer where injuries are sustained by any persons in correctional centres.

	Procedure	Responsibility
1.	Complete a <i>SafetySuite Notification E-Form for Employees</i> if injured on duty.	Employee or supervisor on their behalf
2.	Ensure a <i>SafetySuite Notification E-Form for Non-Employees</i> is completed for any injured non-employees injured at the correctional centre or inmates injured in the Governor's custody.	Governor/OIC

7.4 EAP critical incident support

The DCJ WHS *Critical Incident Support Procedure* provides that critical incidents include dangerous incidents and near misses.

The Employee Assistance Program (EAP) must be contacted on the day of the incident by telephone on **1300 687 327**. The EAP service provider will arrange for an external psychologist to attend the workplace and provide psychological support as soon as possible.

Workplace Peer Support Officers both on and off duty must be informed of the incident and all staff involved. On duty Peer Support Officers must be requested to provide practical support and assistance to all staff and their families, unless they are directly involved in the incident.

Following contact with EAP and Peer Support Officers, the CSNSW Senior Human Resources Advisor, Work Health and Safety & Injury Management must be notified by email at safety@dcj.nsw.gov.au.

The DCJ WHS *Critical Incident Support Procedure* provides detailed information at Appendix B – *Critical Incident Support Flowchart* about the critical incident support processes.

7.5 Procedures for EAP critical incident support

	Procedure	Responsibility
1.	Notify the EAP service provider as soon as possible and coordinate attendance of psychologist.	Governor/OIC
2.	Inform Peer Support Officers.	Governor/OIC
3.	Notify the CSNSW Senior Human Resources Advisor, Work Health and Safety & Injury Management.	Governor/OIC
4.	Comply with DCJ WHS <i>Critical Incident Support Procedure</i> .	Governor/OIC

7.6 Medical attention for visitors and inmates

Visitors requiring medical attention must be provided with first aid and referred to the NSW Ambulance Service for treatment.

Inmates with minor injuries must be referred to JH&FMHN or NSW Ambulance Service for treatment. If an inmate has sustained seriously injuries refer to **COPP section 13.2 Medical emergencies**.

If the inmate is admitted as an in-patient at a hospital (i.e. they will be remaining overnight in the hospital), the Governor must ensure the inmate's emergency contact person is notified (**refer to COPP section 6.2 Hospitalisation of inmates**).

7.7 Support service provision for inmates

Where an inmate was exposed to or affected by a fire, arrangements must be made for the inmate to be offered support service provision by a psychologist, another appropriate OS&P staff member, or JH&FMHN. The case manager must also be notified.

	Procedure	Responsibility
1.	Ensure an inmate is offered support service provision by OS&P. If accepted, notify the case manager and make a referral for the inmate.	Governor/OIC
2.	Ensure the referral is recorded in a case note unless the referral is made through opening the appropriate OIMS referral line.	Governor/OIC

8 After action review

8.1 Policy

The after action review is a quality assurance system to identify risks and provide an opportunity to strengthen internal controls, accountability or supervision. A review:

- provides all staff who were directly or indirectly involved in the fire incident the opportunity to discuss the incident and to identify effective responses as well as any deficiencies in the overall outcome of the incident
- allows staff to make recommendations to improve the response and management of any future incidents.

The review must be specific to operational matters and is not a group counselling session.

A review must be conducted for all major fires after officers have submitted incident reports and following the completion of police inquiries (if there is police involvement). The review may be conducted for minor fires where the Governor or OIC considers it would be beneficial for staff and centre operations.

A review must be conducted in the order that the events took place. Each event should be reviewed in light of the previously mentioned criteria. Details of the after action review must be documented and include any recommendations. The *After action review report* template is available for completion.

Recommendations for improvement and follow up action must be monitored. In the absence of some other local method, the follow up and monitoring must be included as a standing agenda item on the correctional centre’s management committee meeting.

8.2 Procedures

	Procedure	Responsibility
1.	Conduct an after action review into a major fire at the conclusion of FRNSW involvement and police inquiries (if police involved).	Governor/OIC
2.	Conduct an after action review into a minor fire where it would be beneficial for staff or centre operations.	Governor/OIC
3.	Document the review using the <i>After action review report template</i> .	Governor/OIC

9 Damage and security survey

9.1 Inspection and report

After a major fire has been extinguished and police and CSNSW Fire Safety Risk Management have released the crime scene, a damage and security survey of the correctional centre must be conducted as soon as possible.

The damage and security survey report must include a risk assessment of the correctional centre’s ability to securely and safely contain the inmate population.

Damaged area(s) and the inspection must be video recorded. Video evidence must be managed in accordance with **COPP section 13.9 Video evidence**.

9.2 Procedures for inspection and report

	Procedure	Responsibility
1.	Ensure a damage and security survey is conducted after a major fire is extinguished and the crime scene is released.	Governor/OIC
2.	Ensure a video recording is made of any damaged areas and the inspection.	Governor/OIC
3.	Submit a completed damage and security survey to the regional Director, Custodial Corrections.	Governor/OIC
4.	Submit the damage and security survey to the Assistant Commissioner, Custodial Corrections.	Director, Custodial Corrections

9.3 Safety clearance

A fire scene or damaged area must not be re-entered or re-occupied until FRNSW, NSW Police and/or SafeWork NSW release the scene to the Governor or OIC and declare it safe for entry or inmate reoccupation.

	Procedure	Responsibility
1.	Ensure that no person re-enters the scene until it is released by FRNSW/NSW Police/SafeWork NSW and declared safe for entry or inmate reoccupation.	Governor/OIC

10 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related documents](#)

11 Definitions

AIIMS	Australasian Interagency Incident Management System
COPP	Custodial Operations Policy and Procedures
Correctional centre	Any place of detention including a correctional centre, correctional complex, police or court cell complex or residential facility where inmates are in Corrective Service NSW custody
CSNSW	Corrective Services NSW
Critical incident	An incident that has the potential to provoke a strong emotional response, at the time, or soon after the incident
Dangerous incident	Section 37 of the <i>Work Health and Safety Act 2011</i> (NSW) defines a 'dangerous incident as an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

	<ul style="list-style-type: none"> (a) an uncontrolled escape, spillage or leakage of a substance, or (b) an uncontrolled implosion, explosion or fire, or (c) an uncontrolled escape of gas or steam, or (d) an uncontrolled escape of a pressurised substance, or (e) electric shock, or (f) the fall or release from a height of any plant, substance or thing, or (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations, or (h) the collapse or partial collapse of a structure, or (i) the collapse or failure of an excavation or of any shoring supporting an excavation, or (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or (k) the interruption of the main system of ventilation in an underground excavation or tunnel, or (l) any other event prescribed by the regulations, but does not include an incident of a prescribed kind.
DCJ	Department of Communities and Justice
DJ	Department of Justice
EAP	Employee Assistance Program
First responding officer (FRO)	A correctional officer who discovers a serious incident. There may be more than one first responding officer at any given incident and a first responding officer's duties may be shared
IRM	Incident Reporting Module
JH&FMHN	Justice Health & Forensic Mental Health Network
OIC	Officer in charge: the on-duty ranking correctional officer who is in charge of the correctional centre in the absence of the Governor, e.g. manager of security or night senior.
OIMS	Offender Integrated Management System
SCABA	Self-Contained Air Breathing Apparatus
WH&S	Work Health and Safety

12 Document information

Business centre:	Custodial Operations	
Approver:	Kevin Corcoran	
Date of effect:	17 June 2019	
EDRMS container:	18/7553	
Version	Date	Reason for amendment
1.0		Initial publication (<i>Replaces section 13.5 of the superseded Operations Procedures Manual</i>).
1.1	12/03/20	General formatting update and improvements
1.2	23/03/23	Addition of subsection 6.3 - inclusion of all reports and documents including video footage on evidence.com