	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>DEPARTMENT ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> ADM.08.01
		<b>SUPERSEDES (Policy No. &amp; Date):</b> ADM.08.01 or June 17, 2008	
	<b>SUBJECT:</b> <b>EMERGENCY RESPONSE MANUAL</b>		Page 1 of 6

## 1.0 PURPOSE

To establish guidelines for the development and maintenance of emergency response systems for corrections.

## 2.0 SCOPE

This policy applies to all Correctional Divisions of the Department. It shall be the responsibility of all Administrators to ensure that the methods of implementation for the emergency operations procedures are developed, followed, and appropriately updated.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

- a. Standards for Adult Correctional Institutions, 3rd Ed., American Correctional Association, sections 3-4209, 3-4210, 3-4211, 3-4212, 3-4213, 3-4208, 3-4205.
- b. ACT 211, SLH 1989, Establishment of the Dept. of Public Safety, Powers & Duties of the Director.

### .2 Definitions

- a. Emergency Situation: An unforeseen combination of circumstances or the resulting state, which is potentially harmful and calls for immediate action.
- b. Emergency Plans: Outlined actions which take place because of emergency situations. These plans include an assessment of vital and vulnerable areas of the office or facility location, a review of availability of resources to control the emergency, and procedures for command, control, communications and deployment.
- c. Mutual Aid: An agreement between various governmental agencies to provide assistance in times of emergency.

## 4.0 POLICY

- .1 The Department shall establish and maintain emergency response manuals for correctional facility operations. The Manuals shall contain emergency plans

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which can be utilized as resource material by command personnel during emergency situations such as escapes; disturbances; strikes; attacks or threats of attacks on visitors, employees or officials; fires; hostage situations; bomb threats; natural disasters; etc.

- .2 It is recognized that no manual, procedure or plan can cover all potential emergencies. There is no substitute for command personnel exercising sound judgment and making good decisions. Command personnel must constantly remember that their duty is to provide for the safety of the public and staff, while maintaining the security and control of their area of command.

## 5.0 PROCEDURES

### Manual Organization and Content

#### .1 Manual Location

Emergency Response Manuals shall be maintained in the following offices:

- a. Director
- b. Deputy Directors
- c. Inspections & Investigations Office (IIO)
- d. Division Administrators
- e. Branch Administrators
- f. Correctional Facility, Chief of Security (COS)
- g. Correctional Facility, Central Control Stations
- h. District/Circuit Court cell block control rooms
- i. Other offices as recommended by Administrators and approved by the appropriate Deputy Director, through channels.

#### .2 Administration Emergency Response Manual

Corrections Administration shall establish and maintain an emergency response manual. The policies in these manuals shall provide the guidelines for all divisions and branches to follow in developing emergency response procedures for their operations.

- a. Corrections Administration Emergency Response Manual
  1. Policy Format

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All emergency response policies issued by Corrections Administration shall employ a title block and codification system as outlined in Appendix B. A policy with a title block and policy number as outlined in Appendix B means the policy applies to all correctional facilities. The format for policy structure shall be the standard for Department Policy and Procedure as outlined in policy ADM.01.02, Department Directive System, Appendix H, Type A policy.

2. Chapter Organization

The emergency response manual shall consist of 14 chapters as outlined in Appendix C.

.2 Division/Branch Emergency Response Manual

a. Correctional Facility

Each Correctional Facility shall develop emergency response procedures tailored to their operations based upon guidelines provided by Corrections Administration. These guidelines will be identified by a policy with a title block and policy number as outlined in Appendix B.

1. Policy Format

The policies in Correctional Facility manuals shall employ a title block and codification system as outlined in Appendix E. The chapter number and policy number within the chapter shall correspond to the policy issued by Corrections Administration. Only the prefix changes to indicate the particular facility.

2. Chapter Organization

The facility emergency response manual shall consist of 14 chapters. These chapters are the same as that outlined for Corrections Administration (Reference Appendix C).

Accountability

- .1 Each Administrator shall maintain a log sheet, which shall be dated and signed by all supervisory personnel as an indication that they have reviewed and understand the material in their Emergency Response Manual. The log sheet shall be placed in the manual just before the table of contents.

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- .2 Each Administrator shall have their manual reviewed each year in June and shall:
  - a. Make, or have made, any necessary revisions and updates.
  - b. Submit a written report of the review and any actions taken to the division Administrator by July 15.
- .3 Division Administrators shall:
  - a. Compile a summary report of annual manual reviews and submit a copy to the appropriate Deputy Director and the Inspections & Investigations Office by July 30.
  - b. Review Manuals at least annually:
    - 1. Inform their subordinates in writing of the results of the review, and instruct them to make additions, deletions, and alterations to their manual, when necessary.
    - 2. Send a copy of such instructions or of the results of their review to the Deputy Director and the Inspections & Investigations Office.

Confidentiality and Security of the Manual

- .1 By their nature, many documents contained in the Emergency Response Manual must be considered confidential. While certain documents may be considered non-confidential or less sensitive than others, the entire Manual is to be considered confidential as a whole and maintained accordingly.
- .2 At no time shall Emergency Response Manuals be accessible to inmates or custodies or made available to anyone outside the Department without the specific approval of the Director upon the advice of the Attorney General's Office.
- .3 Loss of a Manual or any portion thereof or any compromise of the Manual's contents shall be reported immediately to the Director.

Method of Implementation

The emergency response procedures shall be implemented and kept in a state of constant readiness by a four-part program.

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.1 Initial Training Component

The initial training component shall consist of an overview of the emergency procedure, with an accent on the philosophical background and purposes of the emergency operations procedure, as well as an outline of the basic mechanics.

.2 Continued Training Component

- a. The continued training component shall be a series of refresher courses and drills for all staff, including but not limited to, the command support group and various emergency resource groups, such as fire fighter, plant engineers, and so forth.
- b. The continued training component shall be held from time to time during the year, and be the primary method through which general readiness for emergency response is maintained.
- c. It shall also serve to further indoctrinate new employees to the emergency operations procedures and therefore shall be a mandatory part of their in-service training at the first opportunity following their employment.

.3 Manual Component

Manuals shall be written, as needed, for the use of command staff and command support staff for use by these individuals during actual emergency incidents.

- a. The Manual shall be written with simplicity in mind in order to assist the commanders and support staff in following the emergency operations procedures.
- b. The Manual will not, however, contain any list of absolute responses to a given emergency situations, for it is a key element of the emergency operations procedure that command decision-making be totally flexible, based upon training and the commander's good judgment, rather than upon absolute orders written for hypothetical situations.

.4 Development & Revision Control Component

The development or revision of any emergency response policy and procedure shall be subject to the same controls for development and

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revision of Department policies as outlined in policy ADM. 01.01, Policy Coordination & Control. This applies to Type A and B policies.

Master Copy Maintenance

All master copies (policies with the original signature of the Director) of Department Administration policies governing emergency response procedures shall be maintained by the Office Service Staff of the Administrative Service Office under the Deputy Director for Administration. This applies only to those policies which have a policy number prefix of ERC and ERL. That office shall also be responsible for the promulgation of these policies upon signature by the Director.


The master copy of emergency response policies and procedures developed to implement a Department Administration policy shall be maintained by the respective division or branch.

APPROVAL RECOMMENDED:

  
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Deputy Director for Administration                      Date


JAN 0 1 2024

APPROVAL RECOMMENDED:

  
\_\_\_\_\_  
Deputy Director for Corrections                      Date

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APPROVED:

  
\_\_\_\_\_  
DIRECTOR    Date

JAN 0 1 2024

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