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Community Corrections Emergency Plans	ACA Standards: 2-CO-3B-02, 4-ACRS-1C-01, 4-ACRS-1C-01-1, 4-ACRS-1C-02M, 4-ACRS-1C-04M, 4-ACRS-1C-05M, 4-ACRS-1C-06, 4-ACRS-1C-07, 4-ACRS-1C-08M, 4-ACRS-1C-09M, 4-ACRS-1C-12M, 4-ACRS-1C-13M, 4-ACRS-1C-14M, 4-APPFS-3F-01, 4-APPFS-3F-02M		
Robert Patton, Director Oklahoma Department of Corrections	Signature on File		

Community Corrections Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters

An emergency is an unplanned or imminent event that affects or threatens the health, security, safety, or welfare of the public, employees, offenders, property or infrastructure. This procedure establishes guidelines to swiftly and effectively respond to such emergency situations, with the foremost goals of preserving life, protecting property, and restoring operations as quickly as possible.

For the purpose of this procedure, the term “offender” applies to individuals under community custody/supervision by the Oklahoma Department of Corrections (DOC).

I. Emergency Plans

Each district has developed and maintains a system of plans to address any emergency that may arise due to fire, riot, escape, natural disaster, utility failure or other cause. (4-ACRS-1C-02M, 4-APPFS-3F-02M)

A. Definition of an Emergency

Only the director may declare a departmental emergency. An emergency situation will be defined as, but not limited to, the following:

1. Maintaining control of offenders or operation of probation and parole offices, probation and parole sub-offices, community corrections centers (CCC), community work centers (CWC), community contract facilities (CCF), and their equipment that appear beyond the capability of the facility's immediate resources;
2. An immediate threat to the life of staff or offenders;
3. Large-scale destruction of department property;
4. Major disturbances such as an employee work stoppage, offender sit-down strike, visitor strike, disturbance, or multiple escapes; (4-ACRS-1C-06)
5. Major disasters such as fire, tornado, or other acts of nature affecting departmental facilities; and
6. Total loss of utilities (e.g., water, electricity, gas, potable water, loss of communication, etc.).

B. Establishment of Emergency Plans (4-ACRS-1C-02M, 4-APPFS-3F-02M)

Local procedures have been developed for responding to emergencies. Copies are provided to local authorities as appropriate. (4-ACRS-1C-05M) Emergencies will be analyzed and the results used to initiate or revise policy or procedure and/or to prevent future occurrences. (4-ACRS-1C-01, 4-APPFS-3F-01) Reviews will be conducted at least annually and shall include:

1. Departmental notification;
2. Duties of staff;
3. Damage assessment;
4. Plans for isolating emergency situations and minimizing the impact on the operations within the facility;
5. Plans for regaining control of emergency situations to include identification of what levels of force are available and standards for the use of force in compliance with [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents" when applicable;

6. Plans for handling other related emergencies (i.e. work stoppage or other job action, etc.); (4-ACRS-1C-06, 4-ACRS-1C-07)
7. Plans for ensuring the security and safety of the public, employees, and offenders. Written evacuation plans will be approved or certified by the authority having jurisdiction prior to distribution. (4-ACRS-1C-08M, 4-ACRS-1C-09M)

Plans for emergencies shall include:

- a. The evacuation of employees, non-involved offenders, and civilian visitors:
- b. The immediate release of offenders from locked areas including a backup release system. The backup release system will ensure prompt release and staff will be trained in the use and operation;
- c. Provisions for fire protection service and equipment throughout the facility to include the identification and response from the local fire jurisdiction. (4-ACRS-1C-12M, 4-ACRS-1C-14M) Implementation of a fire watch or evacuation in the event of a fire alarm system failure/shutdown or is out of service. (NFPA 101.7-6.1.8) (4-ACRS-1C-13M) The plan will include:
 - (1) The immediate notification of the facility head to include notification of the fire marshal; and
 - (2) The evacuation of the affected building/area or implementation of a fire watch to provide observation/protection for persons left unprotected by the shut down. The evacuation/fire watch shall remain in effect until the fire system can be returned to service. (NFPA 101.7-6.1.8)
- d. Plans will include diagrams of buildings/room floor plans. A copy of all facility diagrams will be maintained in a secure location as designated by the facility head. Diagrams will be posted in the orientation of the building/room in the event of an emergency situation and will include the following: (4-ACRS-1C-02M, 4-ACRS-1C-09M, 4-APPFS-3F-02M)
 - (1) Identification of building/room;
 - (2) Directional arrows for traffic flow;

- (3) Location of publicly posted evacuation plans;
 - (4) Identification of exits and exit signs; and
 - (5) In community correctional centers, fire evacuation drills will be conducted at least quarterly in all facility locations and on every shift, including administrative areas. (4-ACRS-1C-04M, 4-ACRS-1C-09) Weather and/or natural disaster drills will be conducted one time each quarter and cannot replace/be in lieu of a fire drill.
8. In community corrections centers, plans will include:
 - a. A system for testing firefighting equipment to ensure it can be used effectively in each area. Local fire jurisdictions should be included in this evaluation.
 - b. Identification of all equipment vital to maintaining security, health and welfare of staff and offenders to include identification of:
 - (1) Systems, equipment or processes that, if interrupted, would endanger the security of the facility;
 - (2) Potential causes or types of accidents/events that could interrupt utility services; and
 - (3) Standby resources, ensuring that the resources are immediately available and operational at all times.
9. Personnel assignments, to include the use of facility manpower for repairs, provisional security coverage, and determination of what additional manpower may be required if the emergency persists.
10. Plans for radio and/or cell phone communications as a backup to the facility telephone system will allow for uninterrupted communication within the facility and between the facility and the community. This will include appropriate actions that will be taken to disable a communication device or use of alternative means of communication in circumstances where radio communication has been breached and/or radio scanners could jeopardize the security of sensitive information.
11. The central Personnel Unit will maintain an updated list of employees who are trained hostage negotiators and those who are fluent in a second language or sign language, and are available to provide assistance to non-English speaking, hearing impaired or non-

speaking offenders in order to assist emergency committee commanders.

12. Any response to a hostage situation will be in accordance with [OP-050401](#) entitled "Hostage Situations."

C. Notification Procedures for Emergencies, Disturbances or Major Disasters

Upon learning a disturbance is in progress, or in response to a disaster, the supervisor in charge will initiate the notification and obtain information as to type, location, identity of staff, offenders, and others involved, and the magnitude of the emergency, disturbance or disaster.

1. Community Corrections Center, Community Work Center and Community Contract Facility Notification

The shift supervisor/supervisor in charge will notify the district supervisor. If the district supervisor cannot be reached, the duty officer will be notified. The district supervisor or duty officer will then initiate further departmental notification as detailed in item 3. below.

2. Probation and Parole Notification

District/sub-office staff will notify the district supervisor as soon as they become aware that an emergency situation may exist. If the district supervisor cannot be reached after normal business hours, the duty officer will be notified. The district supervisor or duty officer will then initiate departmental notification as detailed in item 3. below.

3. Departmental Notification

- a. The district supervisor/duty officer will notify the affected division manager in accordance with the "Community Corrections Reporting Process for Critical/Serious Incidents" ([Attachment A](#), attached).
- b. If the division manager/acting division manager cannot be reached, the district supervisor/duty officer will contact the administrator in their chain of command.
- c. The division manager/administrator will notify the associate director regarding the details of the emergency, who will then notify the Inspector general.
- d. The director will determine if the Governor, the Cabinet Secretary of Safety and Security and the Board of Corrections

members will be notified and determine the level of response necessary to contain the emergency.

D. Emergency Response Authority

Any major disturbance occurring at a probation and parole office, a community corrections center, a community work center, or community contract facility will require a district emergency task force to be formed under the direction of the district supervisor with the assistance of other departmental resources, local law enforcement, and other emergency service agencies as needed. District supervisors will contact law enforcement agencies and emergency service providers in their areas to establish agreements regarding emergency response in the event of an incident.

In situations where the response of the district supervisor cannot be immediate and/or insufficient staff members are available to create an emergency task force, the highest ranking staff member will assume control and act in accordance with the local emergency plan until properly relieved.

Direction of the emergency task force and responding local agencies will remain with the department at community corrections centers and community work centers.

1. Direction of the emergency task force at locations other than those above will be relinquished to the agency of local jurisdiction upon their arrival with the district emergency task force acting in a support role.

a. Community Corrections Center, Community Work Centers and Community Contract Facilities

The district supervisor will establish the emergency task force, request the assistance of local authorities, and act as liaison with assisting agencies to coordinate controlling the emergency.

b. Probation and Parole Office/Sub-Office

The district supervisor will establish the emergency task force, request the assistance of local authorities, and act as liaison with assisting agencies to coordinate controlling the emergency. Upon arrival of assistance, the district supervisor will brief the agency of the situation and relinquish control.

2. The assistant district supervisor will establish a support task force and maintain the normal, ongoing, daily operations of the district and

ensure the remainder of the offender population is fed, clothed, and transported to other facilities as necessary. In the event the incident is at a probation and parole office, the assistant district supervisor will ensure offenders and the public are directed to another location.

3. The district supervisor/senior staff on site will ensure constant communication with the agency operations command post if an emergency is declared by the director.

E. Corrections Emergency Response Team (CERT)

The district supervisor may request assistance from an institutional Corrections Emergency Response Team (CERT) through the chain of command.

II. Critical Incident Debriefing

A. Debriefing Process

Debriefing will be conducted after critical incidents as defined in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents." (4-ACRS-1C-01-1) The debriefing process includes coordination and feedback about the incident with designated staff of the facility as soon as possible after the incident. A debriefing includes, but not limited to:

1. A review of staff and offender actions during the incident;
2. A review of the incident's impact on staff and offenders;
3. A review of corrective actions taken and still needed; and
4. Plans for improvement to avoid another incident.

III. Severe Weather Damage Notification Procedures

A. Damage to Community Correction Facilities

1. Should damage to any community corrections facility occur due to severe weather, the affected division manager will be notified through the appropriate chain of command. If the division manager is unable to be contacted, the administrator will be notified. The administrator will notify the director.
2. The district supervisor will provide the division manager with an assessment of any damage to the facility via telephone no later than 9:00 a.m. the first working day following the severe weather event.

IV. Training and Distribution of Emergency Plans

A. Training

1. All community corrections staff will receive annual training in emergency plans. (4-ACRS-1C-04M)
2. Each district office, sub/office with three or more employees, and each community corrections center/community work center will conduct emergency drills as indicated below. All results of emergency drills are to be reported from the district supervisor to the director through the chain of command using the "Emergency Drill Report" ([Attachment B](#), attached).

a. Level One Drill

A level one drill is to be conducted, at a minimum, of once each month, on each shift when the majority of the offenders are present, and is defined as a situation whereby staff is given a scenario to act out which includes an evacuation drill. Examples of a level one drill are fire drills, severe weather drills, etc. This should not normally exceed one hour. (4-ACRS-1C-03M)

b. Level Two Drill

A level two drill is to be conducted at community corrections centers and community work centers once every six months and is designed to test the effectiveness of security procedures and the knowledge, skill and ability of staff implementing these procedures. This should not normally exceed one hour and offenders should not be utilized for a level two drill.

c. Level Three Drill

A level three drill is an annual drill that involves the entire facility/office. An example of a level three drill would be a complete facility shakedown or hostage situation (community corrections center's (CCC's) and community work center's (CWC's) will complete a facility shakedown and probation and parole office's will complete a hostage situation), in which the entire process would be walked through. At no time are offenders to be utilized as part of a level three drill.

B. Distribution of Emergency Plans

1. Emergency plans will be made available to all employees.
2. Copies of work stoppage plans will be available to those supervisory staff, as designated by the district supervisor. (4-ACRS-1C-06)
3. Duty officers will maintain a copy of the facility/sub-office emergency plans with them during their duty tour. Each facility and sub-office will establish locations within their site where emergency plans will be maintained and ensure all staff are made aware of access during annual in-service training.
4. Emergency plans will be distributed to local law enforcement, emergency service agencies and Inspector general only when the plan is revised/updated. (4-ACRS-1C-05M, 4-ACRS-1C-09M)
5. Emergency evacuation diagrams will be posted within the facility/sub-office where visible and accessible to all staff and the public.
6. The division manager and each respective administrator will maintain a copy of each district's emergency plans at the division office. (4-ACRS-1C-05M)

V. References

Policy Statement No. P-050100 entitled "Emergency Plans for the Oklahoma Department of Corrections:

OP-050108 entitled "Use of Force Standards and Reportable Incidents"

OP-050401 entitled "Hostage Situations"

VI. Action

The district supervisor is responsible for developing local procedures.

The district supervisor is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for annual review and revision.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

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Replaced: Operations Memorandum No. OP-053001 entitled "Community Corrections Emergency Plans for Riots, Disturbances and Major Disasters" dated August 21, 2013

Distribution: Policy and Operations Manual
Department Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Community Corrections Reporting Process for Critical/Serious Incidents"	Attached
Attachment B	"Emergency Drill Report"	Attached

