DATE:	JULY 1, 2018
NUMBER:	H.2
SUBJECT:	FACILITY EMERGENCY OPERATIONS MANUAL
RELATED SECTIONS:	H.1, H.3, H.4, I.3, I.5, I.7

PURPOSE

To mandate and provide the minimum guidelines for an Emergency Operations Manual (EOM) that will be maintained in each detention facility.

POLICY

Each detention facility will maintain an EOM that contains information pertinent to effective emergency responses for critical incidents. The administrative staff will review the EOM annually and update it as necessary.

PROCEDURE

I.   Each facility EOM will contain a title page displaying the following information:

      A.   The title of the manual, including the facility name.

      B.   Information regarding the most recent review of the EOM, including:

           1.   The date of the most recent review.
           2.   The name and signature of the person who completed the most recent review.

      C.   Information regarding the most recent update of the EOM including:

           1.   The date of the most recent update.
           2.   The name and signature of the person who completed the most recent update.

      D.   The name and signature of the facility commander approving the EOM.

II.   Every facility will maintain two versions of an EOM; an administrative EOM and a tactical EOM.

      A.   The administrative EOM is the complete version.

           1.   It will meet all of the minimum criteria presented within these guidelines.
           2.   It will contain staff phone numbers, Department phone numbers and community resource information as outlined in Section VII below.
           3.   Administrative copies will generally be kept in areas of the facility that are not normally accessible to inmates.

      B.   The tactical EOM is an abbreviated version.

1.   It will be similar to the administrative version of the EOM except:

      a.   It will not contain staff phone numbers.
      b.   It will not contain Department phone numbers outside the facility.
      c.   It will not contain community resource information.

2.   Copies of the tactical EOM will be distributed in areas of the facility where they can be readily accessed by line staff and used as a resource in the event of a critical incident.

C.   A facility may choose to maintain only an administrative EOM.

III.   Each facility EOM will contain a distribution page listing the locations of all copies of its EOM throughout the facility.

A.   The first section of the list will show the locations of all administrative copies of the EOM.

B.   The second section of the list will show the locations of all tactical copies of the EOM.

IV.   Each facility EOM will include section 6.1 of the Department's on-line <u>EOM</u>.

A.   Administrative staff will periodically review this section to determine if the staffing numbers presented in this section need to be updated.

B.   Updates to these staffing numbers will be directed to Division of Inspectional Services for submission to the Department's EOM committee.

V.   Each facility EOM will include the most recent version of facility Green Sheets corresponding to the following Detention P&P sections:

A.   H.1:   Fire Procedure
B.   H.3:   Evacuation Plans
C.   H.4:   Emergency Back-up Systems
D.   I.3:   Hostage Policy
E.   I.5:   Inmate Escape Procedure
F.   I.7:   Riot and Disorder Policy

VI.   Each facility EOM will include emergency operations checklists for specified emergency situations.

A.   The following checklists are mandatory for every facility EOM:

1.   Aircraft Crash
2.   Attack on Facility
3.   Bomb Threat
4.   Evacuation of Facility
5.   Escape of Inmate
6.   Fire
7.   Hostage Situation
8.   Medical Emergency

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         9.   Riot/Disorder

        10.   Weapons of Mass Destruction

B.   This list is not restrictive; each facility's command can determine whether to maintain additional checklists beyond the ten listed.

VII.   Each facility EOM will contain maps of the facility, subject to the following guidelines:

A.   The entire facility will be represented by a series of maps.

       1.   Every area populated by inmates will be represented in maps.
       2.   All areas populated by facility staff will be represented in maps.
       3.   All areas of the facility accessed by visitors will be represented in maps.
       4.   For those facilities which consist of multiple buildings, the overall layout of the facility will be represented by a map.

B.   All maps in the EOM will show evacuation routes.

       1.   Every map will show a primary evacuation route.
       2.   Every map will show a secondary evacuation route.
       3.   Potential holding areas for "in-facility" evacuations will be indicated on maps.

VIII.   Each facility EOM will contain phone numbers pertinent to emergency procedures.

A.   Every administrative copy of the EOM will contain a complete copy of the Department telephone directory.

B   Every administrative copy of the EOM will contain emergency phone numbers to all appropriate community resources including:

       1.   Local police, fire and medical agencies.
       2.   Any other potentially useful community resources.

C.   Every administrative copy of the EOM will contain fan-out sheets for all facility employees. Each fan-out sheet will:

       1.   Present each facility team on a separate page.
       2.   Include home phone numbers and any cell phone numbers where possible.

D.   An emergency notification phone list for the DSB Chain of Command will be maintained in all administrative copies of the EOM.

E.   Every copy of the tactical version of the EOM in the facility will contain an internal phone list for that facility. No other phone numbers need to be maintained in the tactical EOM.

IX.   Each facility EOM will contain the most recent version of the FPCON (Force Protection Conditions Guide)

X.   Each facility EOM will be reviewed annually and revised as necessary under the direction of the facility administrative sergeant and approved after each review or revision by the facility commander.

      A.   Part of the annual review of the EOM will be to confirm that all copies of the facility EOM are similar, with the tactical EOM being the abbreviated version.

      B.   The guidelines presented in this section are minimum standards for facility EOM's and are not intended to restrict facility command staff from including additional material in order to enhance emergency responses.

      C.   Each copy of an EOM, whether an administrative or tactical copy, will be maintained as a single binder and none of its contents will be divided into smaller volumes so sections can be distributed separately.