

<b>DATE:</b>	<b>April 23, 2022</b>
<b>NUMBER:</b>	<b>H.2.S</b>
<b>SUBJECT:</b>	<b>EMERGENCY OPERATIONS MANUAL</b>

**PURPOSE**

To provide the minimum guidelines for an Emergency Operations Manual (EOM).

**PROCEDURE**

- I. The South Bay Detention Facility (SBDF) will review our Emergency Operations Manual (EOM) on an annual basis, or as needed, to ensure the EOM is complete and updated to current standards outlined in Detention P&P Section H.2. The Administrative Sergeant shall be responsible for ensuring this review occurs on a timely basis. The Facility Commander will approve all reviews or changes.
  - A. SBDF will maintain both “tactical” versions and “administrative” versions of the EOM. Tactical versions will contain only facility phone numbers while administrative versions will contain phone contact numbers for staff and command staff. As fan out lists are updated, the Administrative Sergeant should ensure the EOM is immediately updated.
  
- II. The EOM will be kept in the following locations and will always be available for the review and use of security staff:
  - A. Deputy Stations
  - B. Control
  - C. Watch Commander’s Office
  - D. Facility Commander’s Office

If the EOM is taken offline for updates, a copy will be maintained at all times in the Watch Commander’s office for emergency use.