Section-05 Emergency Plans	OP-050102	Page: 2	Effective Date: 05/27/2022
Riots/Disturbances/Disasters	ACA Standards: 2-CO-3B-01M, 2-CO-3B-02M, 5-ACI-1A-22, 5-ACI-1C-13, 5-ACI-3B-01M, 5-ACI-3B-07, 5-ACI-3B-10M, 5-ACI-3B-11M, 5-ACI-3B-12M, 5-ACI-3B-14M, 5-ACI-6B-07M		
Scott Crow, Director **Oklahoma Department of Corrections**	**Signature on File**		

Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities

An emergency is an unplanned or imminent event that affects or threatens the health, security, safety, or welfare of the public, employees, inmates and offenders, property or infrastructure. This procedure establishes guidelines to swiftly and effectively respond to such emergencies, with the foremost goals of preserving life, protecting property, and restoring operations as quickly as possible. In the event the agency central office is unavailable or inaccessible, the agency COOP Plan will be instituted and steps taken to restore agency Continuity of Operations as outlined in that plan. (5-ACI-1A-22 b#4, 5-ACI-3B-14M b#1, b#3)

The facility head, assistant facility head and chief of security will not be present at the same time within the internal compound, which is defined as the area inside medium and maximum-security facilities where inmates are authorized to access and typically move without escort. All tours and inspections required in accordance with OP-130107 entitled "Standards for Inspections," and other directives will be conducted at intervals which provide at least one administrator outside of those defined boundaries. Any exception will require that all inmates are secured inside a cell/secured housing. The facility head, assistant facility head(s) and chief of security will not be present at the same time on the housing unit in which inmates are not able to be secured inside a cell.

I.   Emergency Plans

A system of plans to address the response to emergencies that may arise due to fire, riot, escape, natural disaster, utility failures, or major disasters will be maintained by each facility and central office. (5-ACI-3B-01M, 5-ACI-3B-14M) These plans will be NIMS (National Incident Management System) and ICS (Incident Command System) compliant as outlined in this procedure. (2-CO-3B-01M, 2-CO-3B-02M, 5-ACI-3B-14M b#2, b#4)

A.   Definition of an Emergency (5-ACI-3B-11M, 5-ACI-3B-14M)

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

1.   Maintaining control of inmates or operation of a facility that appear beyond the capability of immediate resources;

2.   Lives are in immediate danger;

3.   Large scale destruction of government property;

4.   Major disturbances such as a large group disturbance or massive escape (5-ACI-3B-14M b#3);

5.   Major disasters such as fire, tornado, or other acts of nature(5-ACI-3B-14M b#5); and

6.   Total loss of utilities (e.g., electricity, water, gas, potable water, loss of communication, etc.).

B.   <u>Distribution of Emergency Plans</u>

1.   Emergency plans will be available to all employees through the facility electronic bulletin boards and in manuals at locations designated by the facility head or the chief of Operations. (5-ACI-3B-10M, 5-ACI-3B-14M)

2.   Duty officers will maintain a copy of the facility emergency plans. (5-ACI-3B-14M)

3.   A link to the emergency procedures will be available on a secure website for affected executive staff. (5-ACI-3B-14M)

4.   A copy of each facility's emergency plans and site plans are maintained and available upon request from the affected administrator of Institutions. (5-ACI-3B-11M b#1, 5-ACI-3B-14M) Facility site plans will include, at a minimum, the following information:

a.   Emergency utility cutoffs (electric, water, gas systems, and other utilities);

b.   Secondary fire access doors;

c.   Size of all rooms;

d.   Direction doors and windows open; and

e.   Location of all fire extinguishers, standpipes and fire hoses. (5-ACI-3B-01M b#4)

C.   <u>Establishment of Emergency Plans</u> (2-CO-3B-01M, 2-CO-3B-02M, 5-ACI-3B-11M, 5-ACI-3B-14M)

Local procedures will outline the process for responding to emergency situations. Emergency plans will be reviewed annually, updated as needed, and will include: (5-ACI-3B-14M b#2, b#4)

1.   Plans for isolating emergency situations and minimizing the impact on other operations within the facility. (5-ACI-3B-14M)

2.   Identification of the levels of force available and standards for the use of force in accordance with OP-050108 entitled "Use of Force Standards and Reportable Incidents."

3.   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. (5-ACI-3B-01M b#2)

4.   Identification of all equipment vital to maintaining security, health and welfare of staff and inmates to include identification of:

    a.   Systems, equipment or processes that, if interrupted, would endanger the security of the facility;

    b.   Potential causes or types of accidents/events that could interrupt utility services; and

    c.   Standby resources; ensuring that the resources are immediately available and operational at all times.

5.   Prior to implementation, written evacuation plans will be approved/certified by the authority having jurisdiction and include:

    a.   Evacuation procedures to ensure security and safety of civilians, staff and inmates;

    b.   Immediate release of inmates 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; (5-ACI-3B-12M)

    c.   Implementation of a fire watch or evacuation in the event of a fire alarm system failure/shutdown or is out of service. 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 shutdown. 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 in central control. The affected safety consultant will review facility diagrams annual and update as needed. Diagrams will be posted in the orientation of the building/room in the event of an emergency situation and will include the following: (5-ACI-3B-11M b#1)

          (1)   Identification of building/room;

          (2)   Directional arrows for traffic flow; (5-ACI-3B-11M b#2)

          (3)   Location of publicly posted evacuation plans (5-ACI-3B-11M b#3); and

          (4)   Identification of exits and exit signs.

   6.   Personnel assignments, to include the use of facility man power for repairs, provisional security coverage, support services and determination of what additional manpower may be required if the emergency persists.

   7.   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. (5-ACI-3B-07)

        The actions that will be taken to disable a communication device or the 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 will be included.

   8.   Human resources will maintain an updated list of employees who are trained crisis 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 inmates in order to assist incident command section chiefs.

II.   Distribution of Emergency Plans (5-ACI-3B-11M)

   A.   Emergency Plans

       Emergency plans (written plan and evacuation diagrams) used in the event of a fire or major emergency will be distributed as follows (5-ACI-3B-11M):

1.   Issued to the local fire jurisdiction; and

2.   All other plans will be distributed to local authorities/agencies assisting in the implementation.

B.   Reissued Emergency Plans

Plans will only be reissued to local fire jurisdictions or local authorities when a change in the plan is required during annual review or a renovation/addition that would affect the evacuation routes and/or the written emergency plans.

III.   Notification Procedures

Upon learning of an emergency, as defined in Section I. item A. of this procedure or in response to a disaster, the incident commander will activate the incident command system (ICS) and initiate the notification process in accordance with this procedure. The supervisor/highest ranking person on site will attempt to obtain information from the reporting person as to type, location, identification of staff, inmates and others involved and its severity and/or specific needs required to restore order and/or services, which may include additional notification (e.g., utility company).

A.   Facility Notification

The incident commander, shift supervisor, or designee will ensure notification of the facility head, duty officer, assistant facility head(s) and chief of security.

B.   Departmental Notification

The process for notification will be consistent with the affected facility's chain of command. If the continued level of command cannot be readily contacted, the next level in the chain of command will be contacted as follows:

1.   Facility Notification:

a.   The incident commander, will notify the affected facility head, as applicable;

b.   The facility head/incident commander will notify the affected administrator of Institutions, who will notify the chief administrator of Institutions;

c.   The chief administrator of Institutions will notify the chief of Operations.

2. Agency Notification:

    a. The chief of Operations will notify the agency director and Inspector General.

    b. The agency director will ensure notification is made to the Governor, the cabinet secretary of Safety and Security, Oklahoma Board of Corrections members and affected legislators.

3. Critical Update Contact List

    The facility head will be responsible for ensuring compliance with the "Critical Update Contact List" (Attachment E, attached) and notification to the chief administrator of Communications and Government Relations and the chief administrator of Institutions as changes occur.

C. **RAVE Emergency Communication System**

    Where appropriate, the RAVE Emergency Communication system will be used for emergency notification.

IV. **ICS Activation**

A. **Structure of the Incident Command System**

    At the lowest level, the incident may be managed by a single incident commander, with minimal staff directing activity to manage and close the incident. In the event the incident continues or becomes more complex, the ICS structure will continue, taking in additional resources as necessary to continually manage the incident until conclusion. ICS is modular by design and the incident commander can activate all of the ICS structure or individual sections as needed to manage an incident. The ICS organizational chart is contained in the "Incident Command System (ICS) Section Chiefs Organization/Duties" (Attachment A, attached).

B. **Incident Commander**

    The incident commander is responsible for overall management of the incident. Overall management includes command staff assignments required to support the command function. The command and general staff are generally located at or near the Incident Command Post (ICP). The incident commander may appoint a deputy incident commander to assist in ICP management.

C. **Command Staff**

Command staff report directly to the incident commander. Additional positions may be necessary.

1. The public information officer is responsible for interfacing with the public and media and/or other agencies with incident related information requirements. The incident commander approves all information released concerning the incident.

2. The safety consultant monitors incident operations and advises the incident commander on all matters relating to operational safety, including the health and safety of emergency responder personnel. The safety consultant is responsible for the systems and procedures necessary to ensure ongoing assessment of hazardous environments, including the incident safety plan, coordination of multiagency safety efforts, and implementation of measures to promote emergency responder safety as well as the general safety of incident operations. The safety consultant has a responsibility to report any unsafe act or situation to the incident commander immediately.

3. The liaison officer is the incident command's point of contact for representatives of other governmental agencies, non-governmental organization and the private sector to provide input on their agency's policies, resource availability, and other incident related matters.

4. Additional command staff may also be necessary. This could include technical experts.

5. Designated staff are responsible for the functional aspects of the incident command. Each section of the general staff will have a section chief and the section chief may have one or more deputy section chief is assigned as distance or complexity necessitates.

D. Operations Section

The operations section is responsible for all tactical activities focused on reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal operations. Lifesaving and responder safety will always be the highest priorities and the first objectives of the Incident Action Plan (IAP).

1. The operations section chief is responsible to the incident commander for the direct management of all incident related tactical activities. The operations section chief will establish tactics for the assigned operational period. An operations section chief should be designated for each operational period, and responsibilities include direct involvement with the development of the IAP. The operations section chief may also have additional branches, divisions/groups,

and resources (such as single resources, task force, or strike team) assigned as necessary to fulfill the assigned tasks.

a.   Branches may be functional, geographic, or both. In general, branches are established when the number of divisions or groups exceed the span of functional control.

b.   Divisions or groups are established when the number of resources exceeds the manageable span of control of the incident commander and the operations section chief.

c.   The use of task force and strike teams is encouraged, when appropriate, to optimize the use of resources, reduce the span of control over a large number of single resources, and reduce the complexity of incident management coordination and communications.

E.   <u>Planning Section</u>

The planning section collects, evaluates, and disseminates incident situation information and intelligence to the incident commander and incident management personnel. This section prepares status reports, displays situation information, maintains the status of resources assigned to the incident, and prepares and documents the IAP, based on operations section input and guidance from the incident commander.

1.   The planning section is normally responsible for gathering and disseminating information and intelligence critical to the incident, unless the incident commander places this function elsewhere.

2.   The IAP includes the overall incident objectives and strategies established by incident command. The IAP additionally addresses tactics and support activities required for the planned operational period, generally 12 to 24 hours. The IAP will include lessons learned during earlier operational periods and will contain components as outlined in "Executive Staff Support/Area Command" (Attachment B, attached/not web accessible (NWA)).

a.   Resource Unit: Responsible for recording the status of resources committed to the incident. This unit also evaluates resources committed currently to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

b.   Situation Unit: Responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses.

    c.   Demobilization Unit: Responsible for ensuring orderly, safe, and efficient demobilization of incident resources.

    d.   Documentation Unit: Responsible for collecting, recording, and safeguarding all documents relevant to the incident.

    e.   Technical Specialist(s): Personnel with special skills that can be used anywhere within the ICS organization.

F.   <u>Logistic Section</u>

The logistic section is responsible for all service support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. This section provides facilities, security (of the incident command facilities and personnel), transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, and emergency responder medical services, including inoculations, as required.

1.   Service Branch

    a.   Communications Unit: Responsible for effective communications planning as well as acquiring, setting up, maintaining, and accounting for communications equipment.

    b.   Health Services Unit: Responsible for the effective and efficient provision of medical services to incident personnel.

    c.   Food Unit: Determines food and water requirements, plans menu, orders food, provides cooking facilities, cooks, serves, maintains food service areas, and manages food security and safety concerns.

2.   Support Branch

    a.   Supply Unit: Orders, receives, stores, and processes all incident related resources, personnel, and supplies.

    b.   Facilities Unit: Sets, maintains, and demobilizes all facilities used in support of incident operations. The unit also provides facility maintenance and security services required to support incident operations.

    c.   Ground Support Unit: Provides all ground transportation during an incident. In conjunction with providing transportation, the unit is also responsible for maintaining and supplying vehicles, keeping usage records, and developing incident traffic plans.

G.   Finance/Administration Section

The Finance/Administration Section is established when the incident management activities require on-scene or incident specific finance and other administrative support services. Functions may include maintaining vendor contracts, administering claims, and conducting overall cost analysis for the incident. If a separate section is established, close coordination with the planning Section and logistics sections is essential so that operational records can be reconciled with financial documents.

1.   Time Unit: The Time Unit is responsible for ensuring the accurate recording of daily personnel time, compliance with specific agency(s) time recording policies, and managing commissary operations if established at the incident.

2.   Procurement Unit: All financial matters pertaining to vendor contracts, leases, and fiscal agreements are managed by this unit. The unit is also responsible for maintaining equipment time records.

3.   Compensation/Claims Unit: In ICS, compensation-for-injury and claims are contained within one unit; however, given their differing activities, separate personnel may perform each function. These functions are becoming increasingly important on many kinds of incidents. Compensation-for-injury oversees the completion of all forms required by workers' compensation and local agencies. A file of injuries and illnesses associated with the incident will also be maintained, and all witness statements will be obtained in writing. Close coordination with the medical unit is essential. Claims is responsible for investigating all claims involving property associated with or involved in the incident. This can be an extremely important function on some incidents.

4.   Cost Unit: The cost unit provides all incident cost analysis. It ensures the proper identification of all equipment and personnel requiring payment; records all cost data; analyzes and prepares estimates of incident costs; and maintains accurate records of incident costs.

H.   Establishment of ICS Command Posts

Local procedures will outline the establishment of the Incident Command for Emergency Operations and duties of a facility operations section, a facility planning section, a facility logistics section, and a facility finance/administration section. These sections are modular and do not all require activation at the same time or at all based on the needs of the incident commander. (Refer to the "Incident Command System (ICS) Section Chiefs Organization/Duties" (Attachment A, attached))

1.   Formation of the institutional ICS sections will be as follows:

a.   The affected administrator of Institutions and the office of the Inspector General will proceed immediately to the institution. Accompanying the administrator will normally be a staff driver, in order for the administrator to safely maintain frequent communication with the affected facility and the emergency operations center (EOC) while in route.

b.   The facility head or highest-ranking official on site will establish the command post and is the incident commander until relieved. Local procedures will include:

   (1)   Designation of a specific location for the command post within the facility. Consideration will be given to security, accessibility, and technical logistics when designating the command post location;

   (2)   Identification of a specific telephone location, power availability and

   (3)   The agency video conferencing system will be utilized as the direct line of communications with the Emergency Operations Center (EOC) and a backup phone number to an open line. All communications in ICS operations will be "Common Terminology" to ensure consistency in vital incident management.

c.   Command post personnel will be limited to the following:

   (1)   Incident commander (Normally the facility head);

   (2)   Public information officer;

   (3)   Safety consultant;

   (4)   Liaison officer;

   (5)   Section chiefs:

      (a)   Operations,

      (b)   Planning,

      (c)   Logistics,

      (d)   Finance/Administration, activated based on the incident.

   (6)   Affected administrator;

(7)   Inspector General;

(8)   Facility head if not incident commander;

(9)   Crisis negotiations teams (CNT) coordinator (if applicable);

(10)   Compliance monitor;

(11)   Recorder;

(12)   Representative from DOI; and

(13)   Liaison for outside law enforcement agencies (i.e., OHP Commander).

2.   Responsibilities of the shift supervisor/central control include ("Shift Supervisor/Central Control Emergency Checklist" (Attachment A-3, attached/NWA):

a.   Containment/isolation;

b.   Proper notification/department protocol, to include:

(1)   Notification upon onset of an emergency;

(2)   Notification to advise the event is no longer an emergency or threat;

(3)   Shut off inmate phones;

(4)   Ensure all staff and inmates are accounted for;

(5)   Begin documentation of incident via log, camera recording, written reports, ICS forms, etc.;

(6)   Secure facility perimeter to prevent unauthorized entry; and

(7)   Establish command post.

3.   Responsibilities of the incident commander "Incident Command Post Emergency Checklist" (Attachment A-2, attached/NWA);

a.   Assess the situation: who, what, when, where, staff/inmates involved; isolate and contain (lock down facility, if not already done by the shift supervisor)

b. Notify the affected administrator of Institutions (if unable to reach, notify the chief administrator of Institutions/chief of Operations).

c. Establish direct line of communication with the executive operations committee:

 (1) Establish operations section; and

 (2) Establish logistic section.

d. Activate or place on stand-by, the agency's Precision Rifle unit through the chief of Operations.

e. Ensure notifications have been made: assistant facility head, chief of security, duty officer, CERT, local law enforcement, legislators (facility head only), and facility critical incident coordinator.

f. Ensure periodic incident briefings are conducted.

g. Request construction/maintenance as needed.

h. Coordinate activities with local law enforcement.

i. Develop crisis plan/CNT coordinator.

j. Develop debriefing plan.

k. Ensure press releases are conducted hourly.

l. Plans for use of force; only authorized by Incident Commander.

m. Arrest warrants have been obtained, if necessary.

n. Ensure relief for security and support staff.

o. Obtain damage assessments.

p. Ensure rest management is in place for command post and operations/logistic sections are in place (every six hours after the initial 10 hours).

q. Ensure utilities in affected areas are controlled (electricity, lighting, water, telephones, etc.).

r. Debriefing plans/reports

4. The facility operations section chief will: ("Facility Operations Section Emergency Checklist" (Attachment A-4, attached/NWA)):

    a. Provide recommendations on courses of action to the incident commander and administrators of Institutions.

    b. Direct the actions of the Correctional Emergency Response Team (CERT); and

    c. Direct the actions of other correctional and probation/parole officers and additional staff members, to include temporary personnel and volunteers, in order to maintain the security and control of unaffected areas of the facility. (5-ACI-1C-13)

5. The facility logistic section chief will ("Facility Logistics Section Emergency Checklist" (Attachment A-5, attached/NWA)):

    a. Maintain the normal, ongoing, daily operations of the facility; and

    b. Ensure the inmate population is fed, clothed and transported to other facilities as necessary.

6. The incident commander will establish ICS positions needed during emergency situations.

    a. The ICS positions will be designated in advance and included on the facility notification/emergency checklists.

    b. Staff assigned to these roles will be provided training on this procedure, local emergency procedures and their specific role and responsibility during an emergency situation.

7. Facility ICS positions will be established in a manner that requires section chiefs to deliver informational updates directly to the incident commander and/or administrator of Institutions in the command post. Local procedures will identify the logistical aspects of this process.

I. ICS Section Chiefs Organization/Duties

1. Organizational/duty checklists for the administrators "Administrators of Institutions Emergency Checklist" (Attachment A-1, attached/NWA) and ICS sections will be in accordance with Attachments A-1 through A-5. The facility head may add additional items to the checklist as required.

2. The incident commander/section chief will issue each assigned section member an identification card. Staff members without the

authorized identification card will not be allowed access to the sections location.

3. Each section will ensure that a compliance monitor is assigned. Duties of the compliance monitor will be in accordance with this procedure.

4. The incident commander will ensure that rest management for section members are established at six hour intervals after the initial ten hours of the onset of the incident.

5. Upon resolution of the incident, the facility will be responsible for submitting checklists/reports to the appropriate administrator as outlined in this procedure.

J. Other State Agencies

The Inspector General or their designee will act as liaison and coordinate the activities of the agencies listed below:

1. Oklahoma Highway Patrol;

2. National Guard/Military Department;

3. Civil Emergency Management;

4. Oklahoma State Bureau of Investigation;

5. Local law enforcement agencies; and

6. Office of the Attorney General.

Local procedures will identify the specific location that will be utilized to accommodate outside agencies in the event of an emergency. Such areas will include access to restrooms, be climate controlled and provide adequate electrical power, telephone services and provisions for network connections. Credentials issued from the employing agency will be required prior to gaining access into the area.

K. Media (5-ACI-1A-22)

News media briefing areas will be established by the facility prior to the arrival of the agency public information manager. Briefings will, at a minimum, occur each hour. (5-ACI-1A-22 b#1) Primary and secondary media command posts will have access to restrooms, be climate controlled and provide adequate electrical power and telephone services. Helicopters will be directed to land at the nearest airport/airfield. Media credentials will be required prior to gaining access to the briefing area.

1.   The facility media crisis plan will address all required media issues.

2.   These plans will be reviewed annually and any required revisions will be made.

3.   A copy of all current media crisis plans will be forwarded and maintained on file in the office of Communications and Government Relations.

L.   Family Briefing

Separate briefing areas for employee and inmate family members will be identified and established to ensure affected family members are updated on an hourly basis during prolonged incidents.

V.   Training

A.   ICS Training

All facility "Command Staff" (facility head, assistant facility head, chief of security, CERT commanders) will successfully complete ICS-100, ICS-200, IS-700, IS 800, ICS 300 and ICS 400 training. CERT members and fugitive apprehension agents will successfully complete ICS-100 and IS-700 training.

B.   Written Emergency Plans

All staff will receive annual training in the implementation of written emergency plans in accordance with OP-100101 entitled "Training and Staff Development." (5-ACI-3B-10M, 5-ACI-6B-07M)

2.   Employees who are new to the agency or transfer to another division/facility/unit will receive training in emergency plans through the orientation process. (5-ACI-3B-10M)

C.   Staff Assigned/Designated to a Command Post or ICS Section

Staff who are assigned/designated to a command post or ICS section will complete annual training as outlined in section V. item A. and participate in a scenario developed by the facility head. Interaction/role play should provide all members of the command post/task force the opportunity to familiarize themselves with roles/actions, which may be assigned/implemented during an actual emergency. Local procedures will establish the following:

1.   Detail how the interactions/role plays are conducted;

2.   Specify the staff members who will participate in the scenario; and

3. Identify the staff members who will observe.

D. Riots and Disturbances

Plans for riots and disturbances will be communicated to appropriate supervisory and other personnel directly involved. (5-ACI-3B-10M, 5-ACI-3B-14M b#3, 5-ACI-6B-07M)

VI. Drills

A. Fire Disaster/Weather/Natural Disaster Drills (5-ACI-3B-11M b#4)

Quarterly drills will be conducted as follows:

1. Facility/unit heads will ensure that fire drills are conducted at least quarterly on each shift for all areas of the facility/unit. (5-ACI-3B-11M b#4)

2. The Administration Security unit will coordinate fire/weather drills for the administrative building.

3. Drills for evacuation due to weather/natural disaster (e.g., earthquake, etc.) will be conducted once per quarter. (5-ACI-3B-11M b#4)

4. All drills will be monitored, timed for clearing the area, timed for clearing a count of inmates evacuated, if applicable, and documented in writing.

5. Drill reports and/or after action/corrective action will be reviewed and approved by the facility/unit head of administration security.

6. Results will be reported in written format utilizing the "Emergency Evacuation Drill" (Attachment D, attached) to the affected administrator by the facility head. These forms will be retained by the facility safety consultant/designee.

B. Emergency Drills

1. Level 1 Drills

Level 1 drills are designed to test the effectiveness of emergency plans, security procedures, equipment and the knowledge, skill and abilities of staff implementing these procedures. These drills are planned and implemented in accordance with local procedures. Examples of Level 1 drills include: staff drills of inmates in locked areas or areas where extremely dangerous inmates are housed, medical emergencies, escape attempts, natural disaster, utility failures, or occurrence to test emergency preparedness. (5-ACI-3B-

11M b#5, 5-ACI-3B-12M) Health care staff will be included in emergency drills, as applicable. (5-ACI-6B-07M)

    a.   Staff will be given a scenario to act out portions of an emergency plan.

    b.   Unless approved by the agency director, inmates will not be used as a part of an active/role play drill.

    c.   Drills will be short in duration and not normally exceed two hours.

    d.   These drills will be conducted at least monthly at each facility.

    e.   Level 1 drills (e.g. movement, search, perimeter, etc.) will be conducted annually during the Security Assessment by the Auditing and Compliance unit.

2. Level 2 Drills

    a.   Level 2 drills are planned and coordinated by the appropriate administrator/chief of Operations or designee and will involve a full emergency plan drill, with full implementation of all resources and a complete walk through of procedures. Drills will include a performance evaluation checklist, which detail the specific local procedures and/or policies to be implemented and evaluated during the drill. Level 2 drills will be conducted annually at central office and, at a minimum, four secure facilities. The location of level 2 drills in secure facilities will be rotated annually and will not be repeated in the consecutive year unless approved by the chief of Operations.

    b.   The administrators of Institutions will be responsible for establishing training (i.e., drill monitors), recording, performance evaluation, reporting and facilitation of facility emergency drills. The affected administrator will ensure monitoring, recording, and performance evaluations are available for conducting additional drills as requested by the chief of Operations. Results of all level 2 drills will be reported in written format (Attachment D, attached) as indicated:

        (1)   Facility Drills

            The administrator(s) of Institutions will submit the report to the chief administrator of Institutions and the chief of Operations.

        (2)   Central Office Drills

The Administration Security unit will submit the report to the chief of Operations, through their chain of command.

VII.   Executive Operations Committee (EOC)

A.   Committees and Subcommittees

Committees and subcommittees will be established as designated below. Areas established as command posts are designated on the "Executive Staff Support/Area Command" form (Attachment B, attached/NWA) by the utilizing "Executive Operations Committee Checklist" (Attachment C, attached/NWA). If conditions prohibit assembly at central office, the section members will report as directed by their section chief.

1.   The Executive Operations Committee will consist of the agency director, chief of Staff, chief of Operations, the agency director's executive assistants, and the General Counsel.

2.   The EOC command post will normally be established in the agency director's conference room. A non-monitored telephone will be available to maintain an open line to the facility command post at the site of the emergency.

3.   Mobilization of the Department of Public Safety (DPS) mobile command post may be requested by the agency director or designee.

4.   The agency public information manager will report to the affected facility's designated media site, and will provide the media with announcements, updates, etc. The facility public information officer will assist in this process. The chief of Staff or designee will provide updates to the agency's public information manager and will serve as a liaison between the executive operations committee and emergency site media. (5-ACI-1A-22 b#2, b#6)

5.   The Inspector General or designee will report to the command post at the site of the emergency.

6.   The agency director will establish a liaison with the Oklahoma Board of Corrections, Governor's Office, cabinet secretary and affected legislators.

7.   The chief of Operations will serve as the incident commander in the event activation of section chiefs/branch leaders are required to provide support.

VIII.   Central Office ICS Sections and Specific Duties

Membership for all sections listed below will be in accordance with "Executive Staff Support/Area Command" (Attachment B, attached/NWA).

A.   Operations Section

Duties of the Operations section include:

1.   Facilitate constant communications with the Executive Operations Committee command post and the central office committees.

2.   Obtain copies of blueprints or drawings, aerial photographs, and maps of the affected facility's physical plant. These resources will be utilized to assist in developing response strategies.

3.   Establish classification sub-committee at the Population Office at the Lexington Assessment and Reception Center. This sub-committee will arrange inmate movements.

4.   Assign administrators of Institutions to assist with or deploy resources as needed.

B.   Logistics Section

The logistics section duties include:

1.   The logistics section shall establish a telecommunications sub-committee consisting of the chief administrator of Physical Security (section chief), division support coordinator and the chief of Technical Services. The communication device unit or designee will serve as the designated recorder.

a.   This committee will establish a communication/information center and appoint a logistics liaison that will ensure technical services are in place in order for committees to communicate electronically and telephonically.

b.   The committee will ensure a system is in place that allows these services to run uninterrupted, and that plans are in place to immediately correct any problems encountered.

c.   The communications/information center will also provide for a method of receiving/transmitting information in order that a consolidated report of activities is made available when requested.

2.   Establish an employee family assistance sub-committee consisting of the chief administrator of Human Resources (section chief) and the human resource coordinator (deputy section chief). The

administrative specialist to the chief administrator of Human Resources will serve as the designated recorder. This committee will support the affected facility's critical incident coordinator in ensuring the following:

a.   The families of employees are to be properly notified of emergency situations involving their family members and will be provided with available information regarding the physical/mental well-being of their family members.

b.   Family members are to be continually updated during prolonged incidents.

c.   Coordinate with the operations section to provide psychological and religious support services available to family members during incidents and to employees and their families, as necessary, after incidents have been resolved in accordance with OP-110501 entitled "Line of Duty Severe Injury/Death."

3.   Ensure that cots, blankets, hygiene items, vehicles and all other needed equipment and supplies are provided for central office personnel. If necessary, appropriate transportation assistance from outside agencies in order to move inmates from one location to another will be identified and requested.

4.   Designate rest areas.

5.   Ensure that food and drink are provided for central office personnel on a regular basis.

6.   Ensure a rest management system is established for central office committee members.

Designated central office staff, to include the above named committee personnel and additional employees as deemed appropriate by section chiefs, will work 12-hour shifts throughout the duration of the emergency situation.

a.   Shift assignments will be the responsibility of section chiefs. The shifts will be as follows:

(1)   The day shift will begin at 0800 hours (8:00 a.m.) and end at 2000 hours (8:00 p.m.)

(2)   The night shift will begin at 2000 hours (8:00 p.m.) and end at 0800 hour (8:00 a.m.)

b. Twelve-hour rest management will be enforced. Exceptions may be granted as deemed appropriate by section chiefs.

7. Arrange for all necessary fiscal transactions to occur which are required due to the emergency situation.

C. Planning/Investigations/Intelligence Section

Duties of the Planning/Investigation/Intelligence section include:

1. Provide information to the Executive Operations Committee and the office of the Inspector General designees (OIG is on site) on inmates who are involved in the disturbance or incident.

2. Provide information to the Operations section on hostages that is pertinent to managing and resolving the emergency situation.

3. Secure the central office building.

a. Assign officers to main building entrances to prohibit unauthorized entry.

b. Advise Kate Barnard Training Academy (KBTA) of the emergency.

4. Ensure that the switchboard and appropriate central office telephones are operational and incoming calls are routed appropriately.

5. Control access/entrance to the Oklahoma Department of Corrections' central office grounds.

D. Health Services Section

Duties of Health Services section will include:

1. Coordinate triage of injured staff and inmates.

2. Identify and deploy medical and mental health resources and staff as directed or requested by the Executive Operations Committee.

3. Arrange and coordinate services with outside health care providers.

4. Provide continuous medical/mental health updates to the other committees.

E. Division of Institutions Office (DOI)

The DOI offices will serve as an informational and resource center(s) for the

affected and non-affected facilities.

1. Duties will include gathering additional resources for the affected facility and providing information and advising non-affected facilities on additional resources needed (e.g., staffing, clothing, furnishings, etc.).

2. Designated staff will report to their assigned location, as identified on the organizational chart entitled "Executive Staff Support/Area Command" (Attachment B, attached/NWA) to assist the affected facility with any additional requests for assistance.

F. Section Responsibilities for Monitoring and Reporting (Central Office and Facilities)

The chief of Operations will be responsible for the annual review and revision of the Executive Operations Committee Checklist (Attachment C, attached/NWA).

1. Each section chief will designate a communications and compliance monitor for their committee.

    a. Compliance monitors will ensure compliance with agency policy and local procedures and the committee checklist, as it relates to committee responsibilities.

    b. Compliance monitors will also monitor authorized access into committee functions and ensure communication between committees.

2. Each section chief will compile logs and reports generated during the emergency incident into a final report, which will be completed and submitted to the chief of Operations within 72 hours of the incident/drill.

3. Section checklists will be attached to the debriefing/after action reports at the conclusion of the incident/drill.

    a. Annual review and revision of each committee checklist is required.

IX. The Area Command

An area command is designed to oversee the management of multiple incidents that are being handled by separate ICS organizations or to oversee the management of a very large or evolving incident that has multiple Incident management teams engaged. Organization of the Area Command is outlined in the "Executive Staff Support/Area Command" Form (Attachment B, attached/NWA).

A.   Responsibilities of the Area Command for Incidents Under its Authority:

1.   Develop broad objectives for the impacted area(s);

2.   Coordinate the development of the individual incident objectives and strategies;

3.   Allocate/reallocate resources as the established priorities change;

4.   Ensure that incidents are properly managed;

5.   Ensure effective communications;

6.   Ensure that incident management objectives are met and do not conflict with each other or with agency policies;

7.   Identify critical resource needs and report them to the established EOC/MAC Groups; and

8.   Ensure that short term "emergency" recovery is coordinated to assist in the transition to full recovery operations

B.   Notification Procedures

The EOC director or designee will notify his/her section members who will in turn notify their respective section chiefs.

1.   Each section chief will contact his/her respective section members and will report to the EOC.

a.   Each section chief will appoint a deputy section chief to serve in that capacity in the section chief's absence. The names and contact information for each deputy section chief will be included on the affected ICS organization template entitled "Incident Command System (ICS) Section Chiefs Organization/Duties" (Attachment A, attached) or "Executive Staff Support/Area Command" (Attachment B, attached/NWA).

b.   Section members will report any changes in their phone numbers immediately to their section chief so that each section chief can report the updated names and telephone numbers of their respective section members to the chief of Operations office.

2.   Section Chiefs are as follows:

a.   Operations

An unaffected administrator of Institutions, as appointed by the chief of Operations;

b. Logistics

Chief administrator of Contracts and Acquisitions

c. Investigations

Inspector General

d. Health Services

Chief Medical Officer

X. Incident Debriefing/Closure

A. Agency Level Debriefing

As soon as possible after each critical incident or drill, a debriefing will be conducted which will include, but will not be limited to, the following personnel:

1. EOC;

2. Command Staff (section chief and deputy section chiefs);

3. Incident Commander (normally the affected facility/unit head); and

4. Other general staff, branch, division/group, unit, strike team or task force as deemed appropriate.

B. Debriefing Content/Discussion

The debriefing, at a minimum, will include the following discussion topics:

5. What were the best practices?

6. What practices need improvement?

7. What was learned?

8. What immediate action and/or follow up action should be addressed to resolve and/or prevent future incidents?

5. The administrator(s) of Institutions will debrief/information share with unaffected facility/unit heads to advise of similar or potential issues that may be faced at their facilities.

C.   Methods of Debriefing

Debriefings will be conducted utilizing face-to-face meetings, teleconferencing, video conferencing or through use of other telecommunication devices (i.e., e-chat).

D.   Facility Debriefing

Facility heads will also conduct a debriefing as soon as possible, with all involved/affected facility staff. The debriefing content will be in accordance with section X. Item B. of this procedure and include:

1.   A review of staff and inmate actions during the incident;

2.   A review of the incident's impact on staff and inmates;

3.   A review of corrective actions taken and still needed; and

4.   Plans for improvements to avoid another incident.

E.   Documentation of Debriefing

A written report will be prepared for each level of debriefing and will be submitted to the chief of Operations within three working days.

F.   Closure of Incident/Drill

All actions taken during critical incidents will be consistent with procedures outlined in OP-110501 entitled "Line of Duty Severe Injury/Death." The debriefings will serve as initial closure of an incident or drill, however, final closure will not be approved until all reports/investigations are completed in accordance with OP-050108 entitled "Use of Force Standards and Reportable Incidents" and OP-040117 entitled "Investigations."

XI.   References

Policy Statement P-050100 entitled "Emergency Plans for the Oklahoma Department of Corrections"

OP-040117 entitled "Investigations"

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

OP-100101 entitled "Training and Staff Development"

OP-110501 entitled "Line of Duty Severe Injury/Death"

OP-130107 entitled "Standards for Inspections"

XII.   <u>Action</u>

All facility/unit heads are responsible for developing local procedures, ensuring compliance with the procedure.

The chief administrator of Institutions is responsible for compliance with this procedure.

The chief of Operations is responsible for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: OP-050102 entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities" dated March 17, 2021

Distribution: Policy and Operations Manual
Agency Website

Attachments	Title	Location
Attachment A	"Incident Command System (ICS) Section Chiefs Organization/Duties"	Attached
Attachment A-1	"Administrators of Institutions Emergency Checklist"	Attached/NWA
Attachment A-2	"Incident Command Post Emergency Checklist"	Attached/NWA
Attachment A-3	"Shift Supervisor/Central Control Emergency Checklist"	Attached/NWA
Attachment A-4	"Facility Operations Section Emergency Checklist"	Attached/NWA
Attachment A-5	"Facility Logistics Section Emergency Checklist"	Attached/NWA
Attachment B	"Executive Staff Support/Area Command"	Attached/NWA
Attachment C	"Executive Operations Committee Checklist"	Attached/NWA
Attachment D	"Emergency Evacuation Drill"	Attached
Attachment E	"Critical Update Contact List"	Attached