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

## **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, inmates, 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 “facility head” applies to community corrections center administrators and wardens.

### **I. Emergency Plans**

Each facility/division 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-APPFS-3F-02M, 4-APPFS-3B-07)

#### **A. Definition of an Emergency**

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

1. Maintaining control of offender/inmates or operation of probation and parole offices, community corrections centers (CCC), 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/inmates;
3. Large-scale destruction of department property;
4. Major disturbances such as an employee work stoppage, offender/inmate 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-APPFS-3F-02M)

Local procedures have been developed for responding to emergencies. Copies are provided to local authorities as appropriate. (4-ACRS-1C-05M, 4-APPFS-3B-07) 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)
7. Plans for ensuring the security and safety of the public, employees, and offenders/inmates. Written evacuation plans will be approved or

certified by the authority having jurisdiction prior to distribution. (4-ACRS-1C-08M, 4-ACRS-1C-09M, 4-APPFS-3B-07)

Plans for emergencies shall include:

- a. The evacuation of employees, volunteers, non-involved offenders/inmates, and civilian visitors:
- b. The immediate release of offender/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;
- 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 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 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-09M, 4-APPFS-3F-02M)
  - (1) Identification of building/room; (4-ACRS-1C-09M b#1, 4-APPFS-3F-02M b#1)
  - (2) Directional arrows for traffic flow; (4-ACRS-1C-09M b#2, 4-APPFS-3F-02M b#2)
  - (3) Location of publicly posted evacuation plans; (4-ACRS-1C-09M b#3, 4-APPFS-3F-02M b#3)
  - (4) Identification of exits and exit signs; and

- (5) In community corrections centers, fire evacuation drills will be conducted at least quarterly in all facility locations and on every shift, including administrative areas. (4-ACRS-1C-09M b#4) 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 inmates 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 division human resource unit 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 emergency committee commanders.
12. Any response to a crisis situation will be in accordance with [OP-050401](#) entitled "Crisis 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/inmates, and others involved, and the magnitude of the emergency, disturbance or disaster.

1. Community Corrections Center Notification

- a. During normal business hours, the shift supervisor/supervisor in charge will notify the facility head or designee. After normal business hours, the shift supervisor/supervisor in charge will notify the duty officer. If the duty officer cannot be reached, the facility head will be notified.
- b. The duty officer/facility head will notify the administrator of Community Corrections. If the administrator of Community Corrections cannot be reached after normal business hours, the duty officer/facility head will then initiate further departmental notification as detailed in item 3. below.

2. Probation and Parole Notification

During normal business hours, the effected probation and parole office staff will notify the administrator of Community Corrections as soon as they become aware that an emergency situation may exist. If the administrator of Community Corrections cannot be reached after normal business hours, the duty officer will be notified. The administrator of Community Corrections or duty officer will then initiate departmental notification as detailed in item 3. below.

3. Departmental Notification

- a. The administrator of Community Corrections /duty officer will notify the chief administrator of Community Corrections and Contract Services in accordance with the "Community Corrections/Probation and Parole Reporting Process for Critical/Serious Incidents" ([Attachment A](#), attached).
- b. If the chief administrator of Community Corrections and Contract Services cannot be reached, the administrator of Community Corrections/duty officer will contact the chief of Operations.
- c. The chief administrator of Community Corrections and Contract Services will notify the chief of Operations regarding the details of the emergency, who will then notify the Inspector general and agency director.

- d. The agency 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 or a community corrections center will require an emergency task force to be formed under the direction of the facility/unit head with the assistance of other departmental resources, local law enforcement, and other emergency service agencies as needed. Facility/unit heads will contact law enforcement agencies and emergency service providers in their areas to establish mutual aid agreements regarding emergency response in the event of an incident.

In situations where the response of the facility/unit head 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.

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 emergency task force acting in a support role.
  - a. Community Corrections Center

The facility head 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

The administrator of Community Corrections 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 administrator of Community Corrections will brief the agency of the situation and relinquish control.
2. In Community Corrections Centers the assistant facility head will establish a support task force and maintain the normal, ongoing, daily operations of the facility and ensure the remainder of the inmate 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 regional supervisor will ensure offenders/inmates and the public are directed to another location.

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

E. Corrections Emergency Response Team (CERT)

The facility/unit head 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/inmate actions during the incident; (4-ACRS-1C-01-1 b#1)
2. A review of the incident's impact on staff and offender/inmates; (4-ACRS-1C-01-1 b#2)
3. A review of corrective actions taken and still needed; and (4-ACRS-1C-01-1 b#3)
4. Plans for improvement to avoid another incident. (4-ACRS-1C-01-1 b#4)

III. Severe Weather Damage Notification Procedures

A. Damage to Community Corrections Facilities

1. Should damage to any community corrections facility occur due to severe weather, notification will occur as follows:
  - a. Notification will be made to the administrator of Community Corrections who will notify the chief administrator of Community Corrections and Contract Services.

- b. If the chief administrator of Community Corrections and Contract Services is unable to be contacted, the chief of Operations will be notified.
  - c. The chief administrator of Community Corrections and Contract Services/chief of Operations will notify the agency director.
2. The facility/unit head will provide the administrator of Community Corrections 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, 4-APPFS-3B-07)
2. Each regional office, sub/office with three or more employees, and each community corrections center will conduct emergency drills as indicated below. All results of emergency drills are to be reported from the facility/unit head to the administrator of Community Corrections through the chain of command using the "Emergency Drill Report" ([Attachment B](#), attached).

##### a. Level 1 Drill

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

##### b. Level 2 Drill

A level 2 drill is to be conducted at community corrections 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 inmates should not be utilized for a level 2 drill.

##### c. Level 3 Drill



A level 3 drill is an annual drill that involves the entire facility/office. An example of a level 3 drill would be a complete facility shakedown or crisis situation, in which the entire process would be walked through. At no time are offenders/inmates to be utilized as part of a level 3 drill. Community Corrections Centers will complete a facility shakedown. Administrators of Community Corrections overseeing the-probation and parole offices will complete a level three drill annually for their region.

#### 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 supervisory staff, as designated by the facility/unit head. (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 chief administrator of Community Corrections and Contract Services and each respective administrator will maintain a copy of each facility's/region's emergency plans at the division office. (4-ACRS-1C-05M)

#### V. References

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

OP-050401 entitled "Crisis Situations"

#### VI. Action

The facility head/regional supervisor is responsible for developing local procedures.

The facility head/regional supervisor is responsible for compliance with this

procedure.

The chief administrator of Community Corrections and Contract Services is responsible for annual review and revision.

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

This procedure is effective as indicated.

Replaced: OP-053001 entitled "Community Corrections Emergency Plans for Riots, Disturbances and Major Disasters" dated November 02, 2020

Distribution: Policy and Operations Manual  
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	“Community Corrections/Probation and Parole Reporting Process for Critical/Serious Incidents”	Attached
<a href="#">Attachment B</a>	“Emergency Drill Report”	Attached

