



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 3.2.6	Subject: EXTERNAL EVACUATION
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 2
Section 2: Safety and Emergency Procedures	Effective Date: June 1, 2002
Signature: /s/ Mike Ferriter, Director	Revised: 09/19/11

I. POLICY

It is the policy of the Department of Corrections to establish guidelines for the external evacuation of staff, visitors and offenders from correctional facilities.

II. APPLICABILITY

Department-owned and contracted secure facilities and programs, as specified in contract.

III. DEFINITIONS

External Evacuation – Organized, phased, and supervised withdrawal, dispersal, or removal of staff, visitors, and offenders from dangerous or potentially dangerous areas, and the relocation of those individuals in safe areas outside the Department-owned property on which the incident occurred.

Incident Commander (IC) – The individual with overall authority and responsibility for conducting all incident activities and managing all operations at the incident site.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. Each facility will develop operational procedures for external evacuations consistent with the guidelines established within this policy and related Department policies including [DOC Policy 3.2.1\(A\), Emergency Operations Plan](#).
2. An external evacuation may be authorized by the incident commander (IC), when lesser options are clearly inappropriate in response to a catastrophic incident that renders the facility entirely unsafe and/or unsecured.
3. Offenders evacuated from the facility will be counted and transported in accordance with [DOC Policy 3.1.12, Offender Escort and Transport](#).
4. Each facility will establish compatible groups of offenders for transport and housing based on security needs.
5. When conditions exist that exceed the resources of the facility and Department, the Department of Emergency Services will be contacted along with local mutual aid agreements to provide additional personnel, equipment, alternate housing, transportation, feeding, or other incident specific needs.
6. A clear transportation route will be established and assistance will be arranged along the route from local law enforcement and the Montana Highway Patrol.

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B. Responsibilities

1. The facility administrator, or designee, will:
 - a. establish a priority list of possible external evacuation sites that include Department-owned and contracted facilities; and
 - b. determine the emergency short-term capacity of the facility.

3. The IC will:
 - a. determine the order of evacuation;
 - b. identify evacuation vehicles, vehicles must be equipped with a two-way radio and may include public, private, or Department-owned vehicles;
 - c. designate a transport team including trained staff and a team leader;
 - d. approve assigned weapons, when applicable;
 - e. ensure that medical staff maintain control of all drugs and controlled substances while in transport;
 - f. assign staff to the evacuated facility to provide security and prevent trespassing;
 - g. ensure that a damage assessment team conducts a survey of the facility to identify damage to the evacuated facility; and
 - h. prepare an action plan for reoccupation of the evacuated facility.

C. Records

1. When possible, offender records, including transport information, will be secured, maintained with confidentiality, and removed from the evacuated facility.
2. The facility administrator will develop a plan to protect facility records (particularly fiscal and personnel records), computer files, logs, and inventories including removal and storage of records to an alternate secure location.
3. When necessary, emergency equipment including firearms, ammunition, and chemical agents, not required during the evacuation will be secured at a site on or off facility grounds.

V. CLOSING

Questions concerning this policy should be directed to the Department Emergency Preparedness Planning Manager.

VI. REFERENCES

- A. [2-15-112, MCA; 53-1-203, MCA](#)
- B. [DOC Policies 3.2.1\(A\), Emergency Operations Plan; 3.1.12, Offender Escort and Transport](#)

VII. ATTACHMENTS

None