



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

Policy No. DOC 3.2.1	Subject: EMERGENCY MANAGEMENT
Chapter 3: Facility/Program Operations	Page 1 of 4 and Attachments
Section 2: Safety and Emergency Management Plans	Effective Date: Nov. 18, 2009
Signature: /s/ Loraine Wodnik, Deputy Director	Revised: 12/23/2016

I. POLICY

The Department of Corrections will ensure that a plan for continual prevention and preparedness of emergencies be maintained. The Department Emergency Preparedness Program will be compatible with the National Incident Management System (NIMS) and the National Incident Command System (ICS) set forth by the Department of Homeland Security and Montana Disaster and Emergency Services.

II. APPLICABILITY

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

III. DEFINITIONS

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility, or program operation and management.

Emergency Management - The coordination and integration of all activities necessary to build, sustain, and improve the capability to prepare for, protect against, respond to, recover from, or mitigate against threatened or actual natural disasters, acts of terrorism, or other manmade disasters.

Emergency Operations Plan (EOP) - An EOP is a key component of an emergency management program. The EOP is a reference of emergency-disaster information that includes the basic source of data considered necessary to accomplish the various types of emergency missions. The EOP establishes the overall authority, roles, and functions performed during incidents.

Emergency Preparedness Planning Manager (EPPM) – The contact responsible for oversight and coordination of all emergency management phases across the Department.

Facility Emergency Management Manager/Coordinator (EMC) – The primary facility contact responsible for collaborating with the Department Emergency Preparedness and Planning Manager, internal and external stakeholders during all phases of emergency management activities.

See the Department Emergency Operation Plan (DEOP) for other applicable definitions.

IV. DEPARTMENT DIRECTIVES

A. General

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1. The Department's EPPM will maintain a Department Emergency Operation Plan (DEOP) that provides a comprehensive emergency management program to comply with NIMS and provide a means to meet the following goals:
 - a. utilize available resources;
 - b. mitigate or prevent potential emergencies or disasters whenever possible;
 - c. prepare to deal efficiently with the effects of inevitable events;
 - d. respond to needs and save lives;
 - e. ensure the protection of our communities and property; and
 - f. promote a means to recover rapidly from damages.
2. Emergency responses will:
 - a. isolate and contain emergency situations as quickly as possible;
 - b. establish control and restore order as quickly as possible;
 - c. maintain the safety of all persons;
 - d. minimize the impact of the emergency situation on the rest of the institution;
 - e. resolve violent or potentially violent emergencies without force when possible; and
 - f. prevent escapes during emergency operations.
3. The DEOP will define all-hazards specific procedures, outline staff roles and responsibilities within the Department, and include the basic plan, relevant appendices, and hazard-specific appendices.
4. Each site must develop local procedures that describe site-specific implementation activities that comply with this policy and the DEOP.
5. The emergency operations template will be used by all Department and contracted facilities to ensure consistency and integration with the DEOP.
6. All Department and contract facilities and sites will develop a Continuity of Operations Plan. The plan may be independent of the site EOP or included as an appendix.

B. Responsibilities and Training

1. The administrator, or designee, is responsible for the following:
 - a. development of an EOP;
 - b. adhering to the standards set forth in the DEOP, NIMS, and Incident Command System (ICS);
 - c. identifying and designating a primary and alternate staff person as the Facility Emergency Management Coordinator;
 - d. ensuring emergency management coordinators coordinate emergency preparedness activities with the Department EPPM;
 - e. ensuring facility Emergency Management Coordinator's receive training to carry out their responsibilities;
 - f. providing contact information for the appointed emergency management personnel to the Department EPPM; and
 - g. conducting an annual review of the EOP, documenting the review in writing and provide results of the review to the Department EPPM.
2. The Department EPPM is responsible for:

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- a. developing and maintaining the Department Emergency Operations Plan (DEOP);
 - b. ensuring Department-wide adherence to the NIMS and ICS;
 - c. monitoring compliance with the Department of Corrections Exercise and Evaluation Program (DOCEEP);
 - d. providing the Director's Office with monthly written reports of emergency preparedness activities, exercises and progress reports;
 - e. establishing minimum training requirements for Facility Emergency Management Coordinators;
 - f. reviewing facility emergency plans on an annual basis;
 - g. coordinating Central Office Continuity Planning in collaboration with the Department of Administration;
3. Facility Emergency Management Coordinators (EMC) are responsible for, but not limited to the following:
- a. coordination of all phases of facility emergency management activities with the Department EPPM;
 - b. developing and being the primary point of contact for facility EOP, Continuity of Operations Plans, Annex's and Checklists;
 - c. development of the facility Incident Command Post operations capability as per the DEOP;
 - d. obtaining certification as a Department trainer, and certified to instruct Incident Command System, or arranging for such training to be provided by a certified trainer;
 - e. planning and delivering or arranging individual and organizational training in accordance with National Incident Management System, the DEOP and other requirements;
 - f. coordinating facility exercise design, development, conduct, and evaluation activities in accordance with the DOCEEP;
 - g. conducting and/or coordinating post-incident damage assessments;
 - h. ensuring emergency planning documents are maintained in facility folders on the Department Emergency Preparedness Intranet Site;
 - i. providing monthly exercise activity reports to the EPPM in accordance with the DOCEEP;
 - j. conducting an annual review of emergency plans and submitting plans to the Department EPPM for review;
 - k. representing their facility at the quarterly Department Emergency Management Committee meetings or summits;
 - l. planning and executing their facility's emergency management budget; and
 - m. providing the EPPM with emergency management operational procedures as requested.
4. Staff will receive National Incident Management System training as outlined in the DEOP, and maintain proficiency in its application.
5. Secure sites will establish an exercise program according to *3.2.1(B) Department of Corrections Exercise and Evaluation Program Standard Operating Procedure (DOCEEP)*.

C. Role of Emergency Operations Center

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1. After a Priority I incident, as defined in *DOC 1.1.6 Priority Incident Reporting and Acting Director*, occurs or is deemed to be imminent at any facility, the Director, Deputy Director, or designee may activate the Department Emergency Operations Center (EOC) in support of the affected facility. The EOC will;
 - a. provide logistical support and other assistance to the facility;
 - b. monitor the course of the emergency; and
 - c. notify and update other agencies within and outside the Department.
2. The Director, Deputy Director, or designee will serve as the EOC Incident Manager (IM). The IM will oversee resource coordination and support to facility IC from the EOC as appropriate.

V. CLOSING

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

VI. REFERENCES

- A. *2-15-112, MCA; 7-33-2108, MCA; 10-3-101, MCA; 10-3-103, MCA; 10-3-104, MCA; 10-3-406, MCA; 10-3-703, MCA; 10-3-1203, MCA; 45-7-306, MCA; 53-1-203, MCA*
- B. *42 U.S.C. §5121-5206*
- C. *Homeland Security Exercise and Evaluations Program (HSEEP)*
- D. *The National Preparedness Goal – First Edition 2011*

VII. ATTACHMENTS

- A. *3.2.1(A) Department Emergency Operations Plan (DEOP) – Restricted Access*
- B. *3.2.1(B) Department of Corrections Exercise and Evaluation Program Standard Operating Procedure (DOCEEP) – Restricted Access*