



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

Policy No. DOC 3.2.5	Subject: <b>INTERNAL EVACUATION</b>
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 internal evacuation of staff, visitors and offenders within correctional facilities.

## **II. APPLICABILITY**

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

## **III. DEFINITIONS**

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

Internal 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 within the Department-owned property on which the incident occurred.

## **IV. DEPARTMENT DIRECTIVES**

### **A. General Requirements**

1. Each facility will develop operational procedures for internal evacuations consistent with the guidelines established within this policy and related Department policies including [\*DOC Policy 3.2.1\(A\), Emergency Operations Plan.\*](#)
2. The incident commander (IC) must authorize all internal evacuations unless an urgent situation with immediate threat to health and safety is present, at which time staff may initiate evacuations to prevent loss of life or great bodily harm to themselves or others.
3. Staff and offenders will utilize predetermined internal evacuation routes unless such routes present a clear and present danger to health and safety.
4. The IC will determine when visitors and/or staff will be permitted to leave the facility following an internal evacuation; each individual must be identified upon exit to prevent the escape of an offender.
5. Evacuated offenders will be maintained with the following provisions, when possible:
  - a. access to adequate sanitary facilities;
  - b. held in a secure area,
  - c. held in small, compatible groups;
  - d. held indoors; and
  - e. offenders who may be a threat to each other will be kept separated.

**B. Responsibilities**

1. Responsibilities of the facility administrator, or designee, include:
  - a. ensure that primary and alternate evacuation routes and meeting areas are established and posted;
  - b. oversee development of plans for the complete evacuation of each living unit;
  - c. establish a plan for the alternate housing of offenders including:
    - 1) indoor and outdoor housing locations;
    - 2) maximum capacity for each location; and
    - 3) staffing requirements for each location.
2. Responsibilities of the IC, or designee, in the event of an internal evacuation include:
  - a. direct and manage all internal evacuations;
  - b. assign perimeter staff as necessary;
  - c. record the names of all staff members and ensure staff are accounted for;
  - d. initiate an emergency offender count;
  - e. coordinate efforts to locate missing visitors, staff, and/or offenders, when necessary; and
  - f. determine staff requirements.

**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 Policy 3.2.1\(A\), Emergency Operations Plan](#)

**VII. ATTACHMENTS**

None