



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure:	MSP 3.2.1 EMERGENCY PREPARDNESS
Effective Date:	November 1, 2000 Page 1 of 2 and No Attachments
Revision Date(s):	February 12, 2015, February 16, 2017, August 15, 2020
Reference(s):	DOC Policy 3.2.1
Signature:	/s/ Jim Salmonsens / Interim Warden

I. PURPOSE

It is the policy of Montana State Prison (MSP) to maintain a current and relevant Emergency Operations Plan (EOP) for continual preparedness to respond to all-hazard emergencies. The purpose of this procedure is to explain the linkage of a relevant EOP with Training and Exercises for improving emergency preparedness.

II. DEFINITIONS

Emergency Operations Plan (EOP) – An EOP is a key component of an emergency management program and includes basic information and procedures and actions to take related to an emergency. The EOP is a playbook that establishes authorities, organization structure, roles and functions performed during emergencies.

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

Training Exercise Plan (TEP) - The TEP is the foundation document guiding a successful exercise program. The TEP articulates overall exercise program priorities and outlines a schedule of training and exercise activities designed to meet those priorities.

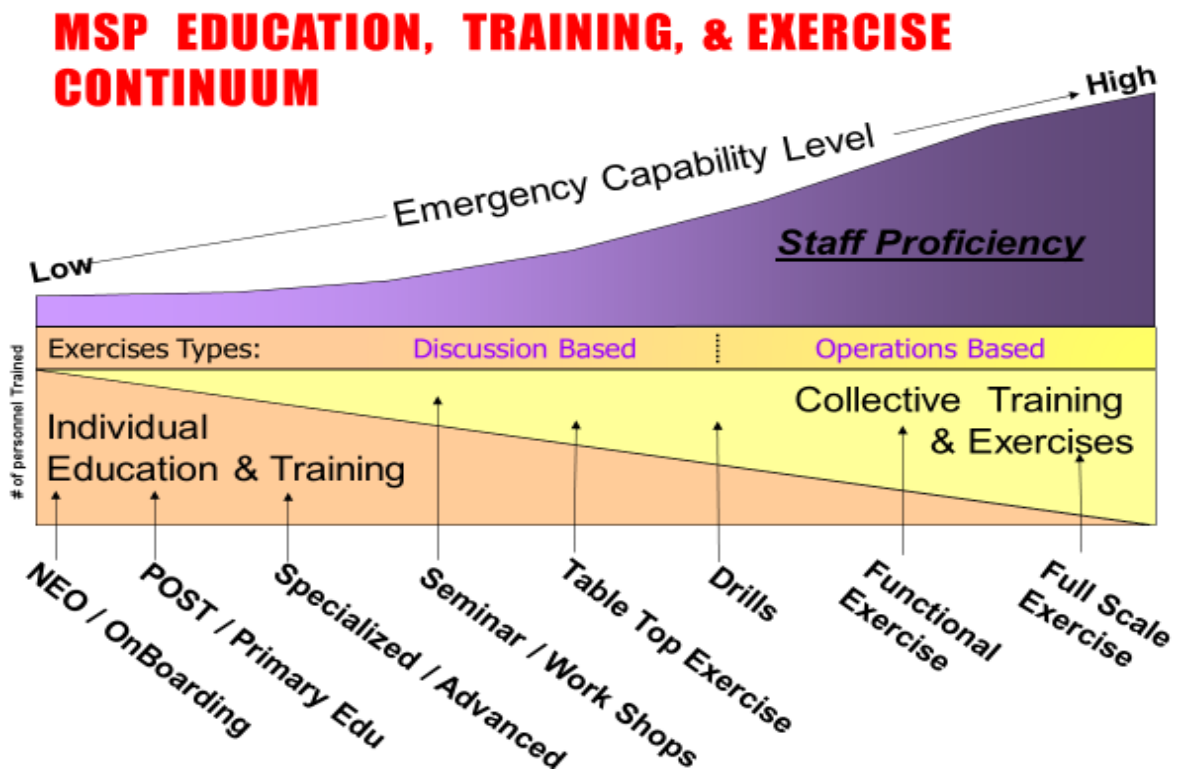
III. PROCEDURES

A. General Guidelines

1. The MSP EOP will have added annexes with operational procedures and checklists to assist the Incident Command and Staff to manage emergencies. The MSP Emergency Preparedness Program is in accordance with Presidential Policy Directive 8 (PPD-8) which describes the National Preparedness goal’s approach to national preparedness and links together national preparedness efforts with state, local, and private organizations. As is the Nation’s goal, MSP strives to be secure and resilient and possess the capabilities required to prevent, protect against, mitigate, respond to, and recover from threats and hazards that pose the greatest risk. The MSP plans will be compatible with the National Incident Management System (NIMS) and the National Incident Command System (ICS), Montana Disaster and Emergency Services Emergency Response Framework, and the Montana Department of Corrections EOP.

- MSP will plan for capabilities across five mission areas: Prevention, Protection, Mitigation, Response, and Recovery and will develop, maintain and train staff on Emergency Operations Plan and Operational Procedures. The EOP is responsive in nature and enables staff to respond to emergencies in an effective and efficient manner. The MSP emergency plan will allow effective coordination with local law enforcement and emergency services, through the use of up-to-date mutual aid agreements (see EOP Volume Two, Mutual Aide Agreements).
- A robust Training and Exercise program is essential for maintaining emergency readiness capability and proficiency (see Figure 1 Training Exercise Continuum). Individual training using approved standards is the first of three links in a training and exercise program. Collective training is the second link followed by exercises that allows an organization to integrate individual and collective skills into larger operations involving multiple organizations. Exercises should create a realistic complex environment that challenges an organizations response to an emergency that improves readiness. The training management model of Plan-Prepare-Execute-Assess is a tool for developing effective training which translates to preparedness. MSP will conduct annual Training and Exercise Planning Workshops to develop a multi-year Training and Exercise Plan to address preparedness priorities and validate core capabilities.

Figure 1.



- In a major emergency, the primary concern of MSP is the protection and safety of the public, staff, visitors, and inmates. Staff actions shall be guided by the intent to save lives and prevent injuries in every possible case.

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5. The MSP Emergency Operations Plan will be developed in compliance with the approved Department of Corrections EOP. MSP will conduct annual review and required revision of restricted and non-restricted EOP, Policy and Procedures, and related emergency documents. Results of the review will be presented to the AW Security with recommendations.

B. General Procedure

1. The Warden through the Associate Warden of Security and Emergency Preparedness Manager shall develop and maintain an emergency operation plan and post orders in accordance with a system which has been approved by the Department. The MSP Emergency Preparedness Manager shall typically carry out these duties as well as emergency related manual updates, coordinate staff training, and development of Mutual Aide Agreements. Mutual Aide Agreements shall be established and maintained to enhance preparedness capabilities. The Warden of MSP will identify the need for revision of all mutual-aide agreements in conjunction with his security and legal staff.
2. Procedure Number *MSP 3.2.103 Emergency Response Management* provides the procedures, responsibilities, phases of response, and response requirements for an emergency.

C. Helena Office and Warden's Authority

1. The Helena office staff's primary role in any major emergency is resource acquisition, communication with government officials, and support.
2. The Warden or designee has full authority to respond to any major emergency. The Warden or designee shall inform the Department Director or designee at the earliest possible time of any major emergency.

D. Emergency Management Goals

1. The following goals are to be addressed in the MSP EOP in the resolution of all major emergencies:
 - a. isolate and contain emergency situations as quickly as possible;
 - b. establish control and restore order as quickly as possible;
 - c. maintain personal safety of:
 - 1) innocent bystanders (general public, visitors);
 - 2) staff;
 - 3) hostages; and
 - 4) inmates.
 - d. resolve all emergencies with the appropriate use of force in accordance with *MSP 3.1.8, Use of Force and Restraints*;
 - e. preserve evidence and facilitate prosecution of criminal acts;
 - f. prevent escapes during emergency operations;
 - g. ensure emergency medical care is provided to staff and inmates;
 - h. conduct review (critical incident review) after a major emergency to assess the effectiveness of the plan and staff response;
 - i. ensure reprisals are not taken against inmates/staff; and

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- j. Maintain informative news contacts with the media.

IV. CLOSING

Questions concerning this policy shall be directed to the MSP Emergency Preparedness Manager.

V. ATTACHMENTS

None