



POLICY DIRECTIVE

Policy:	DOC 3.2.1 EMERGENCY MANAGEMENT
Effective Date:	11/18/2009 Page 1 of 3
Revision Date(s):	12/23/2016; 04/24/2026
Signature/Title:	/s/ Eric Strauss, Director

I. POLICY

The Department will ensure that a plan for continual prevention and preparedness for 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 (see Glossary)

IV. REQUIREMENTS

A. General

1. The Department Emergency Preparedness Manager (EPM) will maintain a *Department Emergency Operations Plan (DEOP)* that provides a comprehensive emergency management program to comply with NIMS and a means to meet the following goals:
 - a. use 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 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 hazard-specific plans, 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 processes 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-owned 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 EPM;
 - e. ensuring facility Emergency Management Coordinators receive training to carry out their responsibilities;
 - f. providing contact information for the appointed emergency management personnel to the EPM; and
 - g. conducting an annual review of the EOP, documenting the review in writing, and providing results of the review to the EPM.
2. The EPM is responsible for:
 - 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 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; and
 - g. coordinating Central Office Continuity Planning in collaboration with the Department of Administration.
3. Facility Emergency Management Coordinators (EMCs) are responsible for but not limited to the following:
 - a. coordination of all phases of facility emergency management activities with the EPM;
 - b. developing and being the primary point of contact for facility EOP, Continuity of Operations Plans, Annexes, and Checklists;
 - c. development of the facility Incident Command Post operations capability as per the *DEOP*;
 - d. obtaining certification as a Department trainer on the 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 the 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 EPM in accordance with the *DOCEEP*;
 - j. conducting an annual review of emergency plans and submitting plans to the EPM 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 EPM with emergency management operational plans 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 consistent with 3.2.1 (B) of the *DOCEEP*.

C. Role of Emergency Operations Center

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) and will oversee resource coordination and support for each facility IC from the EOC as appropriate.

V. CLOSING

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

VI. REFERENCES

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

VII. FORMS

- DOC 3.2.1 (A) **RD** *Department Emergency Operations Plan (DEOP) – Restricted Access*
DOC 3.2.1 (B) **RD** *Department of Corrections Exercise and Evaluation Program (DOCEEP) – Restricted Access*