

POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3. 1. 29
SECTION:	1	Security and Control	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	29	EMERGENCY SITUATIONS	
STANDARDS: ACA – 4 – ALDF: 1C-01, 1C-05			
APPROVED:			REVIEW DATE: 7 / 21 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
<i>Rescind:</i> 3.1.29 dated 12/19/16			
Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to develop and maintain a system of plans to address emergencies that may arise due to fire, riot, escape, natural disaster, bomb threats and such other incidents as determined by the Appointing Authority.

II. RESPONSIBILITIES

All executive staff members and other staff members having direct contact with the inmate population are responsible for adhering to the following procedures.

III. DEFINITIONS

Incident Commanders: Members of a Unified Command who have decision making authority for an emergency response in the Division. The Commissioner of Corrections serves as the Incident Commander for the Division of Corrections unless that responsibility is delegated to the Detention Center Superintendent.

Unified Command Center: Pre-determine area of the facility or grounds from which the Incident Commanders (Unified Command staff) can direct a response to an emergency.

Incident Command System: A standardize on-scene incident management system designed to allow responders to adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries

Unified Command: A structure that brings together the Incident Commanders of all major agencies and/or staff to collaborate and coordinate effective response to emergency situation.

IV. PROCEDURES

A. General Information

1. Definition of an Emergency:

Only the Commissioner/designee may declare a major Divisional emergency. The Commissioner will determine if an emergency requires the activation of the Incident Command System. An emergency situation will be defined as, but not limited to, the following:

- a. Maintaining control of inmates or operations of the facility/equipment that appears beyond the capability of the facilities immediate resources.
 - b. Lives are in immediate danger.
 - c. Large scale destruction of government property.
 - d. Major disturbances such as a large scale inmate revolt, hostage situations, or massive escape.
 - e. Major natural disasters such as fire, tornado, or other acts of nature.
2. An Incident Command Center has been established in the facilities to respond to major emergencies, (see DOC # 3.2.4). The Centers are equipped with radios, telephone access and Desktop Computers to serve the needs of the Command Center's staff. Additional space for tactical security needs will be determined and designated by the Commissioner or designee.
3. In the event of a major disaster or disturbance, coordination of news media and public information will be as provided in DOC policy # 1.1.18: News Media – Public Information.
4. Separate family briefing areas for employee and inmate family members will be designated by the Commissioner/designee to ensure family members are continuously updated during prolonged incidents.
5. Establishment of Emergency Plans:

Divisional Emergency plans are established in the policies listed below and in

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accordance with specific nature of the emergency. They are reviewed annually and made available to staff:

- (1). DOC #3.1.1: Master Control
- (2). DOC #3.1.15: Facility Radios
- (3). DOC #3.1.6: Door Control
- (4). DOC #1.4.11: Evacuation Drills
- (5). DOC #3.1.21: Use of Force
- (6). DOC #3.2.3: Fire Emergency Plan
- (7). DOC #3.2.4: Emergency Evacuation Plan
- (8). DOC #3.2.5: Emergency Power Generator
- (9). DOC #3.2.6: Bomb Threat Plan
- (10). DOC #3.2.8: Work Stoppage Plan
- (11). DOC #3.2.9: Disturbances and Riots Plan
- (12). DOC #3.2.10: Hostage Situation Plan
- (13). DOC #3.2.11: Escape Plan
- (14). DOC #3.2.14: Emergency Medical Response

6. Distribution of Emergency Plans:

- a. Emergency plans are made available to facility assigned employees through Unit/Sectional Heads.
- b. The Detention Center Superintendent and the Chief of Security of each facility will ensure a complete set of emergency plans are maintained in designated Incident Command Centers.
- c. Copies of the relevant emergency plans will be provided to agencies (i.e., Fire Department, Police, City Emergency Management, etc.) when necessary.

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7. Plans for radio communications as backup to the telephone system to allow for uninterrupted communication within the facility and between facilities; and facility and the community has been established. Voice commands to be used in the radio transmission will be as outlined in DOC Policy #3.1.15: Facility Radios.

B. Notification Procedures for Major Emergency

1. Upon learning a disturbance is in progress, or in response to a disaster or other major emergencies, the Shift Supervisor will attempt to obtain information from the reporting person as to type, location, identification of staff, inmates and others involved, and the magnitude of the situation.
2. The Shift Supervisor will initiate the appropriate notification process and ensure notification of the Duty Officer and other designated staff members on the emergency contact list. (See DOC #3.1.10: Incident Reporting).
3. The Shift Supervisor adheres to DOC #3.1.17: Lockdown/Unlock and implement additional procedures to maintain facility order prior to arrival of Command staff.

C. Division of Corrections Emergency Reaction Plan

1. When a major emergency is declared, the Commissioner will authorize the activation of the Unified Command. Designated staff will assemble and work in concert to oversee emergency site activities.
2. The Commissioner/designee will establish committees and, lines of supervision will be in accordance with Item C - Committee Membership and Specific Duties.
3. The on-scene Commander will be responsible for assigning the following committees:
 - a. Support.
 - b. Security.
 - c. Logistics, and
 - d. Finance and Administration.

D. Committee Duties

1. Support
 - a. Membership

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The Support Committee will consist of the Unit Manager (Commander), Classification Manager, Health Services Administrator, Safety Officer, Processing Supervisor, Data Central, Caseworker.

b. Duties

- (1). Deploy resources as needed.
- (2). Establish a Medical Services subcommittee consisting of the Health Services Administrator, and chief mental health staff.
- (3). Designate logger: Log times and events and people In/Out in IJMS/Event Log.
- (4). Facilitate constant communication with the Command Center staff and other committees
- (5). Establish classification/programs sub-committee to arrange for inmate movements and housing requirements.

2. Logistics

a. Membership

The Logistic will consist of Program Manager (Commander), IT Coordinator, Supply Supervisor, Mail Room staff, Building Maintenance Supervisor, and Food Services Manager.

b. Duties

- (1). Establish a telecommunication/ information sub-committee to ensure an information/communication center is in place in order for committees to communicate electronically and telephonically. The communication information center will also provide requested inmate information and data.
- (2). Obtain copies of facility blueprints and drawings to assist in developing response strategies.
- (3). Coordinate family assistance in collaboration with mental health staff. This committee will ensure the following:
 - (a). Ensure that the families of employees are properly notified

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of emergency situations involving their family members and are provided with information regarding the physical/mental wellbeing of their family member.

(b). coordinate with the mental health staff to provide psychological and religious support services to employees and their family members during and after the incident.

(4). Ensure that material items i.e., blankets, hygiene items, vehicles and other needed equipment and supplies are provided.

(5). Ensure that food and liquid refreshment are provided for staff on a regular basis.

(6). Ensure a rest management system is established for committee members

(a). Designated staff members as deemed appropriate by committee commander; will work 12-hour shifts throughout the duration of the emergency situation. (See DOC # 1.3.10: Overtime).

(b). Day shift hours will begin at 8:00 am and end at 8:00 pm. The night Shift will begin at 8:00 pm and end at 8:00 am

3. Security

a. Membership

The Security Committee will consist of the Chief of Security (Commander), Shift Supervisor, the (CERT) - Correctional Emergency Response Team, and Investigators.

b. Duties

(1). Determine needs and request additional resources:

a. Designated staff members as deemed appropriate by the committee's Commander; will work 12-hour shifts throughout the duration of the emergency situation. (See DOC #1.3.10: Overtime).

b. Day shift hours will begin at 8:00 am and end at 8:00 pm. The night Shift will begin at 8:00 pm and end at 8:00 am

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- c. Ensure a rest management system is established for committee members.
 - (2). Direct the action of the Division emergency response team.
 - (3). Coordinate with outside law enforcement.
 - (4). Provide recommendations on course of actions to Unified Incident Commanders.
 - (5). Report information about special activities, events, and occurrences to the Incident Commander/designee.
 - (6). Provide information to the Incident Commanders on inmates who are involved in the disturbance or incident.
 - (7). Provide information to the Incident Commanders on hostages that is pertinent to managing and resolving the emergency situation.
 - (8). Ensure staff is assigned to guard administrative area, records room and medical unit.
 - (9). Provide perimeter security for the facility
 - (10). Provide transportation/escort and security in the event inmates need to be relocated.
 - (11). Provide security and supervision for displaced inmates. (See DOC #3.2.4: Emergency Evacuation).
4. Finance/Administrative
- a. Membership
- The Finance/Administrative Committee will consist of the Executive Assistant or Business Office Manager (Commander), Payroll Clerk and other Business Office personnel as deemed appropriate by the Business Office Manager.
- b. Duties
- (1). Manage the financial aspects of an incident.
 - (2). Fill supply and support needs.
 - (3). Determine the need to set up and operate an incident commissary

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- (4). Ensure all personnel time records are accurately completed
- (5). Provide financial input to demobilization planning.
- (6). Brief responding agencies administrative personnel on all incident-related financial issues needing attention or follow-up.

E. Drills

A drill schedule will be established for all emergency plans. It will be the responsibility of the Safety Officer to ensure drills are conducted as scheduled and evaluations are made. (See DOC # 1.4.11: Evacuation Drills).