

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3.2.4
SECTION:	2	Safety and Emergency Procedures	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	4	Emergency Evacuations	
STANDARDS: ACA – 4 – ALDF: 1C-01 (M)			
APPROVED:			REVIEW DATE: 7 / 21 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 3.2.4 dated 9/7/10 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to ensure the safety and protection of employees, inmates and other occupants of the facility, and preserve the facility structure and provide for immediate resumption of essential facility functions following the occurrence of natural disaster or other facility emergencies.

II. RESPONSIBILITIES

All Division of Corrections staff are responsible for adhering to the following procedures.

III. DEFINITIONS

Emergency Floor Personnel: See Procedure B in this policy.

External Evacuation: Total removal of all staff, inmates and any other occupants of to the outside of the facility, for safety.

Incident Commander: The highest ranking custody staff on duty during an emergency until relieved by the Commissioner/designee.

Incident Command Center: A pre-designated area of the facility for use during emergency situations to coordinate emergency operations.

Internal Evacuation: Total removal of all staff, inmates and any other occupants from the affected area of the facility to a safe area within the facility.

IV. PROCEDURES

A. General Information

1. The provisions for emergency preparedness and employee protection in institutions are found in Divisional policy # 3.1.29; 3.2.1; 3.2.3; 3.2.4; 3.2.6; 3.2.9; 3.2.10; 3.2.11, and 3.2.14; 3.2.16.
2. Each facility Detention Center Superintendent is responsible for developing their facility's emergency evacuation plan for use in emergency situations requiring the plan's implementation. The plan will be in the custody of the Chief of Security, and can be accessed by the Shift Commander. A copy is maintained in the Policy Development and Compliance Unit.
3. Copies of this the facility policy will be made available to all employees. Each Facility's Evacuation Plan shall be classified as confidential and will be restricted only to the Executive Management and the Shift Commander who directs emergency floor personnel during emergency situations.

B. Chain of Command

In emergency situations, the Master Control Officer(s) will be knowledgeable and have contact with highest ranking manager / supervisor in the institution. The Ranking Managers are:

1. Department of Public Safety Director
2. Commissioner of Corrections
3. Superintendent
4. Chief of Security
5. Officer of the Day
6. Unit Manager
7. Shift Supervisor
8. Correctional Officer II

C. Emergency Organization

1. Once the emergency plan has been activated, all emergency operations will be directed from a predetermined command center.

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

2. The Command Center will be manned by the Incident Commander and other staff who directs the operation of emergency floor personnel. These emergency floor personnel may include
 - a. Custody staff
 - b. Police Officers
 - c. Fire Fighters
 - d. Medical staff, and
 - e. Para Medics.
3. In any emergency situation, the highest ranking staff person in the facility is the incident commander until relieved by a higher ranking staff person.
4. Staff from other responding law enforcement agency(s) will not substitute as the facility's incident commander and/or serve as spokes person for the Division unless authorized by the Appointing Authority.

D. Notifications

1. During regular operating business hours and in all emergency situations, employees will immediately notify the Shift Commander who in turn notifies the Chief of Security.
2. After Hours/Holiday Notification
 - a. In the event of an emergency during evenings, weekend, or Holidays, employees will immediately notify the Officer of the Day (OD) and call the emergency 911 number. (This notification will enable the Shift Commander to activate the facility's emergency plan if necessary).
 - b. If evacuation becomes necessary during these hours, the St. Louis Metro Police Dept. and/or the Fire Dept. Commander may take over the facility's lead decision making and may inform the Shift Commander to evacuate. Staff will follow the same designated facility evacuation routes.

E. Incident Command Center

1. Each facility will have a pre-designated command center that serves as command hub in facility emergency requiring the use of such center.

POLICY & PROCEDURES

2. In all emergencies requiring the presence of other law enforcement agency(s) in the facility, the Chief of Security will activate the Command Center for possible use to coordinate effort to managing the situation.
3. During after business hours and holidays, the Shift Commander will notify the OD prior to activating the Command Center.

F. Phases of Evacuation

1. Internal Evacuation

If it is determined that the evacuation of structural zone and only that zone is necessary, the residents within that zone will be moved and secured in another area within the facility.

2. External Evacuation

When evacuation to outside of facility is necessary as determined by appropriate authority, employees that are not part of the emergency coordinating staff or emergency floor personnel will leave the building immediately by the nearest exit or as directed:

- a. Custody staff and other emergency personnel will be available to direct employees and inmates, and ensure that all instructions are carried out.
- b. Evacuation of handicap personnel and/or inmates will receive highest priority in any emergency. (See policy # 3.3.10: Inmates with Disabilities).
- c. Employees will walk, remain quiet, use handrails, and follow any emergency instructions. Women on high hill shoes shall remove it to avoid fall.
- d. Inmates will line up, walk, remain quiet, and follow all staff directions.
- e. Employees will gather in designated sites no less than one-half block from the building unless otherwise instructed.
- f. Following evacuation, Custody staff, police, and other emergency personnel will prevent entrance to the building.
- g. When emergency is over, the Chief of Security will advise employees if /and when they may return to the building. The Shift Commander will ensure that an Incident Report is completed and submitted as provided in policy.