



**DEPARTMENT OF CORRECTIONS
AGENCY OF HUMAN SERVICES
STATE OF VERMONT**

NUMBER

A

26.05
POLICY
DIRECTIVE
PROCEDURE

SUBJECT COMMUNITY EMERGENCY NOTIFICATION	EFFECTIVE DATE 09/01/00	REVIEWED AND RE-ISSUED	SUPERSEDES NEW
RECOMMENDED FOR APPROVAL BY: <i>[Signature]</i> SIGNATURE	AUTHORIZED BY: <i>[Signature]</i> SIGNATURE		

AUTHORITY

Authority for this directive is derived from Title 28 V.S.A. section 102 (17) and section 601 (4) as well as VTDOC Policy 8.

PURPOSE

Each Superintendent is responsible for emergency notification of community members neighboring correctional facilities.

This directive will standardize the Department of Corrections' practices regarding resident emergency notification.

APPLICABILITY/ACCESSIBILITY

This directive is available to Vermont Department of Corrections' staff only.

DEFINITIONS

CAN – Community Alert Network. The corporation contracted by the VTDOC to do automated emergency notification.

Community Liaison Committee – A board of community members, examples of membership is local and State Police Representatives, State Representatives, City/Town Clerk and coordinated by the Superintendent.

External Agencies – Includes, but not limited to, the State Police, Local Police or Sheriffs, National Guard, Office of Emergency Management, Local Fire Departments, and EMS.

Community Emergency Notification Lists – A list of community members, neighboring correctional facilities, and others to be determined by the superintendent, to be notified in the event of an emergency.

Staff Emergency Notification Lists – Lists of staff members to be called during an emergency. These lists can include administrators, special emergency positions and general staff re-call lists.

[REDACTED]

[REDACTED]

Role-Play – Simulated activation of the CAN system where calls are not actually sent out from CAN. These sessions must be scheduled 48 hours in advance.

DIRECTIVE

I. Community Emergency Notification List Development

A. The Vermont Department of Corrections will notify community members neighboring correctional facilities of emergencies when a probability exists that the emergency will affect public safety. Those emergencies will include:

1. Escapes,
2. Riots/major disturbances,
3. Natural disasters that breach the facility's security perimeter,
4. Events that require a large response by external agencies.

B. Correctional Facility Superintendents will meet with the Community Liaison Committee, the selectman or their representatives to develop a residential community emergency notification plan. This plan will include lists of community members neighboring correctional facilities to be called in case of an emergency, as defined above. This plan must be site specific to meet the communities needs. Issues to be addressed in the plan must include, but are not limited to the following:

1. The boundaries within the residential area where notification will take place.
2. Schools to be notified, if any.
3. The number of locations each community member can list. (i.e. notification at places of business.)

[REDACTED]

5. Notification will be made at these meetings that testing will be limited to that allowed by the budget established by the Director of Security and Supervision. The community may agree to fund additional drills.

6. Notification will be made at these meetings that the notifications will be limited to 300 telephone numbers per facility. The community may agree to fund the addition of more telephone numbers into the system.

- C. Superintendents may also develop lists to notify the facility administrative personnel, specialized emergency positions and facility re-call lists in case of emergency.
- D. The Superintendent will contact the Director of Security and Supervision to obtain formatting information for the notification lists. Once the lists of staff/community member emergency notification is complete the Superintendent or his/her designee will forward the completed list to the Director of Security and Supervision. The list will be sent in the approved electronic format only.

[REDACTED]

F. [REDACTED]

[REDACTED]

2. The Director of Security and Supervision or his/her designee must approve all CAA's.

II. Emergency Notification Lists Maintenance

- A. The Superintendent will appoint one staff member at each facility to update community emergency notification lists. This person will be the Facility Emergency Preparedness Coordinator. The Director of Security and Supervision or his/her designee will authorize that staff member to update lists with CAN headquarters for their respective facility only.
1. In the event that the staff members authorized to update/activate lists are relieved of duty for any reason the Superintendent will notify the Director of Security and Supervision or his/her designee ASAP.
 2. The Director of Security and Supervision will terminate authorization of the relieved staff member and appoint another staff member.
 3. In the event the staff authorized to update the lists is not available (leave) and a list needs to be updated, the Superintendent will notify the Director of Security and Supervision or his/her designee. The list will be updated from that position.
- B. Superintendents will insure staff emergency notification lists are reviewed for errors monthly, or more frequently as required.
1. New staff must be added to the appropriate lists and staff who no longer hold positions requiring emergency notification must be removed ASAP.

C. Superintendents will insure community emergency lists are updated quarterly using the following process:

1. 30 days prior to submitting the updated list(s), advertise a request for updated information on local radio stations and in local newspapers.
2. Send letters to all residents on the community emergency notification lists advising them of the update and the response deadline.
3. Send updated list to the Director of Security and Supervision where they will be kept on file.

III. Implementing Emergency Notification Lists

A. During an emergency any information sent out to the community using the community emergency notification lists must be approved by the Commander /Initial Commander. (Per Directive 414.03 Emergency Preparedness)

1. There may not be time for the Public Information Officer to be involved during the initial notification. All other updates sent out over the community emergency notification lists must be developed by the PIO and approved by the Commander.

B. The Commander/Initial Commander will insure the lists are called in order according to Directive 414.03 Emergency Preparedness. (Page 4 section III.)



IV. Training

- A. Upon completion of the community emergency notification lists, staff will receive initial training in implementing the CAN from CAN Inc.
- B. Staff proficiency in the skills required for the implementation of the CAN will be maintained through monthly role-plays on the job.

1. The Facility Emergency Preparedness Coordinator, in conjunction with the Regional Emergency Preparedness Coordinator, will schedule role-play sessions 48 hours in advance to schedule the role-play with CAN per the CAA Manual. (Appendix A)
2. The Facility Emergency Preparedness Coordinator, in conjunction with the Regional Emergency Preparedness Coordinator, will schedule prearranged activation of the CAN quarterly, per local procedure and the CAA Manual. These sessions will train staff, build community members confidence in the system and test the system itself.
3. All drills conducted per directive 414.03 Emergency Preparedness will include prearranged activation of the CAN. The Facility Emergency Preparedness Coordinator, in conjunction with the Regional Emergency Preparedness Coordinator, will contact CAN Inc to schedule these events 48 hours in advance per the CAA Manual. (Appendix A.)

V. Quality Assurance

- A. Audits will be performed on the CAN system annually per Directive 414.03 Emergency Preparedness.

RESPONSIBILITY

The Director of Security and Supervision has the overall responsibility for implementing, establishing a budget and controlling the budget for this directive.

DRAFT PARTICIPANTS

This directive was written by Jay W. Simons, Security and Supervision, 802 241-2271 with consultation from Kathleen Lanman, Superintendent Northern State Correctional Facility.

REFERENCES

Title 28 V.S.A. section 102 (17)
Title 28 V.S.A. section 601 (4)
VTDOC Policy 8
VTDOC Directive 414.03