



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

NUMBER

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**POLICY
414.03 DIRECTIVE
PROCEDURE**

SUBJECT EMERGENCY PREPAREDNESS	EFFECTIVE DATE 07/17/00	REVIEWED AND RE-ISSUED	SUPERSEDES Policy 1016 (414) dated 6/17/85.
RECOMMENDED FOR APPROVAL BY: <div style="text-align: right;">SIGNATURE</div>	AUTHORIZED BY: <div style="text-align: right;">SIGNATURE</div>		

AUTHORITY

Authority for this directive is derived from Department Directive 02.01, Policy and Procedure Development and Department Policy 414, Serious Disturbance.

PURPOSE

This directive is to set forth the authority and parameters for how the Vermont Department of Corrections will respond to emergencies. During emergencies, (whether man-made or natural disaster) the overriding concern of this department will continue to be the protection of the community, staff and inmates.

Staff actions will be guided by a desire to save lives and prevent injuries whenever and wherever possible. Even under emergency conditions, staff will attempt to maintain and/or restore humane, professional conditions of incarceration. Staff will also be committed to the protection of community and state property.

APPLICABILITY/ACCESSIBILITY

This directive applies to and is only to be disclosed to Department of Corrections employees.

DEFINITIONS

Emergency Preparedness: A comprehensive system of training, planning, and response to all types of facility and community emergencies.

[REDACTED]

[REDACTED]

[REDACTED]

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Health Care Provider: Contractors to provide medical care to each of the VT DOC facilities.

I. Goals:

- A. To isolate and contain emergencies as quickly as possible.
- B. To establish control and restore order as quickly as possible.
- C. To maintain personal safety
 - 1. Of innocent bystanders (visitors, inmates, etc.)
 - 2. Of staff
 - 3. Of inmates that may be involved in or creating the emergency situation.
- D. To minimize the impact of the emergency situation on the rest of the institution.
- E. To resolve violent or potentially violent emergencies with least restrictive/least forceful intervention while maintaining safety
- F. To continue to prevent escapes even during emergency operation.

II. Role of Central Office

- 1. In the event of a major emergency at any institution within the Department, Director of Security & Supervision shall:

[REDACTED]

- b. [REDACTED]
- c. Monitor the course of the emergency;
- d. Notify and update other institutions within the Department;

e. Maintain liaison with the Governor's Office, the State Legislature and other involved state agencies.

2.

[REDACTED]

3.

The Central Office EOC plan shall be separate and distinct from the Central Office emergency plan, which shall deal with fire, natural disaster or other foreseeable emergency situations which might occur at the Central Office building itself.

III. Notification, Communication and Liaison

1.

[REDACTED]

2.

[REDACTED]

3.

[REDACTED]

4.

[REDACTED]

5.

[REDACTED]

6.

The effected institution shall not be responsible for notifying or updating other institutions within the Department or other areas of state government. These responsibilities shall be carried out by the EOC at Central Office.

IV. Command

Note:

[REDACTED]

1. Initial Command:

a.

[REDACTED]

b.

[REDACTED]

2. Command:

a.

[REDACTED]

b.

[REDACTED]

c.

[REDACTED]

d.

[REDACTED]

e.

[REDACTED]

3. Interim Command:

[REDACTED]

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[REDACTED]

4. Change of Command:

a.

[REDACTED]

b.

[REDACTED]

5. Authority of the Commander:

[REDACTED]

6. Command Succession:

[REDACTED]

7. Incapacitation:

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- a. No employee shall report to a facility when incapacitated. At the same time, an employee who becomes incapacitated while at work shall be relieved of duty by the best-qualified employee on site.
- b. No employee shall report to an incident, at a facility or off site, and attempt to assume command while incapacitated.

V. Use of Force

1.

[REDACTED]

a)

[REDACTED]

b)

[REDACTED]

b)

[REDACTED]

2.

[REDACTED]

3.

[REDACTED]


4.

In accordance with an interagency agreement between the Department of Corrections and the Department of Public Safety, if there is a need for marksman, the DOC shall utilize the VSP resources. Each institution shall contact the nearest State Police barracks that will then initiate the appropriate response. State Police specialized teams that are called out for any institutional emergency shall operate under their own chain of command. The State Police Commander, on scene, will take direction from the Commander with regards to what the facility needs are; however the DOC will not dictate VSP tactics.

5.

[REDACTED]

VI. Public Information

1. During an institutional emergency, the public information function shall include, but not necessarily be limited to, working with the media, Strategic Planning Group, rumor control, the surrounding community, staff and inmate families.
2. Each institution shall have a designated Public Information Officer (PIO) and at least one alternate PIO at the level determined by the Facility Superintendent (i.e. CWS or CSS).
3. 
4. During an institutional emergency, the affected institution shall use a "one channel outward" procedure for public information, to the greatest extent possible. That is, all public information shall be released by or through the efforts of the institution's PIO and only after approval by the Commander.
5. In an institutional emergency, and during its aftermath, staff are expressly prohibited from providing information, giving interviews, or responding to media unless specifically authorized by the Commander. This directive provision is required by safety and security considerations, as the unauthorized release of information in an emergency situation can have life and death consequences. Staff members who are approached by media or by other individuals requesting information, opinions or background shall direct those individuals to the PIO, either physically, or by phone, and shall, if necessary, explain that directive prohibits anyone except the PIO from releasing information.
6. During and after a major emergency, the institutional PIO shall coordinate the release of information with the Central Office PIO to the greatest extent possible. Whenever practical, Central Office shall be informed in advance of any information release. The EOC shall also be informed in advance of any scheduled press releases, press conferences, and interviews etc. and shall be afforded the opportunity for reaction. The PIO and other Central Office administrators shall follow the general directive provisions above and shall not release information concerning the emergency without the prior communication, if at all possible, with the incident Commander.
7. To the extent practical, the EOC shall work with the Governor's office during a major facility emergency to coordinate public information

releases and to minimize the risk that an information release will compromise efforts to resolve the emergency.

VII. External Agencies

1. Each institution shall develop written agreements with each of the following outside agencies. Additional agencies may be added to this list if warranted by circumstances:
 - a. State Police
 - b. Local Police and/or Sheriff's Office
 - c. National Guard
 - d. Office of Emergency Management
 - e. Local Fire Departments
 - f. Telephone company
 - g. Utility company
 - h. EMS
 - i. Hospitals
2. Formal written agreements shall be used where possible. Where necessary, an informal but written memo of understanding may be substituted. Agreements may be memorialized in a letter between Superintendents and external agency heads. All written agreements shall be appropriately signed and dated.
3. Each written emergency agreement shall include:
 - a. The services and equipment that may be furnished to the institution and what the institution can provide to the community;
 - b. Emergency contacts at the external agency, including twenty-four hour contacts, home phone numbers and pager numbers where possible;
 - b. Any restrictions on the provision of services or equipment during emergencies;

- d. [REDACTED]
- e. [REDACTED]
- f. Provision for review of the written agreement by the institution and the external agency on at least an annual basis. Provisions for key external agency staff to tour the institution or otherwise familiarize themselves with potential emergency scenarios at the institution shall be made available;
- g. Provision for external agency staff to participate in simulations, exercises, or other emergency training at the institution.

VIII. Facility Medical Services

1. The Department of Corrections contracts with health care providers to provide both emergency and non-emergency health services to the incarcerated inmate population.
2. This directive is not intended to supplant or contravene any section of this concurrent policy/directive governing health services responses in emergency situations.
3. Any drills or scenarios will be coordinated between the health care provider and the Department of Corrections Chief of Emergency Services.

IX. Emergency Preparedness Training

1. All institution staff at the level of Shift Supervisor and above shall receive a minimum of 32 hours of initial training on emergency preparedness. Such training shall be specifically designed for command-level staff. They shall also receive a minimum of eight hours per year of refresher training on emergency preparedness and related topics. COs that may be required to fill a Shift Supervisor vacancy will attend the same training specified above. The Director of Security & Supervision shall identify Central Office staff who will attend the 32-hour training sessions. At a minimum, the following will attend: Commissioner, Deputy Commissioner, Director of Correctional Services, Asst. Director of Correctional Services, Director of Security & Supervision, Asst. Director of Security & Supervision, and Hearing Administrator.

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2. All other facility and Central Office staff, determined by the Director of Security & Supervision, shall receive a minimum of 16 hours of initial training on emergency preparedness and a minimum of four hours of refresher training annually on emergency preparedness, and related topics.
3. DOC hostage negotiators shall receive a minimum of forty hours of initial negotiation training, and shall receive a minimum of eight hours per quarter of refresher training after their initial training. In the event that the department does not have trained negotiators available, we shall utilize the Vermont State Police and their negotiators.
4. CERT team members shall receive forty hours of initial training and a minimum of ten hours per quarter refresher training.
5. LERT members shall receive the number of hours determined by the facility on disturbance control. Refresher training will be determined on a local level.
6. Institutional PIOs and Assistant PIOs shall receive a minimum of twenty-four hours of initial training for their assignment, and shall receive a minimum of eight hours refresher training per year thereafter.
7. Full-time volunteers and contract providers shall be subject to the same training standards as front-line and administrative staff (16 hours of initial emergency preparedness training and a minimum of four hours refresher training annually thereafter). Regular but part-time volunteers and contract providers shall complete a minimum emergency orientation specifically designed for volunteers and contractors by the IEPC and scheduled by the Volunteer Coordinator.
8. Buildings and General Services Department employees assigned to correctional facilities are required to attend the 16-hour class per a memo of agreement between Buildings and General Services and the Department of Corrections.

X. Emergency Coordinator

1. [REDACTED]
3. [REDACTED]

4. [REDACTED]

3. There shall be one Emergency Preparedness Coordinators in each of the following three areas of the state: Northwest, Northeast, and Southern. These individuals are responsible for assisting their respective facilities in the design, implementation, and training of the local Emergency Preparation Manuals. They are also responsible for providing guidance to their facilities with respect to local and statewide drills and exercises. Do to their responsibilities, the Regional Coordinators will report to the Chief of Emergency Services, who is the State Coordinator of Emergency Preparedness.

4. The Department shall maintain a full-time Emergency Preparedness Coordinator at Central Office. This person shall review each institution's emergency plans, coordinate with each institution's emergency preparedness coordinators, arrange or monitor both specialized and general emergency preparedness training and maintain the Central Office EOC plan and coordinate interagency agreements with federal and other state agencies.

XI. Deviation from Policy/Directive

1. [REDACTED]

2. [REDACTED]

a. [REDACTED]

b. [REDACTED]

c. [REDACTED]

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XII. Evacuation

1. Each institution shall maintain detailed plans for immediate on-site evacuation from buildings in the event of life-threatening situations such as fire.

4. [REDACTED]

3. [REDACTED]

4. All evacuation plans shall address necessary separation of special population inmates (segregation, protective custody, etc.), as well as special procedures needed for other groups of inmates with special needs (medical, geriatric, physically disabled, etc.).

5. Off-site evacuation plans shall include identification of receiving sites and plans for lifelines and essential services (security, food, medical, etc.).

6. [REDACTED]

7. Off-site evacuation plans shall include provisions for security of the institutional facility after evacuation and for re-entry of the facility when the emergency is over.

XIII. Policy for Hostage Situations

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

a. [REDACTED]

[REDACTED]

c. [REDACTED]

d. [REDACTED]

e. [REDACTED]

f. [REDACTED]

XIV. Employee Job Action

1. Each institution shall maintain a separate appendix to its generic emergency plan for responding to a strike or other employee job action. The appendix containing the job action plan shall be maintained separately from the generic emergency plans. The Superintendent, Asst. Superintendent, Security & Operations Supervisor, and Facility Emergency Preparedness Coordinator shall review and maintain familiarity with this appendix, but access to, and review of, the job action plan shall be limited to these four positions.

XV. Emergency System

1. Each institution's emergency system shall be reviewed and audited on an annual basis by a three-person team including two individuals from other institutions and the institution's Emergency Preparedness Coordinator. Findings must be documented and changes approved by the Chief of Emergency Services.
2. Each institution shall conduct a minimum of one tabletop emergency exercises per year per shift and at least one full-scale simulation per year to test its emergency systems. Full-scale simulations will always include specialized staff and external agency staff. Both full-scale simulations and tabletop exercises will be evaluated, in writing, including recommendations for changes in procedure, equipment, etc. Full-scale simulations shall include staff from other institutions and/or Central Office as monitors/evaluators. The Chief of Emergency Services must approve such exercises. A full report outlining the findings and suggested changes must be forwarded to the Chief of Emergency Services for final approval.
3. Each institution shall develop and maintain its own emergency plans in the format specified by the Department. The Director of Security & Supervision with the recommendation of the Chief of Emergency Services must approve these plans. This review and approval process applies when the institutional plans are first developed and for an annual review and reapproval.