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SUBJECT:		DOC EMERGENCY RESPONSE AND EVACUATION PLAN		
NUMBER:		[REDACTED]		
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Chapter 14

COMMAND AND CONTROL

1. Incident Command System

- a. The Incident Command System shall be utilized to manage the response to emergencies at DOC facilities to ensure:
 - 1) Coordination and comprehensive management of resources
 - 2) Effective span of control
 - 3) Integrated communications
 - 4) Organization of personnel, equipment and communications.
- b. In the event of an incident at the location where CCB is housed, DOC will collaborate with MPD's Command Information Center.
- c. When an emergency, as defined in this directive, occurs:
 - 1) The senior correctional officer on the scene shall assume command of the scene, ensure that immediate notification is made to the Command Center and take immediate actions as outlined in this directive. This officer remains in command of the scene until relieved by a supervisor. The Command Center is to be immediately notified of all changes in command.
 - 2) The Warden or designee shall identify an Incident Commander that will exercise command and control over the response and coordinate with other agencies and outside entities involved in or impacted by the response.
 - 3) The Incident Commander shall have the authority to activate additional functional elements of the Incident Command System as necessary.

2. Command Posts

- a. When an emergency situation occurs this is beyond the capability of the on-duty shift to resolve, the Incident Commander may establish an Incident Command Post (ICP). The location of the ICP will be determined based on the nature and location of the

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emergency. The following locations provide sufficient space and security for use as the ICP :

- 1) Wardens Conference Room at CDF
 - 2) Deputy Warden's Conference Room at CTF
 - 3) Armory (Lower Level)
- b. Only authorized staff will be permitted in the ICP during an emergency. Authorized staff will be issued a specialized vest that identifies their positions in the ICP.
 - c. Assigned staff member(s) shall be designated to control the movement of personnel in and out of the ICP.
 - d. A Tactical Command Post (TCP) may be established when needed during emergency situations. This command post shall address the tactical needs of the emergency and shall be under the direct authority of the Emergency Response Team (ERT) Commander. The emergency use of teams from the facility Canine Unit will be controlled by the TCP and integrated into the overall emergency operations.
 - e. The Incident Command Equipment shall be inventoried quarterly by the Security team.

3. EMERGENCY SUPPLIES AND MATERIALS

- a. **The Incident Commander shall ensure:**
 - 1) That all issuance and use of emergency supplies and materials during an actual emergency is properly documented.
 - 2) That as soon as practicable after the emergency has been resolved, all emergency supplies and materials are inventoried, inspected and returned to storage.
 - 3) That a list of expendable emergency supplies and materials used in response to the emergency is forwarded to the Warden.
- b. **Emergency Equipment.**
 - 1) Personal Protective Equipment (PPE)-The Deputy Wardens for Operations shall ensure that sufficient quantities of PPE are on hand and available for use

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by staff when needed to implement this plan. This equipment shall include but is not limited to:

- a) Protective Suits
 - b) Masks
 - c) Gloves
 - d) Boots
 - e) Goggles
- 2) Security Equipment-The Deputy Wardens for Operations, through the security team, shall ensure that sufficient quantities of security equipment are on hand and available for use by staff when needed to implement this plan. This equipment shall include but is not limited to:
- a) Portable Lights
 - b) Extension Cords
 - c) Portable Generators
 - d) Communications Equipment
 - e) Cameras and Video Equipment
 - f) Restraints
 - g) Chemical Agents
 - h) Firearms and Ammunition
 - i) Barrier Tape
 - j) First Aid kits
 - k) Emergency Response Team Equipment

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c. Emergency Procurement

- 1) The Deputy Director for Operations may authorize emergency procurement of supplies and materials needed to respond to emergencies or to replace items used in responding to an emergency.
- 2) The Deputy Director for Operations may authorize amendments to existing contracts when necessary to address critical needs during an emergency.

4. Assigned Roles and Responsibilities in an ICS: There are nine roles that may be activated in conjunction with the ICS during a major incident (see Appendix I). These roles are pre-assigned to staff, and the staff for each role and their alternate complete ICS training annually.

a. Incident Commander – Warden or Designee:

- 1) Set Objectives
- 2) Control Resources
- 3) Protect Safety and Security
- 4) Set Up Command Post
- 5) Assess Priorities

b. Safety Officer:

- 1) Sees that safe practices are observed by assigned personnel
- 2) Identifies unsafe or hazardous conditions
- 3) Formulates measures to protect personnel safety
- 4) Takes immediate action to prevent unsafe acts

c. Public Information Officer:

- 1) Works in cooperation with the EOC/Communications staff
- 2) Is responsible for interacting with media
- 3) Coordinates the release of accurate and consistent information
- 4) Communicates with contracting agency when appropriate

d. Liaison Officer:

- 1) Acts as the point of contact for assisting agencies
- 2) Provides lines of authority, responsibility and communication
- 3) Acts as a diplomat
- 4) Works with contractors to address needs
- 5) Operates specifically from the designated command center

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e. Operations Chief:

- 1) Directs and coordinates all tactical operations
- 2) Assists in developing objectives
- 3) Develops operational plans
- 4) Requests or releases information approved by the Incident Commander
- 5) Consults with the Incident Commander about the incident action plan
- 6) Keeps the Incident Commander informed of status
- 7) Supervises Staging Area Manager

f. Planning/Intelligence Chief:

- 1) Develop an incident action plan
- 2) Modify an incident action plan to meet changing needs
- 3) Anticipate changes in resource needs
- 4) Prepare alternate strategies and tactical operations (present and future)

g. Logistics Chief:

- 1) Responsible for providing facilities, services, and materials for the incident
- 2) Acts as "Supply Sergeant" for the incident
- 3) Manages service and support resources
- 4) Areas of supervision include Medical, food service, communications, facilities, ground support, resources, service branch, supply

h. Finance/Administration Chief:

- 1) Monitors future costs
- 2) Controls expenditures
- 3) Oversees payment of personal cost
- 4) Cost recovery
- 5) Authorized to make necessary purchases

i. Staging Area Manager –

- 1) Establishes a check-in procedure
- 2) Responds to requests for resources
- 3) Monitors status of resources in the staging area
- 4) Keeps the Incident Commander or Operations Chief informed

5. Staging Area: Location established where resources can be placed while awaiting a tactical assignment, and to enable positioning of and accounting for resources not

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immediately assigned. A staging area may include temporary feeding, fueling, and sanitation services as necessary. The Operations Section manages the Staging Areas.