Minnesota Department of Corrections

Policy Number:	**301.160**
Title:	**Emergency Plans**
Effective Date:	**7/17/18**

PURPOSE: To ensure that plans are developed at all agency locations to handle emergency situations. To ensure that there is an evacuation procedure in place for persons with disabilities.

APPLICABILITY: Department-wide

DEFINITIONS: None

PROCEDURES:

A. Emergency plans

1. Each location must prepare emergency plans, which could be checklists for handing emergency situations, and ensure that these emergency plans meet the distinctive requirements of the location. Emergency plans may include such examples as the following emergency situations, as appropriate:
   a) Escape;
   b) Riot;
   c) Hostage situation;
   d) Terroristic action (including bomb threat);
   e) Adverse job action/employee strike;
   f) Natural disaster (including severe weather);
   g) Fire;
   h) Response to the State Emergency Operations Center (SEOC) through the Minnesota Emergency Operations Plan (MEOP); and
   i) Any other plan deemed necessary to maintain safe and secure operations.

2. Emergency plans must be readily available to the staff required to use them, but every necessary security precaution (e.g., securing computer workstations when not in use, etc.) must be taken relative to the plans (to avoid offender access).

3. The location must establish a liaison with outside agencies to develop and clarify the outside agencies' roles when interacting with the location during emergencies.

4. The location must conduct emergency plan training at least annually. Training must be documented using appropriate incident reports and incident command system (ICS) forms. Incident reports and completed ICS forms are retained at the appropriate facility.

5. Each location uses the ICS as a communications system within the location and between the location and the community in the event of an emergency situation. The emergency messaging system must be used to notify staff of the event and the possible need to report.

6. Each site must have emergency plans including provisions for emergency repairs or replacement in life-threatening situations.

7. Each site may have operating guidelines/post orders, as appropriate, regarding emergency power including:
   a) Determination of essential lighting, security, and life support functions;
   b) Security level of emergency power source;
   c) Determination/mitigation of adverse effect of emergency power operations upon:
      (1) Security functions; and
      (2) Control center computer systems/controls; and
   d) Maintenance, storage, and deployment of portable emergency power equipment, such as:
      (1) Portable generators; and
      (2) Lighting (flashlights, lanterns, light sticks, etc.).

8. Each site must maintain continuity of operations plans (COOP) following the guidelines in Policy 105.012, "Continuity of Operations."

B. Emergency plans – facility safety administrators and the central office safety director
   1. All site safety administrators must ensure that the site complies with applicable fire codes and regulations as mandated by the State of Minnesota regulations.

   2. The office services supervisor must have copies of the DOC central office emergency and evacuation plan available upon request.

INTERNAL CONTROLS:
A. Incident reports and completed ICS forms are retained at each facility.

ACA STANDARDS: 2-CO-3B-01; 2CO-3B-02; 2-CO-2A-02; 2-CO-1C-01;4-4217; 4-4048; 4-APPFS-3F-02

REFERENCES:
Policy 203.230, "Death of an Offender"
Division Directive 301.020, "Escape"
Policy 301.140, "Incident Command System"
Minn. Stat. §§ 12.02, 12.09, 241.01; 253B.18; and 253D
Governor's Executive Order 15-13, "Assigning Emergency Responsibilities to State Agencies
MMB Administrative Procedure 5.4, "Time Off in Emergencies"

REPLACES: Policy 301.160, "Emergency Plans," 4/19/16.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Bomb Threat Call Procedures (301.160A)

APPROVALS:
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support

Instructions

301.160FS, “Field Office Emergency Plan”