3-14/040.00 Unit Level Emergency Plans

Each Custody Division facility shall develop and maintain unit level emergency plans pursuant to the Department Manual of Policy and Procedures, section 5-06/000.25, "Supplemental Emergency Plans," which supplement the Department's Emergency Operations Plans (EOP's) to meet the unique needs of each facility.

These plans shall detail unit-specific plans and procedures for managing potential emergencies which might impact the facility. Facility Supplementary Emergency Plans shall include, but not be limited to, the following areas:

- Emergency Mobilization and Response procedures
- Disturbances/Riots (minor/major)
- Hostage situations (including prevention and survival procedures)
- Fires (including procedures prior to the arrival of fire department)
- Earthquakes, floods or other natural disaster procedures (including loss of communications or unavailability of outside assistance)
- Escapes (individual, multiple, mass)
- Extensive food/water contamination
- Sustained loss of telephone, utilities, computer systems, water supplies, etc.
- Major medical emergencies (including communicable diseases)
- Hazardous/toxic materials incidents or threats at or near facility, forcing evacuation
- Emergency evacuation procedures, partial or total, which shall be initiated by the unit commander, or in his absence, the watch commander, and include the accounting of employees, inmates, and an alternate location for inmates
- Civil disturbances, strikes, or work actions
- Unit Command Post and Unit EOC plans and procedures
- Other exigent factors, situations, or potential hazards unique to individual facilities

Additionally, all emergency plans shall be formulated upon the following standards:

- Plans shall include instructions regarding the criteria and authority for activation
- Key posts to be activated and operated during any emergency shall be identified
- Each plan shall contain an audit and revision record page. Changes and periodic reviews of procedures shall be recorded
- Plans shall be available to all officially involved agencies and individuals
- All staff shall be trained in the implementation of emergency plans
- Both announced and unannounced emergency drills should be conducted and documented on the Facility Log