

Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities 2

I. Emergency Plans..... 2

 A. Definition of an Emergency (4-4221M, 4-4224M) 2

 B. Distribution of Emergency Plans 2

 C. Establishment of Emergency Plans (2-CO-3B-01M, 2-CO-3B-02M, 4-4221M, 4-4224M) 3

II. Distribution of Emergency Plans (4-4221M) 5

III. Notification Procedures 5

 A. Facility Notification 5

 B. Departmental Notification 5

IV. Institutional Task Force and Briefing Areas 6

 A. Establishment of Institutional Task Forces/Command Posts..... 6

 B. Facility Task Force Organization/Duties 9

 C. Other State Agencies 9

 D. Media (4-4021) 10

 E. Family Briefing..... 10

V. Training..... 10

VI. Drills..... 11

 A. Fire Disaster/Weather Drills (4-4221M) 11

 B. Emergency Drills 11

VII. Central Office Emergency Reaction Plan..... 12

 A. Notification Procedures 13

 B. Executive Committee/Command Post..... 14

VIII. Central Office Committee Membership and Specific Duties 15

 A. Operations Committee..... 15

 B. Logistics Committee 15

 C. Intelligence Committee..... 17

 D. Health Services Committee 17

 E. Institutions Division Offices..... 18

 F. Committee Responsibilities for Monitoring and Reporting Central Office and Facilities 18

IX. Field Operations Preparedness/Emergency Equipment 19

 A. Utilization of Mobile Kitchens..... 19

X. Incident Debriefing/Closure..... 19

 A. Department Level Debriefing..... 20

 B. Debriefing Content/Discussion 20

 C. Methods of Debriefing 20

 D. Facility Debriefing (4-4225-1) 20

 E. Documentation of Debriefing..... 21

 F. Closure of Incident/Drill 21

XI. References 21

XII. Action..... 21

 Attachments..... 23

Section-05 Emergency Plans	OP-050102	Page: 1	Effective Date: 12/12/2012
Riots/Disturbances/Disasters	ACA Standards: 2-CO-3B-01M, 2-CO-3B-02M; 4-4021, 4-4060, 4-4211M, 4-4217, 4-4220M, 4-4221M, 4-4222M, 4-4224M, 4-4225-1, 4-4388M		
Justin Jones, Director Oklahoma Department of Corrections		Signature on File	

Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities

An emergency is an unplanned or imminent event that affects or threatens the health, security, safety, or welfare of the public, employees, offenders, property or infrastructure. This procedure establishes guidelines to swiftly and effectively respond to such emergency situations, with the foremost goals of preserving life, protecting property, and restoring operations as quickly as possible.

I. Emergency Plans

A system of plans to address the response to emergencies that may arise due to fire, riot, escape, natural disaster, utility failures, or major disasters will be maintained by each facility and central office. (4-4211M, 4-4224M) These plans are reviewed annually and updated as needed. (2-CO-3B-01M, 2-CO-3B-02M, 4-4224M))

A. Definition of an Emergency (4-4221M, 4-4224M)

Only the director may declare a departmental emergency. An emergency situation will be defined as, but is not limited to, the following:

1. Maintaining control of offenders or operation of a facility that appear beyond the capability of immediate resources;
2. Lives are in immediate danger;
3. Large scale destruction of government property;
4. Major disturbances such as a large group disturbance or massive escape;
5. Major disasters such as fire, tornado, or other acts of nature; and
6. Total loss of utilities (e.g., electricity, water, gas, potable water, loss of communication, etc.).

B. Distribution of Emergency Plans

1. Emergency plans will be available to all employees through the facility electronic bulletin boards and in manuals at locations designated by the facility head or the chief of Internal Affairs. (4-4224M)
2. Duty officers will maintain a copy of the facility emergency plans.
3. A link to the emergency procedures will be available on a secure website for executive staff.

4. A copy of each facility's emergency plans and site plans are maintained and available upon request from the affected deputy director and chief of Internal Affairs. Facility site plans will include, at a minimum, the following information:
 - a. Emergency utility cutoffs (electric, water, gas systems, and other utilities);
 - b. Secondary fire access doors;
 - c. Size of all rooms;
 - d. Direction doors and windows open; and
 - e. Location of all fire extinguishers, standpipes and fire hoses.
- C. Establishment of Emergency Plans (2-CO-3B-01M, 2-CO-3B-02M, 4-4221M, 4-4224M)

Local procedures will outline the process for responding to emergency situations. Emergency plans will be reviewed annually, updated as needed, and will include:

1. Plans for isolating emergency situations and minimizing the impact on other operations within the facility.
2. Identification of the levels of force available and standards for the use of force in accordance with [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents."
3. A system for testing firefighting equipment to ensure it can be used effectively in each area. Local fire jurisdictions should be included in this evaluation.
4. Identification of all equipment vital to maintaining security, health and welfare of staff and offenders to include identification of:
 - a. Systems, equipment or processes that, if interrupted, would endanger the security of the facility;
 - b. Potential causes or types of accidents/events that could interrupt utility services; and
 - c. Standby resources; ensuring that the resources are immediately available and operational at all times.
5. Prior to implementation, written evacuation plans will be approved/certified by the authority having jurisdiction and include:

- a. Evacuation procedures to ensure security and safety of civilians, staff and offenders;
 - b. Immediate release of offenders from locked areas including a backup release system. The backup release system will ensure prompt release and staff will be trained in the use and operation; (4-4222M)
 - c. Implementation of a fire watch or evacuation in the event of a fire alarm system failure/shutdown or is out of service. The plan will include:
 - (1) The immediate notification of the facility head to include notification of the fire marshal; and
 - (2) The evacuation of the affected building/area or implementation of a fire watch to provide observation/protection for persons left unprotected by the shut down. The evacuation/fire watch shall remain in effect until the fire system can be returned to service (NFPA 101.7-6.1.8).
 - d. Plans will include diagrams of buildings/room floor plans. A copy of all facility diagrams will be maintained in a secure location in central control. Diagrams will be posted in the orientation of the building/room in the event of an emergency situation and will include the following: (4-4221M)
 - (1) Identification of building/room;
 - (2) Directional arrows for traffic flow;
 - (3) Location of publicly posted evacuation plans; and
 - (4) Identification of exits and exit signs.
6. Personnel assignments, to include the use of facility manpower for repairs, provisional security coverage, and determination of what additional manpower may be required if the emergency persists.
 7. Plans for radio and/or cell phone communications as a backup to the facility telephone system will allow for uninterrupted communication within the facility and between the facility and the community. (4-4217)

The actions necessary that will be taken to disable a communication device or the use of alternative means of

communication in circumstances where radio communication has been breached and/or radio scanners could jeopardize the security of sensitive information will be included.

8. Human resources will maintain an updated list of employees who are trained hostage negotiators and those who are fluent in a second language or sign language, and are available to provide assistance to non-English speaking, hearing impaired or non-speaking offenders in order to assist emergency committee commanders.

II. Distribution of Emergency Plans (4-4221M)

A. Emergency Plans

Emergency plans (written plan and evacuation diagrams) used in the event of a fire or major emergency will be distributed as follows:

1. Issued/reissued to the local fire jurisdiction; and
2. All other plans will be distributed to local authorities assisting in the implementation.

B. Reissued Emergency Plans

Plans are only reissued to local fire jurisdictions or local authorities when a change in the plan is required during annual review or a renovation/addition that would impact the evacuation routes and/or the written emergency plans.

III. Notification Procedures

Upon learning of an emergency situation, as defined in Section I. item A. or in response to a disaster, the supervisor in charge will initiate the notification process. The supervisor will attempt to obtain information from the reporting person as to type, location, identification of staff, offenders and others involved and its severity and/or specific needs required to restore utility service which may include notification to the appropriate utility company.

A. Facility Notification

The shift supervisor will ensure notification of the facility head, duty officer, deputy warden(s) and chief of security.

B. Departmental Notification

The notification process will consist of the chain of command. If one cannot be readily contacted, the next person in the chain of command will be contacted.

1. The facility head or duty officer will notify the affected deputy director who will notify the associate director of Field Operations.
2. If the deputy director cannot be reached, the facility head or duty officer will contact the associate director of Field Operations.
3. The associate director of Field Operations will notify the director who will notify the chief of Internal Affairs.
4. The director will ensure notification is made to the Governor, the cabinet secretary of Safety and Security, Board of Corrections members and affected legislators.

IV. Institutional Task Force and Briefing Areas

A. Establishment of Institutional Task Forces/Command Posts

Local procedures will outline the establishment and duties of a facility operations task force and facility support task force in accordance with the following procedures:

1. Formation of the institutional task forces will be as follows:
 - a. The affected deputy director and the chief of Internal Affairs will proceed immediately to the institution. Accompanying the deputy director will normally be a staff driver, in order for the deputy director to safely maintain frequent communication with the affected facility and the executive committee while in route.
 - b. The facility head or highest ranking official on site will establish the command post and is the officer in charge of operations until the arrival of the deputy director. Local procedures will include:
 - (1) Designation of a specific location for the command post within the facility. Consideration will be given to security, accessibility, and technical logistics when designating the command post location;
 - (2) Identification of a specific telephone location; and
 - (3) A phone number to be utilized as the direct line of communications with the executive committee and a phone number to an open line.
 - c. Command post personnel will be limited to the following:

- (1) Affected deputy director;
 - (2) Chief of Internal Affairs;
 - (3) Facility head;
 - (4) Communications (PIO);
 - (5) Hostage negotiations team coordinator (if applicable);
 - (6) Compliance monitor;
 - (7) Recorder;
 - (8) Representative from division office; and
 - (9) Liaison for outside law enforcement agencies (i.e., OHP Commander).
2. Responsibilities of the command post include:
- a. Containment/isolation;
 - b. Proper notification/department protocol, to include:
 - (1) Notification upon onset of an emergency; and
 - (2) Notification to advise the event is no longer an emergency or threat.
 - c. Establishment of operations and support task forces, to include ensuring the security and normal operation of the facility is ongoing;
 - d. Monitoring of command post protocol;
 - e. Development of strategic plans with defined roles;
 - f. Establishment of all perimeters;
 - g. Establishment of communication flow/public information releases;
 - h. Intelligence processing;
 - i. Ensure basic human needs are met;

- j. Support and security relief plan;
 - k. Development of assault plan;
 - l. Development of surrender/delivery plan;
 - m. Debriefing plans/after action reports; and
 - n. Assist in determining aftercare needs and referrals.
2. The facility operations task force commander will:
- a. Provide recommendations on courses of action to the warden and deputy director;
 - b. Direct the actions of the Correctional Emergency Response Team (CERT); and
 - c. Direct the actions of other correctional and probation/parole officers and additional staff members, to include temporary personnel and volunteers, in order to maintain the security and control of unaffected areas of the facility. (4-4060)
4. The facility support task force commander will :
- a. Maintain the normal, ongoing, daily operations of the facility; and
 - b. Ensure the offender population is fed, clothed, and transported to other facilities as necessary.
5. Each warden will designate a primary and secondary staff person as commanders of the facility operations task force and the facility support task force.
- a. These positions will be designated in advance and included on the facility notification/emergency checklists.
 - b. Staff assigned to these roles will be provided training on this procedure, local emergency procedures and their specific role and responsibility during an emergency situation.
6. Facility task force committees will be established in a manner that requires committee members to deliver informational updates directly to the facility head or deputy director in the command post. Local procedures will identify the logistical aspects of this process.

B. Facility Task Force Organization/Duties

1. Organizational/duty checklists for the deputy directors of Institutions and facility task forces will be in accordance with Attachments A-1 through A-5. The facility head may add additional items to the checklist as required.
2. The task force commander will issue each assigned task force member an identification card. Staff members without the authorized identification card will not be allowed access to the task force location.
3. Each task force will ensure that a compliance monitor is assigned. Duties of the compliance monitor will be in accordance with Section VIII. F. item 1. of this procedure.
4. Commanders will ensure that rest management for task force members are established at six (6) hour intervals after the initial ten (10) hours of the onset of the incident.
5. Upon resolution of the incident, the facility will be responsible for submitting checklists/reports to the appropriate deputy director as outlined in Section VIII. item F. of this procedure.

C. Other State Agencies

The chief of Internal Affairs and/or facility designee will act as liaison and coordinate the activities of the agencies listed below:

1. Oklahoma Highway Patrol;
2. National Guard/ Military Department;
3. Civil Emergency Management;
4. Oklahoma State Bureau of Investigation;
5. Local law enforcement agencies; and
6. Office of the Attorney General.

Local procedures will identify the specific location that will be utilized to accommodate outside agencies in the event of an emergency situation. Such areas will include access to restrooms, be climate controlled and provide adequate electrical power, telephone services and provisions for network connections. Credentials issued from the employing agency will be required prior to gaining access into the area.

D. Media (4-4021)

News media briefing areas will be established by the facility prior to the arrival of the agency public information officer. Briefings will, at a minimum, occur each hour. Primary and secondary media command posts will have access to restrooms, be climate controlled and provide adequate electrical power and telephone services. Helicopters will be directed to land at the nearest airport/airfield. Media credentials will be required prior to gaining access to the briefing area.

1. The facility media crisis plan will address all required media issues.
2. These plans will be reviewed annually and any required revisions will be made.
3. A copy of all current media crisis plans will be forwarded and maintained on file in the office of the Executive Communications Administrator.

E. Family Briefing

Separate briefing areas for employee and offender family members will be identified and established to ensure affected family members are updated on an hourly basis during prolonged incidents.

V. Training

- A. All staff will receive annual training in the implementation of written emergency plans in accordance with [OP-100101](#) entitled "Training and Staff Development."
- B. Employees who are new to the agency or transfer to another division/facility/unit will receive training in emergency plans through the orientation process.
- C. Staff who are assigned/designated to a command post or task force will complete annual training as outlined in V. item A. and participate in a scenario developed by the facility head. Interaction/role play should provide all members of the command post/task force the opportunity to familiarize themselves with roles/actions which may be assigned/implemented during an actual emergency. Local procedures will establish the following:
 1. Detail how the interactions/role plays are conducted;
 2. Specify the staff members who will participate in the scenario; and
 3. Identify the staff members who will observe.

- D. Plans for riots and disturbances will be communicated to appropriate supervisory and other personnel directly involved. (4-4220M, 4-4388M)

VI. Drills

A. Fire Disaster/Weather Drills (4-4221M)

Quarterly drills will be conducted as follows:

1. Facility/unit heads will ensure that fire drills are conducted at least quarterly on each shift for all areas of the facility/unit.
2. The Internal Affairs Unit will coordinate fire/weather drills for the administrative building.
3. Drills for evacuation due to weather will be conducted once per quarter.
4. All drills will be monitored, timed for clearing the area, timed for clearing a count of offenders evacuated, if applicable, and documented in writing.
5. Drill reports and/or after action/corrective action will be reviewed and approved by the facility head/chief of Internal Affairs.

B. Emergency Drills

1. Level 1 Drills

Level 1 drills are designed to test the effectiveness of emergency plans, security procedures, equipment and the knowledge, skill and abilities of staff implementing these procedures. These drills are planned and implemented in accordance with local procedures. Examples of Level 1 drills include: staff drills of offenders in locked areas or areas where extremely dangerous offenders are housed, medical emergencies, escape attempts, natural disaster, utility failures, or occurrence to test emergency preparedness. (4-4221M, 4-4222M) Health care staff will be included in emergency drills, as applicable. (4-4388M)

- a. Staff will be given a scenario to act out portions of an emergency plan.
- b. Unless approved by the director, offenders will not be used as a part of an active/role play drill.
- c. Drills will be short in duration and not normally exceed two

- hours.
- d. Results will be reported in written format to the affected deputy director by the facility head.
 - e. These drills will be conducted at least monthly at each facility.

2. Level 2 Drills

- a. Level 2 drills are planned and coordinated by the appropriate deputy director/chief of Internal Affairs and will involve a full emergency plan drill, with full implementation of all resources and a complete walk through of procedures. Drills will include a performance evaluation checklist, which detail the specific local procedures and/or policies to be implemented and evaluated during the drill. Level 2 drills will be conducted annually at central office and, at a minimum, four secure facilities. The location of level 2 drills in secure facilities will be rotated annually and will not be repeated in the consecutive year unless approved by the associate director of Field Operations.
- b. The deputy directors of Institutions will be responsible for establishing training (i.e., drill monitors), recording, performance evaluation, reporting and facilitation of facility emergency drills. The chief of Internal Affairs will ensure monitoring, recording, and performance evaluations are available for conducting additional drills as requested by the associate director. Results of all level 2 drills will be reported in written format as indicated:

(1) Facility Drills

The deputy director will submit the report to the associate director of Field Operations. A copy of the final report will be provided to the chief of Internal Affairs.

(2) Central Office Drills

The chief of Internal Affairs will submit the report to the director and the associate director of Field Operations.

VII. Central Office Emergency Reaction Plan

When an emergency is declared, designated central office staff will assemble and work together to oversee emergency site activities. Committees will be

established and lines of supervision will be in accordance with the "Emergency Committee Organization" ([Attachment B](#), attached).

The chief of Internal Affairs will be responsible for ensuring access to the DOC administration building is available after hours to those employees with responsibilities on emergency committees. Local procedures will be established to govern the aforementioned process, to include monitoring and limiting access onto agency grounds, into the DOC administration building, and emergency committees.

The administrative assistant to the Director will ensure the accuracy of each committee's emergency phone directory.

A. Notification Procedures

The director or designee will notify executive staff who will in turn notify their respective committee commanders.

1. Each committee commander will contact his/her respective committee members and will report back to the executive committee.
 - a. Each committee commander will appoint a back-up commander to serve in that capacity in the commander's absence. The names and contact information for each back-up commander will be included on the committee contact and emergency checklist.
 - b. Committee members will report any changes in their phones number immediately to their committee commander so that each committee commander can report the updated names and telephone numbers of their respective committee members to the chief of Internal Affairs.
2. Emergency Committee commanders are as follows:
 - a. Operations
An unaffected deputy director of Institutions as appointed by the associate director;
 - b. Logistics
Chief of Departmental Services;
 - c. Intelligence
IA supervisor (Westside); and

d. Health Services

Deputy Director of Treatment and Rehabilitative Services.

B. Executive Committee/Command Post

Committees and subcommittees will be established as designated below. Areas established as command posts are designated on [Attachment B](#) entitled "Emergency Committee Organization." If conditions prohibit assembly at central office, the committee members will report as directed by their committee commander.

1. The Executive Committee will consist of: the director, associate director for Field Operations, the director's executive assistants, the General Counsel, the deputy director of Administrative Services and the deputy director of Community Corrections. The director's administrative assistant will serve as the committee recorder.
2. The Executive Committee command post will normally be established in the director's immediate office. A non-monitored telephone will be available to maintain an open line to the facility command post at the site of the emergency.
3. Mobilization of the Department of Public Safety (DPS) mobile command post may be requested by the director or designee.
4. The agency public information officer will report to the affected facility's designated media site, and will provide the media with announcements, updates, etc. The facility public information officer will assist in this process. The administrator of Executive Communications will provide updates to the agency's public information officer and will serve as a liaison between the executive committee and emergency site media.
5. The chief of Internal Affairs will report to the command post at the site of the emergency.
6. The director will establish a liaison with the Board of Corrections, Governor's Office, cabinet secretary and affected legislators.
7. The executive sub-committee will meet in the Executive Communications Office and will consist of the administrator of Executive Communications (commander), public information officer (on site), and the administrative specialist (back-up commander). The administrative assistant will serve as the recorder.

VIII. Central Office Committee Membership and Specific Duties

Membership for all committees listed below will be in accordance with [Attachment B](#) entitled "Emergency Committee Organization."

A. Operations Committee

1. Duties

- a. Facilitate constant communications with the Executive Committee command post and the central office committees.
- b. Obtain copies of blueprints or drawings, aerial photographs, and maps of the affected facility's physical plant. These resources will be utilized to assist in developing response strategies.
- c. Establish classification sub-committee at the Population Office at the Lexington Assessment and Reception Center. This sub-committee will arrange offender movements.
- d. Assign deputy directors of Institutions to assist with or deploy resources as needed.

B. Logistics Committee

1. Duties

- a. Establish a telecommunications sub-committee consisting of the administrator of Information Technology (commander), information systems manager, computer operations manager and the network manager. The Secretary V will serve as the designated recorder.
 - (1) This committee will establish a communication/information center and appoint a logistics liaison that will ensure technical services are in place in order for committees to communicate electronically and telephonically.
 - (2) The committee will ensure a system is in place that allows these services to run uninterrupted, and that plans are in place to immediately correct any problems encountered.
 - (3) The communications/information center will also provide for a method of receiving/transmitting information in order that a consolidated report of activities is made available when requested.

- b. Establish an employee family assistance sub-committee consisting of the administrator of Personnel (commander), designated human resource manager and the human resource program manager III. The administrative specialist to the deputy director of Administrative Services will serve as the designated recorder. This committee will support the affected facility's critical incident coordinator in ensuring the following:
- (1) The families of employees are to be properly notified of emergency situations involving their family members and will be provided with available information regarding the physical/mental well being of their family members.
 - (2) Family members are to be continually updated during prolonged incidents.
 - (3) Coordinate with the operations committee to provide psychological and religious support services available to family members during incidents and to employees and their families, as necessary, after incidents have been resolved in accordance with [OP-110501](#) entitled "Critical Incident Program."
- c. Ensure that cots, blankets, hygiene items, vehicles and all other needed equipment and supplies are provided for central office personnel. If necessary, appropriate transportation assistance from outside agencies in order to move offenders from one location to another will be identified and requested.
- d. Designate rest areas.
- e. Ensure that food and drink are provided for central office personnel on a regular basis.
- f. Ensure a rest management system is established for central office committee members.

Designated central office staff, to include the above named committee personnel and additional employees as deemed appropriate by committee commanders, will work 12-hour shifts throughout the duration of the emergency situation.

- (1) Shift assignments will be the responsibility of committee commanders. The shifts will be as follows:

- (a) The day shift will begin at 0800 hours (8:00 a.m.) and end at 2000 hours (8:00 p.m.)
- (b) The night shift will begin at 2000 hours (8:00 p.m.) and end at 0800 hour (8:00 a.m.)
- (2) Twelve-hour rest management will be enforced. Exceptions may be granted as deemed appropriate by committee commanders.
- g. Arrange for all necessary fiscal transactions to occur which are required due to the emergency situation.

C. Intelligence Committee

1. Duties

- a. Provide intelligence information to the Executive Committee and the chief of IA (who is on site) on offenders who are involved in the disturbance or incident.
- b. Provide information to the Operations Committee on hostages that is pertinent to managing and resolving the emergency situation.
- c. Secure the central office building.
 - (1) Assign officers to main building entrances to prohibit unauthorized entry.
 - (2) Advise Hillside Community Corrections Center of the emergency.
- d. Ensure that the switchboard and appropriate central office telephones are operational and incoming calls are routed appropriately.
- e. Control access/entrance to the Department of Corrections' central office grounds.

D. Health Services Committee

1. Duties

- a. Coordinate triage of injured staff and offenders.
- b. Identify and deploy medical and mental health resources and

staff as directed or requested by the Executive Committee.

- c. Arrange and coordinate services with outside health care providers.
- d. Provide continuous medical/mental health updates to the other committees.

E. Institutions Division Offices

The Division of Institutions divisional offices will serve as an informational and resource center(s) for the affected and non-affected facilities.

1. Duties will include gathering additional resources for the affected facility and providing information and advising non-affected facilities on additional resources needed (e.g., staffing, clothing, furnishings, etc.).
2. The unaffected deputy director(s) and designated staff will report to their assigned location, as identified on the organizational chart entitled "Emergency Committee Organization" ([Attachment B](#)) to assist the affected deputy director with any additional request for assistance.

F. Committee Responsibilities for Monitoring and Reporting (Central Office and Facilities)

1. Each committee commander will designate a communications and compliance monitor for their committee.
 - a. Compliance monitors will ensure compliance with departmental policy and local procedures and the committee checklist, as it relates to committee responsibilities.
 - b. Compliance monitors will also monitor authorized access into committee functions and ensure communication between committees.
2. Each committee commander will compile logs and reports generated during the emergency incident, into a final report that will be completed and submitted to the associate director of Field Operations within 72 hours of the incident/drill.
3. Committee checklists will be attached to the debriefing/after action reports at the conclusion of the incident/drill.
 - a. Annual review and revision of each committee checklist is required.

- b. The associate director of Field Operations will be responsible for the annual review and revision of the executive committee checklist.

IX. Field Operations Preparedness/Emergency Equipment

The Institutions deputy directors and/or deputy director of Community Corrections will have access to mobile emergency equipment for use in emergency situations. The mobile kitchens will be maintained in good working order by the facility where the emergency equipment is located/stored. The mobile kitchens may be mobilized in instances where food service support is needed. The Operations and Logistics Committees will coordinate staff and food service support.

A. Utilization of Mobile Kitchens

With the approval of the associate director of Field Operations, the mobile kitchen will be utilized when conditions exist which preclude or require a facility to vary from normal feeding operations. The purpose of the mobile kitchen is to provide meals for staff involved in the emergency situation.

The following procedures will be followed when it becomes necessary to use the Oklahoma Department of Corrections emergency mobile equipment:

1. Activations of Mobile Kitchen

In an event requiring activation of the mobile kitchen(s), personnel from Oklahoma State Penitentiary and or the Lexington Assessment and Reception Center will transport the mobile kitchen(s) to the affected facility/location. While on site, the operation of the mobile kitchen(s) will be the responsibility of the affected facility/location.

2. Training Scenarios

Mobile kitchen(s) may be authorized during training scenarios as approved by the associate director of Field Operations or designee.

3. Prohibited Use

The use of the emergency mobile kitchen(s) for employee functions is prohibited.

X. Incident Debriefing/Closure

A. Department Level Debriefing

As soon as possible after each critical incident or drill, a debriefing will be conducted which will include, but will not be limited to, the following personnel:

1. Executive Committee;
2. Committee and sub-committee chairpersons;
3. Affected facility/unit head; and
4. Other staff as deemed appropriate.

B. Debriefing Content/Discussion

The debriefing, at a minimum, will include the following discussion topics:

1. What were the best practices?
2. What practices need improvement?
3. What was learned?
4. What immediate action and/or follow up action should be addressed to resolve and/or prevent future incidents?
5. The deputy director/private prison and jail administrator will also have a debriefing/information sharing with unaffected facility/unit heads to advise of similar or potential issues that may be faced at their facilities.

C. Methods of Debriefing

Debriefings will be conducted utilizing face to face meetings, teleconferencing, video conferencing or through use of other telecommunication devices (i.e., e-chat).

D. Facility Debriefing (4-4225-1)

Facility heads will also conduct a debriefing as soon as possible, with all involved/affected facility staff. The debriefing content will be in accordance with Section X. item B. of this procedure and also include:

1. A review of staff and offender actions during the incident;
2. A review of the incident's impact on staff and offenders;

3. A review of corrective actions taken and still needed; and
4. Plans for improvements to avoid another incident.

E. Documentation of Debriefing

A written report will be prepared for each level of debriefing and will be submitted to the associate director of Field Operations within three working days.

F. Closure of Incident/Drill

All actions taken during critical incidents will be consistent with procedures outlined in [OP-110501](#) entitled "Critical Incident Program." The debriefings will serve as initial closure of an incident or drill, however, final closure will not be approved until all reports/investigations are completed in accordance with [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents" and [OP-040117](#) entitled "Investigations."

XI. References

Policy Statement No. P-050100 entitled "Emergency Plans for the Department of Corrections"

OP-040117 entitled "Investigations"

OP-050108 entitled "Use of Force Standards and Reportable Incidents"

OP-100101 entitled "Training and Staff Development"

OP-110501 entitled "Critical Incident Program"

XII. Action

All facility/unit heads are responsible for developing local procedures. The associate/deputy directors are responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-050102 entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility

Failures and Major Disasters for State Operated Facilities” dated December 30, 2010

Distribution: Policy and Operations Manual
Department Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A-1	“Deputy Director’s Emergency Checklist”	Attached
Attachment A-2	“Warden’s Command Post Emergency Checklist”	Attached
Attachment A-3	“Shift Supervisor/Central Control Emergency Checklist”	Attached
Attachment A-4	“Facility Operations Task Force Emergency Checklist”	Attached
Attachment A-5	“Facility Support Task Force Emergency Checklist”	Attached
Attachment B	“Emergency Committee Organization”	Attached
Attachment C	“Central Office Emergency Committee Checklist”	Attached