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State Emergency Operations	ACA Standards: 2-CO-3B-02M		
Robert Patton, Director Oklahoma Department of Corrections		Signature on File	

State Emergency Operations

I. Purpose

Pursuant to the authority contained in the Oklahoma Emergency Management Act of 2003, O.S. 63, Section 683 through 683.24, the director of the Oklahoma Department of Corrections (DOC) is required to take necessary actions to implement the state Emergency Operations Plan (EOP). Included in the plan is the development of written internal procedures that detail the support required and the actions necessary for implementation. (2-CO-3B-02M)

For the purpose of this procedure, the term “offender” will apply to anyone under the authority, custody or care of a prison or a community-based facility operated by or contracted with the Oklahoma Department of Corrections (DOC).

II. Assignment of Responsibilities

A. Organization

The director of the Oklahoma Department of Emergency Management, under the supervision of the Governor and in coordination with the Department of Homeland Security, is assigned the responsibility for the state’s EOP. Assigned duties include:

1. To direct the agency;

2. To define roles and assign responsibilities as agreed upon by DOC;
3. To provide guidance, relief and assistance to Oklahoma communities; and
4. To mitigate, prepare for, respond to and recover from the effects of a natural or man-made disaster.

In the event of a state emergency, DOC will preserve the continuity of departmental and agency functions and/or the resumption of such functions with a minimum of interruption.

B. Liaison Officer

In order to facilitate and coordinate assigned state emergency tasks, DOC will designate a liaison officer, with routine decision-making authority, to the state Emergency Operations Center as required by the director of the Department of Emergency Management.

1. When it appears the United States is involved in a national security emergency, the liaison officer will report immediately to the state Emergency Operations Center.
2. Whenever the Department of Emergency Management activates its state Emergency Operations Center, the liaison officer may be requested to report to the center to coordinate the agency's activities during an Oklahoma emergency or disaster.

C. Office of the Inspector General's Responsibilities

1. The Office of the Inspector General will provide the primary liaison responsibilities for DOC to the Oklahoma Department of Emergency Management and the Department of Homeland Security.
2. The Inspector General will ensure sufficient personnel are designated as trained liaison personnel in order to provide 24-hour capability for extended periods of time, if required.
3. A minimum of three Inspector General's office personnel, consisting of the Inspector General and two Inspector General's office supervisors, will act as liaison officers to the Oklahoma Department of Emergency Management and the Department of Homeland Security.
4. Semi-annually, the Inspector General will provide the Oklahoma Department of Emergency Management with a current list of: names, phone numbers (office and home), cell phone numbers and

e-mail addresses for the director and the three designated Inspector General's liaison officers.

D. Liaison Officer Responsibilities

1. The liaison officer will contact the director, associate directors, division manager, or their designees, to relay state Emergency Operations Center or Department of Homeland Security directives and requests during emergency operations activities.
2. Communication between the liaison officers, Department of Homeland Security personnel, Oklahoma Department of Emergency Operations personnel, other federal and state agencies, volunteer organizations and DOC personnel will be in common terminology. For example, OP-050110 entitled "Radio Communications" will be utilized in communication with the liaison officer or Department of Public Safety personnel.
3. All current DOC emergency operations policies, agency emergency contact numbers and resources available for use in state emergencies/disasters, will be brought to the state Emergency Operations Center by the liaison officer.
4. All liaison personnel will be required to display a DOC photo identification card before being allowed to enter the state Emergency Operations Center or any Department of Homeland Security office.

E. Facilities/Community Corrections Responsibilities

1. The associate director of Field Operations and the division managers will organize the activities of facilities, private prisons housing Oklahoma offenders or community corrections centers/districts to provide services of personnel, offenders and/or other resources as requested/required by the state Emergency Operation Center or Department of Homeland Security, during state emergency operations.
2. During state emergency operations, all communication to the state Emergency Operation Center or the Department of Homeland Security will be through the Inspector General's liaison officer using common terminology.
3. The liaison officer will advise the director, or the director's designee, and the internal/external communications director of all state emergency operations activities.
4. Only offenders who qualify for assignment to public works programs, in accordance to [OP-090106](#) entitled "Prisoner Public

Work Contracts and Assignment of Offenders to Public Works Programs,” may be utilized during emergency operations. Offenders may only be assigned to emergency projects performed on private property when the project is for a public purpose. (57 O.S. § 222)

III. State Emergency Response Procedures

A. Preservation of Records

In accordance with [OP-020202](#) entitled “Management of Office Records,” DOC will ensure recognition and preservation of essential records which are defined as “a state or local record necessary to the operation of government during an emergency created by a disaster, or necessary to protect the rights and interests of persons or to establish and affirm powers and duties of governments in the resumption of operations after a disaster.” (67 O.S. § 203)

The state librarian may assist and advise in the establishment of records preservation programs in coordination with the agency’s records management coordinator.

B. Resources Support

DOC will coordinate the use of resources to ensure that immediate short-term and long-term assistance is available during disaster operations.

C. Law Enforcement

DOC will assist the chief of the Oklahoma Highway Patrol, who will coordinate all law enforcement agencies to provide centralized direction and control of all field operations dealing with public safety, law enforcement, traffic/crowd control and search and rescue operations.

D. Correctional Facilities

The EOP has assigned DOC with primary responsibility for incidents occurring at correctional facilities and requires the agency to:

1. Develop, test, and implement policies and procedures for riots, escapes, and other incidents that may affect institutional security;
2. Designate a liaison officer to operate from the state Emergency Operations Center;
3. Maintain current policies and procedures to be used in emergency operations; and

4. Submit incident reports as required by the Department of Emergency Management director, chief of Oklahoma Highway Patrol, and the agency's own policies and procedures.

E. Fire Suppression

In cooperation with the Department of Agriculture in providing protection from forest fires, DOC may:

1. As requested, provide work force, equipment, and other appropriate resources in support of fire suppression activities; or
2. Assist the Department of Agriculture in notifying persons in the path of fires of the impending danger.

F. Debris Removal and Disposal

Work force, equipment, and other appropriate resources, in support of debris removal and disposal, may be provided by DOC, under the coordination of the Oklahoma Department of Transportation.

G. Public Information

When called upon by the Oklahoma Department of Emergency Management or the Department of Homeland Security, the agency's internal/external communications director will represent and speak on behalf of the agency in regards to the agency's involvement in response and recovery operations.

H. Statewide Medical Emergencies

The Oklahoma Department of Emergency Management has identified DOC as a back-up to the Department of Transportation as a source of distribution vehicles and drivers to deliver Strategic National Stockpile (SNS) assets from the Receipt, Store and Stage (RSS) warehouse to the 35 pre-identified Mass Immunization/Prophylaxis Sites (MIPS) locations or patient care sites (if applicable). If called upon, DOC will utilize transportation vehicles and employees within the agency's Central Transportation Unit (CTU) to assist in this effort.

IV. References

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

OP-020202 entitled "Management of Office Records"

OP-050110 "Radio Communications"

OP-090106 entitled "Prisoner Public Work Contracts and Assignment of Offenders to Public Works Programs"

63 O.S. § 683 through 683.24

67 O.S. § 201, 203, et. seq.

57 O.S. § 222

Public Law 93-288

V. Action

The associate director/division managers/division heads are responsible for compliance with this procedure.

The Inspector General 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-050111 entitled "State Emergency Operations" dated April 1, 2014

Distribution: Policy and Operations Manual
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