

	<b>State of Alaska</b> <b>Department of Corrections</b> <b>Policies and Procedures</b>		<b>Index #:</b> 110.01	<b>Page 1 of 3</b>	
			<b>Effective:</b> 12/17/13	<b>Reviewed:</b>	
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	<b>Chapter:</b>	Administration, Organization and Management			
<b>Subject:</b>	State Emergency Plan				

I. Authority

In accordance with AS 44.28.030 and 22 AAC 05.155, the Department of Corrections will establish and maintain a manual of policies and procedures to interpret and implement relevant the statutory and regulatory duties of the department.

II. References

Alaska Statute  
AS 33.30.011  
AS 26.20 (Homeland Security and Civil Defense)  
AS 26.23 (Disasters)  
State of Alaska 2011 Emergency Operations Plan

III. Purpose

To establish uniform procedures within the Department for response to a disaster emergency in conformance with the Alaska Emergency Operations Plan of 2011.

IV. Application

All staff.

V. Definitions

- A. DMVA/DHS&EM  
Department of Military and Veterans Affairs/Division of Homeland Security and Emergency Management
- B. COOP  
Continuity of Operations Plan
- C. SEOC  
State Emergency Operations Center
- D. National Incident Management System (NIMS)  
A system prescribed by Homeland Security Presidential Directive 5 to coordinate emergency preparedness and incident management among various federal, state, and local agencies.
- E. NIMS-compliant  
NIMS Compliance is a structured framework used nationwide for both governmental and nongovernmental agencies to respond to natural disasters and or terrorist attacks at the local, state, and federal levels of government.

VI. Policy

The Department of Corrections shall maintain the security, custody, and control of its institutions and facilities and provide resources as practical during the time of an imminent or actual emergency. The Alaska Department of Corrections is a full party to and participant in the implementation of the Alaska Emergency Operations Plan of 2011 and as a supporting agency as stated in Annex E (Public Safety) and Annex N (Evacuation) of the plan.

VII. Procedures

- A. Continuity of Operations Plan (COOP) (Annex A)

The Department of Corrections COOP describes how the department will operate if an emergency threatens or occurs, incapacitating operations. The COOP identifies lines of succession and provides for the maintenance and regeneration of full department functions.

1. Forms attached to the COOP shall be completed to the extent practicable, with a copy sent to the Emergency Response Coordinator and a copy maintained in a binder established for the purpose of retaining COOP forms.
  - B. Emergency Response Coordination Team: The commissioner will appoint an informal five-member team to coordinate and guide the department's emergency response preparation. The team shall include the emergency response coordinator, a member from the Division of Administrative Services, a member from the Division of Institutions, a representative from building maintenance and a member from inmate health care.
  - C. Emergency Response Standard Operating Procedure:  
At each facility, the superintendent shall maintain and update annually a disaster/emergency response SOP and checklists that conform with the department COOP and the State of Alaska 2011 Emergency Operations Plan.
  - D. Superintendents and Field Office Supervisors, health care leads and maintenance leads should complete training offered through NIMS Core Curriculum online courses, in particular IC-100 Introduction to the Incident Command System, and IC-700 National Incident Management System – An Introduction.
  - E. The disaster/emergency SOP for each facility will provide for temporarily housing of the families of essential personnel within the secure perimeter during the time of an emergency or disaster if the residence of the direct family member is not habitable due to the declared disaster.
  - F. This Emergency Plan is in effect when an emergency or disaster occurs or is imminent, the DMVA/DHS&EM requests the Department to perform emergency operations in response to a hazard or incident which has the potential to become an emergency or disaster, and/or an emergency or disaster is declared by the Governor.
  - G. Division Directors along with the Training Academy shall facilitate within institutions, field offices and central offices annual Responder Ready training and education utilizing "Tool Kit" materials posted online (<http://ready.alaska.gov/Outreach/ResponderReady>) by the DMVA/DHS&EM. This training and education is directed toward staff considered to be first responders. Employees at all levels should be encouraged to prepare a Family Emergency Plan and maintain a seven-day supply of essential items.
  - H. Superintendents and appropriate representatives of the Division of Probation and Parole as well as the Division of Administrative Services shall meet annually with the Emergency Response lead in the local government jurisdiction (for example, city or borough) where the respective facility is located. The purpose of the meeting is to coordinate participation in disaster or emergency response and/or preparedness as well as determining participation in Local Incident Management Teams and Local Multi-Agency Coordination Groups.
  - I. The Department shall be prepared to provide support staff as well as a liaison to a SEOC as warranted, as stated in Annex A (Coordination and Control) of the State of Alaska Emergency Operations Plan and to assist in providing backup communications as feasible as stated in Annex B (Communications) of the EOP.
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- J. The Department shall be prepared to assist in providing public information. During an emergency or declared disaster, the Communications Coordinator shall report to the SEOC incident commander or PIO and participate in or provide a representative to the Joint Information Center (JIC) if one is established according to the State of Alaska Joint Information System Plan. All media releases during a COOP activation or declared disaster will be coordinated with the JIC.
  - K. The Training Academy will coordinate with the DMVA/DHS&EM to provide training and exercise related to disaster/emergency response and preparation.
  - L. A chaplain, volunteer chaplain or staff member will be tasked with providing prisoners with updated news and information, and assisting prisoners in communication with family members who may be in affected areas.
- VII. Implementation:  
This policy and procedure is on the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure. All local policies and procedures must conform to the contents of this document; the Division Director must approve any deviation from the contents of this document in writing.

12/17/2013

SIGNATURE ON FILE

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Date

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Joseph Schmidt, Commissioner  
Department of Corrections

Attachments:  
Annex A – Continuity of Operations Plan

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