

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 12/22/1997	NUMBER 04.03.110
	SUBJECT DISASTER MANAGEMENT	
SUPERSEDES PD 04.03.110 (3-30-92)		AUTHORITY See Page 4
ACA STANDARDS 3-4121; 3-4119; 3-4204; 3-4210; 3-4350; 3-4352		
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POLICY STATEMENT:

To establish and implement an integrated plan of action to manage specific non-prisoner related disasters on facility and Departmental levels.

RELATED POLICIES:

- 01.05.120 - Critical Incident Reporting
- 04.03.100 - Preventive and Emergency Maintenance
- 01.03.110 - Environmental and Waste Management Program
- 01.05.130 - Facility Inspection Response
- 04.04.101 - Prisoner Count (Exempt)
- 04.04.100 - Custody, Security, and Safety Systems (Exempt)
- 04.06.130 - Medical Details - Off-Site (Exempt)
- 04.05.100 - Disturbance Control (Exempt)
- 01.06.135 - Public Information during Institutional Disturbances/Natural Disaster
- 04.05.102 - Post-Emergency Planning (Exempt)
- 04.03.120 - Institutional Fire Safety

DEFINITIONS:

Disaster - An occurrence or imminent threat of damage to a Department facility, or injury or loss of life of Department employees or prisoners resulting from a natural or other cause including fire, explosion, flood, snow, ice, windstorm, hazardous material/waste spill or release, water contamination (requiring emergency action to avert danger or damage), air quality contamination, utility failure, or radiological incident (nuclear attack).

Michigan Emergency Management Plan - A comprehensive, all-hazard plan that coordinates the emergency management activities of mitigation, preparedness, response and recovery within the State. The plan assigns primary and support functions to each State Department in the event of a disaster. According to this plan, the Department of Corrections' primary function is to protect staff, visitors and prisoners in state facilities. Support functions include; providing transportation, food, manpower and production capabilities. The plan is a policy document maintained by the Emergency Management Division, Department of State Police.

State Emergency Operations Center (SEOC) - The primary point of command for coordinating state response and recovery activities in a disaster. It is comprised of representatives from all State departments and is under the direction of the Emergency Management Division of the Department of State Police. SEOC is activated once the Governor has declared a "state of emergency" or "state of disaster".

Departmental Emergency Management Coordinator - An individual or individuals designated by the Director who acts as liaison between the Department and the Emergency Management Division, Department of State Police, in all matters pertaining to disaster management.

Command Center - A group of selected Department staff brought together in one location, to provide technical information and advice to the Departmental Emergency Management Coordinator in the State Emergency Operations Center.

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Disaster Coordinator - An individual or individuals designated by the facility head to initiate and carry out the provisions of the Disaster Management Manual before, during and after a disaster.

Disaster Management Manual - A compilation of operating procedures and other documentation that describes the immediate response and mitigation measures to be taken in the event of a disaster.

POLICY:

- A. The Departmental Emergency Management Coordinator shall compile a Departmental Disaster Management Manual which shall describe how the Department will respond to a large scale disaster. The Departmental Emergency Management Coordinator shall establish a Command Center, describing the location, staffing, equipment, notification and activation processes.
- B. The Departmental Disaster Management Manual shall be divided into two sections. The first section shall consist of an operating procedure for Departmental Disaster Response, which shall be employed by Departmental personnel upon notification from the Director. This manual shall be regularly reviewed, revised as necessary and tested annually.
- C. The second section of the manual shall contain a narrative addressing each of the following:
 - 1. Duties of Departmental Emergency Management Coordinator.
 - 2. Designation and description of responsibilities of Command Center personnel, activation & deactivation of Command Center.
 - 3. List of disaster notification telephone numbers (prison facilities, facility disaster coordinators, SEOC, Central Office, Data Center, Emergency Management Division-MSP).
 - 4. Description of internal and external disaster notification network and chain of command to be used.
 - 5. List of telephone numbers to access up to date information on Departmental resources such as food, manpower, clothing and production capabilities.
 - 6. List of Department resources, generators, heavy equipment, buses and vehicles.
- D. Facilities shall compile an integrated Disaster Management Manual which shall describe how unforeseen disaster will be controlled. The manual shall be designed to protect employees, prisoners, general public, facility property, and the immediate environment. Each Warden shall designate a Disaster Coordinator for their facility.
- E. The facility Disaster Management Manual shall be divided into two sections. The first section shall contain a narrative addressing each of the following:
 - 1. Purpose of the Disaster Management Manual.
 - 2. Description of hazards (flooding, hazardous materials incidents, etc.), to which the site is susceptible, the threats posed by the hazards and the vulnerable population.
 - 3. Summary of how the facility will respond to a disaster, including which day-to-day operations will continue, what special operations are utilized, security measures to be employed, and how and by whom a disaster alert would be terminated.
 - 4. Identification of facility disaster coordinator(s) and other individuals responsible for disaster management and description of the tasks each person is responsible for completing.

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5. Description of Control Center operation, including staffing, notification responsibilities, internal and external alarm and communications system.
 6. Designation and description of responsibilities of additional facility resource personnel (>think-tank') to be contacted.
 7. Description of Media Center operation, including location, staffing and duties of media spokesperson.
 8. Facility map designating main utility lines (electrical, gas and water) and controls, fire hydrants, HVAC controls, fences/security walls, off-site emergency personnel (fire department, ambulance, Haz-Mat units) access, fire department connections, fuel dispensing locations and emergency generators.
 9. Building maps designating as applicable, entrances, emergency exits, fire extinguishers, spill control equipment, Control Centers, telephones, fire alarms, first aid stations, eyewash stations, respirators, hazardous waste and hazardous material storage areas, utility shut-offs and air intake shut-offs.
 10. Building map designating tornado shelter areas and capacity.
 11. Maps indicating evacuation routes that personnel may use in evacuating from the site to a designate doff-site assembly area.
 12. List of vital records to be protected in an emergency or disaster.
 13. A resource list including:
 - a. names and telephone number of key Department officials, local officials, utility companies, state and local regulatory agencies, disaster response agencies;
 - b. supply, equipment and vehicle resources on-site or immediately available;
 - c. media contact list including radio, television, newspaper and news services; and
 - d. description of existing disaster assistance agreements (for fire, first responder, "Haz-Mat" responder, medical and security) with local and state agencies and/or private emergency response entities.
- F. The second section of the Disaster Management Manual shall contain operating procedures which shall be employed by facility personnel during each of the following disaster types:
1. Fire and explosion;
 2. Tornado;
 3. Hazardous materials incidents;
 4. Flood;
 5. Sever winter weather;
 6. Bomb threat;
 7. Utility emergency;

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- 8. Civil disturbance; and
 - 9. Enemy attack.
- G. Each Warden shall ensure that appropriate sections of their Manual are stamped "FOIA Exempt".
- H. The facility Disaster Management Manual shall incorporate the requirement outlined in Chapter & (Hazardous Waste/Material Emergency Preparedness) and Appendix 7 (Example Hazardous Waste/Material Emergency Contingency Plan) of the Department's Environmental and Waste Management Plan (01.03.110).
- I. The development of a single Disaster Management Manual is encouraged at all contiguous facilities where possible. The Deputy Director, CFA, shall consult with the Office of Environmental Affairs, APA, to determine where this is appropriate.
- J. No CFA facility shall be evacuated unless authorized by the Director. Limited evacuation of the immediate site or building where a disaster has occurred may be authorized by designated facility personnel.
- K. In the event of either a radiological disaster or a pervasive and facility threatening air quality disaster generated from an off-site industrial or transportation hazardous waste/material accident, the first response shall be the ordering inside of all staff and prisoners who are outdoors, and the closure and sealing of all building windows and exterior doors, closure of all air vents and the shutdown of all air circulation systems. Under both circumstances, off-site staff shall not be ordered to report to the facility until after the immediate air quality health threat has dissipated.
- L. The Disaster Management Manual shall be reviewed annually and updated by the facility as needed. A copy of the Manual and its annual updates shall be provided to local emergency service agencies (police, fire department, hospital and county or city emergency planning agencies).

OPERATING PROCEDURES

- M. Wardens shall ensure that within 120 days of this policy's effective date, the Disaster Management Manual required by this policy is developed and forwarded to the Office of Environmental Affairs, APA, for approval. Final copies shall be forwarded to the appropriate Regional Prison Administrator, CFA. Disaster Management Manuals shall be regularly reviewed, revised as necessary and tested annually.

AUTHORITY:

State Regulations:

Public Act 207 of 1941, as amended, Fire Protection Act
Public Act 348 of 1965, as amended, Air Pollution Act
Public Act 154 of 1974, as amended, Occupational Safety and Health Act
Public Act 390 of 1976, as amended, Emergency Preparedness Act
Public Act 399 of 1976, as amended, Safe Drinking Water Act
Public Act 641 of 1978, as amended, Solid Waste Management Act
Public Act 64 of 1979, as amended, Hazardous Waste Management Act
Public Act 302 of 1982, as amended, Environmental Response Act
Public Act 478 of 1982, as amended, Leaking Underground Storage Tank Act

MCLA 791.203
MCLA 791.204

Administrative Rule 791.2205

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Federal Regulations:

Clean Air Act of 1963, as amended
Occupation Safety and Health Act of 1970, as amended
Resource Conservation and Recovery Act of 1976, as amended
Clean Water Act of 1976, as amended
Superfund Amendments and Reauthorization Act of 1986, as amended
Emergency Planning and Community Right-to-Know Act of 1986, as amended

AUDIT ELEMENTS

A Primary Audit Elements List has been developed to ensure compliance with this policy by providing staff with a tool for self auditing. This list shall be used by all staff designated for auditing purposes on an annual basis unless more frequently required by the Director and the documentation shall be retained on-site as required by the Retention and Disposal Schedule or for three years if not addressed in the Retention and Disposal Schedule and shall be made available to the Internal Auditor when requested.

KLM:OPH:11/27/97