

## EVACUATION PLAN

STANDARD NO(S):

NYSSA # 91, 117

DATE:

March 09, 2010

Reissued: 04/22/2011

Revised: 04/29/2011

REFER TO:

Thomas H. Mulheron

### I. OBJECTIVE:

To evacuate individuals to an area inside or outside of the facility to ensure their safety while maintaining proper security and providing a safe, secure environment at a temporary housing area.

### II. POLICY:

It is the policy of the Seneca County Correctional Facility to provide and maintain an updated evacuation plan in order to ensure the safe, secure and orderly evacuation of all staff, visitors and inmates in emergency situations.

### III. DEFINITIONS:

- A. Emergency – Fire, explosion, natural disaster or any other occurrence which could cause serious injury or death and may require the evacuation of the facility.
- B. Evacuation – The removal of all persons from areas of the facility affected by an emergency.
- C. Primary Evacuation Route – The preferred route for the evacuation of an area.
- D. Secondary Evacuation Route – A route to be taken when the primary route is obstructed or otherwise not accessible.
- E. Command Officer/Officer in Charge – The Command Officer or Officer in Charge of an emergency situation will be the highest ranking supervisor at the scene with direct responsibility for the correctional facility. The officer in charge will continue until relieved by staff of higher rank.

### IV. DETAILS:

- A. The safety of staff, visitors, and inmates will be the first priority in any emergency situation.

- B. Only those areas directly affected by the emergency situation will be evacuated.
- C. Emergency evacuations will be conducted rapidly, calmly, and with as little disruption to normal operations of unaffected areas as possible.
- D. During fire drills, specified evacuation routes will be used.
- E. Evacuation is not an automatic step; therefore, each emergency situation will be evaluated individually to determine if an evacuation is necessary.
- F. Escort Officers assigned to accompany visitors and/or to monitor visitor areas will be responsible for personally evacuating all such visitors under their supervision and will report the condition and location of all such visitors to the Shift Supervisor.
- G. Administrative notification must be made.
- H. During the course of the emergency evacuation, the Shift Supervisor will document actions taken during the incident.
- I. Precautionary measures, as determined by the Shift Supervisor/Officer in Charge, will be taken when moving High Risk Inmates during emergency situations.
- J. The New York State Commission of Correction will be notified according to the Reportable Incident Guidelines each time an evacuation occurs.

V. PROCEDURE:

When the evacuation of the facility or any part thereof, is required due to an emergency situation, the following procedures will be followed. Emergency situations will be handled by staff in a responsible manner and staff will use reasonable judgment when handling, reacting and responding to an emergency situation.

A. DETECTION:

1. Any staff member who discovers/encounters an emergency situation in the facility will immediately notify Central Control of the location and nature of the emergency.
2. Central Control will notify the Shift Supervisor of the emergency situation. Upon notification, the Shift Supervisor will immediately proceed to the affected area to determine if an evacuation is necessary.
3. If the reporting staff member feels that a delay in the evacuation of the affected area(s) will result in injury to any person(s) present, they will immediately evacuate the affected area(s) and notify Central Control of the situation and the Shift Supervisor will immediately activate the Corrections Emergency Response Team as well as any additional staff necessary to assist the reporting officer with the evacuation.

4. If the staff member directs an evacuation as described in subsection 3. above, they will maintain security and accountability to the highest degree possible given the nature and extent of the emergency situation.

**B. EVACUATION:**

1. Interior Evacuation - When an evacuation is necessary, all inmates from the affected area(s) will be evacuated to secure areas by using the primary interior evacuation route shown on the evacuation diagram posted in the affected area, or the secondary interior evacuation route shown if the primary interior route is obstructed or otherwise unusable. THE PRIMARY INTERIOR EVACUATION ROUTE FOR HOUSING UNIT "A" WILL BE TO EXIT INTO THE SECURE CORRIDOR AND THEN PROCEED TO CONTACT VISITATION, HOUSING UNITS "B" AND "C" WILL PROCEED TO THE VEHICLE SALLYPORT. THE SECONDARY INTERIOR EVACUATION ROUTE FOR HOUSING UNITS WILL BE TO EXIT INTO THE SECURE CORRIDOR AND THEN PROCEED TO THE VEHICLE SALLYPORT.
2. Exterior Evacuation - When all such interior evacuation routes or locations are inaccessible, all inmates from the affected area(s) will be evacuated to secure areas by using the primary exterior evacuation route shown on the evacuation diagram posted in the affected area, or the secondary exterior evacuation route shown if the primary exterior evacuation route is obstructed or otherwise unusable. THE PRIMARY EXTERIOR EVACUATION ROUTE FROM A HOUSING UNIT WILL BE TO EXIT INTO THE SECURE CORRIDOR AND THEN PROCEED THROUGH THE EGRESS SALLYPORT OUT INTO THE FENCED AREA SURROUNDING THE HOUSING UNIT. THE SECONDARY EXTERIOR EVACUATION ROUTE FROM THE MALE HOUSING UNITS WILL BE TO EXIT THROUGH THE EGRESS SALLYPORT WITHIN THE HOUSING UNIT DIRECTLY INTO THE FENCED AREA. THE FEMALE SECONDARY EXTERIOR EVACUATION ROUTE WILL BE THROUGH THE EXERCISE AREA INTO THE FENCED AREA SURROUNDING THE HOUSING UNIT.
3. Once the evacuation to the secure area is complete, a head count will be conducted and the results reported to the Booking Officer. The Booking Officer will enter the count into the computer logbook, including the names(s) of any missing or unaccounted for inmates(s).

**C. BOOKING:**

1. The Booking Area will become the Command Center during an emergency situation.
2. The Booking Officer will maintain a log of all of the activities occurring during the emergency situation.

**D. CENTRAL CONTROL:**

1. Central Control will be the secondary command center location during an emergency situation, if the nature of the emergency situation prevents the use of the Booking Area.
2. Central Control, at the direction of the Shift Supervisor, will notify E-911 as to the extent of the emergency situation by dialing 8-911 on the telephone. In situations where telephone communication is not possible, Central Control will contact the E-911 Center by radio using the SCSO frequency.
3. Central Control will, upon receiving a call regarding an emergency situation, record the following information and immediately notify the Shift Supervisor:
  - a. Name of Caller
  - b. Time
  - c. Location of Emergency Situation
  - d. Nature of Emergency Situation
4. Central Control will monitor cameras and maintain communications throughout the emergency to ensure safety and security.
5. Central Control will be the last officer to leave their post in the case of a total evacuation.

**E. SHIFT SUPERVISOR:**

1. The Shift Supervisor will be the Officer in Charge during an emergency evacuation situation unless relieved from such position by a higher ranking officer.
2. The Shift Supervisor will make the determination as to what the extent of the evacuation will be.
3. The Shift Supervisor will set up a Command Center in the Booking Area and have the Booking Officer start and maintain, in a bound ledger, a complete chronological account of the incident. Central Control will be the Command Center if the nature of the emergency prevents the use of the Booking Area.
4. The Shift Supervisor will issue Emergency Key Rings (EKR) as needed.
5. The Shift Supervisor will call in additional officers and medical staff as needed.
6. The Shift Supervisor will account for all staff, visitors, and inmates. Periodic checks will be made to ensure that all staff are safe and that there are no injuries. The Command Center will be notified that a personnel check was completed so that a log entry can be made and the findings recorded.

7. The Shift Supervisor will perform periodic structural inspections of all perimeter and interior walls, fences, gates, doors, windows, screens, ceilings, and roofs. The staging area will be notified that a structural inspection was completed so that a log entry can be made and the findings recorded. Security posts will be established at any unsecured or damaged area of the secure perimeter until such time as it is re-secured or repaired.

**F. CHIEF ADMINISTRATIVE OFFICE/CORRECTION LIEUTENANT:**

1. The C.A.O. will, upon receiving notification of an emergency situation, evaluate the situation to determine if his/her presence at the facility is required.
2. The C.A.O. will designate an Officer in Charge and report to the facility as required.
3. The C.A.O. will notify appropriate support agencies as needed.
4. The C.A.O. will ensure perimeter security posts are set up as necessary. Such posts will be manned by CERT and Road Patrol Officers.
5. The C.A.O. will determine the extent to which normal operations should be continued during an emergency situation or after an evacuation.
6. The C.A.O. will, upon the completion of the evacuation, conduct a formal head count of all staff, visitors, and inmates.
7. The C.A.O. will, when the emergency evacuation is over, make sure that:
  - a. All involved staff complete reports.
  - b. All involved staff attend a debriefing.
  - c. All emergency equipment is accounted for and returned to its proper place, or replaced if no longer usable.
  - d. All staff is released from duty assignments as appropriate.
  - e. The facility returns to normal operations when conditions permit.
  - f. A determination is made on the number of inmates requiring alternative housing arrangements.
  - g. All unaffected housing units are checked for available space.
  - h. Inmates that are to be moved to alternate housing are:
    - 1). Within sections of the same housing unit
    - 2). In other housing units
    - 3). In Exercise areas, visiting areas, vehicle sallyport or other areas as suitable
  - i. Classification is maintained to the maximum extent possible under the existing conditions.
  - j. Appropriate agencies and organizations are contacted if alternate housing outside of the facility is required.
  - k. Appropriate transportation is arranged as required.
  - l. The New State Commission of Correction is notified immediately if there is a need for assistance in arranging long term alternative housing, if necessary.

- m. Posts are established to ensure the safety and security of the community, staff, inmates and the facility.
- n. A determination is made as to the extent to which normal operations should be carried on.

**G. MEDICAL STAFF:**

1. On duty medical personnel will be responsible for the initial rendering of medical attention, until additional medical staff arrive.
2. Medical staff will set up a triage station and treat victims by priority.
3. Victims will be triaged as follows:
  - a. **Critical** – Victims whose chances of survival depend on immediate emergency care.
  - b. **Serious** – Victims that need medical attention as quickly as possible, but do not need immediate care to survive.
  - c. **Delayed** – Victims who require only simple care or observation.
  - d. **Dead** – Victims that are obviously, or appear to be, deceased.
4. After the victims have been assigned priority and properly identified, they will be transferred from the triage area to an appropriate holding area, the Emergency Room of Geneva General Hospital, or the Medical Unit for emergency treatment and/or evacuation.

**H. TRAINING:**

1. The Training Coordinator will be responsible for ensuring that all training regarding Emergency Evacuations is completed in accordance with minimum standards.
2. Evacuation Drills will:
  - a. Be conducted randomly.
  - b. Be conducted using only those evacuation routes designated for each drill.
  - c. Be documented and the records kept in a file in the Training Coordinator's Office.

**XII. EQUIPMENT AND ROUTE MAINTENANCE:**

- A.** Designated Escort Officers, in conjunction with the Maintenance Supervisor, will be responsible for the following:
1. Routinely checking all the doors, locks, and other devices that are necessary for the safe and secure evacuation from the facility in accordance with minimum standards and all other applicable laws. Such maintenance checks will be documented and kept on file.
  2. Routinely checking all exterior areas to ensure clear access/egress and as conditions such as weather dictate.