



**DISTRICT OF COLUMBIA  
DEPARTMENT OF CORRECTIONS**

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# Program Statement

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OPI: SEC  
Number: 5031.1B  
Date: February 29, 2008  
Supersedes: 5031.1A  
Subject: CDF Emergency  
Plan

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1. **PURPOSE AND SCOPE.** To provide standard procedures for responding to situations at the Central Detention Facility (CDF) that threaten institutional safety, security and order. Such situations include but are not limited to riots, hunger strikes, disturbances, significant fire or flood, bomb threats, explosions, exposure to biohazards and other hazardous materials, hostages, escapes, strike and work stoppages.
2. **POLICY.** It is the policy of the DC Department of Corrections (DOC) to handle emergency conditions in the CDF in an efficient and safe manner to ensure the safety and security of staff, inmates, visitors, volunteers and the community in general.
3. **APPLICABILITY.** This directive applies to employees, contractors and inmates under the supervision of the DOC. In addition, this directive applies to any visitors on site during an emergency situation.
4. **PROGRAM OBJECTIVES.** The expected results of this directive are:
  - a. When emergencies occur all reasonable efforts will be made to protect staff, visitors, inmates and the general public.
  - b. There is a plan available for continuing operations of the facility in the event of a staff work stoppage or other job action. Copies of this plan are available to appropriate supervisory personnel.
5. **NOTICE OF NON-DISCRIMINATION.**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

- b. DOC prohibits discrimination against inmates based on an inmate's race, religion, national origin, gender, sexual orientation, disability or any other type of prohibited discrimination when making administrative decisions and in providing access to services, programs and activities.

**6. DIRECTIVES AFFECTED**

a. **Directives Rescinded**

PS 5031.1B "CDF Emergency Plan"

b. **Directives Referenced**

- 1) PS 1110.2D "Directives Management System"
- 2) PS 1280.2B "Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrence"
- 3) PS 1311.9A "After Action Reviews and Reports"
- 4) PS 5010.9B "Use of Force and Application of Restraints"
- 5) PS 5011.1B "Possession and Use of Firearms and Other Weapons"
- 6) PS 5030.5A "Canine Unit"
- 7) PS 5160.1B "Emergency Response Team"
- 8) PS 5320.1 "Key Control"
- 9) PS 6000.1B "Medical Management"

**7. AUTHORITY.** DC Code 24-211.02 Powers; Promulgation of Rules

**8. STANDARDS REFERENCED**

- a. American Correctional Association 2<sup>nd</sup> Edition Standards for Administration of Correctional Agencies: 2-CO-3B-01.
- b. American Correctional Association Performance-Based Standards for Adult Local Detention Facilities; Fourth Edition: 4-ALDF-1C-01 through 4-ALDF-1C-11; 4-ALDF-2C-02.

**9. CONFIDENTIALITY. Emergency Plans are designated as Confidential Directives.** *CONFIDENTIAL* directives shall only be issued to designated staff and is subject to the following security requirements:

- a. Staff shall not disclose the contents of *CONFIDENTIAL* directives to anyone unless authorized by the appropriate official. This includes:
  - 1.) DOC employees;
  - 2.) Inmates;
  - 3.) Unauthorized government officials;
  - 4.) FOIA requests;
  - 5.) Discovery requests;
  - 6.) Subpoena's;
  - 7.) Investigators;
  - 8.) Auditors
- b. Staff may, however, refer to *CONFIDENTIAL* directives in correspondence, audit papers, reports, and other administrative documents. The text of limited portions of these policies may be repeated or summarized in such documents when staff determines it is necessary and prudent to respond fully to an inquiry when it would not jeopardize the safety, security and orderly operation of the facility. For example, it may be necessary to summarize a portion of a sensitive policy in responding to D.C. Council.
- c. When circumstances indicate that a *CONFIDENTIAL* directive may have been reproduced or otherwise compromised, the designated supervisor shall make official notification and take action(s) as deemed appropriate.
- d. The following is applicable to those directives categorized as security sensitive:
  - 1) Security sensitive directives shall be maintained in secure locations, inaccessible to inmates, unauthorized staff and other unauthorized persons.
  - 2) Security sensitive directives shall be available for review and reference by authorized personnel at all times.
  - 3) Only the Director, Deputy Director, the Warden and Deputy Warden(s) can authorize the photocopying of security sensitive directives. Authorized staff are strictly prohibited from maintaining personal copies of security sensitive directives.
- e. *CONFIDENTIAL* directives shall be available to designated staff that shall include but not limited to:
  - 1) Director,
  - 2) Deputy Director,

- 3) Warden,
  - 4) Deputy Warden(s),
  - 5) Major, and
  - 6) Employees designed by the Warden to the review, monitor and carry out the emergency plan(s).
- f. *CONFIDENTIAL* directives shall be maintained in the Command Center and the offices of designated staff mentioned above.

## 10. ALERTS AND NOTIFICATIONS

### a. Immediate Alert/Alarm

- 1) Any employee becoming aware of an emergency situation shall immediately notify the Command Center by radio, intercom, telephone or other appropriate means.
- 2) Command Center staff shall immediately report the situation to the Shift Commander.
- 3) The Shift Commander shall ensure that staff is dispatched to isolate, contain and assess the situation.
- 4) In cases where a serious emergency exists requiring an immediate response from the Metropolitan Police Department (MPD) or DC Fire and Emergency Medical Services (DCFEMS), the Shift Commander shall ensure that the emergency is reported via 911.

### b. Internal and External Alerts and Notifications

- 1) The Shift Commander shall assume the roll of Initial Incident Commander and notify other organizational units within the DOC needed to respond to the emergency.
- 2) The Shift Commander shall ensure that notifications are made consistent with the requirements of PS 1280.2B, Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences.
- 3) The Shift Commander shall notify non DOC entities (i.e., health services, food services, etc.) when emergencies occur which may require their response or impact their operations.

### c. Community Alert Network (CAN)- The Chief of the Office of Public Affairs shall:

- 1) Ensure that the CAN is operational at all times for the purpose of providing timely information to the community concerning events at the CDF.

- 2) Coordinate community outreach programs to educate the community about the CAN and gather information needed to update the CAN database.
- 3) Ensure that a telephone number is available for members of the community to call and hear a recorded message concerning the status of operations at the CDF.

## 11. **COMMAND AND CONTROL**

### a. **Incident Command System**

- 1) The Incident Command System shall be utilized to manage the response to emergencies occurring at the CDF to ensure:
  - a) Coordination and comprehensive management of resources
  - b) Effective span of control
  - c) Integrated communications
  - d) Organization of personnel, equipment and communications.
- 2) When an emergency, as defined in this directive, occurs:
  - a) The senior correctional officer on the scene shall assume command of the scene, ensure that immediate notification is made to the Command Center and take immediate actions as outlined in this directive. This officer remains in command of the scene until relieved by a staff member of higher rank in his/her chain-of-command. The Command Center is to be immediately notified of all changes in command.
  - b) The Warden shall designate an Incident Commander to exercise command and control over the response and coordinate with other agencies and outside entities involved in the response.
  - c) The Incident Commander shall have the authority to activate additional functional elements of the Incident Command System as necessary.

### b. **Command Posts**

- 1) When an emergency situation occurs which is beyond the capability of the on-duty shift to resolve, the Incident Commander may establish an Operations Command Post. The location of the Operations Command Post will be determined on the nature and location of the emergency. The following locations provide sufficient space and security for use as an Operations Command Post:
  - a) Wardens Conference Room
  - b) Training Room

- c) Armory
  - d) Medical Conference Room
  - e) Command Center
- 2) Only authorized staff will be permitted in the Operations Command Post during an emergency. A sufficient number of badges shall be maintained in the Operations Command Center for issuance as needed.
  - 3) Staff member(s) shall be designated to control the movement of personnel in and out of the Operations Command Post.
  - 4) A Tactical Command Post may be established when needed during emergency situations. This command post shall address the tactical needs of the emergency and shall be under the direct authority of the ERT Commander. The emergency use of teams from the facility Canine Unit will be controlled by the Tactical Command Post and integrated into the overall emergency operations.

## 12. CONTAINMENT

- a. After receiving notification of an emergency as defined in this directive, the Shift Commander shall assume the role of Initial Incident Commander and take immediate steps to isolate and contain the situation. These steps may include but are not limited to:

- 1) Halting all inmate movement and ordering a lock down of the facility.
- 2) Dispatching the Containment Team to the area to determine the nature and extent of the emergency and assist with localizing and containing the emergency and evacuation of personnel.
- 3) Securing floor control sliders and crash gates leading to the wing/wings where the emergency is located to prevent unauthorized access/egress and control inmate movement.
- 4) Securing the elevators, escalators and stairs to prevent movement between floors.
- 5) Securing all doors and gates leading to the location of the emergency to prevent unauthorized access/egress and control inmate movement.
- 6) Escorting all visitors (official and unofficial) out of the facility.
- 7) Establishing and staffing additional perimeter security posts.
- 8) Establishing an outer perimeter a reasonable distance beyond the perimeter wall, when appropriate, to maintain the safety and security of the facility.

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9) Securing the sally port, staff entrance and visitor's entrance and restricting movement through these locations.

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- b. If, due to the nature and/or seriousness of the emergency, the DOC is unable to accept prisoners or access to the facility is prohibited, the Incident Commander shall make immediate notification to the MPD and the USMS.

### 13. LIAISON

- a. The Director shall designate a staff member to serve as the DOC representative at the DC Emergency Management Agency's Emergency Operations Center.
- b. The Deputy Director shall be responsible for establishing Memorandum of Understanding (MOU) with local law enforcement and emergency response agencies, and with the Correctional Treatment Facility which delineate responsibilities for responding to emergency situations at CDF. These MOU's shall be reviewed annually by the Deputy Director, the Warden and participating agencies.
- c. All MOU's letters of agreement, interagency agreements, mutual aid agreements and other documents outlining emergency response procedures and responsibilities among the DOC and outside entities shall be reviewed by the DOC's Office of the General Counsel for legal sufficiency prior to signature.

### 14. PUBLIC INFORMATION

- a. **Authority to Release Information.** The Director (or designee) shall ensure that any release of information is coordinated with the office of the Mayor.
- b. **Designation of Public Information Officers (PIO)**
- 1) The Director shall appoint a PIO(s) to serve as the official point of contact for the news media, community groups and other interested parties.
  - 2) The PIO(s) shall be under the operational control of the Incident Commander.
  - 3) During prolonged emergency situations, a sufficient number of staff shall be identified as PIO(s) and assigned/scheduled to provide 24-hour coverage.
- c. **Media Access.** Based on the nature of the emergency, staging and briefing areas shall be designated for the media.
- 1) Members of the media shall not be permitted on DOC property without authorization.
  - 2) DOC may restrict access by the media in a manner or to a degree required to maintain safety and security of the facility.

- 3) The Incident Commander shall coordinate with MPD when there is a need to restrict media access to streets, sidewalks and other public areas in a manner or to a degree required to maintain safety and security of the facility

## 15. EMERGENCY SUPPLIES AND MATERIALS

### a. The Incident Commander shall ensure:

- 1) That all issuance and use of emergency supplies and materials during an actual emergency is properly documented.
- 2) That as soon as practicable after the emergency has been resolved, all emergency supplies and materials are inventoried, inspected and returned to storage.
- 3) That a list of expendable emergency supplies and materials used in response to the emergency is forwarded to the Warden.

### b. Emergency Equipment.

- 1) Personal Protective Equipment (PPE)-The Deputy Warden for Operations shall ensure that sufficient quantities of PPE are on hand and available for use by staff when needed to implement this plan. This equipment shall include but is not limited to:
  - a) Protective Suits
  - b) Masks
  - c) Gloves
  - d) Boots
  - e) Goggles
- 2) Security Equipment-The Deputy Warden for Operations shall ensure that sufficient quantities of security equipment are on hand and available for use by staff when needed to implement this plan. This equipment shall include but is not limited to:
  - a) Portable Lights
  - b) Portable Generators
  - c) Communications Equipment
  - d) Cameras and Video Equipment
  - e) Restraints

- f) Chemical Agents
- g) Firearms and Ammunition
- h) Barrier Tape
- i) First Aid kits
- j) Emergency Response Team Equipment

c. **Emergency Procurement**

- 1) The Deputy Director may authorize emergency procurement of supplies and materials needed to respond to emergencies or to replace items used in responding to an emergency.
- 2) The Deputy Director may authorize amendments to existing contracts when necessary to address critical needs during an emergency.

16. **HEALTH SERVICES**

- a. Consistent with the provisions of the contract and PS 6000.1B "Medical Management", the health services contractor shall provide services to staff and inmates at the CDF during emergency situations.
- b. When an emergency medical response is required, Zone Supervisors shall ensure that:
  - 1) Adequate security coverage is provided for medical responders;
  - 2) To the extent possible, inmates are secured in their cells or removed from immediate area;
  - 3) An adequate number of correctional officers are available for medical escort duty; and
  - 4) Inmates exposed to chemical agents, hazardous materials or other contaminants are decontaminated prior to being escorted to the medical unit.

## 17. POST EMERGENCY PROCEDURES

- a. **Assessment Of The Physical Plant** – When an emergency as defined in this directive occurs, the following assessments of the physical plant shall be performed:
- 1) General Engineer – The General Engineer shall ensure that the following assessments of the area affected by the emergency are conducted and a detailed report of all deficiencies is submitted:
    - a) The physical structure is sound and safe for occupancy.
    - b) Building mechanical systems are functioning properly.
    - c) The electrical system is functioning properly.
    - d) Emergency systems such as the generators, fire alarms, fire enunciator panels etc. are working properly.
  - 2) Chief of Environmental Services shall ensure that the following assessments of the area affected by the emergency are conducted and a detailed report of all deficiencies is submitted:
    - a) All inmate housing units are inspected for environmental safety and sanitation deficiencies.
    - b) Male and Female R&D are inspected for environmental safety and sanitation deficiencies.
    - c) All food preparation and food service facilities are inspected for potential health code violations.
  - 3) The Deputy Warden for Operations shall ensure that the following assessments of the area affected by the emergency are conducted and a detailed report of all deficiencies is submitted:
    - a) All security lighting is inspected to ensure that it is working and provides adequate illumination.
    - b) All locking mechanisms are inspected to ensure that they are functioning properly.
    - c) All security doors, gates, grills etc. are inspected to ensure that they are functioning properly.
    - d) All security communications systems are inspected to ensure that they are functioning properly.

- e) All electronic security systems are inspected to ensure that they are functioning properly.

**b. Assessment of Cost**

- 1) As soon as possible following an emergency as defined in this directive, the General Engineer (or designee) shall review all reports of the inspections and assessments of the physical plant and prepare an estimate of cost to repair damage and correct deficiencies caused by the emergency.
  - 2) As soon as possible following an emergency as defined in this directive, the Chief of Environmental Services (or designee) shall review all reports of the inspections and assessments of the inmate housing and processing areas and food service facilities and prepare an estimate of cost to repair damage and correct deficiencies caused by the emergency.
  - 3) As soon as possible following an emergency as defined in this directive, the Major shall prepare a list of all officers who worked overtime as a result of the emergency. The list shall include the officer's name, the date of the overtime, reason for the overtime and the number of overtime hours worked. The list shall be forwarded to the payroll office where the total overtime cost shall be calculated.
  - 4) As soon as possible following an emergency as defined in this directive, the CDF Warden (or designee) shall review all reports of the inspections and assessments of the security features and systems as well as reports regarding expendable supplies and equipment used in responding to the emergency prepare an estimate of cost to repair damage, correct deficiencies caused by the emergency, replace supplies and equipment and overtime cost. The Warden's estimate shall not include the cost to repair or replace locks, doors, lights etc. which will be included in the General Engineer's estimate.
  - 5) As soon as practicable following an emergency as defined in this directive, the Warden shall compile and forward all reports through to the chain of command to the office of the Director.
18. **POST INCIDENT STRESS DEBRIEFING** – All staff members involved in responding to an emergency as defined in this directive shall be provided with information about DC Government employee assistance programs, and employees shall be provided with an opportunity to participate in a Post Incident Stress Debriefing and counseling.
19. **TRAINING.** All facility personnel shall be trained annually in the implementation of the CDF Emergency plan. Emergency preparedness training shall include but not limited to classroom information, emergency exercises and/or simulations.
20. **EMERGENCY PROCEDURES.** The following plans providing procedures for specific types of emergencies are included as annexes to this directive:

- a. **ANNEX 1**      **Fire Prevention and Response Plan**
- b. **ANNEX 2**      **Bomb Incident/Threat Plan**
- c. **ANNEX 3**      **Hostage Situation Plan**
- d. **ANNEX 4**      **Major Disturbance Plan**
- e. **ANNEX 5**      **Hazardous Materials Incident Plan**
- f. **ANNEX 6**      **Strike and Work Stoppage Plan**
- g. **ANNEX 7**      **Escape Plan**
- h. **ANNEX 8**      **Institutional Evacuation Plan**
- i. **ANNEX 9**      **Sheltering in Place Plan**
- j. **ANNEX 10**     **Utility Failure Plan**
- k. **ANNEX 11**     **Hunger Strike Plan**

21. **ANNUAL REVIEW.** The CDF Warden (or designee) shall review this directive annually in accordance with DOC PS 1110.2D "Directives Management System" to include but not limited to:

- a. Updating the emergency plan to enhance security at the CDF;
- b. Updating the emergency plan to reflect new Federal and District laws; and/or
- c. Updating emergency plan to reflect ACA standards, etc.

22. **DEVIATION OF POLICY.** The Director (or designee) has authority to deviate from this written policy in order to maintain the safety of staff and inmates, secure the CDF, maintain order in the facility and/or protect the community.

  
Devon Brown  
Director