SOUTH DAKOTA	POLICY NUMBER 1.3.B.1	PAGE NUMBER 1 OF 6
DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES	DISTRIBUTION: Public	
	SUBJECT: Emergency Response	

RELATED STANDARDS:	ACA Standards: 5-ACI:3A-29, 3B-10, 3B-13, 3B-14	EFFECTIVE DATE: December 15, 2022
		SUPERSESSION: 07/12/2021
DESCRIPTION: Safety and Emergency Procedures	REVIEW MONTH: November	*Kellie Wasko* **KELLIE WASKO** **SECRETARY OF CORRECTIONS**

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) that all DOC institutions will apply existing best practices to manage emergency incidents that occur. All DOC institutions will utilize the Incident Command System (ICS) as the standard means of responding to emergency incidents.

II. PURPOSE

The purpose of this policy is to establish systematic and structured procedures to be followed in the event of an emergency incident.

III. DEFINITIONS

Emergency:
Any significant disruption of, or departure from, normal institutional procedure, department policy, or activities. Typically, this is precipitated by a serious incident.

Emergency Response Manual (ERM):
Confidential document detailing the plans and immediate actions to respond to specified unplanned or imminent incidents that may affect or threaten the health, safety, security, or welfare of the public, staff, offenders, property, or infrastructure of the institution.

Incident Action Plan (IAP):
A written plan containing general objectives reflecting the overall strategy for managing an incident, identification of institutional resources, and assignment of staff. The Incident Action Plan (IAP) may include various attachments, documents, forms, and reports utilized by staff when responding to an incident.

Incident Command System (ICS):
A standard, on-scene, best practices operating procedure utilized by the South Dakota DOC to consistently establish command during an incident or emergency in a correctional setting. The Incident Command System (ICS) provides a system for the effective management of staff and resources responding to an incident.

Post Order:
Written direction approved by the Warden or designee that provides a list of duties, general instructions, and responsibilities of staff assigned to a particular post which supports maintaining the safety, security, and orderly operation of the institution. All post orders shall be reviewed annually.

Simulations:

A staged incident in which responding staff react in terms of planning, directing, communicating, and implementing an incident action plan as if the incident were actually occurring. An effective simulation is a controlled group training activity with objectives and outcomes directly related to on-the-job performance of staff.

IV PROCEDURES

1. Emergency Response Manual/Incident Action Plan Contents:

A. Each institution will maintain an Emergency Response Manual (ERM) and Incident Action Plans (IAPs) that *specify the procedures to be followed in situations that threaten institutional security. Such* man made and natural disaster *situations include but are not limited to* **[5-ACA-3B-14]**:
1. Escape / Escape Attempts / Walk-away / AWOL
2. *Riots* or significant *disturbances*.
3. Bomb threat (real/reported or perceived).
4. *Hostage(s)* incident or armed barricaded subject.
5. Offender Activity:
   a. Racial conflicts.
   b. Significant, disruptive gang activity.
   c. *Hunger strikes*.
   d. Sit-down strikes.
   e. Offender suicide or serious self-harm.
6. Evacuation and response to fire, arson, hazardous material, or chemical spills.
7. Severe weather threats or warnings.
8. Emergency relocation of offenders.
9. Work stoppage; planned or spontaneous discontinuation of work. May involve staff and/or offenders, acting separately or in concert. Generally defined as those participating who refuse to participate in essential activities or ignore directives. (Example: numerous staff and/or offenders reporting to be sick or refusing to report to work).
10. Critical incident debriefing.
11. Physical evidence handling and preservation.
12. Mass-casualties or endangerment of lives, i.e., pandemic, exposure to substances; etc.
13. Large scale destruction or damage to state property or significant loss of utilities (e.g., electricity, water, gas, sewer, communications); and
14. Active assailant.
15. Capital punishment – final days procedures.

B. The ERM and IAPs will include any applicable post orders.
1. Post orders may include checklists of necessary procedures, steps, lists, notification to designated staff, and forms to facilitate action or documentation of the incident.
2. Post orders describe staff duties and provide detailed information to carry out duties specific to coverage of the post.
3. Post orders may identify staff positions responsible for carrying out certain duties specific to the post.
4. Post orders that contain tactical and strategic information are not open to public inspection, copying, or other disclosure (See SDCL § 1-27-1.5).

C. The Associate Director of Training will ensure *that all personnel are trained in the implementation of written emergency plans* **[5-ACA-3B-10]**.

D. The ERM and IAPs shall include any coordinated response with outside agencies. Such responses require authorization by the Warden or designee. Agreements should be facilitated by the Warden with the outside agency in advance and reviewed/renewed annually. Agreements may be in writing and specify the services to be provided by the outside agency, including any limitations or exceptions, as applicable.

E. Each institution's ERM and IAPs will be reviewed a minimum of once each year by the Warden and designated staff and must be signed by the Warden. Revised versions will be saved to the designated locations as hard copies. The current ERM shall be made available and accessible to designated staff in control rooms.

2. Requests for Information:

A. ERMs and IAPs are confidential documents containing tactical and strategic information and are not open to public inspection, copying, or other public disclosure (See SDCL § 1-27-1.5). *Copies of the ERMs and IAPs are available only to appropriate supervisory or other personnel directly involved in the implementation of the plan* [**5-ACA-3B-13**].
   1. Outside agencies tasked with providing assistance during or following an emergency incident may be authorized by the Warden or designee to acquaint themselves with the institution's incident action plans, written agreements or applicable section(s) of the ERM.
   2. Outside requests for confidential tactical, strategic or security sensitive information, plans, documents, reports, etc. involving safety or security of the institution, in whole or in part, will be forwarded to the Public Information Officer (PIO). Non-Public documents may not be released without proper authorization.

3. Staff Response:

A. The first priority of staff responding to an incident will be preservation of safety, followed by preservation of life, prevention of further hostilities, prevention of escapes, protection of the scene, and preservation of evidence. And finally, resolve the incident and return the facility to normal operations as soon as possible.

B. Response may be dependent upon the type and size of the incident. Factors to consider include, but are not limited to:
   1. Size and seriousness of the incident.
   2. Location of the incident.
   3. Anticipated duration of the incident.
   4. Availability of staff, equipment, and supplies; and
   5. Potential for escalation.

C. Response to an incident may be adjusted if the situation has escalated beyond the level of response initially deployed to manage the incident.

D. The staff member initially responding to an incident will typically become the Initial Incident Commander and must be prepared to assume command of the incident. Initial command of the incident will end when:
   1. The incident is resolved, and command is terminated.
   2. The incident is not stabilized, and the Incident Commander assumes command.
   3. Initial command is transferred to another staff person (only when transfer will improve the quality of the Command and effectiveness of response to the incident).

E. The Initial Incident Commander will assess the incident for "Incident Complexity" and make proper and reasonable decisions based on the complexity of the incident. Primary considerations when assessing an incident include but are not limited to:
   1. Nature and magnitude of the incident.
   2. Security and safety concerns.
   3. Hazards facing responding staff and other persons in the area.

4. Evacuation of offenders, including return to housing or lockdown.
5. Injuries and casualties.
6. Need to secure and isolate the area (use gates, holding areas, or detention cells).
7. Initial priorities, immediate resource requirements (CERT team).
8. Location of Incident Command Post and staging area.
9. Entrance and exit routes for responding staff (manage gates, doors, keys).

F. The primary role of the Initial Incident Commander is to establish incident objectives, strategies, and tactics in response to the emergency situation. The role of the responding staff/team is to support the Incident Commander's strategy and tactics by accomplishing specifically assigned tactical objectives.

G. The Incident Commander will ensure staff responding to the incident document, capture, and preserve important information throughout the incident for future reference in disciplinary or criminal proceedings and for audit/review of the incident and response. All required reports and documents should be completed prior to staff ending their shift.

H. Equipment and supplies used in response to an incident will be documented on the incident report and the OIC will notify the Duty Officer who will ensure that equipment and supplies are replenished, restocked, and fully operational for the next shift. *Written policy, procedure, and practice govern the inventory, issuance, and accountability of routine and emergency distributions of security equipment* **[5-ACA-3A-29].**

4. Tactical Debriefing:

A. The Incident Commander will schedule and conduct a tactical debriefing following a significant incident or emergency response, as deemed necessary or instructed by the OIC and/or Warden.

B. The debriefing will include all staff who participated in the response.

C. The areas reviewed during a tactical debriefing include, but are not limited to:
1. Policy and procedure - were current policies, procedures, and post orders adequate? Were they clear, effective, and available to staff? If not followed, why? Was ICS used effectively?
2. Staffing - were adequate staff available to respond to the incident? Did staff respond as designated? Response times.
3. Training - was staff familiar with the provisions of ICS and did they properly respond to the incident or emergency, consistent with training, directives, and policy?
4. Equipment - Did staff have the necessary equipment to respond to the incident and was the equipment in good operating condition? Was the equipment used properly, as intended? Accessible, sufficient amount? Any recommendations for improvements to equipment.
5. A summary of the tactical debriefing and any suggestions made during the debriefing will be documented and sent to the Warden or designee for review.

D. Following staff's response to an emergency incident, the Incident Commander, OIC, and supervisor will give consideration to the psychological, emotional, physical, and/or personal effect the incident may have had on staff.

E. Staff will be required to participate in a critical incident stress debriefing.

F. Staff may be referred to a specialist/licensed counselor or other medical professional for post-critical incident services or counseling. Support may also be provided by fellow staff members or supervisors assigned to assist staff and/or monitor staff's wellbeing.
1. Referral will be for support purposes, allowing the staff person the opportunity to discuss any problems or concerns related to their involvement in the emergency incident.

2.   Referral for counseling may be made by the Warden or other staff. Staff members may request access to a mental health professional or counselor by contacting his/her supervisor or BHR representative. The supervisor or BHR representative receiving the request will follow-up with the staff person to verify whether counseling services were accessed. The DOC will respond to all staff requests for mental health services and/or counseling.

3.   Participation in post-critical incident counseling may be mandatory for staff involved in an emergency incident that results in the unexpected death or significant bodily injury of a person. The extent of the mandatory post-incident counseling shall be determined by the staff person and/or his/her supervisor with input from the counseling provider.

4.   The cost for any mandatory post-critical incident counseling and/or required evaluation by a licensed psychiatrist or psychologist will not be charged to the staff person.

5. Incident/ICS Simulations:

A.   The Associate Director of Emergency Management/Security Audit Controller, or designee will ensure an incident response/ICS simulation is conducted at least annually. The purpose of response simulation is to provide training and positive reinforcement of ICS principles and practices to staff. Outside agencies may be involved in "incident simulations."

B.   Simulations must identify a particular location within the institution, the staff involved, offender involvement, the time of the simulated incident, the incident/situation, and the desired outcome (what will be tested during the simulation).

1.   The Director of Prisons will be notified for approval of scheduled simulations.

2.   Proper notification will be provided to designated institutional staff so only areas being assessed respond. Advance notice to staff will be kept to a minimum so the simulation is unexpected and spontaneous. Simulations will be conducted under a variety of situations and during different shifts.

3.   The simulation must be controlled and monitored by designated staff. All simulations will be documented to provide for the inclusion of the information in the final report.

4.   Staff participating in the simulation will be included in a debriefing and provided an opportunity to ask questions. Staff will review policy and procedures applied during the simulation, staff response, and equipment used and document any future training needs.

5.   A summary of the debriefing and any suggestions made during the debriefing will be documented and sent to the Director of Prisons and Warden for review.

6.   To the extent possible or when applicable, DOC health services staff will be included in simulations.

7.   Offenders will not be used as part of a simulation, except for simulations involving mass-casualties or other large-scale responses where the simulation requires large numbers of participants. Offender participation will be strictly voluntary. Offenders will not be included in staff debriefings or have access to confidential security information not available in the public domain or intended for public distribution.

8.   Simulations will test the effectiveness of Incident Action Plans, Post Orders, ICS, security procedures, availability of resources (equipment and staff), and will evaluate and measure staff's knowledge, skill, and ability to correctly and efficiently respond to an incident.

C.   In addition to incident simulations, each institution is encouraged to run "local tabletop" simulations. Tabletop exercises are simulations that have minimal impact on normal institutional operations and can be conducted in a classroom or during shift briefing without shutting down operations or altering normal institutional activities. Tabletop simulations should be conducted at least quarterly.

1.   Staff participating in a tabletop simulation need only indicate their responses to the incident without physically acting out the response.

2.   A debriefing may be scheduled at the discretion of the Incident Commander following a local tabletop simulation.

3.   The results of the local tabletop simulation will be documented and sent to the Warden for review.

6. Secretary of Corrections' Role:

A. Emergency Response Incidents will be reported to the DOC Administration and Office of Risk Management in accordance with DOC policy. The Secretary of Corrections or his/her designee will notify the Governor's Chief of Staff or designee as appropriate.

B. The Secretary of Corrections may:
   1. Dispatch designated DOC personnel to the scene of an incident to assist with response to the incident.
   2. Direct staff to conduct a review/audit of the response to the incident.
   3. Request or authorize the assistance of outside agency staff/personnel to respond to an incident.
   4. Direct other responses or action as he or she determines appropriate or necessary.

C. Media contact, press releases, and responses to requests for information by the media or public regarding an incident will be directed to the Secretary of Corrections and Public Information Officer.

V. RESPONSIBILITY

The Division of Prison Operations and Associate Director of Emergency Management/Security Audit Controller are responsible for the annual review and revision, as needed, of this policy.

VI. AUTHORITY

A. SDCL §§ 1-27-1.5

VII. HISTORY

November 2022
July 2021
January 2021
January 2019
July 2017
July 2016
July 2015
August 2013
July 2011

ATTACHMENTS (Published in PolicyTech unless otherwise noted)

1. DOC Policy Implementation / Adjustments *(not published in PolicyTech)*