

<b>NEVADA DEPARTMENT OF CORRECTIONS</b>	<b>SERIES 100 GENERAL ADMINISTRATION</b>	<b>SUPERSEDES: AR 107 (07/20/03)</b>
<b>ADMINISTRATIVE REGULATIONS MANUAL</b>	<b>ADMINISTRATIVE REGULATION 107 EMERGENCY RESPONSE MANUAL</b>	<b>EFFECTIVE DATE: 09/06/04</b>

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#### **PURPOSE**

To ensure that all supervisory personnel are aware of and have access to predetermined, tested and approved responses to emergency situations.

To be utilized as a resource manual for command personnel and other administrative personnel during emergency situations.

#### **AUTHORITY**

NRS 209.131  
NRS 209.136

#### **RESPONSIBILITY**

Each Warden/Facility Manager is responsible to provide specific, detailed instructions regarding each institution/facility, i.e., physical layout, unique characteristics, staffing patterns and other similar information.

All supervisors are responsible to be aware of and follow emergency procedures as set forth in this manual.

## **DEFINITIONS**

**DIRECTOR** – The Director of the Nevada Department of Corrections

**EMERGENCY SITUATION** – Any significant disruption or normal facility or agency procedure, policy, or activity caused by riot, escape, fire, natural disaster, employee action, or other serious incidents.

**MUTUAL AID** – An agreement between various governmental agencies to provide assistance in times of emergency.

## **APPLICABILITY**

This regulation applies to all Department supervisory and command staff.

## **PROCEDURES**

### **107.01 EMERGENCY RESPONSE MANUAL**

1.1 Emergency Response Manuals shall be maintained in the offices of the following:

Director;

Assistant Director of Operations;

Wardens;

Associate Wardens;

Facility managers;

Offender Management Administrator;

Institution Central Control Centers;

Inspector General;

Employee Development Manager; and

Attorney General's Office.

1.2 The Department's Emergency Response Manual is divided into separate sections as follows: **(3-4209 through 3-4213)**

- Section I – General Emergency Response Procedure.
- Section II – Hostage Procedure.
- Section III – Tear Gas/Less Lethal Weapons Procedures.
- Section IV – Escape Procedure.
- Section V – Use of Force.
- Section VI – Fire Safety Procedure including evacuation of remote camps, utility maintenance, and casualty management.
- Section VII – Emergency Notification Procedure.
- Section VII – Emergency Evacuation Procedure.
- Section IX – External resources and Mutual Aid.
- Section X – Emergency Key Procedure.
- Section XI – Bombs and Bomb Threat Action Plan.
- Section XII – Inmate Disturbance/Disruptive Behavior.
- Section XIII – Employee Job Action/Work Stoppage.

1.3 Each institution/facility will maintain a log sheet in the Associate Warden Operations/Manager's Office.

1.3.1 The log will be signed by all supervisory/command personnel indicating that they have reviewed the material and understand the material in the Emergency Response Manual.

1.3.2 This log will also indicate the date reviewed.

1.3.3 All supervisory/command staff must review this manual at least on an annual basis.

1.4 The EEO/Employee Development and Employee Relations Division will provide training to all new employees regarding appropriate emergency response procedures. **(3-1208)**

1.4.1 Staff will be trained through drills, reviewing procedures, on-the-job training, etc. at each institution/facility.

