

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
107**

**EMERGENCY RESPONSE MANUAL**

**Supersedes:** AR 107 (11/13/09); and AR 107 (Temporary, 11/25/13)  
**Effective Date:** 12/17/13

**AUTHORITY:** NRS 209.131

**RESPONSIBILITY**

1. Each Warden/Facility Manager is responsible to develop specific, detailed instructions, regarding each institution/facility, i.e., physical layout, unique characteristics, staffing patterns and other similar information.
2. All supervisors are responsible to be aware of and follow emergency procedures as set forth in this manual.
3. All staff are responsible to have knowledge of and comply with this regulation.

**107.01 EMERGENCY RESPONSE MANUAL (ERM)**

1. Emergency Response Manuals will be maintained in the following offices:
  - A. Director
  - B. Deputy Directors
  - C. Wardens
  - D. Associate Wardens
  - E. Facility Managers
  - F. Central Control Centers
  - G. Inspector General
  - H. Attorney General's Office
2. The Emergency Response Manual will be organized in the following order:
  - A. Section I General Emergency Response Procedure

- B. Section II Hostage Procedure
- C. Section III Tear Gas/Less Lethal Weapons Procedures
- D. Section IV Escape Procedure
- E. Section V Use of Force
- F. Section VI Fire Safety Procedure including evacuation of remote camps, utility maintenance, and casualty management
- G. Section VII Emergency Notification Procedure
- H. Section VIII Emergency Evacuation Procedure
- I. Section IX External resources and Mutual Aid
- J. Section X Emergency Key Procedure
- K. Section XI Bombs and Bomb Threat Action Plan
- L. Section XII Inmate Disturbance/Disruptive Behavior
- M. Section XIII Employee Job Action/Work Stoppage
- N. Section XIV Medical Emergency
- O. Section XV Riots, Disturbances and Major Disasters
- P. Section XVI Hazardous Material
- Q. Section XVII Adverse Weather

3. The Warden/Facility Manager will include additional information in their manuals with specifics unique to their institution/facility.

4. Each institution/facility will maintain a log sheet in the Associate Wardens/Facility Manager's Office.

A. 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.

B. This log will also indicate the date reviewed.

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

5. The NDOC Employee Development will provide training to all employees regarding appropriate emergency response procedures.

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

B. This training shall be documented. A copy of the documentation will be maintained in the Employee Development Office.

6. The entire Emergency Response Manual is to be considered confidential.

A. At no time will the Emergency Response Manual be accessible to inmates.

B. The Emergency Response Manual will not be made available to anyone outside the Department without the specific written approval of the Director.

C. Loss of the Emergency Response Manual or any portion thereof or any compromise of the manual's contents will be immediately reported to the Inspector General.

7. The Emergency Response Manual shall be up-dated as necessary. At the minimum, the Emergency Response Manual should be formally reviewed on an annual basis.

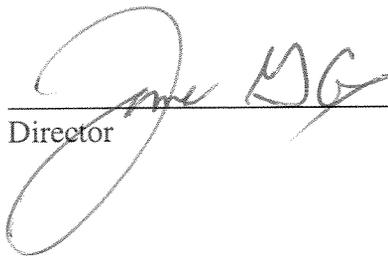
#### **APPLICABILITY**

1. This AR requires an Operational Procedure (OP) for all institutions/facilities.

2. This AR requires an audit.

#### **REFERENCES**

ACA Standards, 4<sup>th</sup> Edition and 2008 Supplement, 4-4220, 4-4224

  
\_\_\_\_\_  
Director

12/20/13  
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Date