1. **Objective**

It is essential that prisons are prepared with contingency plans for emergencies and/or natural disasters. The plans require an integrated approach with other agencies and which encompass the principles for prevention of, preparedness for, response to and recovery from emergencies and/or natural disasters.

The plans require that:

- Emergency management (Counter Disaster) measures are quickly and effectively undertaken.
- Control of an affected prison and prisoners is maintained or quickly recovered without threat to the community.
- Routine operations are restored as quickly as possible.

2. **Responsibilities of Designated Superintendent**

The designated Superintendent of each prison is to develop standing or local orders and draft operational orders on the following potential emergencies as a minimum requirement:

- emergency evacuation of the prison
- bomb threat
- attempted escape (secure prisons)
- serious medical emergency
- death of a prisoner
- fires.

Depending on the prison location, additional operational orders may be required to be developed for:

- cyclones
- storm/tempest
- hazardous material spillage
- bush fire control.

In turn, these may require the development of a counter disaster plan with relevant external agencies. Counter disaster plans may adopt:

- specific threat/s approach (threat planning approach to events), or
- an all hazards approach.
Four basic elements are required to enable our facilities to cope effectively with emergencies/disasters, these are:

a) alert and informed staff and prisoners  
   b) an active and involved staff  
   c) Agreed and coordinated arrangements for the utilisation of internal and external local resources in support of the emergency/disaster management plan  
   d) The plans are developed to fit in with the local government (Shire/City) plan in the area the facility is situated. (This must be done for ease of understanding and reference should an emergency/disaster threaten the establishment and its management requires the resources of the community and other external agencies to assist in overcoming its effects).

Local government and Regional Emergency Management (Counter Disaster) Plans comprise a number of separate, but interrelated planned activities by agencies which have their own legal obligation or charter to combat emergencies/disasters, eg police, Fire Services, Ambulance Services, State Emergency Service etc. The activities of these agencies are not necessarily concurrent, but success is dependent upon effective coordination, irrespective of the degree of input of these various agencies.

The plans shall be frequently exercised, amended and re-tested to ensure an effective response to emergencies/disasters is obtained.

A fire drill shall be practiced consistent with security requirements for each prison at least every 6 months.

3. Co-Ordination and Control

The Coordinator or controller of any emergency/counter disaster situation within the boundaries of a prison facility is the designated Superintendent or OIC of the establishment.

Externally, the Senior Police Officer stationed in the area, or at the site, is the State designated emergency management controller or coordinator.

4. Emergency Management Plans

The objectives for emergency management plans are to:

a) Mobilise and coordinate divisional and Department resources to deal with any emergencies or incidents having serious or disastrous potential.

b) Co-ordinate support provided from emergency services, other agencies, adjoining communities, districts/regions and the State/Commonwealth.

c) Comprehensive and integrated emergency management plans formulated with other agencies ensure:
   - standardisation/commonality of approach is achieved
   - actions are taken to eliminate or reduce existing hazards, and prevent the development of future hazards
program requirements are identified and an inventory of Department and community resources is created which can satisfy requirements in emergencies

determines through liaison the roles and responsibilities of the various organisations and agencies which contribute to the program requirements

compiles, for each facility, an Emergency Management Plan [EMERPLAN] and an Emergency Procedures Sub-manual [EMERPROC]. The EMERPLAN is a detailed document for managerial and command post use only, whilst the EMERPROC document is a specific need to know document for general distribution to all points