

Number: TBD
EFFECTIVE DATE: November 13, 2000

PROCEDURE STATEMENT

Policy Area: Safety

Issue: Safety Procedures for Conducting Work with Offenders on CSOSA Premises

Action/Guidance: Staff Safety – Fire and Natural Disaster Guidelines

Context: Community Supervision Officer and CSOSA staff safety centers around minimization of risk by controlling the physical setting of the office, establishing procedures for dealing with emergencies or disruptions, and training staff to work with offenders and the public. Risk cannot be eliminated but it can be minimized. Minimization of risk to all CSO's and CSOSA employees is the goal of the agency's safety policies.

In the event of a fire or natural disaster, prompt and decisive actions must be taken to protect staff against injury or death and ensure minimal loss of property.

I. Procedure:

The Branch Chief is responsible for the development of a Natural Disaster and Fire Response Plan for each CSOSA office location under his/her span of control. The unit's SCSO will be responsible for conducting a Fire and Natural Disaster Response Drill every 12 months and documenting the results through the chain of command to the Office of the Associate Director for Community Supervision Services.

A. Fire Response:

1. The first staff member discovering a fire will immediately contact emergency response personnel via 911 and then advise the ranking supervisor present.
2. All staff and other person(s) in the unit will be advised and instructed to evacuate to a predetermined location.
3. The supervisor or designee will conduct a head count at the evacuation site to ensure all employees are accounted for and notify the Deputy Associate Director and the Associate Director for Community Supervision Services.
4. The supervisor or designee in conjunction with the Fire Chief shall assess the damage to the structure.
5. When the situation is resolved and emergency response personnel have given an all clear notice, the supervisor or designee will again ensure that all staff are accounted for, conduct a debriefing, and allow staff either to re-enter the building, if safe, or to leave the area.
6. As soon as possible thereafter the Branch Chief or his/her designee shall make a follow-up notification to the Associate Director for Community Supervision Services and prepare and submit a Critical Incident Report.

7. A fire bill (Obtained from the Local Fire Marshall) shall be posted in accordance with the local fire code.

B. Imminent Peril: Rapid response to any emergency situation is key to a successful outcome. In the event of a natural disaster the following actions must take place:

1. The first person in the unit to learn of natural disaster warnings, i.e. flash flood, tornadoes, or hurricane watches, etc., shall immediately notify the Branch Chief or SCSO present.
2. Information concerning the natural disaster shall be monitored for updates by the supervisor or designee and disseminated to staff as soon as possible.
3. Dependent upon the type of threat to the area, the supervisor or designee will either evacuate the building or direct staff to safe areas within the building.
4. The supervisor or designee will contact appropriate emergency response personnel for assistance as required.
5. The supervisor or designee will also institute the recall procedure to account for all staff in the field and advise them of the threat.
6. In the event of an evacuation from the building, the supervisor or designee will have all staff report to a pre-determined location where a head count will be conducted to account for all personnel.
7. The supervisor or designee should, if possible, secure the building if any evacuation was required.
8. When the situation is resolved and emergency response personnel give an all clear notice, the supervisor or designee will again ensure that all staff are accounted for, conduct a debriefing, and allow staff either to re-enter the building, if safe, or to leave the area.
9. The supervisor or designee should as soon as possible thereafter make notification to the Associate Director for Community Supervision Services and prepare and submit a Critical Incident Report.

C. Non-imminent Peril: (snowstorms, ice storms, etc.) Follow procedures established by the Office of Human Resources and approved by the Director.

II. Statutory Authority: Section 11233(b)(2)(B) of the National Capital Revitalization and Self-Government Improvement Act of 1997 (“Revitalization Act”), Pub. Law 105-33, 111 Stat. 712, D.C. Code § 24-1233(b)(2)(B) (1996 Repl., 1999 Supp.) (Director’s authority); D.C. Code § 24-103 (1996 Repl.) (Probation’s authority).

III. Procedural References/Supercedures:

- **References:**

Federal Judicial Center. (unknown). *Staff Safety: Workbook for Participants*. Washington, DC: Federal Judicial Center.

Maggio, Mark J. (1997). *Applied Officer Safety: In-District Facilitator's Guide for Probation and Pretrial Services*. Washington, DC: Federal Judicial Center.

Kipp, Richard A. (1995). *Safety Awareness Workbook: Anticipating, Identifying, and Resolving the Potential Victimization of Probation and Parole Officers*. Washington, DC: United States Department of Justice, National Institute of Corrections.

Thorton, Robert L. and Shireman, John H. (1993). *New Approaches to Staff Safety*. Washington, DC: United States Department of Justice, National Institute of Corrections.

Virginia Department of Corrections. Division of Operations. Community Corrections. (1999). *Strategies, Training, Equipment, & Policy for Staff Safety*. Richmond, VA: Virginia Department of Corrections.

United States District Court. Northern District of Ohio. (unknown). *Safety Policy*.

- **Supercedes:** N/A