



Department of Justice and Public Safety
Adult Custody Services

Policy: **Emergencies D20**
Effective: March 2001
Revised: February 2022

MISSION STATEMENT

Adult Custody Services is committed to providing professional practices that respect human rights and ensure safety for all. To be successful we will deliver fair practices, incorporate transparent policies and procedures, ensure independent quality assurance processes, and provide program access that allows for educational, cultural, traditional, and faith-based services as well as mental wellness and community re-entry assistance.

PURPOSE

Periodically, Superintendents may declare an emergency when dangerous situations occur at Adult Custody institutions or in the surrounding areas. To ensure that such situations can be handled efficiently and with minimal risk to the safety and security of employees, clients and the public, Superintendents have the authority to declare an emergency. Staff shall follow a detailed Contingency Plan prepared under the authority of the Superintendent.

LEGISLATIVE AUTHORITY

The authority for this policy is in [Section 3 of Regulation 84-257](#) under the Corrections Act.

SCOPE

This policy applies to all employees of the Adult Custody Services division of the Department of Justice and Public Safety.

POLICY GUIDELINES

An emergency is defined as an occurrence or sequence of events which disrupts the normal daily operations of the institution and either jeopardizes or has potential to jeopardize the safety of any person or the security of the institution.

An emergency may be declared by the Superintendent or designate. It may be, but is not limited to the following circumstances: escape, rumor of escape, attempted escape, unlawfully at large, hostage taking, bomb threats, hunger strike, staff shortage, staff work stoppage, serious or aggravated assaults by clients or staff, public utility disruption, fire, additional escorts required by transfers, weather event, medical event etc.

A Contingency Plan shall be in place that outlines a specific set of directions for staff to follow when confronted with a particular situation.

PROCEDURE

Be Prepared, Reasonable, and Cautious

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It is important to be prepared for any type of emergency. Staff are to react reasonably and always approach the situation with caution.

Staff Reaction

Staff reaction can result in:

- Safety and welfare of staff, clients, and others
- Protection of property belonging to the institution, staff, clients, or the public
- Maintenance or restoration of order to the institution.

Act

Immediately upon encountering an emergency, staff will, when deemed necessary:

1. Isolate and contain the incident to ensure the problem does not spread and evidence is not destroyed or tampered with.
2. Notify the Sergeant and or Control Center.
3. Evacuate non-essential staff members and clients. Evacuate visitors (contact information may be required for collection of statements later).
4. Superintendent or designate will have off duty staff contacted to mobilize their help for future use if the need arises.
5. Have support staff (medical, maintenance, food service) called if required.
6. Observe and record information, relating to the developing situation.
7. After assessing all information provided by the staff, if the Superintendent believes the emergency can not be controlled internally, assistance may be requested from the local law enforcement agency, fire department, etc. The Superintendent retains full jurisdiction over final decisions respecting the security and good order of the institution.
8. Upon arrival of the agency rendering assistance, the staff member in charge is to outline to the senior member of the agency rendering assistance, the nature of the situation and what assistance is being requested.
9. As soon as possible, the Superintendent is to advise the Director of Adult Custody Services of the emergency.

Situation Conclusion

Once the emergency concludes:

1. Staff are to return to normal duties and routines.
2. Health care is provided where required.
3. Where emergencies such as hostage taking, assaults, etc., involve clients who will face either internal or external charges, they will be confined pending further investigation and the laying of charges.
4. After the Superintendent completes a thorough inspection of the institution, repairs to any damages will be completed to ensure the security of the institution.
5. Staff will be given time to prepare detailed incident reports to submit to the Sergeant prior to the end of the shift.
6. The Superintendent will prepare a report, as per the normal protocols.
7. The Superintendent will conduct a staff debriefing ensure all staff have reasonable access to professional counselling services in the area of trauma(s) and coping with the stressful emergency situation.



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Contingency Plan

This manual offers general procedures as they relate to several of the above-named emergency situations. It is the Superintendent who directs the preparation of local policy and procedures to develop a specific emergency contingency plan for all pertinent situations.

RELATED POLICY

- D21 Disturbances
- D22 Suspicious Letter or parcel/Bomb threats
- D23 Hostage Taking
- D24 Escape/Rumor of Escape
- Adult Institutional Policy Manual NB