

Australian Capital Territory

Corrections Management (Emergency Management) Policy 2019

Notifiable instrument NI2019-10

made under the

Corrections Management Act 2007, s14 (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Emergency Management) Policy 2019*.

2 Commencement

This instrument commences on the day after its notification day.

3 Policy

I make this policy to facilitate the effective and efficient management of correctional services.

Jon Peach
Executive Director
ACT Corrective Services
7 January 2019

EMERGENCY MANAGEMENT

POLICY NO. S2

The logo for ACT Corrective Services is a large, rounded rectangle with a complex, multi-colored geometric pattern. The colors transition from light blue on the left to green on the right, with various shades of teal and yellow-green in between. The pattern consists of several overlapping, semi-transparent shapes that create a sense of depth and movement. The text "ACT CORRECTIVE SERVICES" is written in white, uppercase letters within a light blue, rounded rectangular area at the top left of the logo.

ACT CORRECTIVE SERVICES

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1 PURPOSE

ACT Corrective Services (ACTCS) is committed to ensuring that any emergency incident is brought to a safe and swift conclusion with minimum risk of harm to staff, detainees and members of the public.

This policy outlines the guidelines for emergency management in a correctional centre.

2 SCOPE

This policy applies to all correctional centres in the ACT.

3 DEFINITIONS

Emergency

A serious incident requiring an urgent and coordinated response. May include one or more of the following elements:

- loss of control of an area in a correctional centre
- a sustained clear threat to safety or security of a correctional centre or any person
- multi-agency involvement, or likely to require other agencies
- high political interest
- high public interest
- high media interest.

Emergency Management

The organisation and management of responsibilities and resources involved in an emergency, including planning, preparedness, response and recovery.

Incident Commander

The role assumed by the General Manager Custodial Operations, Deputy General Manager Custodial Operations, or Duty Manager in their absence, during an emergency incident.

Incident Command Suite

A designated location for the command and control of an emergency incident according to the *ACTCS Emergency Management Framework*.

Officer in Charge (OIC)

The highest ranking custodial officer in a correctional centre at any one time.

4 PRINCIPLES

- 4.1 The General Manager Custodial Operations (GMCO) is responsible for ensuring the emergency management preparedness of a correctional centre and the capacity of a correctional centre to effectively respond to emergencies.
- 4.2 Emergency management minimises the risks of an emergency incident by:
- a. ensuring that appropriate responses are developed to assist staff to manage incidents safely;
 - b. ensuring that command structures are clear and understood by all;
 - c. providing clear responsibilities to staff in the event of an incident;
 - d. ensuring communications are established and provide clear line of sight of events to and from the incident commander;
 - e. ensuring incident preparedness through the conduct of emergency management exercises; and
 - f. ensuring the duty of care to staff, detainees and the public is met both during and after the incident.
- 4.3 The Executive Director and GMCO must ensure that emergency incidents are managed in accordance with the ACTCS Emergency Management Framework.
- 4.4 The GMCO will ensure that relevant staff receive training on complying with the ACTCS Emergency Management Framework.
- 4.5 The Executive Director may declare an emergency in relation to a correctional centre for a stated period of three (3) days, or two (2) consecutive periods of three (3) days, if the emergency threatens, or is likely to threaten:
- a. security or good order; or
 - b. the safety of anyone at the centre or elsewhere,
- according to section 26 of the Corrections Management Act 2007 (ACT) (Annex 1 – Declaration of an emergency under the Corrections Management Act 2007 (ACT)).

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- 4.6 The OIC is responsible for the control and coordination of an emergency incident until the Incident Commander arrives.
- 4.7 Post incident analysis or reviews provided by external agencies following an emergency incident must be stored in a Territory Records file according to section 4.2.1 of the *Territory Records (Records Disposal Schedule – Corrective Services Records) Approval 2006 (No 1)* and considered for the purpose of any internal reviews.
- 4.8 ACTCS will ensure appropriate Memorandums of Understanding with police and emergency services authorities are in place.

5 EMERGENCY MANAGEMENT FRAMEWORK

- 5.1 The GMCO is responsible for ensuring that an Emergency Management Framework including incident specific localised action plans are established for each correctional centre.
- 5.2 The *ACTCS Emergency Management Framework* ensures that emergency incidents are resolved with the minimum risk of harm to staff, detainees and members of the public. This includes:
- a. the preservation of life and prevention of injury;
 - b. maintaining community safety;
 - c. preventing escapes and breaches to the perimeter of a correctional centre;
 - d. maintaining security and minimising damage to property;
 - e. restoring the regular regime of a correctional centre as quickly as possible;
 - f. ensuring support for staff or detainees traumatised by an incident; and
 - g. preserving evidence according to the *Management of Evidence Procedure*.

Incident Command Suites

- 5.3 The *ACTCS Emergency Management Framework* provides for the activation of Incident Command Suites according to the seriousness of an emergency incident.
- 5.4 The GMCO, Executive Director or delegate will activate a correctional centre Incident Command Suite for any emergency incident that:

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- a. requires a planned response;
 - b. is likely to be a prolonged event;
 - c. requires continued management; and/or
 - d. is contained but ongoing.
- 5.5 The Executive Director, GMCO or delegate will activate the Head Office Incident Command Suite when:
- a. the emergency escalates and places a correctional centre at risk;
 - b. the incident cannot be contained effectively;
 - c. command is given to ACT Policing or ACT Fire and Rescue;
 - d. a media or public interest response is required; and/or
 - e. at any time according to a direction by the Executive Director.

Inter-agency cooperation

- 5.6 The Executive Director will coordinate with ACT Policing or ACT Fire and Rescue as necessary throughout an emergency incident.
- 5.7 A police officer may exercise the functions of a custodial officer during an emergency incident according to any arrangements between ACTCS and ACT Policing under section 28 of the *Corrections Management Act 2007 (ACT)*.
- 5.8 The Executive Director retains responsibility for a correctional centre at all times.

Storage and access

- 5.9 A copy of the Emergency Management Framework will be stored:
- a. in the Executive Director's office;
 - b. in the GMCO's office;
 - c. in each Incident Command Suite;
 - d. with the Head of Security (electronic copy); and
 - e. in the Operations area of a correctional centre.
- 5.10 The GMCO will ensure that Incident Command Kits are stored at the correctional centre Incident Command Suite and checked each week for the following:
- a. Emergency Management Framework;
 - b. command structure tabards;
 - c. pens and paper;
 - d. Local Action Plans;

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- e. Rapid Intervention Plan templates;
 - f. Surrender Plan templates;
 - g. ACTCS Business Continuity Plan; and
 - h. emergency contact lists.
- 5.11 The Executive Director will ensure that Incident Command Kits are stored at the ACTCS Head Office and checked each week for the following:
- i. Emergency Management Framework;
 - j. command structure tabards;
 - k. pens and paper;
 - l. Local Action Plans;
 - m. Rapid Intervention Plan templates;
 - n. Surrender Plan templates;
 - o. ACTCS Business Continuity Plan; and
 - p. emergency contact lists.

6 PLANNING AND EXERCISES

- 6.1 The GMCO will ensure that:
- a. testing of all responses included in the *ACTCS Emergency Management Framework* is conducted at least once every three (3) years; and
 - b. a minimum of six (6) emergency management exercises are conducted each year, including:
 - i. at least one (1) live exercise;
 - ii. one (1) major incident exercise incorporating the Head Office Incident Command Suite; and
 - iii. one (1) exercise incorporating an external agency response; and
 - c. two (2) fire drill exercises are conducted at a correctional centre each year.
- 6.2 As far as practicable, essential operations at a correctional centre should not be disrupted by a live exercise.

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- 6.3 The Executive Director must approve any exercise that includes external agencies. All other exercises will be approved by the GMCO or Deputy General Manager Custodial Operations.
- 6.4 The GMCO will ensure that reporting is completed following each exercise in accordance with the ACTCS Emergency Management Framework and provided to the Executive Support and Governance Unit.
- 6.5 The Executive Support and Governance Unit is responsible for the oversight of reports received and the monitoring of any recommendations that follow to the Executive Director and ACTCS Executive Governance Committee.

Justice Health locations

- 6.6 The GMCO must ensure that at least one (1) fire drill and evacuation exercise is conducted at the Justice Health location in a correctional centre each year, and include all Justice Health staff as far as practicable.
- 6.7 The GMCO will provide Justice Health with a copy of the reports following each exercise.

7 RELATED DOCUMENTS

- A – Annex 1 – Declaration of an emergency under the Corrections Management Act 2007 (ACT)
- B – ACT Corrective Services Emergency Management Framework
- C – Management of Evidence Procedure



Jon Peach
Executive Director
ACT Corrective Services
7 January 2019

Document details

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Responsible officer:	General Manager Custodial Operations

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