



Arkansas Community Correction

Two Union National Plaza Building
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Little Rock, AR 72201-5731
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ADMINISTRATIVE DIRECTIVE: 18-24 Central Office Emergency Plan

TO: Arkansas Community Correction Central Office Employees

FROM: Kevin Murphy, Director

SUPERSEDES: AD 06-02

APPROVED _____ Signature on File

EFFECTIVE: November 1, 2018

- I. **APPLICABILITY.** This policy applies to Arkansas Community Correction (ACC) Central Office employees, extra help, interns or volunteers assigned to the Central Office.
- II. **POLICY.** ACC has established guidelines for emergency procedures in response to emergency situations which may occur at the Central Office location. Generally, this plan will cover emergencies such as fires, medical emergencies, accidents, catastrophic events, receipt or release of chemical or biological agents, active shooter and other emergency situations requiring the orderly evacuation of the building, medical assistance, or other protective response.
- III. **GUIDELINES.** This emergency response plan is applicable to all emergency situations which may occur at this location. All employees are responsible for understanding the policy and taking appropriate action to include:
 - A. **Responsibilities:**
 1. **All Employees** - for any emergency, the employee who becomes aware of the emergency situation must act to alert others including appropriate persons designated as safety coordinators or those in the chain of supervision and control the situation if possible. During an emergency evacuation, all employees must report to the designated gathering site as described in the “General Evacuation Procedures” in this policy.

2. **Administrative Services Division Deputy Director (ASDDD)** is responsible for assigning a primary and alternate Safety Coordinator for each floor of the building. A listing of Safety Coordinators is attached. The ASDDD will ensure the list remains current and that Safety Coordinators are trained in First Aid and CPR and have completed online training or training as approved on Workplace Emergency Situations. The ASDDD will chair a Safety Coordinator Committee that will meet at least twice annually to prepare for and perform a drill or activity necessary to test employees' knowledge of the Workplace Emergency Plan.
 3. **Safety Coordinators** - once alerted of an emergency situation, Safety Coordinators will evaluate the situation and initiate notification as necessary to all employees of the emergency, assist with evacuation if applicable, advise as to the need to take shelter, and/or shutdown, monitor and/or report on any critical operation before or after evacuation, as appropriate and safe.
 4. **All Supervisors** – must report to the designated gathering site, account for staff under their area of responsibility and immediately report the status of anyone unaccounted for to the next level Supervisor. The highest ranking member of the Management Team is responsible for reporting the overall status to the Incident Commander on scene. All Supervisors must ensure that all employees understand this policy and are aware of what to do in the event of an emergency.
 5. **Communications and Public Affairs Deputy Director (CPADD)** – is responsible for notifications as applicable to the Governor's Office, Board of Corrections, and members of the Press. Employees, unless permission is granted by the CPADD, should refrain from releasing information to anyone other than a supervisor or the Incident Commander on scene.
 6. **Persons with Disabilities** – Anyone having a disability that may require assistance with evacuating or may be in need of medication should an emergency arise should notify their immediate supervisor and discuss possible accommodations that may need to be made. Accommodations may include help exiting the building, having life sustaining medication stored in the emergency preparedness kit, etc.
- B. Reporting Workplace Emergencies** – For any workplace emergency situation, the individual witnessing the emergency must act to alert others as appropriate which may include:
1. Call 9-1-1 and report with as much detail as possible the emergency situation
 2. Sound the fire alarm to signal others of the need to evacuate
 3. Act to render first aid if capable of doing so
 4. Assist others that may need help to evacuate or shelter in place
 5. Alert a Safety Coordinator or Supervisor and ask for assistance (names and telephone numbers are provided on an attachment).

C. Emergency Notifications – Various systems exist to alert employees in the event of workplace emergency situations. These include:

1. Fire Alarm System – Located on each floor adjacent to each stairwell entrance, the building fire alarm system will automatically activate in the event of smoke/fire and may be activated manually.
2. National Public Warning System – requires broadcasters, satellite, and wireless cable systems to provide emergency information on imminent threats, amber alerts, and local incident information in specific areas.
3. Wireless Emergency Alerts –available to all individuals with smart telephones through the Arkansas Integrated Public Alert and Warning System.
4. Verbal Alerts of emergency situations by designated Safety Coordinators or supervisors relaying instructions to evacuate, move to a safer location within the building, or remain in a location that can be locked and/or made safe, etc.

D. Emergency Preparedness First Aid Stations – ACC will maintain first aid stations (cabinets) in the break rooms on each floor that will at a minimum, contain the supplies and/or medical response equipment listed on Attachment 3, “First Aid Cabinet Checklist.” The checklist will be posted in each first aid cabinet. The Safety Coordinator will verify inventory monthly and document this on the form.

Medications – employees wishing to store potentially life-saving medications for use in the event of an emergency should make arrangements with their supervisor.

E. Emergency Preparedness Manual - For quick reference, the **CPADD** will maintain a Tabbed and Labeled Emergency Preparedness Manual on each floor at the Emergency Preparedness First Aid Station. At a minimum, the Manual will contain:

1. A copy of this policy
2. Emergency Response Roles
3. Emergency Call List – Internal and External Contacts
4. First Aid and CPR Quick Reference Instructions
5. Defibrillator Quick Reference Instructions
6. Naloxone Quick Reference Instructions
7. Poison Control Fact Sheet/Hot Line phone number
8. Downtown Evacuation Routes

F. Types of Threats and General Responses – The types of threats and generally appropriate responses, which may not be all inclusive, are listed as follows and detailed on subsequent pages:

1. General Evacuation Procedures
2. Severe Weather
3. Earthquake
4. Bomb Threat/Suspicious Object
5. Active Shooter
6. Weapon of Mass Destruction or Detonation of an Explosive Device

GENERAL EVACUATION PROCEDURES

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Procedures for evacuating the building in the event of a fire alarm or verbal alert include:

- Exit as quickly and safely as possible through the stairwell door on either side of building
- Do not use elevators
- Do not attempt to extinguish a fire that is beyond the beginning stage (able to be put out with a fire extinguisher)
- Take only personal belongings that are readily available
- Know where the two exits on each floor are located
- Follow directions given by Safety Coordinators, supervisors, or first responders
- Provide assistance to others as necessary
- An Emergency Evacuation Plan diagram for each floor is available

Designated Assembly Sites

Assemble at the pre-designated assembly site(s) and remain until cleared by a supervisor to leave, if Site 1 is unavailable, move to Site 2. When both parking lots are unavailable, all staff should report to the CAC. Persons not reporting to their supervisor will be reported missing.

- Site 1 – Parking Lot by Louisiana and 6th Street
- Site 2 – Parking Lot by Louisiana and 7th Street
- Central Arkansas Community Correction Center, 4823 W. 7th Street

Persons with Disabilities

If it is safe to assist persons with disabilities or special needs, do so. If unable to assist, notify emergency responders of the location and number of persons with disabilities or special needs located in each area.

SEVERE WEATHER

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General procedures for remaining safe during severe weather warnings, e.g., tornados and high winds, include:

- Move to an interior room, stairwell, or hallway on the lowest floor. Stand by, not under a sturdy piece of furniture
- Stay away from exterior offices and windows
- Remain in the safe area until danger has passed
- If the workplace is damaged, evacuate the building after the severe weather passes and stay clear of the damaged area
- Follow directions given by Safety Coordinators, supervisors, or emergency personnel

EARTHQUAKE

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Regions in Arkansas in the New Madrid Zone may experience an earthquake. Most injuries and fatalities from an earthquake are the result of building structural failures. General Procedures for remaining safe should an earthquake occur in the Little Rock area include:

- Quickly seek protection in a safe place - next to or under a sturdy piece of furniture, under a doorway, etc.
- Stay away from windows and bookcases or tall furniture that could fall
- Protect your eyes from falling debris
- Remain in the safe area until the shaking has stopped and if the workplace is damaged, follow general evacuation procedures
- Follow directions given by Safety Coordinators, supervisors, or emergency personnel

BOMB THREAT / SUSPICIOUS OBJECT

BOMB THREAT / SUSPICIOUS OBJECT

Employees must be aware of the potential for dangerous objectives or potential threats in the workplace and use caution to screen incoming mail. General procedures for dealing with a bomb threat or suspicious package, letter, or container that contains a powdery substance, written information implying harm or danger to employees, or potentially explosive materials include:

Bomb/Terroristic Threat

- If the bomb or terroristic threat is called in, employee taking the call should make note of exact wording; retain as much detailed information as possible; question the caller about motive, device, location, time of detonation; and attempt to recall voice and noise characteristics heard during the call, etc. All details could be critical. Use the Bomb Threat Questionnaire Form to record this information and for information about tracing the call.
- Keep the caller on the line as long as possible and attempt to get more than one person to listen to the incoming call.
- Call 9-1-1 upon hanging up from the caller.
- Notify a supervisor or Safety Coordinator as soon as possible.
- The person receiving the threat must remain available for interview by the incident commander.
- Do not handle and maintain a safe distance from any potentially explosive material.
- Follow guidance in the AD on Reporting and Investigating Incidents and Hazards policy and Searches for, Control, and Disposition of Evidence policy.
- If evacuation is determined to be the best course of action, follow general evacuation procedures; however, DO NOT activate the fire alarm as doing so could activate an explosive device.

Suspicious Object

- If a staff member notices a suspicious object in the workplace, immediately notify a supervisor or Safety Coordinator as soon as possible.
- Do not touch or move the suspicious object.
- Do not try to clean up potentially dangerous powder or liquid. Cover spilled contents immediately with anything (clothing, paper, trash can, etc.) and leave covered.
- Move to a safe area and await instructions of supervisor, Safety Coordinator or Incident Commander.
- Supervisor or Safety Coordinator will determine whether or not to call 911.

- An object that arouses suspicion but does not constitute a credible threat may be placed in a plastic bag and discarded with a Safety Coordinator or supervisor's permission.
- If contaminated, wash hands with soap and water to prevent spreading. Shower with soap and water as soon as possible.
- Follow guidance in the AD on Reporting and Investigating Incidents and Hazards policy and Searches for, Control, and Disposition of Evidence policy.
- Release of biological agents in a public space requires that all employees leave the area immediately; close off and seal if possible the area to prevent others from entering; and shut down ventilation and air handling systems if possible;
- A list of all individuals potentially exposed to a hazardous substance should be given to the Arkansas Department of Health and incident commander for medical follow up and further investigation.
- If evacuation is determined to be the best course of action, follow general evacuation procedures.

Contact Information for reporting Suspicious Objects:

1. FBI - 501-221-9100
2. State Police Communications Center – 501-618-8000
3. Arkansas Department of Emergency Management – Bioterrorism Command Center – 501-683-6700
4. Arkansas Department of Health Command Center – 501-661-2136 or 800-554-5738
5. American Red Cross State Disaster Office – 501-614-1000
6. Two Union National Plaza Building Security Station – 501-801-0204
7. Two Union National Plaza Building Maintenance Only – 501-682-9566

WEAPON OF MASS DESTRUCTION/DETONATION OF AN EXPLOSION DEVICE

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– Basically weapons of mass destruction can be any weapon designed for large scale destruction of property and lives. Explosion devices can include nuclear materials, chemical warfare agents, and biological warfare agents and can cause mass casualties and widespread panic. Typically, the workplace response will depend on the type of weapon used and the destruction caused.

- In the event of an explosion causing damage to the building, general evacuation and reporting procedures should be followed.
- The National Incident Management System (NIMS) incorporates an approach that enables communities to come together to manage all threats and hazards. When First Responders arrive on scene, instructions from the Incident Commander should be followed and may include sheltering in place or evacuation from the downtown area.

ACTIVE SHOOTER

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Employees should be aware that violent incidents involving workplace shootings have increased over the years. To minimize the impact of a workplace shooting and violence in the workplace, employees should be ready to take immediate steps to ensure personal safety. The following are general guidelines for employees should a workplace shooting occur:

1. Evacuate - follow General Evacuation Procedures to flee the building if you can do so safely based on what you know is taking place within the building, (i.e., if you hear gunshots on the other side of the building and you are close to an exit, law enforcement recommends running from the building).
 - a. Leave belongings behind
 - b. Help others escape if possible
 - c. Call 911 when safe
 - d. Follow instructions of any supervisor or incident commander
2. If you cannot safely exit the building due to gunshots in your general area, law enforcement recommends employees “shelter-in-place.” Lock and/or barricade doors, remain silent, turn ringers and other tones off on cellphones, and turn off lights.
3. If evacuating and hiding are not possible:
 - a. Remain calm
 - b. Dial 911 if possible to alert police of shooter’s location
 - c. If you cannot speak, leave the line open to allow dispatcher to listen
 - d. Be prepared as a last resort to fight when your life is in imminent danger by attempting to disrupt and/or incapacitate the active shooter.

IV. Additional Emergency Preparedness Training – Employees are encouraged to enroll in training in the Relias system that will enhance their knowledge and prepare them for possible emergency situations. These include:

- a. First Aid Refresher
- b. Fire Safety
- c. Workplace Emergencies and Natural Disasters: 1) An Overview and 2) Tornadoes and 3) Earthquakes
- d. Beating Workplace Violence: Assess, Defend, and Survive
- e. Workplace Violence Prevention

V. ATTACHMENTS.

- Attachment 1 Emergency Notification Call List for Safety Coordinators & Incident Response Chain of Command
- Attachment 2 One & Two Union National Plaza Emergency Numbers
- Attachment 3 First Aid Cabinet Checklist
- Attachment 4 Bomb Threat Questionnaire Form

EMERGENCY NOTIFICATION / CALL LIST

Safety Coordinators – Designated Safety Coordinators are trained in First Aid and CPR and are responsible for assessing emergency situations and advising employees to take appropriate actions as outlined in the policy. A list of currently designated safety officers and their telephone numbers are as follows:

- 2nd Floor – Carrie Williams – Primary: 501-682-3221
- 2nd Floor – Nicholas Stewart – Secondary: 501-515-1881
- 3rd Floor – Jerry Bradshaw – Primary: 501-837-3001
- 3rd Floor – Dicky Johnson – Secondary: 501-837-3060
- 4th Floor – Chad Brown – Primary: 501-837-6930
- 4th Floor – Terri Ratcliff – Secondary: 501-541-2050

Incident Response Chain of Command

1. Director – 1-501-891-1429
2. Chief Deputy Director – 501-683-7979
3. Deputy Director, Probation and Parole Services – 501-837-3001
4. Deputy Director, Residential Services – 501-837-6929
5. Commander, Internal Affairs and Special Response Team – 501-837-3060
6. Deputy Director, Administrative Services Division – 501-837-6930
7. Deputy Director, Communication and Public Affairs – 870-550-5210
8. Assistant Director, Reentry Services – 501-682-3221
9. Assistant Director, Treatment and Programs – 501-837-9506
10. Administrator, Project & Enterprise Program – 501-515-1881
11. Coordinator, Transitional Housing and Reentry Services – 501-414-4851

One & Two Union National Plaza Emergency Numbers

Police/Fire/Bomb Threat

911

Building Security Station

One Union Lobby

801-0204

Maintenance Calls Only

Call Anita **682-9566**

Arkansas Community Correction FIRST AID CABINET CHECKLIST	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Defibrillator												
First Aid Kit (1)												
First Aid Kit Refill Packs (2)												
Triple Antibiotic Ointment (1 Box, 60 packets)												
Narcan Nasal Spray (1)												
Non-Contact Thermometer (1)												
Emergency First Aid Blanket (2)												
Flashlight (1)												
Instant Cold Pack (5)												
Trash Bags												
Plastic Gloves												
Duct Tape (1)												
“D” Batteries (box, 6 count)												
“C” Batteries (1 box, 12 count)												
4 x 4 Gauze Pads (25 count)												
Antiseptic Towlettes (50 count)												
Elastic Band Wraps (4)												