COPP 13.4 Emergency Management Exercises

Prison

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| PrinciplesEmergency Management exercises are carried out to enhance prison operational capability, contribute to continuous improvement and prepare prison staff to carry out their roles during an actual emergency incident.Emergency Management exercises assist the continued evaluation of prison contingency plans, the objectives of which include to:* preserve life and prevent injury
* maintain community safety
* prevent escapes and protect the security of the perimeter
* maintain security of and minimise damage to property
* restore normality as soon as possible
* provide care and support during and after an incident for staff, offenders and their families
* preserve evidence.
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# Scope

This Commissioner’s Operating Policy and Procedure (COPP) applies to all prisons administered by or on behalf of the Department of Justice (the Department).

It also applies to any organisation contracted to the Department for the provision of custodial services[[1]](#footnote-1), to the extent that this COPP informs the development of that organisation’s operating policy and procedures consistent with legislation and contract obligations.

# Policy

Emergency management (EM) exercises are an essential component of operational response preparedness. EM exercises shall be carried out to enhance prison operational capability, contribute to continuous improvement and prepare prison staff to carry out their roles during an actual emergency incident.

The [Emergency Management Framework 2023](https://dojwa.sharepoint.com/sites/security-intelligence/security-response/Pages/Emergency-Management.aspx) (updated 2014) sets out the policy for EM (contingency) planning for Corrective Services and includes the management and procedures during emergencies.

The Superintendent shall ensure a local Emergency Management Plan (EM Plan), aligned to the [Emergency Management Framework 2023](https://dojwa.sharepoint.com/sites/security-intelligence/security-response/Pages/Emergency-Management.aspx), is in place for their prison. All relevant staff must be familiar with the location and contents of the prison’s EM Plans.

The Superintendent shall ensure that EM Plans are reviewed annually and updated plans are approved and submitted to Adult Custodial Operations and the Operations Centre via the following emails by 1 October each year:

* emergencymanagement@justice.wa.gov.au
* OperationsCentre@justice.wa.gov.au

The Superintendent shall ensure that one prison lock down period for training each calendar year is dedicated to the review of all incident responses in the [Emergency Management Framework 2023](https://dojwa.sharepoint.com/sites/security-intelligence/security-response/Pages/Emergency-Management.aspx).

# EM Exercise Requirements

## Exercises, drills and reports

### The Superintendent shall develop an annual EM exercise program, based on an assessment of the needs and current capabilities of the prison.

### The following mandatory exercises shall be incorporated into the prisons EM annual exercise program, completed at a minimum of once every calendar year:

1. death of a prisoner
2. escape from a prison
3. fire
4. hostage
5. major disturbance (active or passive)
6. medical emergency (either injury or illness).

### The annual EM exercise program shall ensure exercises are conducted throughout the year, with a minimum of one EM exercise conducted every two months.

### EM exercises associated with seasonal risk periods (ie bush fire or cyclone preparedness) shall, where practicable, be scheduled shortly prior or during the risk period, ensuring prison staff are fully prepared, including the operation of relevant equipment. All other EM exercises are to be scheduled, as operational needs permit, to achieve staff and equipment preparedness as assessed against the annual program.

### An EM exercise shall be conducted for all incident types listed as part of the prison’s EM Plan within a 3 year period.

## EM Desktop Exercises

### Desktop exercises are discussion-based involving a range of officers and staff dependent on the EM issue and scenario being exercised, as well as the objectives for the exercise. These exercises may include, in addition to the discussion based activities, walkthrough and workshop activities to complement the exercise.

### All desktop EM exercises shall be recorded in accordance with requirements set out in section 3.5.

## Fire drills

### Fire evacuation drills are an Australian mandatory requirement and must be undertaken and reported in accordance with Australian Standard 3745-2010. These drills shall be practiced for each prison at least once every six months, to ensure all staff and prisoners are aware of the procedures in the event of a fire as well as their respective evacuation assembly areas.

### Fire evacuation drills can be a component of a live fire exercise or a separate training drill. Stand-alone fire evacuation drills will not count towards the requirement to complete a mandatory fire exercise (section 3), unless conducted in conjunction with a live exercise (eg live fire exercise).

### Where prisoners are involved in the fire drill, the evacuation point shall be within the secured facility.Where a Health Centre is located on the prison site (including Hakea Prison’s external pharmacy), a fire evacuation drill shall be practiced at the Health Centre at least once annually. The Nurse Manager shall be consulted regarding this requirements and provided with a copy of the local EM plan.

### As part of the Health Centre fire evacuation drill, Health Services staff shall be made aware of the location of evacuation signage, assembly areas, fire extinguishers and fire hoses.

### All Health Centre fire evacuation drills shall be recorded by the Security Manager in accordance with requirements set out in section 3.5.

## EM Live Exercises

### The Superintendent shall conduct a minimum of one live EM exercise annually.

### The Operations Centre and Assistant Commissioner Custodial Operations are to be informed when any prison is planning a live exercise.

### Live EM exercises are to be as realistic as is practicable, for the purposes of effectively testing and evaluating operational capability and response preparedness.

### All planning and the conducting of live EM exercises are to be managed and controlled in a manner that ensures:

1. risks to the safety of prisoners, members of the public and staff are minimised
2. prisoners, where practicable, are unable to observe the live exercise activities (excluding fire evacuation drills conducted within the confines of the prison).

### All staff involved in a live EM exercise, whether directly or indirectly, shall be made aware of the 'mock' nature of the exercise.

### All exercises shall be monitored and records made (including audio visual recording where suitable and practicable) to inform subsequent review and evaluation.

### Live exercises involving the Special Operations Group (SOG) may be arranged by the Superintendent directly with the Superintendent SOG. The Superintendent SOG shall advise the Director Security and Response Services of their involvement in the exercise.

## Reporting EM Exercises

### A record shall be kept of all desktop and live EM exercises conducted by completing the [Emergency Management Exercise Report](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/copp-forms.aspx). The exercise report shall include:

1. a full report of EM exercise incident
2. a copy of the debrief notes and lessons learnt, including a list of staff that attended the debrief
3. any proposed improvements / amendments to the Local Emergency Management Plans.

### The exercise report shall be quality assured by the Security Manager/Principal Officer or higher authority.

### A copy of the completed and signed form is to be scanned and forwarded within 7 days of the exercise to:

* emergencymanagement@justice.wa.gov.au
* OperationsCentre@justice.wa.gov.au

### No exercises will be registered as being performed until the exercise report is received by the Operations Centre.

### The Operations Centre shall maintain a register of exercises conducted for audit and compliance purposes.

# Annexures

## Related COPPs and documents

* [Emergency Management Framework](https://dojwa.sharepoint.com/sites/security-intelligence/security-response/Pages/Emergency-Management.aspx)
* Australian Standard 3745-2010: Planning for emergencies in facilities

## Definitions and acronyms

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| Term | Definition  |
| Commissioner’s Operating Policy and Procedures (COPP) | COPPs are policy documents that provide instructions to staff as to how the relevant legislative requirements are implemented. |
| Corrective Services | A division of the Department of Justice that provides support to the justice system and the community of Western Australia by ensuring the security and safety of detainees and prisoners as well as offenders on community-based orders, with a focus on rehabilitation. |
| Desktop Exercise | Scenario driven discussions with no physical response component, normally conducted around a table by a small team. |
| Fire Evacuation Drill | The method of practising the evacuation of a building for a fire or other fire related emergency including the accounting for all staff, visitors and prisoners to the specific building or site. |
| Guiding Principles for Corrections in Australia, 2018  | The guidelines and the accompanying principles constitute outcomes or goals to be achieved, rather than a set of absolute standards or laws to be enforced. They represent a statement of intent that each Australian State and Territory can use to develop their own range of relevant legislative policy and performance standards to reflect best practice and community demands. |
| Live Exercise | An emergency management exercise which is conducted in real time which uses appropriate resources. These exercises may include adjusting the regime of the prison, the deployment of additional resources and/or the involvement of third parties. |
| Special Operations Group (SOG) | Provides specialist emergency response and security support services for all correctional facilities within the State. |
| Superintendent | The Superintendent as defined in section 36 of the [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html)and includes any reference to the position responsible for the management of a private prison under Part IIIA of the [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html). Does not extend to the Officer in Charge of a prison. |

## Related legislation

* *Emergency Management Act 2005*
* *Prisons Act 1981*
* Prisons Regulations 1982

# Assurance

It is expected that:

* Prisons will undertake local compliance in accordance with the [Compliance Manual](http://justus/intranet/department/standards/Pages/monitoring.aspx).
* The relevant Deputy Commissioner will undertake management oversight as required.
* Operational Compliance will undertake checks in accordance with the [Operational Compliance Framework](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/monitoring.aspx).

Document version history

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| Version no | Primary author(s) | Description of version | Date completed | Effective date |
| 1.0 | Operational Policy | Approved by the Director Operational Projects, Policy Compliance and Contracts | 11 June 2020 | 3 August 2020 |
| 2.0 | Operational Policy | Scheduled Review Approved by the Director Operational Projects, Policy Compliance and Contracts | 12 October 2022 | 12 October 2022 |
| 3.0 | Operational Policy | Approved by A/Assistant Director Operational PolicyCM ref: D23/1107259 | 20 December 2023 | 20 December 2023 |

1. s. 18 *Court Security and Custodial Services Act 1999*  [↑](#footnote-ref-1)