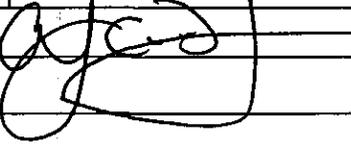


| POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION | POLICY NUMBER 8.47 | PAGE NUMBER 1 of 3 |
|--|--|-----------------------|
| CHAPTER: Administration | RELATED ACA STANDARDS: 4-4216 thru 4-4224 | |
| APPROVED BY THE COMMISSIONER: |  | |
| EFFECTIVE DATE: September 01, 2012 | SUBJECT: Central Administration Safety & Security Plan | |
| APPROVED FOR PUBLIC RELEASE: | | |

I. AUTHORITY: 11 Del. C. 6517; 29 Del. C. 8903

II. PURPOSE: To establish an effective, uniform Safety and Security Plan for the Central Administration Headquarters

III. APPLICABILITY: All agency employees, volunteers, visitors, contractors, and persons conducting business with the DOC.

IV. DEFINITIONS:

A. Resident Contractors: Any seasonal or contractual service provider, whose assigned work location is 245 McKee Road, Dover, DE 19904.

B. Special Operations Group (SOG): DOC tactical command assets including the Correctional Emergency Response Teams (CERT), Central Intelligence Group (CIG), Crisis Negotiation Teams (CNT), Communications, Emergency Preparedness, Emergency Operations Center (EOC), K-9 Unit, Security & Inspections Unit, and Transportation Unit.

C. SOG Warden: Where referenced within this policy shall mean the Special Operations Group Warden or Warden's Designee.

V. POLICY: It is DOC policy to provide a safe, secure environment to conduct the agency's business with all employees and visitors on-site at the Central Administrative Headquarters. Planning and preparation are the cornerstones of eternal vigilance. Bureau Chiefs shall ensure all employees and resident contractors, assigned to the Central Administration Building, attend training and sign a document indicating understanding and acceptance of these guidelines. Anytime key policy elements modify the principals contained herein, or when physical structures are altered effecting movement within the building, the appropriate notification or training shall occur. Only the Commissioner shall authorize modification to this policy or its attendant procedures.

VI. PRINCIPALS: These guidelines shall champion Delaware best practices and applicable American Correctional Association /National Institute of Corrections standards.

A. Building Security Chain-of-Command: The Special Operations Group Warden commands specific emergency response assets and, accordingly shall oversee the daily Central Headquarters Building security functions, be the first point-of-contact for any security issue and Incident Commander for all emergencies regardless of the time of day, or day of the week.

| POLICY FOR DEPARTMENT OF CORRECTION BUREAU OF PRISONS | POLICY NUMBER 8.47 | PAGE NUMBER 2 of 3 |
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| SUBJECT: Central Administration Safety & Security Plan | | |

- B. Fire & Security Alarm System: House Bill 525, of the 144th General Assembly, Section 38, established the statewide standard system specification, jointly developed by the Office of Management & Budget, the Department of Safety & Homeland Security, and the Department of Technology & Information. As required under this legislation, DOC shall acquire prior approval from these agencies before installation of any new Card Access Security System or modification of any existing system. Any new or modified system shall include the ability to ascertain property vs. personal threats, provide system redundancy in the event of primary failure, provide broadcast capability to non-alarmed building areas, feature multiple media alarms (voice, written or visual) to assist hearing or sight-impaired individuals, and require entry & exit swipes.
- C. Emergency Traffic Flow: Event triggered parking lot exit and entrance onto the 245 McKee Road property shall be pre-determined and supervised to ensure a safe, controlled movement for employees off the property, as well as, for avoidance of any chokepoint created by emergency responders entering the property. This includes parking lot design, which provides unobstructed access to water hydrants.
- D. Building Evacuation & Re-entry: Primary & secondary evacuation routes and building safety zones shall be established, accompanied with signage posted throughout the building. The location of fire extinguishers, fire hoses, and self-contained breathing apparatus (SCBA) shall also be indicated on this signage. Each evacuation shall be approached as if building re-entry is not eminent and temporary operations may occur at another location.
- E. Facility Structural Damage: Incidents which place the building's structural integrity in question shall only have the "All Clear to Re-enter" order issued by DOC Facilities Maintenance or a structural engineering authority deemed appropriate to the circumstance.
- F. Alternative Work Sites: Bureau Chiefs shall support the Continuity of Operations Plan (COOP) to designate critical function work site options, in the event of a partial or full interruption of Central Administrative Building business operations.
- G. Emergency Back-up Power: Emergency power resources shall include on-site generators, battery inventories, and fuel reserves to last a minimum of 72 hours.
- H. Emergency Procedures Guide: Guidelines shall be developed, published, distributed, taught, and periodically retrained by the SOG Warden or Warden's Designee. Mandatory training and successful completion documentation for all Central Administration Building employees and resident contractors shall be maintained by the Employee Development Center. Refresher courses shall be offered, as appropriate to the circumstances. This guide is intended as a reference; its design aids sound judgment and common sense in emergency situations. The procedures described within this guide shall be utilized for any type of threat toward our employees and visitors or any threat that necessitates evacuation of the DOC Central Administration Building.

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- I. Building Perimeter Control: All building doors, not designated as primary entry points, shall be alarmed and trigger an audible signal when the door is opened. This signal shall initiate a security threat investigative response, written report, and when necessary, conclude with a counseling or disciplinary action.

- J. Lobby Security: Controls shall minimally include an escape route for the receptionist, a clear & unobstructed view of the entry doors, mechanical door locking devices that keep the threat from entering the lobby, and a silent alarm device requesting security response to any real or perceived threat. The SOG Warden or Warden's Designee shall advise the Office of the Commissioner of best practice trends and successful technology device deployments for inclusion in budget requests and expenditure priority decision-making.

- K. Employee Entrances: Separate entrances for employees and visitors shall be enforced to minimize the traffic flow through the Main lobby and Human Resources lobby. Employee entrance doors shall deploy mechanical controls allowing only one person entry or exit at a time. All door activity shall be date/time-recorded for data analysis.

- L. In order to assist Bureau Chiefs with effective administration under this policy, the SOG Warden or Warden's Designee shall arrange periodic compliance audits / inspections of work sites, and building evacuation drills. All findings or recommendations shall be reported to the Office of the Commissioner.

RES
07-23-12

CALL TRACE

1. **DO NOT HANG UP** after receiving an Anonymous Call.
2. Familiarize yourself with these instructions before proceeding:
3. Take note of the telephone number of the line that the call came in on.
4. Wait to hear a new, steady dial tone.
5. Dial *57 (Star Key + 5 - 7).
6. Listen for the Confirmation Message with instructions.
7. Hang up and contact 911 if it is an Emergency or call the Bell Annoyance Call Group at 1-800-523-7233.

Be prepared to tell the police the telephone number(s) which received the call, the time of day and any other details the caller gave.

Try to keep the caller on the line as long as possible and ask questions.

When it is going to happen?

Where is it?

What kind is it?

Why are you doing this?

Who are you?

Make note of the caller's voice (male, female, age, accent, speech, etc.) and any background noise (music, children, traffic, airplanes, talking, typing, machines, etc.).



Department of the Treasury
Bureau of Alcohol, Tobacco & Firearms



BOMB THREAT CHECKLIST

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is address?
9. What is your name?

EXACT WORDING OF BOMB THREAT:

Sex of caller: Race:

Age: Length of call:

Telephone number at which call is received:

Time call received:

Date call received:

CALLER'S VOICE

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Deep |
| | <input type="checkbox"/> Distinct |

- | | |
|--|--|
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Familiar (If voice is familiar, who did it sound like?) _____ | |

BACKGROUND SOUNDS:

- | | |
|--|---|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Crockery |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> House noises |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Other (Please Specify) _____ |

BOMB THREAT LANGUAGE:

- | | |
|--|---|
| <input type="checkbox"/> Well spoken (education) | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Irrational |

REMARKS: _____

Your name: _____

Your position: _____

Your telephone number: _____

Date checklist completed: ____/____/____