

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 600.00.02	Page 1 of 6
	Original Effective Date: 07/09/09	New Effective Date: 05/09/22
	Supersedes: 600.00.02	Dated: 05/06/19
	Administrator's Approval: Sarah Cooper, Administrator 5/1/22	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 600 National Incident Management System – Incident Command System		
Subject: Emergency Operations Center		

POLICY

The National Incident Management System shall be used to manage incidents/events. The Division of Adult Institutions shall have available and activate the Emergency Operations Center as incidents/events require.

REFERENCES

Homeland Security Presidential Directive #5 – (HSPD 5) Management of Domestic Incidents

Wisconsin Executive Order #81 – Designation of the National Incident Management System (NIMS) as the Basis for Incident Management in the State of Wisconsin

Executive Directive #73 – National Incident Management System (NIMS)

DEFINITIONS, ACRONYMS AND FORMS

BTM – Bureau of Technology Management

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC Responder – A SharePoint site application hosted by BTM as part of the common operating information gathering source.

DET – Department of Enterprise Technology

EOC – Emergency Operations Center

EOC Director – A position with the overall responsibility and authority for the operation of the EOC.

EOC Manager – A position responsible for managing all aspects of the EOC operations.

ICP – Incident Command Post

ICS – Incident Command System

IT – Information Technology

NIMS – National Incident Management System

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OCI – Oakhill Correctional Institution

PERS – Preparedness and Emergency Response Section

RESL – Resources and Documentation Unit Leader

SEOC – State Emergency Operations Center

SME – Subject Matter Expert

Web EOC – A web-based information management system that provides a single access point for the collection and dissemination of emergency or event-related information.

WEM – Wisconsin Emergency Management

PROCEDURE

I. Location

Middle ground floor of Central Office.

II. Telephone Numbers

A. EOC

1. 608-240-3780 – Main.
Unless EOC is activated, 3780 is forwarded to a PERS member 24/7.
2. 608-240-3781 – EOC Manager.
3. 608-240-3790 – Fax.

B. 24-hour WEM Duty Officer – 1-800-943-0003.

C. OCI – 608-835-3101 (Ext. 2730 – Control Center).

D. Capitol Police

1. 608-266-7700 (emergency).
2. 608-266-8797 (non-emergency).

III. EOC Manager

The PERS EOC manager has several responsibilities in managing the EOC:

A. Maintaining the EOC for use.

B. Regularly testing the equipment and checking supplies.

C. Restocking supplies after EOC use.

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- D. Completing EOC checklist as scheduled, distributing the completed checklist to the PERS Section Chief and filing in accordance with the Emergency Plan Checklist.
- E. Serve as a member of the EOC when it is in use to ensure the EOC is operational.
- F. Each DOC Division has designated EOC Managers to support sustained EOC Operations.

IV. Activation

- A. Time permitting, the DAI Administrator/designee shall make the decision to activate the EOC and to what level. If time does not permit, the DAI on-call person shall make the determination regarding activation, and notify the DAI Administrator as soon as possible.
- B. As a general rule, the DOC EOC shall be activated whenever an ICP is activated in a DAI facility.
- C. There are three levels of activation:
 - 1. Level 3 Stand-by:

This level is used by the DAI Administrator/designee who alerts select personnel that activation of the EOC is probable, and places them on stand-by, ready to travel to the EOC and activate it.
 - 2. Level 2 Partial:
 - a. Used when one or more of the EOC staff have been deployed and reported to the EOC.
 - b. Staff reporting to the EOC will depend upon the situation at hand. There could be as few as one person in a partial activation. However, when there are more than two people that report to the EOC there shall be a Recorder and the EOC Manager shall also be deployed.
 - 3. Level 1 Full:

The EOC Operations Group Director shall consult with the DOC Secretary/designee. If a full activation is warranted, all EOC staff (Operations, Policy and Coordination) shall be expected to report to the EOC.
- D. Once activated, the Operations Group Director is in charge of the EOC and its operations. The Operations Group Director has complete decision making authority.
- E. The Operations Group Director continues in that role until command is transferred.

V. Activation Protocol

- A. When activated, staff from the EOC shall ensure the 24-hour WEM Duty Officer is called and notified that the EOC is activated.

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B. Security Posts

1. OCI and/or the Capitol Police are designated to provide security for the EOC and building.
2. It is the responsibility of the EOC Manager to contact OCI and/or the Capitol Police when it is determined security shall be deployed.
3. Activation of Security Posts is discretionary during partial activation and left to the determination of the Operations Group Director.
4. Activation of the Security Posts is mandatory during full activation.

C. Activation Procedures

1. The EOC Manager shall maintain EOC operations upon arrival.
2. Steps for Activation
 - a. Notify BTM or DET per IT Notification Protocol.
 - b. Contact the ICP and establish common communications via WebEOC and DOC Responder.
 - c. Ensure all EOC equipment is operating correctly and take appropriate action when needed.
 - d. Arrange for Security Posts if dictated.
 - e. Contact the 24-hour WEM Duty Officer if not already done.
 - f. Provide for EOC staff operational necessities as needed.
 - g. Take direction from the Coordination Group Director (if activated).
 - h. Announce briefing schedules.
 - i. Provide necessities (e.g., food, clothing, and housekeeping.)

VI. ICP and EOC Interface

- A. The ICP alone responds to the incident and coordinates all tactical operations of the response.
- B. The EOC provides any needed assistance to the ICP, such as securing resources, coordinating other DAI and non-DAI responses, coordinating communications, processing media contacts, etc.
- C. If a Liaison Officer is assigned, they shall be the sole contact between the EOC and ICP.

VII. EOC Telephone Numbers

- A. Main numbers
 1. 608-240-3780.
 2. 608-240-3781.
- B. EOC Director – 608-240-3789.
- C. Resources and Documentation Unit Leader – 608-240-3793.
- D. Deputy EOC Director– 608-240-3788.

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- E. Assistant Resources and Documentation Unit Leader – 608-240-3794.
- F. Subject Matter Expert 1– 608-240-3787.
- G. Subject Matter Expert 2– 608-240-3786.
- H. Coordination Group Supervisor – 608-240-3782.
- I. EOC Manager – 608-240-3781.
- J. Coordination 1 – 608-240-3783.
- K. Coordination 2 – 608-240-3784.
- L. Coordination 3 – 608-240-3785.
- M. Coordination 4 – 608-240-3792.
- N. FAX – 608-240-3790.
- O. EOC Policy Room – 608-240-3791.

VIII. Wisconsin State EOC

- A. If the SEOC requests a representative from the DOC to report to the SEOC to serve in a non-training event, the EOC shall be activated.
- B. If the SEOC requests a representative from the DOC to report to the SEOC to serve in a training event, the EOC may be activated.
- C. The representative assigned to the SEOC shall work with the EOC staff to coordinate overall DOC response and assistance efforts.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 600.00.02	Page 6 of 6
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Subject: Emergency Operations Center		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other