

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 600.00.06	<b>Page</b> 1 of 5
	<b>Original Effective Date:</b> 07/23/09	<b>New Effective Date:</b> 05/06/19
	<b>Supersedes:</b> 600.00.06	<b>Dated:</b> 08/01/15
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
<b>Required Posting or Restricted:</b>		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 600 National Incident Management System – Incident Command System		
<b>Subject:</b> DOC Responder Use		

**POLICY**

The Division of Adult Institutions shall use DOC Responder technology as the preferred common operating picture when communicating in response to an incident or event.

**REFERENCES**

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

Presidential Policy Directive #8 (PPD-8) National Preparedness

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)

Executive Directive 81 – DOC Incident Management Teams

**DEFINITIONS, ACRONYMS AND FORMS**

BTM – Bureau of Technology Management

CNT – Crisis Negotiations Team

COOP – Continuity of Operations Planning

COG – Continuity of Government

DAI – Division of Adult Institutions

DOC – Department of Corrections

EOC – Emergency Operations Center

ERU – Emergency Response Unit

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

DOC Responder Portal Notification – A contact feature on DOC Responder that allows for the notification of designated staff in an emergency by e-mail that a DOC Responder site has been opened that they have been given access.

ICP – Incident Command Post

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NIMS – National Incident Management System

PERS – Preparedness and Emergency Response Section

SEOC – State Emergency Operations Center, which is managed by Wisconsin Emergency Management Staff.

Super User – User given permissions by the SharePoint Administrator/designee and is trained to deal with administrative tasks involved in giving site creator rights to other users and other DOC Responder related tasks for a facility.

WebEOC – 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. Overview**

- A. DOC shall use DOC Responder in establishing a common operating picture.
- B. The URL for the DOC Responder site is:  
<https://sp.doc.responder.wisconsin.gov/portal>
- C. An employee can be designated to become a DOC Responder site creator by their appointing authority/designee or if assigned as a facility NIMS coordinator.
- D. When the EOC or a facility ICP is activated for a non-training event, a site shall be created in DOC Responder.
- E. When the EOC or a facility ICP is activated for a training event, it is recommended a site be created in DOC Responder.
- F. DOC Responder site permissions may be granted by anyone with manager rights to the site so designated users are able to access the site.

### **II. DOC Responder Application Permissions**

Individual sites are created within DOC Responder. Permissions to these sites shall be assigned to each individual user. The following security roles are available:

- A. Reader – gives credentials allowing the user to view, but not edit or add information to the site.
- B. Contributor – gives credentials allowing the user to view, add, edit and delete entries on the sites they have access to.

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- C. Manager– gives credentials to authorize other users' access to the site and level of permissions.
- D. Site Creator – gives credentials to authorize the user to create and delete any site they created.
- E. BTM SharePoint Administrator – gives credentials allowing the user to make changes to all aspects of the DOC Responder Portal and individual sites.

### **III. Delegated Authority for Granting Permissions**

- A. Warden/designee shall approve site permissions for staff.
- B. Warden/designee shall monitor and have a system to provide appropriate levels of access to requesting users.

### **IV. DOC Responder Access**

Manager approved users can access the DOC Responder site through the email link they received from the DOC Responder Portal, or at <https://sp.doc.responder.wisconsin.gov/portal>. Users are only able to access sites to which they have been given permissions.

### **V. Create a New Site in DOC Responder**

- A. When the EOC or a facility ICP is activated for a non-training event, a site shall be created in DOC Responder by the designated facility site creator.
- B. When the EOC or a facility ICP is activated for a training event, it is recommended a site be created in DOC Responder.
- C. In the event a facility site creator is not available, the PERS on-call will create the site and provide access to other users as directed.
- D. Situations that may require a DOC Responder site being created could include the following:
  - 1. ERU call-up.
  - 2. ICP activation.
  - 3. COOP/COG event.
  - 4. Weather emergency.
  - 5. Disturbance.
  - 6. Man-made or natural disaster.
  - 7. Planned training event.
  - 8. Others as determined by the appointing authority.

### **VI. DOC Responder Permissions**

- A. The site creator or user given manager credentials shall provide access to the DOC Responder site as deemed necessary.

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- B. The PERS team have administrative permissions to DOC Responder and shall have access to all sites.

## VII. DOC Responder Training

- A. User Training - Employing units may schedule DOC Responder classes provided by PERS; or if a NIMS Coordinator/other staff member has been trained by PERS in site creation, they may provide the training to their staff.
- B. Site Creator Training – shall be provided by PERS at the request of employing units.

## VIII. User Support

- A. BTM SharePoint Administrator or PERS can provide technical support for DOC Responder.
- B. All user questions shall first be referred to PERS prior to the BTM SharePoint Administrator.

## IX. Historical Record

- A. The information entered into DOC Responder is viewed as a historical record and possibly a public record; therefore,
  1. For a non-training event it shall not be altered after the site has been closed upon completion of the incident or event.
  2. For a training event, it may be altered or deleted.
- B. Event log entries contain the date, time and name of the person who created and last modified an entry.
- C. It is recommended sites print their DOC Responder situation report, event log and relevant documents (photos, incident action plan, etc.) after the conclusion of the event/incident.

## X. Inter-agency Communication

- A. WebEOC is the preferred common operating picture tool used by Wisconsin Emergency Management and community partners.
- B. Web EOC trained PERS staff or designees who are serving as a liaison at SEOC shall be the only personnel disseminating information in that system.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
 Makda Fessahaye, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 600.00.06	<b>Page</b> 5 of 5
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
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<b>Subject:</b> DOC Responder Use		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**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