



# Virginia Department of Corrections

## Emergency Management

### Operating Procedure 075.2

#### *Continuity of Operations Plan*

#### **Authority:**

Directive 075, *Emergency Preparedness and Management*

**Effective Date:** July 1, 2024

#### **Amended:**

#### **Supersedes:**

Operating Procedure 075.2, July 1, 2021

**Access:**  Restricted  Public  Inmate

#### **ACA/PREA Standards:**

5-ACI-3B-06, 5-ACI-3B-13; 4-ACRS-1C-06;  
2-CO-3B-01

<b>Content Owner:</b>	Brett A. Freeman Major of Extradition, Fugitive, and Emergency Services Unit	<i>Signature Copy on File</i>	5/8/24
		Signature	Date
<b>Reviewer:</b>	Randall C. Mathena Director of Security and Correctional Enforcement	<i>Signature Copy on File</i>	5/9/24
		Signature	Date
<b>Signatory:</b>	A. David Robinson Chief of Corrections Operations	<i>Signature Copy on File</i>	5/14/24
		Signature	Date

### REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

### COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.

**Table of Contents**

DEFINITIONS ..... 3

PURPOSE ..... 4

PROCEDURE ..... 4

    I.    Continuity of Operations Plan (COOP) Development ..... 4

    II.   COOP Planning Considerations and Objectives ..... 4

    III.  DOC Responsibilities Under the Commonwealth of Virginia Emergency Operations Plan ..... 5

REFERENCES ..... 5

ATTACHMENTS ..... 5

FORM CITATIONS ..... 5



## DEFINITIONS

**Closed Point of Dispensing (POD)** - A high thru-put clinic for providing emergency vaccination or medication for inmates and probationers/parolees (*Internal POD*), staff, and staff families (*External POD*)

**Community Corrections Alternative Program (CCAP)** - A system of residential facilities operated by the Department of Corrections to provide evidence-based programming as a diversionary alternative to incarceration in accordance with COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion.*

**Continuity of Operations Plan (COOP)** - A location-specific plan for each DOC facility and office to identify the essential functions of that facility/office and provide plans to continue or resume those functions after an incident that has disrupted operations at that location. The COOP must provide for maintaining essential functions for up to 30 days after an incident and make provisions for returning to normal operations.

**Devolution** - Transfer of authority and responsibility for essential functions from primary operating staff and locations to other staff and locations

**Emergency Operations Plan (EOP)** - A location-specific plan for each DOC facility and office to respond to general and specific incidents that disrupt or have the potential to disrupt facility/office operations. The EOP consists of a preplanned location and hazard specific initial responses combined with the Incident Command System.

**Facility/Office** - For the purposes of Emergency Operations Plans and Continuity of Operations Plans, any site at which the DOC conducts business, each separate security perimeter in DOC facilities is a separate facility. Each office that serves multiple units such as Headquarters, Regional Offices, and the Academy for Staff Development will be one office. Sub-offices will be separate from Probation and Parole Offices.

**Inmate** - A person who is incarcerated in a Virginia Department of Corrections facility or who is Virginia Department of Corrections responsible to serve a state sentence.

**Probationer/Parolee** - A person who is on community supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of Courts, paroling authorities, the Virginia Department of Corrections, or other release authority; this includes post release supervision and Community Corrections Alternative Programs.

**Reconstitution** - Agency personnel resume normal agency operations from the original or replacement primary facility or office.



## PURPOSE

This operating procedure provides for the development and maintenance of a Continuity of Operations Plan (COOP) specific to each Department of Corrections (DOC) facility and office. A COOP specific to each facility or office ensures that all DOC essential functions and facility or office operations can be performed during emergencies and long-term disruptions while continuing to maintain public safety.

## PROCEDURE

- I. Continuity of Operations Plan (COOP) Development
  - A. Designated facility and office staff will develop a *COOP* specific to that location; the elements of the *COOP* are as follows:
    1. Essential Functions Identification
    2. Delegations of Authority
    3. Orders of Succession
    4. Alternate Facilities
    5. Interoperable Communications
    6. Vital Records
    7. Human Capital Management
    8. Tests, Training, and Exercises
    9. Devolution
    10. Reconstitution
    11. Closed POD practices
    12. Emergency Keys Location List; generally, in Master Control and Incident Command Post
  - B. The *COOP* must conform to the *Continuity of Operations Plan Template*, which is based on information required by the Virginia Department of Emergency Management (VDEM).
    1. Designated staff must submit an updated electronic copy of their facility or office *COOP* to the Major of Extradition, Fugitive, and Emergency Services Unit by February 15 of each year.
    2. The Major of Extradition, Fugitive, and Emergency Services Unit will review and submit all *COOPs* to VDEM as required by Executive Order 41 (2019), *Emergency Preparedness Responsibilities of State Agencies and Public Institutions of Higher Education*.
- II. COOP Planning Considerations and Objectives
  - A. All DOC facilities and offices must:
    1. Be capable of implementing their *COOP* with or without warning.
    2. Be able to perform essential functions within a minimal acceptable period of disruption, but in all cases within 12 hours after *COOP* activation.
    3. Be capable of sustained operations for up to 30 days.
    4. Include regularly scheduled testing, training, and exercising of staff, equipment, systems, processes, and procedures that are used to support the facility or office during *COOP* activation.
    5. Provide for a regular risk analysis of current alternate operating facilities or offices.
    6. Locate alternate facilities or offices in areas where the ability to initiate, maintain, and terminate *COOP* is optimal.
    7. Take advantage of existing DOC infrastructure and consider other options, such as telecommuting,



work-at-home, and shared facilities or offices.

8. Consider the distance of the alternate facility or office from the primary facility or office.
9. Include development, maintenance, and review of *COOP* capabilities in long range planning.
10. Ensure the *COOP* coordinates with the facility or office's Emergency Operations Plan; see Operating Procedure 075.1, *Emergency Operations Plan*

B. The COOP planning objectives are to:

1. Ensure the continuous performance of facility or office essential functions during an emergency.
  - a. Institutions and CCAPs must have the equipment necessary to maintain essential lights, power, and communications in an emergency. (5-ACI-3B-06; 2-CO-3B-01)
  - b. Institutions and CCAPs must be able to operate continuously in the event of a staff work stoppage or other job action event. A copy of this plan is available to appropriate supervisory staff or other staff directly involved in the implementation of the plan. (5-ACI-3B-07; 4-ACRS-1C-06)
    - i.
2. Ensure the safety of staff and ensure the security and safety of inmates and probationers/parolees.
3. Protect essential equipment, records, and other assets.
4. Reduce disruptions to operations.
5. Minimize damage and losses.
6. Achieve an orderly recovery from emergency operations.
7. Identify relocation sites and ensure operational and managerial requirements are met before an emergency occurs.
8. Establish practices to maintain a Closed POD according to VDEM's COOP Annex-A for Closed PODs section of the *Continuity of Operations Plan Template*.

III. DOC Responsibilities Under the Commonwealth of Virginia Emergency Operations Plan

A. The DOC is responsible for developing and maintaining intradepartmental plans and procedures for:

1. The care of the inmate and CCAP probationer/parolee population during emergency operations.
2. Inmate and CCAP probationer/parolee evacuation from facilities that are in a high-risk or threatened area.
3. Inmate and CCAP probationer/parolee reception and care in like facilities in a safer area.

B. Within security limitations, DOC will provide work force, equipment, medical support, backup communications, and other support to state and local governments during disaster response and recovery operations.

## REFERENCES

Executive Order 41 (2019), *Emergency Preparedness Responsibilities of State Agencies and Public Institutions of Higher Education*

Operating Procedure 075.1, *Emergency Operations Plan*

## ATTACHMENTS

*Continuity of Operations Plan Template*

## FORM CITATIONS

None

