

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 315.03**

**DATE: 15 May 2019**

**SUBJECT: MEETINGS WITH LOCAL  
SUPPORTING AGENCIES**

# **POLICY DIRECTIVE**

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**PURPOSE:**

To establish and maintain relationships with outside local supporting agencies to facilitate emergency/critical incident preparedness.

**REFERENCE:**

Federal Emergency Management Agency's National Incident Management System.

**RESPONSIBILITY:**

Superintendents are responsible for ensuring compliance with this policy.

**CANCELLATION:**

None.

**APPLICABILITY:**

All facilities within the Division of Corrections and Rehabilitation.

**DEFINITIONS:**

None.

**POLICY:**

- I. Superintendents shall schedule meetings at least twice a year to establish and maintain relationships with outside local supporting agencies. These meetings shall be scheduled in advance and written notification shall be sent to all attendees in ample time to schedule their attendance.

- II. The invitees from the community should include, at a minimum, the county 911 Director and representatives from the local state police, sheriff's department, office of emergency services, fire department, rescue squad, emergency medical providers, and hospitals.
- III. Facility personnel expected to attend should include, at a minimum, the Superintendent and other facility leadership, the Fire Safety Officer, maintenance personnel and facility medical provider staff. Each Superintendent will also notify the DCR Director of Security and the DCR Director of Safety in the Office of the Commissioner; so the Directors or designees can attend.
- IV. These meetings shall provide an opportunity for stakeholders to share information. Emergency plans shall be reviewed with an opportunity for attendees to become familiar with expectations from all involved in the event of an emergency or other critical incident. At a minimum, the following should be reviewed as appropriate.
  - A. Fire evacuation plans with primary and secondary evacuation routes;
  - B. Familiarity with access or entrance to the facility;
  - C. Staging areas for emergency vehicles;
  - D. Location of fire detection and suppression equipment;
  - E. Location of emergency shut-off valves;
  - F. Location of emergency equipment and systems including emergency power equipment;
  - G. Location of flammable, combustible, toxic and caustic materials storage; and
  - H. Changes to floor plans, entrances and/or equipment since the last meeting.

APPROVED SIGNATURE: \_\_\_\_\_

  
Betsy C. Jividen, Commissioner

5-2-19

Date