

**2945.2550 EMERGENCIES AND SPECIAL OCCURRENCES.**

Subpart 1. **Emergency plan (mandatory).** The facility administrator shall develop a written emergency plan. The plan must include:

- A. location of alarms and fire fighting equipment;
- B. emergency drill policy;
- C. specific assignments and tasks for personnel;
- D. persons and emergency departments to be notified;
- E. a procedure for evacuation of prisoners; and
- F. arrangements for temporary confinement of prisoners.

Subp. 2. **Review of emergency procedures.** There must be a documented quarterly review of emergency procedures by the person in charge of the facility that includes:

- A. assignment of persons to specific tasks in case of emergency situations;
- B. instructions in the use of alarm systems and signals;
- C. systems for notification of appropriate persons outside the facility;
- D. information on the location and use of emergency equipment in the facility;

and

- E. specification of evacuation routes and procedures.

Subp. 3. **Reporting of special incidents.** Incidents or special occurrences which endanger the lives or safety of staff or prisoners or the physical plant of the facility must be reported. Reports must include the names of staff members and prisoners involved, the nature of the special occurrence, actions taken, and the date and time of the occurrence. Special occurrences include, but are not limited to:

- A. attempted suicide;
- B. suicide;
- C. homicide;
- D. death other than suicide or homicide;
- E. serious injury or illness incurred after detention;
- F. escape or runaway;
- G. fire causing serious damage;
- H. riot;
- I. assaults requiring medical care;

- J. other serious disturbances; or
- K. occurrences of infectious diseases and disposition of the occurrences.

Special occurrences must be reported on forms provided by the department or comparable forms used by the facility.

In the event of an emergency such as serious illness, accident, imminent death, or death, the prisoner's family or others who maintain a close relationship must be notified.

Subp. 4. **Prisoner death (mandatory).** When a prisoner's death occurs:

- A. the date, time, and circumstances of the prisoner's death must be recorded in the prisoner's record;
- B. if the prisoner dies in the facility, the coroner, medical examiner, or sheriff must be notified immediately;
- C. personal belongings must be handled in a responsible and legal manner;
- D. records of a deceased prisoner must be retained for a period of time in accordance with law; and
- E. the facility administrator shall observe all pertinent laws and allow appropriate investigating authorities full access to all facts surrounding the death.

**Statutory Authority:** *MS s 241.021*

**History:** *17 SR 711*

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