

State of Iowa Department of Corrections

Policy and Procedures

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Chapter 3: INSTITUTIONAL OPERATIONS
Sub Chapter: SAFETY & EMERGENCY PROCEDURES
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Subject: FOG AND INCLEMENT WEATHER PLAN
PREA Standards: N/A
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1. PURPOSE

To describe the procedures to be used by Iowa Department of Corrections (IDOC) institutional staff in the event fog or other inclement weather conditions create a visibility problem that jeopardizes security.

2. POLICY

It is the policy of the IDOC to have in place at each of its secure institutions a set of supplementary security procedures to ensure public safety, staff safety, incarcerated individual safety, and that incarcerated individuals do not exploit weather conditions that limit visibility.

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3. DEFINITIONS – See IDOC Policy AD-GA-16 for Definitions.

4. PROCEDURES

A. Inclement Weather Provisions

1. The Warden at each institution can authorize inclement weather declaration with timely written notification via email to DOC Central Office Executive Staff. Institutional procedures shall address restricted movement and/or precautionary measures imposed during inclement weather.
2. Whenever possible during a declared inclement weather emergency, employees reporting to the regular work location shall be allowed to work the normal work schedule. Employees reporting to work during a declared inclement weather situation shall be subject to the following conditions:
 - a. If the employee reports to work within one-half hour of his/her regularly scheduled reporting time, the employee shall be considered to have reported on time.
 - b. If the employee reports after one-half hour of his/her regularly scheduled reporting time, the employee shall be credited with having worked the first one-half hour of the day plus all hours actually worked.

B. Guidelines

1. **In the event of fog or other inclement weather that severely limits visibility, the Shift Supervisor shall make a determination whether the procedures of the fog plan are to be put into effect. The Warden and Associate Warden/Security shall be notified in such cases.**
2. **Facilities shall establish procedures on responding to tornadoes and severe weather conditions.**
 - a. Tornado/Severe weather drills shall occur once per shift per calendar year at a minimum.
 - b. Each facility shall create a method to document tornado/severe weather drills.

3. The call-up of additional staff shall be at the discretion of the Warden/Designee.

4. Internal Movement Limitations

- a. Once a limited visibility situation is declared, internal movement shall be limited to areas and levels determined by each Warden/designee.
- b. Incarcerated individuals shall not be permitted to go to any designated areas outside buildings unescorted.
- c. Additional or more frequent counts may be considered in these situations and shall be conducted as determined by the Warden but not less than every two hours.
- d. Hot Weather Conditions
 - 1) The Shift Supervisor will ensure the heat index is monitored for potential impact on staff assignments and incarcerated individual's activities whenever weather conditions warrant.
 - 2) Each facility will take into account the physical plant capabilities and/or constraints of their institution when determining when to stop outdoor recreation activities.
 - 3) The preferred method for determining heat index is to obtain the current relative humidity and temperature reading from the National Weather Service or a reputable weather website. Staff shall monitor all vigorous activity as the potential for heat related illness exists.
 - 4) When the index temperature reaches 103 Fahrenheit;

Worksite Supervisors will make determinations as to the necessity of outside work and will only complete necessary tasks in a timely manner, when proper safety precautions are pre-planned.
 - 5) When index temperature reaches 125 degrees Fahrenheit outdoor work activities should be limited to

only emergency details, when proper safety precautions are pre-planned and exercise.

e. Cold Weather Conditions

- 1) The Shift Supervisor will ensure the wind chill is monitored for potential impact on staff assignments and incarcerated individual's activities whenever weather conditions warrant.
- 2) The preferred method for monitoring wind chill is to obtain the current temperature and wind speed for the area from the National Weather Service or a reputable weather website.
- 3) During extreme cold weather conditions caution should be used as there is a potential for cold related dangers.
- 4) Outdoor recreation yards as well as any outdoor recreation activities shall be stopped when wind chill temperatures are from -18 to -31 degrees Fahrenheit.
- 5) Worksite supervisors will make determinations as to the necessity of outside work and will only complete necessary tasks in a timely manner, when proper safety precautions are pre-planned and exercised.
- 6) Outdoor recreation yards will be closed and only essential movement will be allowed when wind chill temperatures -32 degrees Fahrenheit and below.

5. Additional Perimeter Security

- a. The Warden/Designee shall establish additional perimeter patrol and fixed posts that may be staffed, depending on the intensity of the visibility limitation.
- b. The Shift Supervisor shall make the determination as to which of these posts shall be staffed.
- c. Staff may be reassigned from interior to perimeter posts to maximize the number of weapons-qualified employees on the perimeter.

6. Supplementary Lighting

In the event perimeter lighting is impaired or in unusually heavy fog or other weather conditions, IDOC and employee vehicles may be deployed outside the compound to provide supplementary lighting until normal lighting is restored.

7. Staff Call-Back

- a. During such an emergency, employees from programs and services that are not operating due to incarcerated individual movement limitations shall be used to staff the other areas.
- b. The Shift Supervisor is authorized to institute a limited staff call-back, to secure additional perimeter staff during non-business hours.

C. Cessation of Special Procedures

1. The Shift Supervisor shall monitor the conditions that required employment of the limited visibility plan. When those conditions have abated and after a count assuring all incarcerated individuals are present, a return to normal operations shall be ordered.
2. If local authorities were notified that the plan was in effect, they shall also be advised when the provisions of the plan are no longer in force.