


Chapter:	Contingency Plans	Classification:	Public Document
Subject:	Natural Risks and Hazardous Conditions		
For:	Entire Division	 Authorized by Executive Director	

1. Policy

- 1.1 Correctional Services is identified as a designated service and is responsible to maintain services during storms, hazardous conditions, natural disasters and infrastructure and power failures.
- 1.2 Correctional Services will ensure contingency plans are developed to address the provision of designated essential services to maintain the ongoing supervision, care, custody and control of individuals during emergency situations as identified in 1.1 above.

2. Designated Positions

- 2.1 The following positions are designated as essential to maintaining services
 - 2.1.1 Executive Director
 - 2.1.2 Directors, Correctional Services
 - 2.1.3 Chief Superintendent (Adult Correctional Facilities)
 - 2.1.4 Managers, Correctional Services
 - 2.1.5 Managers, Policy and Programs
 - 2.1.6 positions in adult and youth correctional facilities as identified in local standard operating procedures (SOP)


3. Head Office

- 3.1 The Executive Director, Directors, Chief Superintendent, Managers, Correctional Services, Managers, Policy and Procedures will be available via phone, email or at the nearest open facility or office as necessary.

4. Community Corrections

- 4.1 In the event of a natural disaster, infrastructure or power failure, the senior probation officer will
 - 4.1.1 assess the situation and determine the impact on office operations

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4.1.2 consult the Director, Correctional Services responsible for community corrections to determine temporary office closure or relocation requirements

4.2 In the event of a storm or hazardous conditions, Community Corrections offices will adhere to the Government of Nova Scotia Policy, *Storms and Hazardous Conditions*.
<https://novascotia.ca/treasuryboard/manuals/PDF/500/50401.pdf>

5. Facilities – Contingency Plans

- 5.1 Contingency plans for emergency situations as identified in 1.1 are required for all facilities. These plans will include the services
- 5.1.1 required by the facility during emergencies
 - 5.1.2 that might be provided by a facility to the community at large
- 5.2 Managers will communicate the following to facility staff regarding attendance at work during an emergency
- 5.2.1 the requirement to advise their manager if they are unable to get to work safely
 - 5.2.2 advise staff, who are storm stayed, the requirement to take vacation time or make up missed time
- 5.3 Contingency plans will identify procedures to address a potential reduction in human resources, services and supplies (e.g., oil delivery, food delivery) that may occur during an emergency with the following Policy and Procedures
- 5.3.1 Subject No. 6.00.00 [General Requirements](#)
 - 5.3.2 Subject No. 6.01.00 [Reduced Services](#)
 - 5.3.3 the provision of essential services as identified in Subject No. 6.12.00 [Labour Disruptions](#)
- 5.4 In addition to the requirements for contingency plans included in Policy and Procedures, Subject No. 6.00.00 [General Requirements](#), Subject No. 6.01.00 [Reduced Services](#) and Subject No. 6.06.00 [Evacuation Plan](#), plans for emergency situations identified in 1.1, will include provisions for
- 5.4.1 facility or office heating and lighting
 - 5.4.2 communication, e.g., radios, cell phones

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- 5.4.3 meals, including the possibility of providing meals for the community at large
- 5.4.4 emergency health care services
- 5.4.5 services to the courts and police
- 5.4.6 restricting or eliminating services and programs, e.g., laundry, visits
- 5.4.7 safe water supply
- 5.4.8 control and disposal of garbage
- 5.4.9 preventative maintenance in accordance with Policy and Procedures, 47.01.00 [Preventative Maintenance](#)

6. Snow removal

- 6.1 Before winter, senior probation officers, superintendents and the youth custody manager will review the snow removal plans for their building. These plans will include
 - 6.1.1 whether snow can be safely removed from the roof in a timely manner by competent individuals
 - 6.1.2 the competent individual who will carry out roof snow removal
 - 6.1.3 the sequence for snow removal, including associated risks
 - 6.1.4 that the snow removal plan does not create additional unbalanced snow loads
 - 6.1.5 that occupational health and safety and fall protection requirements have been implemented
 - 6.1.6 any structural evaluations that should be considered to develop a plan for long-term remedial action when a roof has required frequent snow/ice removal
 - 6.1.7 barrier placement to protect the public, if required