

DATE: \_\_\_\_\_

**WARDEN/SUPERINTENDENT EMERGENCY NOTIFICATION LIST**

**DEATH OF AN OFFENDER UNDER UNUSUAL CIRCUMSTANCES OR NATURAL DEATH**

N A T U R A L	U N U S U A L	PERSON OR DEPARTMENT NOTIFIED TITLE/POSITION	HOME PHONE NUMBER	PAGER NUMBER	TIME NOTIFIED	PERSON MAKING CONTACT
		FIELD OPERATIONS MANAGER				
		COMMUNICATION CENTER				
		CORONER				
		DIRECTOR OF HEALTH SERVICES				
		(County Institutions) SHERIFF'S DEPARTMENT				
		Notify Police and Medical Examiner				
		Secure the scene of death as a possible crime scene				
		Secure initial scene as possible crime scene if body was moved to either facility clinic or outside hospital during revival attempts				
		Designate at least one employee to monitor crime scene until released by investigators				
		Ensure implementation of Emergency Plan Special Function for Criminal Evidence Handling				
		Secure all offenders present at the scene preferably in an area out of sight from death scene				
		Identify all non-offenders present at the scene for debriefing and questioning				
		Remove the deceased only with approval of Police and Medical Examiner				
		Obtain a receipt from the Police for all property removed as possible evidence				
		Ensure contact with the mortuary once the death certificate is signed to arrange removal of the deceased (also true if body is at local hospital)				
		<u>Parent Facility (if current facility is host)</u>				
		Ensure the fingerprinting of the deceased by the Police				
		Notify by telephone with essential information, as soon as possible but within 8 hours of death, the declared emergency contact person listed on the offender's Emergency Data Notification				
		<b><u>Next business day, notify GDC General Counsel, if offender is a foreign national.</u></b>				

**NOTE: THE WARDEN WILL ENSURE THE COMMUNICATIONS CENTER NOTIFIES THE FOLLOWING:**

		<b>COMMUNICATION CENTER DUTY OFFICER</b>	(478) 992-5111	
		COMMISSIONER		
		CRIMINAL INVESTIGATIONS DIVISION		
		DIRECTOR OF HUMAN SERVICES		
		STATEWIDE MEDICAL DIRECTOR		
		DIRECTOR OF MENTAL HEALTH		
		PUBLIC INFORMATION		

**NOTE: NOTIFY THE FOLLOWING IF INCIDENT OCCURS DURING NORMAL WORKING HOURS**

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