

**Action Plan: Adrian Skrivanos at HMP Exeter**

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible	Progress (to be updated after 6 months)
1	The Governor should ensure that all cell bells are answered within five minutes and, where possible, establish and resolve the issue that led to the bell being rung.	Accepted	A Notice to Staff will be issued in November about ensuring that all cells bells are answered as promptly as they can. The night orderly officer is now responsible for checking a sample of recorded cell bell responses and for recording findings. The monitoring sheet is examined by the Duty Governor the next day.	Governor 30 November 2015	
2	The Governor should ensure that that all prison staff understand the need to use emergency medical codes in line with the national instruction and the local protocol and that control room staff call an ambulance immediately an emergency medical code is received, without waiting for further confirmation	Accepted	All staff have now been issued with a pocket guide to emergency response codes. A notice to staff has also been published to remind all staff about the need to use emergency medical codes in line with the national instruction and the local protocol and that control room staff call an ambulance immediately an emergency medical code is received, without waiting for further confirmation.	Governor Completed	
3	The Governor should ensure that, after	Accepted	All Operational Managers and the Family Liaison Officers	Governor 30 November	

<p>the death of a prisoner, family liaison officers include all appropriate family members in information and support.</p>		<p>have been reminded that appropriate family members of deceased prisoners are provided with information and support. An email will be sent to all Operational Managers informing them of this by 30 November 2015.</p> <p>Prisoners' next of kin details are checked on reception and recorded on P-NOMIS. The Head of Operations undertakes a regular check to ensure this is completed.</p> <p>This recommendation will be monitored by the use of the dashboard (a national prison monitoring tool) by the Senior Management team (SMT) on a monthly basis.</p>	<p>2015</p>	
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