

32. In cases of urgency⁴ and if the circumstances are such that it is impracticable to seek the authority required in paragraph 31 in advance, the centre/duty manager (in a contracted out or HMPPS run centre) can make the emergency authorisation so that the authority is considered to begin at that point. In such circumstances, the HOIE IRC manager (or the HOIE on-call manager if out of hours) **must** be notified immediately.
33. Any period of removal from association or temporary confinement beyond 24 hours in a contracted out centre requires authorisation by the HOIE IRC manager on behalf of the Secretary of State (see paragraph 36). In an HMPPS run centre, any authorisation beyond 24 hours must be provided by the HMPPS Deputy Director of Custody, who is external to the removal centre, or his/her appointed deputy (who must not be an officer of the IRC) (see paragraph 36). **Recording point: The person making the emergency authorisation must record their authorisation at Annex B boxes 16 - 22 and confirm that they have notified the HOIE IRC team.** The process in paragraph 34 must be followed if the authority is not provided in person (for example by telephone) to ensure that a full audit trail is available.
34. The person authorising the use of Rule 40 or Rule 42 for an initial 24 hour period must record their authorisation at Annex B. If the person authorising cannot complete the form, for example because authority has been given by phone, there must be a separate documented audit trail attached to annex B. This audit trail must be provided immediately after authorisation has been provided by the person completing the form. It should make clear:
- who has provided the authority,
 - by what means (e.g. telephone),
 - at what time, and
 - must include any relevant notes made during the call or any relevant emails where authorisation was given via email.

⁴ For example to protect life and/or the security of the centre, for example a fight or an assault on another detainee or member of staff.