Holding Facility Emergency Response and Evacuation

909.1 PURPOSE AND SCOPE
This policy establishes procedures for responding to emergency situations inside the temporary holding facility. Further, this policy provides the procedure for the management and evacuation of prisoners housed within the facilities. This policy articulates the notification and reporting procedures in the event of an unplanned emergency incident, including a panic or fire alarm activation. Finally, this policy outlines the required procedure for periodic testing of alarm systems and other related safety equipment.
There are four receivers within the Custody Facility to insure maximum coverage and help identify where, within the facility, the emergency is occurring. A small enunciator panel is attached to the wall at each facility entrance. The enunciator will display the zone where the activation occurred within the facility.

1. Zone 1: Processing/Booking Area
2. Zone 2: Sally Port
3. Zone 3: Safety Cell and Cells 1-3
4. Zone 4: Interview Room and Cells 4-6

The enunciator device may assist responding personnel by identifying the location of activation within the facility; however, responders should remain cautious as the location of the emergency may have relocated.

909.6   PANIC ALARM DEACTIVATION AND RE-SET

(a) To deactivate and mute a triggered alarm, press the pound (#) symbol and the numbers 1, 2 & 3 on the key pad.

(b) To re-set and re-arm the alarm, the pound (#) symbol and the numbers 1, 2 & 3 must be sequentially depressed.

As soon as practical after learning that an emergency situation in the jail has subsided, the watch commander, or any other officer at the direction of the watch commander, shall deactivate the "jail emergency alarm" and advise dispatch of a Code 4 or "all clear" via radio. Communications will repeat the Code 4 for all units and announce a "Code 4 in the jail" over the station's public address system.

909.7   PERIODIC TEST OF THE PANIC ALARM SYSTEM

Each Saturday, one custody officer will conduct a test of the alarm system. He/she will first notify the watch commander, Communications and make a public address system announcement that "a test of the jail alarm is being conducted." Muting of the audible alarm should be accomplished as soon as practical so as not to disturb station operations. Unauthorized activation of the custody facility emergency alarm system may result in disciplinary action.

909.8   TACTICAL RESPONSE TO A CUSTODY FACILITY EMERGENCY

Upon activation of the alarm, Communications will announce twice over the Public Address system, "Code 9 in the jail." Additionally, two field units and a supervisor shall be assigned to respond to the Custody Facility.

The watch commander, if present, shall immediately respond to the holding facility with a portable radio to evaluate the emergency. The watch commander will coordinate an appropriate tactical response, using station personnel and the assigned field officers.
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(a) In the event a watch commander is not at the station, the assigned field supervisor will assume tactical command upon his or her arrival at the facility.

At least one officer should be directed initially to each entrance of the facility with a set of jail keys (three sets of keys are kept in the Watch Commander's desk).

909.9   EMERGENCY RESPONSE - CUSTODY OFFICER RESPONSIBILITIES

In the event of a fire or other emergency in the detention facility, the custody officer shall take the following action:

(a) Immediately cease all operations and lock down all arrestees.

(b) If responding to a fire alarm or smoke showing, locate the origin and determine the extent of the trouble, if possible.

(c) Notify Communications and the watch commander/field supervisor.

(d) Using available fire extinguers or other fire-fighting equipment available within the facility, suppress or extinguish the fire.

(e) Call the Fire Authority.

(f) Evacuate prisoners to a safe, non-affected area, using one of the evacuation protocols listed below and as determined by the situation;.

(g) Custody officers shall be responsible for taking a count of the arrestees to ensure that all have been removed from the custody area and are accounted for.

909.10   EMERGENCY RESPONSE - SUPERVISOR RESPONSIBILITIES

The watch commander or handling field supervisor shall be responsible for:

(a) The removal of all prisoners from the holding facility.

(b) Facilitating the relocation of the prisoners to a safe, secure place.

(c) Medical service response and treatment for the injured.

(d) Arranging, if necessary, the transportation of prisoners to the Orange County Jail or other Temporary Holding Facility as necessary.

(e) Initiation of the Command Notification Protocol (in accordance with the Major Incident Notification policy).

(f) Initiating an investigation concerning the origin of the fire along with filing necessary reports.

909.11   ESCAPE

In the event an arrestee escapes from the Custody Facility, the person discovering the escape will immediately notify the watch commander, who will ensure a radio broadcast is made. An officer will be assigned to take a crime report. The watch commander will also take other precautions, as he or she feels necessary, to prevent further escapes. Notifications will be initiated through the Command Notification Protocol (in accordance with the Major Incident Notification policy).
909.12   DISTURBANCES
If an arrestee disturbance occurs, the watch commander will immediately be notified. The watch commander will determine the number of officers required to control the disturbance and deploy them to the Custody Facility.

The tactical techniques utilized to quell the disturbance will be at the discretion of the watch commander, but may include any or all of the following:

909.13   HOSTAGE SITUATION
If an arrestee takes a hostage, the watch commander will immediately respond to the jail as the Incident Commander. The watch commander will give primary consideration to preventing injury to the hostage, maintain control of the Custody Facility, and prevent escapes. Actions to be considered by the watch commander will include:

(a) Utilizing a Crisis Negotiator.
(b) Making a direct effort to effect the rescue of the hostage.
(c) Utilizing a Taser or chemical devices to incapacitate the arrestee.
(d) Requesting SWAT to take operational control of the hostage situation.
(e) Any other actions the watch commander deems necessary.

Notifications will be initiated through the Major Incident Notification policy.

909.14   EVACUATION PLAN
If a prisoner evacuation is necessary in response to a fire, an activation of a fire or smoke alarm, or other hazard within the holding facility, the custody officer should execute the evacuation plan below:

(a) Request assistance from available personnel.
(b) Ensure each prisoner is handcuffed or otherwise properly restrained before evacuation from the facility.
(c) Stage a sufficient number of transport vehicles (custody van or a sufficient number of police vehicles designed to transport prisoners) near the Sally Port. Evacuate each secured prisoner through designated fire exit door #1 (Sally Port west side pedestrian door) and into the transport vehicles. Remove the secured prisoners to a safe, unaffected area, as determined by the watch commander or field supervisor.
(d) In the event the Sally Port entrance is unavailable, the transport vehicles will be placed outside designated fire exit door #2 (southwest holding facility door leading to an
909.15  ORANGE COUNTY FIRE AUTHORITY PRE-PLAN
A “Pre-Plan” diagram was established by the Orange County Fire Authority, with input from key department personnel. The Pre-Plan diagram is displayed in the holding facility office, visible to all employees. The plan shall be reviewed and updated each year by the Orange County Fire Authority, as an element of the facility’s annual inspection by personnel from the California Corrections Standards Authority (CSA).