

## Facility Emergencies

### 402.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a plan to appropriately respond to emergencies within the facility and to ensure all affected personnel receive timely training regarding emergency response. This policy is intended to protect the community, employees, visitors, inmates, and all others who enter the jail, while allowing the facility to fulfill its primary purpose.

Facility emergencies related to fire will be addressed in the Fire Safety Policy.

### 402.2 POLICY

It is the policy of this office to have emergency response plans in place to quickly and effectively respond to and minimize the severity of any emergency within the facility.

### 402.3 PROCEDURE

The Captain should develop, publish, and review emergency response plans that address the following (15 CCR 1029(a)):

- (a) Fires
- (b) Escapes
- (c) Disturbances/riots
- (d) Taking of hostages
- (e) Mass arrests
- (f) Natural disasters
- (g) Periodic testing of emergency equipment
- (h) Storage, issue, and use of weapons, ammunition, chemical agents, and related security devices
- (i) Other emergencies as needs are identified

The facility emergency response plans are intended to provide the staff with current methods, guidelines, and training for minimizing the number and severity of emergency events that may threaten the security of the facility or compromise the safety of staff, inmates, or the community.

The emergency response plans are intended to provide information on specific assignments and tasks for personnel. Where appropriate, the emergency response plans will include persons and emergency departments to be notified.

The emergency response plans should include procedures for continuing to house inmates in the facility; the identification of alternative facilities outside the boundaries of the disaster or threat and the potential capacity of those facilities; inmate transportation options; and contact information for allied agencies.

# Shasta County Sheriff's Office

Shasta County SO Custody Manual

## *Facility Emergencies*

---

The emergency response plans shall be made available to the staff, volunteers, and contractors working in the facility as needed.

### **402.4 MEDIA RELEASE**

The dissemination of information to the media shall only be in strict accord with the Departmental Press Policy.

### **402.5 LOCKDOWN**

Upon detecting any significant incident that threatens the security of the facility, such as a riot or hostage situation, staff shall immediately notify Central Control and the Watch Commander. The Watch Commander, or in his/her absence Central Control, may determine whether to order a partial or full lockdown of the facility and shall notify the Captain as soon as practicable.

If a lockdown is ordered, all inmates will be directed back to their housing units/cells. All inmates in transit within the facility will either be escorted back to their housing units/cells or to another secure location (holding cell). The Watch Commander should instruct any staff not directly involved in the lockdown to escort any visitors and nonessential contractors out of the facility.

A headcount shall be immediately conducted for all inmates, visitors, contractors, and staff. The Watch Commander shall be immediately notified of the status of the headcount. If any person is unaccounted for, the Watch Commander shall direct an immediate search of the facility and notify the Captain of the situation as soon as practicable.

Lockdown is not to be used as a form of punishment. It may only be used to ensure order.

#### **402.5.1 EXCEPTIONS**

**The Watch Commander may authorize exceptions for areas such as:**

- Medical
- Kitchen
- Recreation yards
- Other locations as indicated by the existing situation.

When the lock down of each area has been completed, the assigned officer will notify the Watch Commander. In all lock down situations, the Watch Commander shall insure the completion of a jail incident report or crime report, if warranted. Lock downs may only be terminated by the Watch Commander or higher authority.

# Shasta County Sheriff's Office

Shasta County SO Custody Manual

## *Facility Emergencies*

---

### **402.6 HUNGER STRIKE**

Upon being made aware that one or more inmates is engaging in a hunger strike, the staff will notify the Watch Commander, who will notify the Captain. The Captain should evaluate the basis for the strike and seek an appropriate resolution.

Should the Captain be unable to resolve the grievance leading to the strike, the Captain will notify the Sheriff and provide updates on the status of the hunger strike.

#### **402.6.1 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS**

The Captain or the authorized designee should notify the Responsible Physician to review, coordinate, and document any medical actions taken, based upon protocols and/or at the direction of qualified health care professionals, in response to a hunger strike.

Qualified health care professionals should monitor the health of inmates involved in the hunger strike and make recommendations to the Captain or the supervisory staff responsible for oversight of the incident.

If an inmate is engaging in a hunger strike due to a mental condition, the appropriate medical protocols for mental illness will be followed.

#### **402.6.2 HOUSING UNIT HUNGER STRIKES**

A housing unit or collective refusal to eat may be considered a form of disturbance and shall be referred to the Watch Commander.

#### **402.6.3 RESPONSE TO HUNGER STRIKES**

Beginning at the line staff level, a resolution to grievances should be sought at the lowest level. The Inmate Grievances Policy shall guide staff on resolving inmate grievances.

If the hunger strike remains unresolved, the Facility Manager may direct the appropriate staff to examine the inmate commissary purchases made in advance of the hunger strike, and to monitor commissary purchases made during the hunger strike. Additional staff should be directed to observe the cell area, including trash containers, of the inmates involved for evidence of food items purchased from the commissary and of food hoarding.

### **402.7 RESPONSE TO DISTURBANCES**

The staff should attempt to minimize the disruption to normal facility operations caused by a disturbance by attempting to isolate the disturbance to the extent possible. The staff should immediately notify the Watch Commander or the Captain of the incident. The Watch Commander or Captain may direct additional staff as needed to resolve the disturbance (15 CCR 1029(a)(7) (B)).

#### **402.7.1 DEFINITION**

**DISTURBANCE/RIOT** - Any tumultuous acts by inmates which can or does cause, willful disorder, confusion, or disruption of normal facility procedure.

# Shasta County Sheriff's Office

Shasta County SO Custody Manual

## *Facility Emergencies*

---

### 402.7.2 NOTIFICATIONS

The Watch Commander should notify the Captain of the disturbance as soon as practicable. Based on the seriousness of the event, the Captain should notify the Sheriff.

### 402.7.3 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS

The Captain or the authorized designee should notify the appropriate qualified health care professionals in order to review, coordinate, and document medical actions based upon protocols and/or at the direction of the Responsible Physician.

### 402.7.4 CONTAINMENT AND ASSISTANCE

In all situations which cannot be immediately resolved with safety, the Watch Commander shall be responsible to insure containment of the situation and to secure the facility pending arrival of the Facility Manager or higher authority.

Requests for outside assistance or agency notification, including the use of specialized tactical units or weapons, shall be at the discretion and direction of the Facility Manager.

### 402.7.5 SAFEGUARDS

In conjunction with major disturbances and/or riots as described in this chapter, deputies responding to the disturbance will consider safety factors and determine if additional support is needed. Support would include additional deputies or weapons, such as straight batons or less than lethal alternatives. It is imperative that reasonable force be used in all situations.

Inmates in a pod are to be placed in lock down before entry is made. If inmates are reluctant to lock down, entry will be made with adequate staff and the inmates will be locked down immediately.

Use extreme caution when responding to a disturbance in the kitchen and laundry areas. Inmates have access to various types of knives and other items that can easily be used as deadly weapons.

### 402.7.6 REPORTING

The Watch Commander or Captain should direct that an incident report be completed containing the details of the disturbance no later than the end of the shift. If appropriate, a crime report shall be initiated and prosecution sought.

## **402.8 HOSTAGES**

The Office does not recognize the taking of hostages as a reason to relinquish control of the jail environment. All staff, inmates, visitors, volunteers, and contractors shall be informed of the "no hostage" policy prior to entering the facility for the first time and shall sign an acknowledgment, which the facility shall retain.

It is the policy of the Shasta County Sheriff's Office to use all available resources necessary to bring about a successful end to a hostage situation (15 CCR 1029(a)(7)(B)).

### 402.8.1 GENERAL

All personnel involved in a hostage situation shall attempt to insure:

- The safe release of hostages.

# Shasta County Sheriff's Office

Shasta County SO Custody Manual

## *Facility Emergencies*

---

- That the lives of inmates, citizens, and staff are safeguarded.
- That the responsible parties are apprehended.

That the departmental policy on hostages incidents is followed.

### 402.8.2 NOTIFICATIONS

The Watch Commander shall immediately notify the Facility Manager and the Custody Division Commander.

The Custody Division Commander will advise the Undersheriff or Sheriff of the circumstances.

The Custody Division Commander and Facility Manager shall respond to the scene to assume command responsibility.

### 402.8.3 RESPONSE AND ASSISTANCE

The Watch Commander shall initially be in charge of the scene pending the arrival of higher authority.

The Custody Division Commander will, at his discretion, call-out the Special Weapons and Tactics Team.

The activation of SWAT may be authorized by the Division Commander.

The Custody Division Commander has the responsibility to have the F.B.I. notified in cases of concurrent jurisdiction.

At the discretion of the Custody Division Commander, outside local agencies, including fire rescue and ambulance/life support will be alerted to the possibility of pending assistance needs.

### 402.8.4 ACTIONS

Every possible means, including the use of Sheriff's Office hostage negotiations, will be utilized in an effort to insure hostage safety.

To the greatest extent possible given the situation, communications will be maintained with the hostage taker.

The Watch Commander will insure that facility personnel seal all avenues of escape.

The Watch Commander will insure:

- That a total facility lock down is in effect.
- That all inmate movement has been stopped.
- That restricted radio traffic procedure is in effect.

The Watch Commander shall insure notification of the Major Crimes Unit.

# Shasta County Sheriff's Office

Shasta County SO Custody Manual

## *Facility Emergencies*

---

### 402.8.5 WEAPONS

Firearm and other weapon usage may be authorized by the on-site Commander consistent with Departmental and Custody Division policy.

### **402.9 ESCAPES**

Upon being made aware that an escape may have occurred, or did in fact occur, the staff member should immediately notify Central Control. Central Control should notify the Watch Commander or Captain. As soon as practicable, the Captain should notify the Sheriff.

Once the escape is verified and immediate actions taken inside the facility (lockdown, etc.), the Watch Commander should notify all local law enforcement agencies.

#### 402.9.1 INMATE COUNTS

As soon as the facility is fully locked down, a full inmate/wristband count should be taken.

All inmates who are outside of the secure perimeter of the facility (e.g., court, work details) should be located and identified. Any missing inmate should have his/her identity disclosed and his/her facility record should be accessed by the Captain (15 CCR 1029(a)(6)).

#### 402.9.2 SEARCH

Concurrent with the lockdown, the area surrounding the facility should be searched for the escapee. Areas where an inmate may be hiding or may have discarded jail clothing should be searched first. Any witnesses should be interviewed.

Classification officers will develop a flyer with the inmate's name, description, latest picture, classification status, and charges, and supply it to the custody staff and local law enforcement. Local law enforcement should also be given the inmate's last known address and a list of his/her associates.

### **402.10 CIVIL DISTURBANCES OUTSIDE OF THE JAIL**

Upon being notified that jail space will be needed in response to a civil disturbance involving mass arrests, the Watch Commander should notify the Captain. The Captain should make the determination regarding the magnitude of the event and whether it warrants notification of the Sheriff.

The size of the event may also require a lockdown, suspension of any programs that are not critical to jail operations, and/or implementation of alternate staffing plans. To accommodate the influx of inmates, the Watch Commander shall develop a housing plan that will not adversely affect the safety and security of the facility. Program spaces, such as exercise yards, classrooms, and dayrooms, may be used to temporarily house a limited number of additional inmates.

In the event that the jail can no longer accept additional inmates without compromising the safety and security of the facility, mutual aid may be requested from allied counties. Title 15 CCR standards may be temporarily suspended. The Captain shall notify the California Board of State and Community Corrections (BSCC) in writing in the event that such a suspension lasts longer

# Shasta County Sheriff's Office

Shasta County SO Custody Manual

## *Facility Emergencies*

---

than three days. Suspensions lasting for more than 15 days require approval of the chairperson of the BSCC (15 CCR 1012).

### **402.11 REVIEW OF EMERGENCY PROCEDURES**

The Captain shall ensure that there is a review of emergency response plans at least annually. This review should be documented with reports submitted to the Captain or the authorized designee within 10 days of the review for approval. This review should also include the signatures or initials of the facility staff responsible for the review. At a minimum, the review shall include:

- (a) Assignments of persons to specific tasks in emergency situations.
- (b) Instructions in the use of the alarm systems and signals.
- (c) Systems for the notification of appropriate persons outside of the facility.
- (d) Information on the location and use of emergency equipment in the facility.
- (e) Specification of evacuation routes and procedures.

### **402.12 TRAINING**

The staff shall be trained annually on this policy. This facility will provide emergency preparedness training as part of orientation training for all personnel assigned to the facility and for those who may be required to respond to the facility in an emergency. The staff shall also receive refresher training at least annually in the emergency response plans. The Training Sergeant is responsible for developing and delivering appropriate initial training and annual refresher training.

Emergency planning training should occur in the form of classroom instruction (or roll call training), mock practical exercises, and drills. Each type of emergency covered in the emergency response plan must be included in the training.

A lesson plan, staff training sign-up sheet with the dates and the times training should be provided, and proof of competency (testing) for each participant should be maintained by the Training Sergeant.

The Training Sergeant shall forward an annual report to the Sheriff and Captain on the status of emergency response plan training. Any training deficiencies identified in this report should be rectified within 90 days of the report.

The facility emergency plans and all training shall be documented by the Training Sergeant and retained in accordance with established records retention schedules.

### **402.13 RIOTS**

Riots occur when inmates forcibly and/or violently take control or attempt to take control of any area within the confines of the jail.

Staff should make reasonable attempts to prevent inmate-on-inmate violence but should take measures to avoid being engulfed in the problem, thereby exacerbating the situation.

# Shasta County Sheriff's Office

Shasta County SO Custody Manual

## *Facility Emergencies*

---

### 402.13.1 RESPONSE TO RIOTS

Once the area of the disturbance is secured and isolated from other areas of the facility, time is generally on the side of staff. If possible, the process of quelling the disturbance should slow down in order for staff to develop response plans, to ensure there are adequate facility personnel to effectively take the required actions, and to ensure that responding staff are appropriately equipped with protective gear.

Staff should evaluate their response given the totality of circumstances in any situation, but generally should not enter the space where a riot is occurring until sufficient staff members are present to safely suppress the riot. Nothing in this policy shall prohibit any staff member from assisting staff members who are being assaulted.

All inmates who have participated in a riot shall be separated and secured as soon as practicable. If necessary, injured inmates shall receive a medical evaluation and treatment. If the injured inmate is medically cleared to remain in the jail, he/she will be reclassified and moved to appropriate housing.

Other housing units must be secured, with sufficient staff remaining at their posts to continue to supervise the unaffected units. When the riot has been suppressed, all involved staff must immediately return to their assigned posts.

### 402.13.2 QUALIFIED HEALTH CARE PROFESSIONALS RESPONSE

A supervisor or the authorized designee should notify the appropriate qualified health care professionals and identify a staging area for medical emergency responders and for medical triage should it appear to be necessary.

The Responsible Physician or the authorized designee should be included in developing the response plan as it relates to the potential for a medical response, medical triage and treatment activities, and the safety and security of medical personnel during the incident.

### 402.13.3 NOTIFICATIONS

As soon as practicable, the Watch Commander or a responsible staff member shall notify the Captain, who in turn, shall notify the Sheriff.

### 402.13.4 REPORTING

The Captain or Watch Commander shall direct that a report be written detailing the incident by the end of the shift. If appropriate, a crime report will also be prepared by the responsible law enforcement agency.

### 402.13.5 DEBRIEFING

All responding staff, including medical responders, shall be debriefed on the incident as soon as practicable after the conclusion of the emergency incident. The staff shall examine the incident from the perspective of what worked, what actions were less than optimal, and how the response to a future incident might be improved.



# Shasta County Sheriff's Office

Shasta County SO Custody Manual

## *Facility Emergencies*

---

If appropriate, the details of the incident will be used to develop a training course for responding to facility disturbances. The goal of any debriefing process is continuous improvement. The debriefing should be focused on the incident and an improved response. A moderator should be used to ensure that no individual or group involved in the response is publicly ridiculed.