

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-1200

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SUBJECT: EMERGENCY PROCEDURES

POLICY

Emergency Procedures are guidelines to assist Juvenile Detention personnel in coping with, or reacting to emergencies. All emergencies (with the exception of Declared Unit Emergencies as noted below) require that the Duty Officer makes notification to the appropriate administrative staff via the Emergency Notification list posted in the Intake Area.

PROCEDURES

A. Responsibilities for Implementation

1. The responsibility for implementing Emergency Procedures during regular business hours (Monday through Friday, excluding holidays) will be the highest-ranking Administrator at Juvenile Detention. This person will be in charge until relieved by his/her superior.
2. The line of authority, in any emergency, is as follows:
 - a. Deputy Chief Probation Officer of Juvenile Detention
 - b. Assistant Deputy Chief Probation Officer(s)
 - c. Duty Officer
 - d. Juvenile Detention Facility Supervisor
 - e. Most Seniored Juvenile Detention Unit Supervisor
 - f. Most Seniored Juvenile Detention Officer
3. The responsibility for implementing Emergency Procedures after regular business hours and on holidays will be on the Duty Officer.

B. Fire

1. Announcing a Fire
 - a. Whenever fire is detected, unit staff will activate the Fire Pull Alarm and announce over their radio, "Fire Emergency on Unit ____."
 - b. This announcement is to be made two (2) times.

- c. Control will then repeat the emergency by announcing, "Fire Emergency on Unit ____", three (3) times over the radio system.
 - d. Staff will then proceed to evacuate all youth from the area.
 - e. If appropriate, staff may utilize fire extinguishers in the area.
 - f. If Control discovers a fire through activation of a smoke detector, Control should immediately alert staff in the area and the Duty Officer.
2. Report all Fires to the Fire Department
- a. The Response Location Map details the location of hydrants, access doors, and coded areas for emergency positioning.
 - b. Any fire where there is the possibility of smoke inhalation or actual damage to property, even though it is easily controlled by staff, is to be reported to the French Camp Fire Department utilizing the 9-1-1 Emergency Services number.
 - c. The Duty Officer, or designee, will notify the 9-1-1 Emergency Services operator and give the Response Location Area.
 - d. The Duty Officer, or designee, will then meet the Fire Department at the Response Location Area to assist in gaining access to the various secured areas.
3. Evacuation
- a. The shift leader on the reporting unit will direct and guide all personnel during the evacuation.
 - b. Youth will remain in designated evacuation areas until allowed to return to the units.
 - c. It is essential that corridors and hallways in the area of the fire be free of detainees to insure fire-fighting personnel are not in contact, or need to be concerned, with youth.
 - d. A count will be called in to Control after the evacuation is complete.
 - e. The Duty Officer will verify the count and end the evacuation.
4. Documentation
- a. After the fire has been put out, the Duty Officer will request Juvenile Detention personnel responsible for the area that had the fire to

submit written reports prior to leaving the facility with respect to the damage and probable cause of the fire.

- b. The Duty Officer is responsible for submitting an investigation report to the Deputy Chief Probation Officer prior to departure from the Juvenile Detention facility.

5. Fire Extinguishers

- a. Juvenile Detention staff involved in fighting a fire should use fire extinguishers in the area.
- b. Water extinguishers or hoses should not be used for electric or grease fires.
- c. Upon arrival of the French Camp Fire Department, Juvenile Detention staff will turn over fire fighting to them and assist or continue supervising detainees on the housing units.

6. Fire Drills

- a. Fire drills will be held at least quarterly to familiarize staff and youth in the proper facility evacuation.
- b. Drills should be documented; include the date, hour, elapsed time in existing buildings, etc., and route to the Assistant Deputy Chief Probation Officer over Administrative Services. (Attachment A)

7. Fire Suppression Pre-Plan

- a. The Response Location Map details the location of hydrants, access doors, and coded areas for emergency positioning.
- b. The Duty Officer or his/her designee will give the response location to the 9-1-1 Emergency Services operator.
- c. The Duty Officer or his/her designee will then meet the Fire Department at the Response Location Area to assist them in gaining access to the various secured areas.

8. Instructions for Fire Emergency Equipment Operation

- a. Air Conditioning and Heating System
 - i. Whenever a fire is detected, staff members will call 9-1-1 Emergency Services.

- ii. The air conditioner and heating system must then be manually turned to the “Off” position.
 - iii. The Phase I system is located in the file room across from the Women’s restroom in the Juvenile Detention Administration wing.
 - iv. The Phase II system is located on the north wall of the maintenance yard, next to the rear kitchen entrance. (These systems are labeled “A/C & HEATING.”)
- b. Smoke Purge System
 - i. The Smoke Purge system will be operated at the direction of the Fire Department.
 - ii. The Phase I system is located in the Transportation/Courts Services area, above the copy machine.
 - iii. The Phase II system is located on the north wall of the maintenance yard, next to the rear kitchen entrance.
- c. Sprinkler System
 - i. In the absence of a fire, the sprinkler system, when activated, must be manually turned off and drained by the Duty Officer or Intake staff.
 - ii. Notification of the Maintenance Department is immediately required.
 - iii. The sprinkler system shut-off for each unit is located as follows:
 - (a) Unit 1, the Court wing, and the Administration wing: Outside the Intake area’s booking sally port in the maintenance yard south of Unit 1.
 - (b) Unit 2, Unit 3, and the Kitchen/Supply wing: The maintenance yard next to the rear kitchen entrance.
 - (c) Unit 4 and Unit 5: The northeast corner of the exterior of Unit 5.
 - (d) The Camp: The southwest corner of the building.
 - v. The key to the maintenance areas is located on the Duty Officer’s key ring. An additional key is located on “D” key ring in the safe in the Intake valuable storage area.

9. Fire Evacuation Plan

<u>Location of Fire</u>	<u>Evacuation Area</u>
Unit 1	Unit 1 Outside Recreation Yard
Unit 2	Unit 2 Outside Recreation Yard
Unit 3	Unit 3 Outside Recreation Yard
Unit 4	Unit 4 Outside Recreation Yard
Unit 5	Unit 5 Outside Recreation Yard
Unit 6	Unit 6 Outside Recreation Yard
Camp	Camp Outside Recreation Yard
Off-Unit School Program	Respective Unit Outside Recreation Yard
CSS	Outside East of Kitchen
Teacher's Room	Unit 1
Clinic/Mental Health	Unit 1
Intake	Unit 1
Administration	Juvenile Detention Lobby
Gym	Return to Respective Unit
Court Clerk's Office	Outside South of Building
District Attorney's Office	Outside South of Building
Public Defender's Office	Outside South of Building

10. Alternative Fire Evacuation Plan

If the passage is blocked to above evacuation area by fire or smoke, go to the nearest secure alternate evacuation area as listed below:

<u>Location of Fire</u>	<u>Evacuation Area Plan 2</u>
Unit 1	Gym
Unit 2	Gym
Unit 3	Unit 2 Outside Recreation Area
Unit 4	Gym
Unit 5	Gym
Unit 6	Gym
Camp	Outside Recreation Yard
Off-Unit School Program	Gym
CSS	Gym
Teacher's Room	Gym
Clinic/Mental Health	Gym
Intake Area	North Sally Port Parking Lot
Administration Area	Through Door 7.0 to North Sally Port
Gym	Unit 3 Outside Recreation Area
Court Clerk's Office	Outside East Parking Lot
District Attorney's Office	Outside East Parking Lot
Office	Outside East Parking Lot

C. Large Scale Disturbance

- a. During a large scale disturbance, the area in trouble will be indicated by activation of alarm via radio.
- b. Control will alert all staff, by radio, of the emergency, including the location.
- c. Available unit staff will respond to the area.
- d. The duty officer may place one or all living units on "locked down" status if appropriate.
- e. In coordination through the Duty Officer, attempt, if possible, to separate the non-involved youth from those who are involved in the disturbance.
- f. If necessary, upon assessment of the situation during the attempt to secure youth, the Duty Officer will have Intake/Control contact the Sheriff's Department (9-1-1) for back-up assistance.
- g. Juvenile Detention Administration shall be notified by the Duty Officer of the situation.
- h. After the disturbance has been quelled and control has been re-established, the shift leader in charge of the area will assess damage and determine involvement of individual youth.
- i. All staff in the area of the disturbance are required to write reports of their observation (i.e., youth observed assaulting other youth or staff, etc.).
- j. As needed, staff will then assist in directing clean-up operations.
- k. Prior to leaving Juvenile Detention, the Duty Officer is required to submit a special report to the Deputy Chief Probation Officer and the Assistant Deputy Chief Probation Officer over Administrative Services, covering all aspects of the disturbance. The report should include an assessment of damages, any injuries sustained by staff or youth, and the causes of the disturbance.

D. Escape

1. Any escape in progress should be reported immediately to the Duty Officer.
2. The Duty Officer will notify the following of the escape:

- a. Law enforcement agenc(ies) and provide them with the following information:
 - (i). How many escapees
 - (ii). Name(s), if known
 - (iii). The last observed location
 - (iv). The time of the escape
 - (v). The direction of travel
 - (vi). A description of the clothing worn
 - b. The Deputy Chief Probation Officer of Juvenile Detention
 - c. The Assistant Deputy Chief Probation Officer
 - d. The Chief Probation Officer
 - e. The parents of the escapee(s)
 - f. The law enforcement agency where the youth resides
 - g. The Probation Officer
3. When an escape occurs during outside recreation, or an off-the-unit special program, the group should be brought back to designated unit area. A head count of youth is required.
 4. The Duty Officer may conduct a search around the premises.
 5. Prior to leaving the shift, all staff members are required to complete and submit Incident Reports to the Duty Officer.

E. Medical

1. Twenty-four-hour emergency care is available to detained youth at the San Joaquin County General Hospital when their condition is serious or life threatening.
2. A Detention Officer or ambulance will transport youth in need of emergency care.
3. When transported by ambulance, a Detention Officer will accompany the youth during transport and examination.
4. An Incident Report as to the physician's diagnosis is to be submitted prior to completion of the workday.
5. All emergencies require that the Duty Officer make notification to the appropriate administrative staff.

F. Electrical Power Failure

1. Interruption of electrical power or electrical power failure may occur either during daylight or during hours of darkness. When it occurs, Juvenile Detention staff can expect disruption of telephone, intercom, and alarm systems.
2. During interruption of electrical power or electrical power failure, the Juvenile Detention automatic switchboards will become deactivated.
3. Incoming calls will be automatically relayed to the following telephones:
 - a. JDFS Office
 - b. Public Defender's Office
 - c. County Clerk's Office
 - d. Intake Area
 - e. Unit 1
 - f. Unit 4
4. These locations have telephones equipped with a special button that will allow these telephones to answer incoming calls until normal electrical power is restored.
5. Upon disruption of the electrical power, all unit activities will be curtailed and staff will place the housing units on lock-down.
6. Special programs off the housing units (e.g., gym) will curtail their activities and return immediately to the housing unit.
7. Staff in Intake, Transportation, and Programming will go to the units to assist until lock-down has been completed.
8. The Duty Officer will assign staff members, and provide appropriate keys, to monitor exit/entrance doors.
9. When external electrical power ceases, the emergency generator will be activated within five to ten seconds.
10. Emergency Power will be supplied to Control and unit control security equipment and to designated lights throughout the facility.
11. If emergency power fails to come on in a specific area, the Duty Officer is to be notified.
12. All units will remain on lock-down status until electrical power is restored and cleared by the Duty Officer.

G. Bomb Threat

1. Should a bomb threat be received from a caller outside Juvenile Detention, the employee taking the call should attempt to keep the caller on the line long enough, if possible, to obtain information relative to the alleged location of the item in the building and the time designated for its explosion.
2. This information should be immediately relayed to the highest Administrator at Juvenile Detention.
3. Contact the Sheriff's Department (9-1-1).
4. The threatened area should be immediately evacuated.
 - i. Staff will move the youth to an area considered "safe."
 - ii. The area is required to be searched thoroughly before moving youth to it. (Example: If there is a threat that localizes a bomb on Unit 3, those youth should be moved to Unit 2.)
 - iii. Youth should always be moved to an area that is a minimum of 150 feet away from the area of the building being threatened. (Note: The walls of the main building are reinforced concrete.)
5. The Duty Officer will conduct a search of the other areas of the facility.
6. Juvenile Detention personnel are cautioned against picking up any strange objects.
7. Persons will not be permitted to re-enter the building until advised by the Sheriff's Department that re-entry is safe.
8. Prior to completion of the workday, Incident Reports covering details of a bomb threat are required to be submitted to the Deputy Chief Probation Officer/Assistant Deputy Chief Probation Officer.

H. Earthquake

1. If an earthquake occurs:
 - a. Take cover under a heavy desk or table.
 - b. DO NOT leave the building.
 - c. Try to avoid glass and flying objects.
 - d. Avoid touching electrical wires that may have fallen.
3. The shift leader in charge of the area should exercise every possible measure to prevent fires.
4. The Duty Officer should notify the utility companies, when it becomes possible, of any break in service.

5. Assistance should be requested, as needed, from the French Camp Fire Department and/or the Sheriff's Department.
6. All Incident Reports should be completed prior to leaving for the day.

I. Fallen Aircraft

1. If an airplane crashes in the vicinity of the building, the Duty Officer will determine what action, if any, is needed.
2. Ensure that all persons are moved at least 100 yards from the crash.
3. Notify the Sheriff's Department of the crash and its approximate location.

J. Explosions

1. Explosions are usually caused by the inadequate knowledge of the explosive potential of certain chemicals and pure carelessness and can occur without advance warning.
2. The following preventative measures should be taken:
 - a. Periodic inspection of the area.
 - b. Attempt to identify items that may present a hazard.
 - c. When in doubt, seek the advice of the French Camp Fire Department.
 - d. Keep in mind that grass and weeds, under certain conditions, may act as fuse to certain explosive matters, especially gasoline.
3. If an explosion occurs, immediately notify the local Fire Department.
4. All Incident Reports should be completed prior to leaving for the day.

K. Chemical Accident

1. Should a chemical accident occur in Juvenile Detention, the Duty Officer shall:
 - a. Evaluate the existing situation and follow the emergency notification procedure.
 - b. Determine the need to evacuate the building.
 - c. Notify the Sheriff's Department (9-1-1).
2. Persons should not be permitted to return to the area until authorized to do so by Law Enforcement Officials.

L. Flood

1. Whenever there is a danger of flood to Juvenile Detention, staff will implement the evacuation of youth detained in accordance with the directives to be issued by the Chief Probation Officer.

M. Active Shooter/Terrorist Attack

1. Upon receiving information of an armed subject on the facility grounds, or near the institution, the Duty Officer shall immediately be notified and initiate a lockdown of the facility.
2. The Duty Officer shall notify a member of the Detention Administrative Team, who will coordinate notification of the Probation Department and the collaborative agencies located at the Juvenile Justice Center.
3. The Control staff shall:
 - a. Dial 911, remain on the telephone with dispatch, and provide updated information throughout the incident.
 - b. Remain in Central Control so long as that room is secure and use surveillance cameras to locate and ascertain the number of subjects, document their description, location, and the type of weapon(s) with which they are armed.
4. The Duty Officer shall be responsible for assisting in moving staff and youth throughout the facility, if not directly supervising the youth themselves.
5. Juvenile Detention Officers supervising youth shall do the following:
 - a. If supervising youth on the recreation yard, or in another location in the facility, the Juvenile Detention Officer shall immediately evacuate youth into the facility and back to their housing units, unless it is unsafe to do so.
 - b. If staff are unable to return to their units with the youth they are supervising, they shall take steps to secure the youth and themselves at their location, utilizing holding cells, storage closets, or restrooms as hiding places.
 - c. Youth shall be secured in their rooms on the housing units, if safe to do so.
 - d. Teaching staff, volunteers, or other non-probation staff shall be secured in the closest, safe location.
 - e. Once all youth and non-probation staff are secured, the Juvenile Detention Officers shall secure themselves in the closest, safe location.

- f. Staff shall remain in lockdown status until given the “all clear” by responding law enforcement or the Chief Probation Officer or designee.

N. Evacuation of Youth to Stanislaus County Probation

1. If the Duty Officer is advised of a possible need to evacuate Juvenile Detention, the following steps are to be taken:

<u>Step</u>	<u>Contact</u>	<u>Person Responsible</u>
Authorization to evacuate	Chief Probation Officer Deputy CPO Assistant DCPO Assistant DCPO	Duty Officer
<u>Contact Stanislaus County Probation</u>	Duty Officer	Duty Officer
Sheriff's Office (to advise of evacuation)		Intake Staff
Police Department (to advise of evacuation)		Intake Staff
Advise all units of evacuation		Duty Officer
Contact staff to report to work		Intake Staff

2. Unit evacuation will occur in the following order:

- a. Unit 1
- b. Unit 2
- c. Unit 3
- d. Unit 4
- e. Unit 5
- f. Unit 6
- g. Camp

3. The Duty Officer will designate the following areas of responsibility to employees as they arrive:

- a. Assist in calling other staff members to work.
- b. Assist clinic personnel.
- c. Assist in evacuation
- d. Three staff members report immediately to the Stanislaus County Probation with the following items:

- (i). Blankets from Intake
- (ii.) A mobile phone
- (iii). Youth unit files

(iv) Copy of the unit rosters

4. A staff member to record all of the staff in the facility and staff who arrive, their area of responsibility, and mobile phone number, if.
5. Detention Administration will assist the Duty Officer in coordinating the evacuation.
6. Detention Administration will report to Stanislaus County Probation to coordinate supervision and subsequent releases.
7. All youth will be handcuffed before exiting the unit.
8. The designated Shift Leader will identify the Direct File Youth by marking the backs of their shirts with an "X" (using a black marker).
9. Once staff members from Stanislaus County Probation have arrived, two employees will be assigned to the Intake area to supervise, identify, and count the youth as they exit the facility.
10. One Juvenile Detention staff will accompany the Stanislaus County Probation staff in each van to supervise youth and retrieve handcuffs. Staff must have handcuff keys.
11. Staff designated to assist in transportation will continue that assignment until all youth have been evacuated and secured at Stanislaus County Probation.
12. Three staff will be assigned to check all units to insure that no one is left behind.
13. The staff responsible for the staff roster and assignments will insure that all staff are accounted for and report it to the Deputy Chief Probation Officer.
14. The DCPO will contact the Assistant Deputy Chief Probation Officer for a final count of the youth.
15. Once all youth are secured at Stanislaus County Probation, the DCPO and ADCPO will coordinate releases.
16. Efforts will be made to take mattresses to Stanislaus County Probation. Stanislaus County Probation has advised they have a truck available and staff will be assigned accordingly.
17. It should be noted that if total evacuation is urgent, probation vehicles are available and will be assigned for transportation of youth, if needed, by the Deputy Chief Probation Officer.

O. Vehicle Evacuation Process in Case of Flooding

1. In the event Juvenile Detention must be evacuated, vehicles from Juvenile Detention and from Juvenile Probation can be utilized.
2. Juvenile Detention keys are located in the in the Court Services area.
3. Juvenile Probation keys are located in the Probation Placement Unit Supervisor's office, and in Room 137 in the north support staff office area.

P. Hostage Situation

1. It is the policy of the Probation Department that there will be no negotiation by Probation Department staff with hostage takers, regardless of the threats and demands being made.
2. In any situation where the life of a staff, visitor, or detainee is being threatened, it is critical to immediately evaluate the seriousness of the threat, the ability of the person(s) to carry out the threat, and the immediacy of the threat.
3. When any doubt exists, it should be assumed that the threat is serious and immediate.
4. Employees immediately aware of the situation will dial 911 and request assistance from the San Joaquin County Sheriff's Department.
5. Staff should follow any instructions provided.
6. The highest-ranking staff member within the institution will be notified and:
 - a. Isolate the area where the hostage situation exists.
 - b. Direct Control staff not to open any sally port doors or allow anyone to exit the institution.
 - c. Direct unit staff to secure all youth and remain in their respective areas until directed otherwise.
 - d. Contact those listed on the Emergency Notification list.
7. Hostage taker(s) shall be advised Probation staff have no authority to negotiating any demands, and that Sheriff's Deputies are responding.
8. In hostage situations, staff should make use of all their training, experience, and available resources to avoid complying with hostage taker demands prior to the arrival of Sheriff's Deputies.
9. Although control of the institution remains the responsibility of the Probation Department, staff will cooperate fully with the Sheriff's Department.

Q. Declared Unit Emergencies

1. Whenever a unit emergency is declared, it is assumed both youth and staff may be in potential danger. Hence, quick and decisive action in a coordinated response is essential.
2. Each staff member present, and each staff member responding, is expected to know his/her role and to perform that role pro-actively.
3. The roles of staff in a declared unit emergency are as follows:

JDUS

(Unit Supervisor)

The Unit's JDUS is assumed to be the most knowledgeable about the dynamics of the unit. This will include knowledge of the particular personalities and behaviors of unit youth, gang affiliations and tensions, and individual involvement in the present emergency. The Unit JDUS shall:

- Designate, at the start of each shift, which of his/her staff members shall be the responder to called emergencies on other units.
- At the time of an emergency on his/her unit, direct unit staff and responders in handling the emergency. This will include control of both engaged and non-engaged detainees.
- During the course of an emergency, the JDUS will back off from immediate response to the crisis to a role of directing other's responses.

In the event there is not a JDUS present or able to perform the unit JDUS' role, a unit JDO/JDOA may need to assume the role of Unit Supervisor

JDO and JDOA
Assigned to Unit

Directly responds to the emergency and engages detainees appropriately per the Detention Force Options Policy.

Responders from
other units

Responding staff will follow the direction of the on-scene JDUS and engage detainees as needed.

Duty Officer

- Calls for additional assistance as needed;
- Ensure adherence to *Detention Policies and Procedures*;
- Documenting who was on scene and who responded;

- Complete Use of Force Response Form;
 - Complete emergency notifications as required;
 - Notify medical personnel;
 - Notifying outside assistance as necessary (911);
 - Complete forms relating to employee injuries;
 - As necessary, debrief all involved staff to gather relevant information regarding the incident. The debriefing should be conducted within a reasonable time after the incident.
 - In the event the incident is of such magnitude that staff may reasonably be expected to experience a post-event stress response, notify Detention Administration management so they may arrange a stress-debriefing.
4. All employee in the Juvenile Detention Officer series not on authorized light duty are required to physically engage and control youth when necessary. Failure to do so may endanger both youth and staff.

R. EMERGENCY DRILLS

1. Fire and/or evacuation drills will be held at least on a quarterly basis.
2. The Duty Officer will be responsible for initiating and evaluating the drill.
3. Immediately thereafter, the Duty Officer will complete and submit the Fire Drill Evacuation Report to the Assistant Deputy Chief Probation Officer of Administrative Services
4. Any deficiencies will be noted and corrected prior to the end of the shift during which the drill was held.

S. MAINTENANCE ON-CALL SCHEDULE

1. In the event of an emergency after normal working hours (Monday through Friday 5:00 p.m. to 7:00 a.m., and weekends - 6:30 p.m. to 8:00 a.m.) that requires the services of Plant Engineering staff, Juvenile Detention staff should call the phone number of the designated on-call engineer located in the Duty Officer manual.
2. If there is no answer Detention staff should then call the Jail Central Control to reach the designated Plant Engineering staff.
3. All requests for service, whether emergency or non-emergency, must be called in by the Duty Officer and recorded at Plant Engineering (468-4637).

FIRE DRILL EVACUATION REPORT

MOCK FIRE DRILL

EVALUATORS:

DATE:

1.

TIME:

2.

PLACE:

3.

1. Overall Time of Evacuation

2. Units/Areas Evacuated

3. Establish Count at Evacuation Site

4. Pull and Reset Alarm

5. Close All Air Pack Valves

COMMENTS:

Forms/Fire Drill Evacuation Report

Attachment A