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| San Diego County Probation Department Institutional Services Policies | <u>SUBJECT:</u> Emergencies <u>SECTION:</u> 13 <u>AUTHORITY:</u> Article 2, Section 1311 and Article 3, Sections 1323 and 1325-1327, Title 15 |
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13.0 Emergencies

PURPOSE AND SCOPE

Youth in juvenile facilities may present staff with behavioral problems that threaten the safety, order and security of the facility. Being that order and security are paramount considerations for all Institutional Services (IS) staff, particular vigilance must be exercised in the observation and supervision of youth. Staff must be prepared to act quickly when a disturbance occurs.

Although staff alertness and awareness shall provide the best tools for preventing and controlling a disturbance, it will not entirely eliminate fights and other acts of violence from occurring. When such disturbances or emergency situations do arise, staff response shall be guided by two (2) basic considerations: the safety of staff and youth, and the prevention of damage/destruction to facility property.

ANNUAL REVIEW BY ALL STAFF

Pursuant to Section 1327(g) of Title 15, California Code of Regulations, Minimum Standards for Juvenile Facilities, each facility administrator shall develop facility specific policies and procedures for emergencies; and that each child supervision staff member must review the procedures annually. Institutional Services SPO's shall ensure the reviews and sign-offs have been completed.

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| San Diego County Probation Department Institutional Services Policies | <u>SUBJECT:</u> Facility Disturbances, Chief Counselors Riots and Critical Incidents <u>SECTION:</u> 13.1 <u>AUTHORITY:</u> Article 3; Sections 1323, and 1325-1327, Title 15 |
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13.1 Facility Disturbances, Chief Counselor, Riots and Critical Incidents

13.1.1 SAFETY

The safety of fellow officers and youth is extremely important, and staff action/response in a crisis situation should be predicated upon the above principle. Given that no two situations are identical, staff must exercise prudent judgment when determining an appropriate response to various types of disturbances, ranging from inconsequential (minor) to serious (major) emergencies.

13.1.2 TYPES OF DISTURBANCES

For the purposes of this section, disturbances within the facility shall be categorized as follows.

- Facility Disturbances (Major and Minor)
- Chief Counselor
- Riots/Critical Incidents

13.1.3 Facility Disturbances Defined

13.1.3.1 MINOR DISTURBANCES

Minor disturbances refer to disruptions that represent a minimal threat to the order and security of the unit/cottage and/or facility. Such disruptions are routinely handled by staff directly involved at the time of the incident and generally do not require assistance from staff not directly involved, and which are located in other areas of the facility at the time the incident occurs, such as the facility's Control area staff, Watch Commander, other unit/cottage personnel, etc.. Minor disturbances typically involve verbal confrontations between youth.

Other minor disturbances may include a youth displaying verbal disrespect towards staff, failure to follow staff directives, or slow response in returning to their room after being instructed to do so. In general, minor disturbances are defined by the level of staff action/response required to rectify the situation. If no physical contact between youth and/or staff occurs, or there is no staff use of force, the incident can be classified as a minor disturbance.

13.1.3.2 MAJOR DISTURBANCES

A major disturbance is a disruption to a unit/cottage program that represents a threat to the safety, order and security of the entire unit/cottage. Such disturbances require the assistance of additional facility staff to gain control of the disruption and reestablish order and security. Any physical contact between youth or use of force by officers are considered a major incident.

An example of this type of disturbance is a fight that involves two (2) or more youth, an incident that requires the removal of a youth from a unit/cottage or any use of O.C. by staff. In such cases, the presence of back-up staff is often needed to assist in the supervision or transportation of youth. As such, any unit/cottage disturbance that requires the assistance of additional staff is considered a major disturbance.

13.1.4 Minor Disturbances

13.1.4.1 STAFF RESPONSIBILITIES PROCEDURES

Officers encountering minor disturbances shall adopt the following procedures:

1. Isolate the arguing youth from the onlookers/audience. Effective means for isolating a disturbance include verbal directives to youth to "Go to your room/bench/dayroom," or to another specified area, to direct them to cease arguing, etc.
2. After isolating the arguing youth, utilize IBIS skills, to counsel the youth involved in the dispute on proper techniques for resolving disagreements.
3. Walk the involved youth to their rooms/dayroom/bench. Even if the youth continues to argue or verbally abuse staff, as long as the youth continues to move toward their room/dayroom/bench, the youth should be encouraged and permitted to do so.
4. After resolution of the minor disturbance, consult the Shift Leader on the appropriate consequence for the involved youth.
5. Notify the Watch Commander of the minor disturbance. The Watch Commander may require officers to complete an Incident Report on the minor disturbance.

13.1.5 Major Disturbances

13.1.5.1 STAFF RESPONSE PROCEDURES

When encountering a major disturbance, staff shall initiate the following procedures:

1. Isolate the disturbance and the youth involved as quickly as possible. Isolation techniques can range from simple verbal commands and officer presence to use of physical force.
2. Establish control of the group by:
 - Placing all youth into the "Cover" position.
 - Proceed at the direction of the Shift Leader if it does not cause any safety and security issues.
3. Call the facility's Control area via staff personal radios, or the facility Stenophone system. Staff reporting a major incident shall report the type and location of the incident a minimum of two (2) times, clearly. For example, "Back-up, Unit /Cottage_" or "O.C., Unit/Cottage_".
4. If Step #2 was not accomplished then after arrival of back-up officers and the Watch Commander, secure uninvolved youth in their rooms/bunks at the direction of the Watch Commander.
5. Establish open lines of communication with the facility's Control area for the purpose of monitoring and relaying information.
6. Following containment and resolution of the crisis, immediately seek medical attention for all involved youth and injured staff.
7. Follow the direction of the Watch Commander regarding any possible removals of the involved youth.
8. When the crisis is contained, begin documentation of the incident in an Incident Report and submit to the Supervisor/Watch Commander.

13.1.5.2 FACILITY'S CONTROL AREA RESPONSE PROCEDURES

The facility's Control area staff shall respond immediately to a call for back-up staff assistance and shall provide the following services:

1. Announce, "Back-up, Unit ___" or "O.C., Unit ___" a minimum of two (2) times over the public address (PA) system or radio.
2. Notify the Watch Commander of the incident, and request supervisor response to the unit/cottage.
3. Maintain an open line of communication with the crisis area for monitoring of the incident.
4. Make note of the time of the disturbance call, and the time of other relevant events. The unit/staff members addressing the crisis may be too involved with addressing the crisis to make note of the times.
5. Suspend all non-emergency communication into the facility's Control area until the disturbance has been resolved.
6. Standby to prepare an alternate area, at the Watch Commander's direction, if the crisis warrants isolation.
7. Secure all youth currently in the facility's Control to alleviate confusion (Note: Do not mix female and male youth).
8. If necessary, suspend all youth and pedestrian traffic from the Control area and near the vicinity of the reported disturbance by announcing, "Hold all traffic..." a minimum of two (2) times over the P.A. system or radio.

13.1.5.3 SUPERVISOR RESPONSE PROCEDURES

The Supervisor/Watch Commander shall respond immediately to a call for additional staff assistance when notified by the facility's Control area as follows:

1. Immediately respond to the reported disturbance area and assume on-site command.
2. Monitor the crisis situation and provide supervision and assistance as needed.
3. Provide direction to responding staff and dismiss unneeded staff.
4. Establish open lines of communication with the facility's Control area for the purpose of monitoring and relaying information.
5. Summon medical staff as needed.
6. Ensure that on-site staff begin documentation of the disturbance.
7. Addendum all reports and forward them to the facility Division Chief or designee.

13.1.6 **Chief Counselor**

13.1.6.1 DEFINITION

A "Chief Counselor" is the code name for an emergency situation that threatens the order and security of a unit/cottage, or school disturbance that is so great in magnitude that control of the unit/cottage and/or safety of the youth and staff are significantly compromised. A Chief Counselor situation requires the assistance of all available IS staff to quell the disturbance. Activation of the Chief Counselor emergency code is authorized whenever staff determines that an on-site disturbance or situation is beyond their immediate control and additional staff assistance is required to quell the disturbance.

Chief Counselors occur when:

- Three or more youth are involved in a fight
- Two or more fights occur simultaneously in a unit/cottage, area or classroom
- A staff member is assaulted by a youth
- There is a panic alarm activation from a classroom/unit and the facility's Control area cannot elicit a response from unit/cottage staff
- Staff determine that a disturbance or situation has escalated beyond their immediate control

13.1.6.2 CHIEF COUNSELOR ACTIVATION

A Chief Counselor may be called by notifying the facility's Control area via staff personal radios, or the facility Stenophone system by pushing the "0" button. Staff reporting a Chief Counselor shall announce the code, "Chief Counselor, Unit/Cottage".

13.1.6.3 CHIEF COUNSELOR PROCEDURES, UNIT/COTTAGE STAFF

When staff encounters an emergency situation where the potential or actual loss of control over youth has occurred, or where the personal safety of staff and/or youth is in jeopardy, the following procedures shall be initiated:

1. Order all youth present to assume the "Cover" position immediately. Begin isolating the disturbance by separating the combatants from the group utilizing the least restrictive use of force option. Proceed at the direction of the Shift Leader.
2. Call the facility's Control area via staff personal radios, or the facility Stenophone system. Staff reporting a Chief Counselor shall report the type and location of the incident a minimum of two (2) times, clearly. For example, "Chief Counselor, Unit/Cottage".
3. After arrival of back-up officers and the Watch Commander, secure uninvolved youth in their rooms at the direction of the Watch Commander.
4. Establish open lines of communication with the facility's Control area for the purpose of monitoring and relaying information.
5. Following containment and resolution of the crisis, immediately seek medical attention for all involved youth and injured staff.
6. Follow the direction of the Watch Commander regarding any possible removals of the involved youth (s). See Section 5 for Disciplinary Removal procedures.
7. When the crisis is contained, begin documentation of the incident in an Incident Report and submit all information to the Supervisor/Watch Commander.

13.1.6.4 FACILITY'S CONTROL AREA CHIEF COUNSELOR PROCEDURES

Upon receiving an emergency alert, the facility's Control area shall adopt the following responsibilities and procedures:

1. Upon receiving notification via radio, Stenophone or Panic Alarm activation, announce, "Chief Counselor (location) __, a minimum of two (2) times in succession over the public address system.
2. Make note of the time of the Chief Counselor call, and the time of other relevant events. The unit/staff members addressing the crisis may be too involved with addressing the crisis to make note of the times.
3. Available facility Control area staff shall immediately respond to the crisis.
4. Secure all youth, in order to clear the area and alleviate confusion. (Note: Do not co-mingle male and female youth).
5. Clear the immediate vicinity of the public.
6. Suspend all routine, non-essential pedestrian traffic from entering the crisis area.
7. Establish open communication lines with the crisis area.
8. Maintain communication with the Watch Commander.

13.1.6.5 OTHER FACILITY STAFF RESPONSIBILITIES

Upon hearing a Chief Counselor security alert, the following response procedures shall be initiated by other facility staff:

1. Secure all youth. The safety and security of the group is the primary consideration of all staff prior to responding to a Chief Counselor emergency.
2. Groups outside shall proceed immediately into the unit/cottage without delay and secure all youth prior to rendering assistance to the crisis area. When securing a group engaging in recreation, do not worry about securing athletic equipment or gear, just form the group and immediately return to the unit/cottage.
3. Provide staff assistance to the crisis area as directed by the Supervisor/Watch Commander, Senior or Shift Leader. Assistance to other units/cottage must not be initiated at the expense of group security.
4. Render assistance to on-site staff by providing, as needed: Medical assistance, physical intervention, aid in securing youth, supervision of youth, escort of youth from the unit, etc.

13.1.6.6 WATCH COMMANDER RESPONSIBILITIES AND RESPONSE

The Supervisor/Watch Commander shall assume the following responsibilities in response to a Chief Counselor emergency alert:

1. Immediately proceed to the crisis area.
2. Unless otherwise directed by the Division Chief, assume on-site command of the crisis area.
3. Provide direction to staff responding to the crisis. Dismiss unneeded personnel.
4. Ensure that an open line of communication is established with the facility's Control area.
5. Summon facility medical staff as necessary.
6. Call for emergency personnel as necessary (i.e., ambulance, police, fire department, etc.).
7. Post staff outside the facility to direct emergency vehicles to the crisis area (if called).
8. Ensure documentation of the crisis incident by all involved staff.
9. Direct the facility's Control area personnel to clear the Chief Counselor when appropriate.
10. Addendum all reports, noting recommendations for corrective action to be taken, and forward all reports to the Facility Division Chief and/or designee.

13.1.6.7 CLEAR THE CHIEF COUNSELOR ALERT

The facility's Control area staff shall clear a Chief Counselor alert only after receiving instructions to do so from the Unit Supervisor/Watch Commander. To clear the Chief Counselor alert, Control staff shall announce, "All Clear Chief Counselor", a minimum of two (2) times in succession over the public address system.

13.1.7 Riots

13.1.7.1 INTRODUCTION

A riot situation occurs when control over part of the facility (i.e., a unit/cottage), or all of the facility, has been or is in imminent danger of being lost. This stage has been reached when:

- Sufficient staff are not available to control or restrain youth engaging in riotous behavior.
- Serious violence against persons has occurred and more is threatened, and/or hostages have been taken.
- Youth on a large scale, refuse to follow staff directives and orders.
- Extensive property damage has resulted despite staff's preventative efforts.

13.1.7.2 STAFF RESPONSIBILITIES

In a facility riot, staff responsibility is to protect the safety and security of youth and staff. Secondary responsibility is to protect the security of facility property.

13.1.7.3 CONTROLLING AUTHORITY

In a riot situation, the on-site controlling authority shall be the Division Chief, or their designee. In their absence, the Watch Commander shall assume on-site authority over the crisis.

13.1.7.4 STAFF PROCEDURES

All staff members in the immediate vicinity of the riot situation shall, at the direction of the senior officer in charge, initiate the following steps and precautions:

1. Activate the Chief Counselor alert system.
2. Isolate youth involved in the riot situation to contain the situation in the immediate area, and to contain persons already involved (O.C. spray may be a use of force option to consider).
3. Move all non-involved youth from the riot area to other units/cottages or to areas where relative safety and control may be exercised. Relocation areas optimally should minimize both verbal and visual contact with rioters.
4. Clear the riot area of all non-essential personnel, including visiting professionals and members of the public.
5. Seal off the riot area from all non-essential and routine pedestrian traffic.
6. Notify and advise the designated controlling authority, (i.e., Division Chief), the Supervisor/Watch Commander and the facility's Control area of the situation as soon as possible.
7. When the situation permits, isolate the agitators and remove them to a secure area as designated by the Supervisor/Watch Commander, where contact with other youth is minimal.

13.1.7.5 FACILITY'S CONTROL AREA RESPONSE

The facility's Control area shall initially serve as the communication / control center for directing all activities related to the riot. The following responsibilities and procedures shall be initiated:

1. Provide and dispatch immediate staff response to the riot site. Control area staff shall carry Chief Counselor bag with them including large O.C. canisters, extra cuffs, etc. These staff shall assist in securing the area as directed by the on-site officer in charge.
2. Ensure that the Facility Watch Commander and Division Chief are promptly notified.
3. Ensure that all Shift Leaders are advised of the situation. Instruct them to begin unit/cottage lockdown procedures and to standby to render assistance if needed.
4. Make note of the time of the disturbance call, and the time of other relevant events. The unit/staff members addressing the crisis may be too involved with addressing the crisis to make note of the times.
5. Seal off the riot area from routine pedestrian traffic and clear the public from the immediate vicinity by directing them to the lobby.
6. Secure all youth in the immediate vicinity into the facility's Control area holding rooms. (Note: Do not mix male and female youth).
7. Clear and suspend all non-emergency communication into the facility's Control area.
8. Contact local Law Enforcement and inform them of the event.
9. Contact facility medical personnel to stand by or respond to the riot site, if injuries have been sustained.
10. At the direction of the Watch Commander, contact outside emergency personnel to respond to the facility to render medical assistance if injuries are numerous and or of a serious nature.

13.1.7.6 OTHER UNIT/COTTAGE STAFF RESPONSIBILITIES, RESPONSE AND PROCEDURES

All units/cottages and staff who are not directly involved with the riot site shall assume the following responsibilities and procedures upon notification of a riot situation.

1. Return to unit/cottage if outside, secure all youth and conduct a count, reporting anyone missing to the facility's Control area.
2. Provide staff assistance to the riot site as directed by the Supervisor/Watch Commander or Shift Leader. Do not initiate assistance to the riot site at the expense of maintaining order and security of your group.
3. Render assistance as needed or directed by the Watch Commander/Supervisor. staff at the riot site by providing services such as,
 - First Aid
 - Physical intervention
 - Securing youth
 - Supervision of youth
 - Escorting youth to detention areas
 - Providing communication services to the designated control area
 - Fire containment/suppression

13.1.7.7 CONTROLLING AUTHORITY RESPONSIBILITIES/ RESPONSE PROCEDURES

In a situation of riot or mass disobedience, the Facility Division Chief or designee shall assume the role of controlling authority over the riot situation and initiate the following response procedures, as required:

1. Assign responsibility for the administration of routine facility functions during the riot situation to a designee.
2. End visiting and other facility activities involving the public and ensure all members of the public have been escorted from the facility.
3. Provide for staffing, as needed, to handle all phases of the riot situation. Maintain an on-going log of all activity. Require all on-site staff to remain beyond the completion of their assigned shift as needed. Call off-duty staff back to the facility and to duty as needed. Note: it is imperative that enough staff are on-site to do everything that is needed to resolve the emergency in as safe a manner as possible.
4. Set up or designate safe areas where all non-involved youth can assemble (especially if part of the facility is lost to riot). Conduct a formal count of the youth in the designated safe areas. Maintain staff in each designated safe area to maintain security and control.
5. Designate a detention area for temporary housing of all agitators brought under control and removed from the riot.
6. Direct the facility's Control area or other staff to call for paramedic and ambulance services to respond to the situation if injuries have occurred, the potential for injury is imminent or probable, and beyond the capabilities of the medical clinic to administer aid.
7. Notify the Chief Probation Officer, Assistant Chief Probation Officer and Deputy Chief Probation Officer of Institutional Services of the situation as soon as possible.
8. Contact the appropriate Law Enforcement Agency (i.e., San Diego Police Department, San Diego Sheriff's Department) and Fire Department, if needed. Designate and/or set up a command center for law enforcement and Fire/EMS staff to stand by until given formal control over the facility. Probation staff shall maintain control over the facility and the emergency situation until such time as the controlling authority relinquishes control of the facility to law enforcement personnel. The decision to release control of the facility shall be based on the safety and security needs of the youth and facility staff.
9. Direct all media inquiries to the office of the Chief Probation Officer or the communications officer.
10. Set up a control area for all communications (i.e., facility's Control area or Administration/Reception Office). Also, establish an alternate site outside the facility for communications. If control over the facility's Command Center or the Administration/Reception Office is lost, communication can be maintained via radio.
11. Evacuate the facility if necessary and ensure that proper steps are taken to secure facility keys, office files, medical supplies, medications and security equipment.
12. Contact the Building Maintenance Supervisor to stand by and have all information relative to the operation of the facility (i.e., blueprints of rooms, electric and general building construction, etc.) available if needed.

13. Coordinate the documentation and reporting of the incident in an Incident Report to be filed with the Deputy Chief Probation Officer of Institutional Services by 7:30am the work day following the incident.
14. Collect and preserve all evidence acquired from the riot site.

13.1.7.8 PROCEDURES AFTER RE-ESTABLISHING CONTROL

After control of the riot has been established, the following actions shall occur:

1. Conduct a formal count and account for all youth.
2. Provide first aid and hospital transportation, if needed.
3. Obtain the names, badge numbers and agency names for all persons providing back-up assistance.
4. Preserve any fire scenes until arson investigators arrive by establishing security at the fire location.
5. Have each involved staff member write an Incident Report detailing the incident.
6. San Diego Police Department/San Diego Sheriff's Department may arrest and cite all involved youth for serious/major riots.
7. Injury and accident reports shall be initiated, as needed.
8. The Division Chief shall request that the Building Maintenance Supervisor to review structural damage to the facility and prepare a cost estimate for repairs.
9. The Division Chief shall prepare a summary of the incident, compiled from the submitted staff reports.
10. The Division Chief shall refer the incident to the District Attorney's office and request prosecution of all participating youth.
11. The Division Chief shall contact additional staff to report for duty as needed, until tensions have been sufficiently reduced, to begin normal operation of the building.
12. The Division Chief shall inform the Board of State and Community Corrections (BSCC), in writing, of any temporary suspension of Title 15 standards that extend beyond three (3) days in length, pursuant to Title 15, Section 1311 (See Manual Section 1.1.3).
13. The Division Chief shall notify the Probation Officer's Association and Supervising Probation Officer's Association.

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| San Diego County Probation Department Institutional Services Policies | <u>SUBJECT:</u> Medical Emergencies <u>SECTION:</u> 13.2 <u>AUTHORITY:</u> Article 3; Sections 1323, 1325-1327, 1362, 1411, 1412 and 1433; Title 15 CFMG IMQ Standard #J-301E |
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13.2 Medical Emergencies

13.2.1 POLICY

“Medical Emergency” is the code for designating a serious injury or medical condition that is life threatening.

In all instances, the preservation of life shall supersede all other concerns. A Medical Emergency must be announced when there is a potential life-threatening injury, accident or illness or a medical situation that is beyond the control of institutional staff.

Refer to Section 8.4 - Health Services (Medical Emergencies) for more information on this topic.

13.2.2 EXAMPLES

Medical Emergencies may include, but are not limited to, the following examples:

- Respiratory distress due to aspiration, strangulation or hanging.
- Seizures of any type (i.e., epileptic, etc.)
- Shock due to diabetes, insulin, anaphylactic, etc.
- Severe bleeding
- Spinal injuries
- Serious head or facial injuries
- Vomiting blood
- Incoherent Speech and/or bizarre behavior, with indication of head injury
- Cardiac arrest
- Persistent vomiting with indication of dehydration
- Unconsciousness or a coma
- Suicide attempts
- Death of a youth or staff

13.2.3 SWORN STAFF REQUIRED TO RENDER FIRST AID

The objective of any first aid measure is to prevent further injury, and to save a life. All sworn probation staff assigned to Institutional Services (IS), which provide care, custody and control of youth are required to administer First Aid, CPR and AED at the scene of a medical emergency during the course of their duties. Staff shall continue providing these services until relieved by qualified medical personnel.

13.2.4 NON-SWORN STAFF MAY CHOOSE TO ADMINISTER FIRST AID

All other probation staff that have been trained in First Aid, CPR and AED may choose to administer First Aid, CPR and AED at the scene of a medical emergency during the course of their duties.

13.2.5 Automated External Defibrillators (AED)

13.2.5.1 AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

Automated External Defibrillators (AEDs) have proven to be simple to operate, accurate in their diagnosis of shockable heart rhythms, and easier to learn than Cardio-Pulmonary Resuscitation (CPR). The use of an AED does not require a significant understanding of medical knowledge. However, CPR and AED training must be completed prior to using an AED.

13.2.5.2 LOCATION OF AEDS

All juvenile facilities have AEDs. All staff must know the immediate locations of the AEDs in their worksite. The AED must be taken to any Medical Emergency alert by responding facility Control area staff or the Watch Commander's designee. (see Section 13.2.2).

13.2.5.3 USE OF AEDS

If the victim has no pulse, staff shall:

1. Immediately begin CPR.
2. AEDs are to be used in conjunction with CPR.
3. To employ the AED, open the front cover of the device and follow the audio and written instructions for its use.
4. Continue with CPR until relieved by qualified medical personnel or until you can no longer perform CPR.

13.2.5.4 CONTENTS OF AED

Each AED location will have the following inventory:

1. One AED
2. Two Pairs of Defibrillation Electrodes
3. One Installed Five-Year Lithium battery
4. One Installed Rescue Data Card
5. One Soft-Sided Carrying Case
6. One Face Mask
7. One Razor
8. One Pair of Trauma Shears
9. Two Sets of Gloves
10. Gauze Pads

13.2.5.5 AED MAINTENANCE

The AED conducts an automatic self-check daily and will sound an alarm if there is a problem. However, there is additional maintenance that must occur in order to be in compliance with Section 1714.21 of the Civil Code and to ensure the AED will be properly working when needed.

- Each AED has a green light, which will be illuminated if working properly. If the green light is not illuminated, the manufacturer, Cardiac Science 800-667-3541, should be contacted immediately.
- A designated staff shall check each AED for readiness monthly, if the AED has not been used, and after each use. Records of these checks shall be maintained with each device (See Section 1.6).

13.2.6 Staff Response Procedures

13.2.6.1 MEDICAL EMERGENCY ACTIVATION

When faced with a Medical Emergency, staff shall immediately call for assistance by announcing "Medical Emergency, Unit/Cottage___" a minimum of two (2) times over their personal radio or the Stenophone. All Medical Emergency alerts are to be directed to the facility's Control area for announcement over the facilities public address system. In the event that a Medical Emergency occurs outside the confines of the building, the call for assistance shall be relayed via radio to the facility's Control area who shall announce a "Medical Emergency, Area ___."

13.2.6.2 STAFF PROCEDURES

When a Medical Emergency is announced, staff in the unit/cottage where the emergency is occurring shall assume the following responsibilities:

1. Communicate the "Medical Emergency" condition and location to co-workers.
2. Ensure that a "Medical Emergency" alert and location is communicated to the facility's Control area and announced over the public address system.
3. Provide immediate first aid, as needed.
4. If the victim has no heartbeat, employ the Automated External Defibrillator (AED) according to the instructions printed on the device and call 911.
5. Clear crisis area of all observers or persons with no professional responsibilities or need for further assistance.
6. Clear the area of all youth and seal the area off from all pedestrian traffic.
7. Clear all communication lines of non-emergency related calls until resolution of crisis has been achieved.
8. Document the incident on an Incident Report and submit it to the Watch Commander, prior to officially departing the shift, absent authorization from the Watch commander. The officer discovering or handling the medical emergency shall be responsible for documenting the details of the medical emergency, unless otherwise directed by the unit Shift Leader or Watch Commander.

13.2.6.3 FACILITY'S CONTROL AREA PROCEDURES

Upon receiving a Medical Emergency call, the facility's Control area staff shall initiate the following procedures:

1. Immediately announce "Medical Emergency, Unit/Cottage/Area___, the time is ___" a minimum of two (2) times in succession over the public address system.
2. Make note of the time of the Medical Emergency call, and the time of other relevant events. The unit/staff members addressing the crisis may be too involved with addressing the crisis to make note of the times.
3. Provide and direct staff response and assistance to the crisis area.
4. Bring or ensure staff bring resuscitation equipment, including the Automated External Defibrillator (AED) and oxygen tanks (green bag, if available), to the crisis area.
5. Clear non-emergency communication until resolution of the Medical Emergency.
6. Suspend all activity and access of the public, youth and staff from the crisis area. The facility's Control area will announce a "Hold all traffic" a minimum of two (2) times in succession over the public address system.
7. Provide announcement over the public address system to suspend all non-emergency communication from outlying units/cottages into the facility's Control area.
8. When directed by the Watch Commander to clear the Medical Emergency, the facility's Control area shall announce "Medical Emergency, All Clear" a minimum of two (2) times in succession over the public address system.

13.2.6.4 WATCH COMMANDER PROCEDURES

Upon receiving notification of a Medical Emergency, the Facility Watch Commander shall assume the following responsibilities:

1. Respond immediately to the crisis area and assume authority over the crisis scene and all non-medical decisions/duties.
2. Maintain continuous communication with the facility's Control area.
3. Have medical staff evaluate their need for additional assistance. Ensure that necessary emergency medical assistance (i.e., paramedics, ambulance, fire department, etc.) has been called for if transportation or medical assistance is beyond that provided by the clinic.
4. Assign staff to open the necessary perimeter gates for emergency vehicle access and post staff outside the facility to direct emergency vehicles to the crisis area as needed.
5. Assign a staff member to accompany an individual being transported to the hospital. Ensure safety and security of youth (See Section 5 - Hospital Guard Duty).
6. Direct the facility's Control area to announce "Medical Emergency, All Clear" when the Medical Emergency has been resolved.
7. Designate staff to investigate the incident, including a visual inspection of the crisis location and ensure that incident reports are submitted by all involved staff, prior to officially departing their shift.
8. Notify the Division Chief or designee of the facts surrounding the Medical Emergency at the earliest possible opportunity.
9. If the youth was transported to a hospital, notify the youth's casework Probation Officer as soon as possible.

13.2.6.5 SUMMONING AN AMBULANCE

In the event of a severe injury, accident or illness, where on-site medical staff requested assistance from outside medical personnel, the Watch Commander or their designee shall invoke the following procedures:

1. After medical staff have evaluated the medical emergency and requested outside medical assistance, call 911 and report the emergency. Provide your name, location, telephone number, a brief description of the problem and request immediate dispatch of an ambulance or paramedic unit.
2. If the youth is transported to the hospital, assign a staff member to the hospital to serve as a liaison between the hospital and the facility. Instruct staff to telephone the facility upon arrival at the hospital. Ensure safety and security of the youth. (See Section 5 - Hospital Guard Duty).
3. Notify the Division Chief and the youth's Probation Officer at the earliest possible time.
4. Contact the youth's parents and inform them of the situation.
5. Document actions taken in an Incident Report.
6. Contact the Chief Probation Officer, Assistant Chief Probation Officer, Deputy Chief Probation Officer of Institutional Services, and the Division Chief at the earliest possible opportunity in situations of death or serious injury (See Sections 4.1.2 and 8.12). Ensure that an Incident Report and other appropriate documents are immediately forwarded to the Deputy Chief Probation Officer. Such documentation shall be received by the DCPO no later than 7:30am of the following workday.

13.2.7 Medical Staff Responsibilities

13.2.7.1 RESPONSIBILITIES

The Facility medical clinic shall provide the following response to the Medical Emergency alert:

1. Respond immediately to the area of the Medical Emergency.
2. Provide on-site assessment of the Medical Emergency.
3. Assume authority over medical aspects of the emergency and direct Facility staff with respect to additional medical needs and assistance.
4. Determine the need for emergency services, such as paramedics or an ambulance service and notify the Watch Commander or on-site authority to make arrangements to transport the youth to the County Medical Center or nearest hospital as appropriated.
5. Document the medical care provided in the crisis situation and addendum all reports sent to the Facility Division Chief.
6. If necessary, contact the on-call physician or psychiatrist, pursuant to California Forensic Medical Group (CFMG) policy.

13.2.7.2 DISASTER POLICY FOR HEALTH SERVICES

The facility Division Chief and the health authority shall approve the health aspects of the facility's disaster plan. The primary role of the health services staff in a disaster response is to triage, render first aid, initiate resuscitation of critically injured individuals, and direct/coordinate off-site medical referrals. The senior health services staff member present (i.e. program manager or nurse on duty) under the general supervision of the medical director, and in collaboration with the probation staff in charge of the facility, will assume leadership responsibility for the health services response in time of a natural or man-made disaster affecting the San Diego County Probation Department's facilities. The disaster response plan will be reviewed annually.

13.2.7.3 DISASTER DEFINED

Any natural (e.g. earthquake, flood, fire, etc.) or man-made (e.g. riot, arson, bombs) event, internal or external to the facility, where there are multiple casualties of such a degree that immediate medical attention is required to prevent death or permanent disability.

13.2.7.4 DISASTER TRIAGE PROCEDURES

- Casualties will be taken to a central casualty collection point where triage will take place for classification of priority of treatment.
- All nursing and clinician staff shall immediately report to the casualty collection point. Further assignments, (i.e., triage, immediate first aid team, casualty loading, patient monitoring, and coordination of ambulance transfers), will be made by the team leader based on the situation and available health services personnel.
- Each facility shall have a designated area which will serve as the casualty collection point and triage area, unless deemed to be unsafe, in which case a location will be mutually determined by health services and Probation. The casualty collection point may vary with the nature and location of the disaster. Convenient access by ambulance should be considered when determining the location.
- The program manager, assistant program manager, or the RN charge nurse (if the program manager is not present), will report to the facility staff in charge of the situation, determine if 911 has been called and determine the need/extent of call back of the health services staff.
- The triage person or team will consist of an RN and/or LVN and/or MD depending on the availability of personnel. Casualties will be examined and sorted into categories denoting priority for care. Under the general supervision of the responsible physician, the program manager or RN must be in charge of the triage team if they are in the facility.
- Casualties requiring immediate stabilization will be referred to the immediate treatment team (available RN, LVN, and Probation Department staff) in the triage area prior to movement to the casualty loading area. Probation staff will be relied upon to assist with triage and stabilization through basic first aid, under the

direction of the nurse on duty.

- The triage team leader (program manager, assistant program manager or RN/LVN) will coordinate with Probation Department staff to assist in transfers to an off-site treatment facility as necessary. Casualties will be stabilized and moved to an ambulance loading area.
- Equipment shall be brought to the triage area from the medical office:
 - First aid/triage bag, extra dressings, flashlight, triage tags and marking pens
 - Oxygen tank with mask
 - Emergency drug box
 - Blood pressure cuffs
 - Stethoscopes
- The program manager or assistant program manager will be notified by the charge nurse, if not in the facility.
- Health services personnel, if available, shall be assigned to an ambulance loading area to dispatch the most severely injured to an off-site medical treatment facility for further treatment. The assigned health services staff shall monitor and provide necessary first aid until the casualty's care/treatment is assumed by the ambulance staff.
- At the conclusion of the disaster, the LVN or charge nurse on duty, or individual designated by the triage leader, shall have the responsibility of notifying health services personnel to return to duty at the direction of the Triage Leader.

13.2.7.5 METHOD OF SORTING AND TAGGING CASUALTIES

Triage tags will be used. If not immediately available, individuals will be triaged by marking the number priority on their forehead (when possible) with a red marking pen, or any other available manner of marking. Levels of priority may change based on the disaster and the accessibility of care.

13.2.7.6 PRIORITIZATION OF INJURIES AND TREATMENT DURING DISASTERS

The following are classification guidelines of injury and prioritization of treatment of casualties during a disaster:

Categories of Triage:

- **First Priority:** Individuals requiring immediate lifesaving treatment. Write #1 on tag or on their forehead.
 - Sucking chest wounds
 - Tension pneumothorax
 - Maxillofacial wounds in which asphyxia is present or impending
 - Any hemorrhaging wound or a bleeding requiring pressure.
 - Shock
- **Second Priority:** Individuals requiring early treatment or surgery may wait a short period of time for care. Tag or mark forehead with #2 in red.
 - Visceral injuries, any severe or penetrating wounds to an organ system.
 - Vascular injuries requiring repair; all injuries requiring use of a tourniquet.
 - Closed cerebral injuries with an increasing loss of consciousness.
- **Third Priority:** Individuals may be ambulatory; require surgery or further care which may be delayed an hour or more. Tag or write on forehead #3 in red.
 - Maxillofacial injuries without asphyxia
 - Injuries to the eyes
 - Uncomplicated fractures or dislocations
 - Soft tissue wounds
- **Last Priority:** Death imminent or dead

After initial sorting and tagging is completed, the triage team will re-evaluate patients (including those in casualty loading area) for a change of status:

- Shock
- Consciousness
- Patency of airway

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| San Diego County Probation Department Institutional Services Policies | <u>SUBJECT:</u> Escape Procedures <u>SECTION:</u> 13.3 <u>AUTHORITY:</u> Article 3; Sections 1323, and 1325-1327, Title 15 |
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13.3 Escape Procedures

13.3.1 OVERVIEW

In the event of an escape attempt, or an actual escape of a youth, the following procedures shall be initiated by facility staff as dictated by their proximity to the escape situation.

13.3.2 ESCAPE DEFINED

An escape is defined as a youth leaving, or attempting to leave, a Probation juvenile facility without authorization. An escape is also defined as a youth leaving, or attempting to leave, the custody of transporting officers or officers on hospital guard duty.

13.3.3 ESCAPE IN PROGRESS (“CODE SIX”) DEFINED

An "ESCAPE IN PROGRESS" (CODE SIX) is defined as an officer's direct visual observation of a youth attempting to escape from the facility.

13.3.4 NOTIFICATIONS

Notify the Chief Probation Officer, Assistant Chief Probation Officer, Deputy Chief Probation Officer of Institutional Services (IS), and the Public Affairs officer immediately. This will be accomplished by the SPO calling and emailing the Division Chiefs the youth's name, summary of escape, youth's prior and present record, and youth's recent behavior at the facility for the community and staff's safety.

13.3.5 Escape in Progress (CODE SIX) – “Line of Sight” Staff Procedures

13.3.5.1 IMMEDIATE ACTIONS

A CODE SIX alert is the facility designated emergency code for an ESCAPE IN PROGRESS. CODE SIX is to be utilized when it has been determined by staff that a youth is in the process of fleeing the immediate vicinity and is in line of sight. Any staff member witnessing or learning of an escape at, or inside, a facility shall immediately report it to the facility's Control area and the Watch Commander and request that a CODE SIX alert be broadcast throughout the facility.

Staff in the immediate proximity of an escape attempt shall ensure the following actions are taken at the time of the escape:

1. Alert pertinent facility staff (i.e., facility's Control area, Watch Commander, etc.) of the emergency situation.
2. Provide adequate supervision and control for youth in the immediate vicinity of the escape attempt.
3. At the direction of the senior officer on scene, a minimum of two staff shall initiate pursuit of the fleeing youth engaged in an ESCAPE IN PROGRESS (CODE SIX) who is in line of sight. As possible, a third staff shall obtain the unit Escape Equipment Bag and assist in pursuit.

13.3.5.2 WATCH COMMANDER IN CHARGE

The Watch Commander or their designee shall immediately call Station M/Probation Dispatch via 800 MHz radio to report an escape. Use of the 800 MHz radio in place of a telephone call will result in faster notification/response for all surrounding agencies, but Probation Dispatch is staffed from 7:00 AM. to 11:00 PM only. The caller should identify themselves by name and title and provide their current location/address/facility name.

13.3.5.3 OBTAINING ASSISTANCE FROM LOCAL LAW ENFORCEMENT

The caller must request assistance from local law enforcement to search for the subject.

Reference the PCMS Facesheet for the escapee(s), if available, and provide a brief description of the subject as follows; if no Facesheet(s) is available, provide whatever information is known, as follows:

- Escapee's name:
- Date of birth:
- Sex:
- Race:
- Age:
- Hair color:
- Eye color:
- Height:
- Weight:
- Clothing description (what color pants/shorts & what color shirt/jacket):
- Direction of travel – north, south, east or west from the facility:
- Location where the escapee was last seen:
- Brief summary the subject's prior offenses, especially any history of violence.
- Scars, marks or tattoos.

If IS staff are searching for the suspect, advise the dispatcher of this and provide their County vehicle description(s) if vehicles are being used in the pursuit. Have all searching IS staff use an 800 MHz radio set to Probation Dispatch.

If IS staff are actively pursuing the escapee, meaning they can see the escapee and are following/watching them, they must advise dispatch of this information. Staff in active pursuit should provide updates on the escapee's location and direction of travel continuously while they can still see the escapee, especially noting any changes in direction of travel. If they successfully apprehend the escapee, they must advise dispatch of this immediately. If they lose sight of the escapee, report to dispatch the last location the escapee was seen and the last known direction of travel.

When calling to report the escape via 800 MHz radio, be sure to request that police officers or deputies respond to the area to look for the subject immediately AND ask that a County-wide "Be on the Lookout" or BOL be broadcast immediately with the information. If the escape radio call (or 911 call) is delayed more than a few minutes and there is no known direction of travel or officers are not actively pursuing the subject, a dispatcher may not assign an officer or deputy to look for the escapee. Again, be sure to request that officers/deputies respond to the area to look for the subject unless the escape occurred more than 8 hours earlier.

If the escape occurs after 11:00 p.m. and before 7:00 a.m., or no 800 MHz radios are available for the officer reporting the escapee, the reporting officer can call 911 from any phone, preferably a land line when the choice is immediately available, to report the same information outlined above in Sections 1, 2, 3 and 4. Calling to report the escape immediately is critical.

Immediately after reporting the escape to Probation Dispatch (or reporting it via 911), EMJDF and Camp Barrett facilities only are to call the Border Patrol Tactical Communications Center (TCC) in their area to request notice to agents working in the area (619-498-9900); provide the same information outlined above in Section 1 & Section 2.

The Border Patrol Tactical Communications Center (TCC) may refer the caller to a closer Border Patrol Station; be prepared to call that second number and provide the same information outlined above in Section 1, 2, 3 & 4.

Immediately after the escape is reported via 800 MHz radio (or via 911), the Watch Commander must call the Supervising Probation Officer of the Community Response Team and the Fugitive Task Force Officer via cell phone at 619-454-8730. Then call the Fugitive Task Force Officer via cell phone at 858-967-8986. If the Watch Commander is unsuccessful in reaching both of these staff members, they must call the Senior Probation Officer in the Community Response Team via cell phone at 858-583-9557. Provide these personnel with the same information as outlined in sections

13.3.5.4 NO PURSUIT

Under no circumstances shall staff pursue a youth outside of the facility unless authorized by the Watch Commander. While in pursuit of a youth attempting to escape within the surrounding areas officers shall continuously identify themselves stating, "STOP! PROBATION OFFICER!" When line of sight is lost and it unlikely to be regained, the immediate pursuit shall be terminated, and the staff shall await further direction from the Watch Commander. The Watch Commander shall make the decision to continue the pursuit based on line of sight, outside conditions and identification of the youth's background (Court status, charges, level of danger to the community.) Generally, the Watch Commander will deploy additional search teams to specific designated areas, which may include the facility roof, designed to contain an escapee's movement and likely result in apprehension.

13.3.5.5 NO PUBLIC ASSISTANCE

At no time will members of the community be solicited to render assistance in the pursuit or apprehension of an escaped youth.

13.3.5.6 MAINTAIN GROUP CONTROL AND SECURITY

Maintaining group control and supervision in an escape situation are the primary responsibilities for all on-site officers. The most senior officer in charge shall remain in control of the youth group and provide direction to subordinate staff. Pursuit of the escapee shall not be initiated at the expense of the control and security of the larger group. Once officers arrive to assist in securing the group, as deployed by the Watch Commander, or sufficient staff are immediately present to ensure group control, two designated officers will begin pursuit of the escapee.

After gaining initial control of the group, a formal count shall be initiated and the group returned to the unit.

13.3.5.7 ESCAPEE'S BELONGINGS

Assign a staff to immediately collect any and all personal possessions, such as papers and letters, left behind by the escapee and bring these possessions to the Watch Commander's Office. The Watch Commander shall assign a staff, if available, to immediately review these possessions to determine if there was a plan or destination in the escape. Relay any updates to dispatch, responding probation or law enforcement personnel, as appropriate. Have the assigned staff collect all names, addresses and telephone numbers of relatives and associates identified in the escapee's personal possessions. This information will be extremely helpful if the escapee is not apprehended during their escape/flight from the facility and/or officers and this information will aid in the escape investigation. Preserve this material in a secure location labeled with the date, time, youth's name and ID number.

13.3.5.8 IF ESCAPEE IS LOCATED

If an escapee is located and apprehended, immediately notify all agencies/personnel who were informed of the escape by IS staff, including Probation Dispatch, Border Patrol (if previously notified), the Supervisor (or Senior Probation Officer) for the Community Response Team and the Fugitive Task Force Probation Officer.

When IS staff have terminated their search for the youth, the escapee is located and arrested inside or outside the facility, assume responsibility for ordering the CODE SIX alert to be cleared by the facility's Control area. The Control area shall then announce, "CODE SIX, ALL CLEAR" two (2) times in succession over the public address system.

13.3.5.9 FIRST AID TO INJURED ESCAPEES

Administering first aid to youth injured in escape attempts, and obtaining additional medical attention as soon as possible, shall be the responsibility of the apprehending officer(s).

13.3.5.10 DOCUMENTATION OF ESCAPE

Ensure documentation of the escape is completed by the senior officer on duty in the housing unit/cottage at the time of the escape. Ensure that all officers who responded to the escape also write an Incident Reports on their role in the incident. The reports shall contain complete details of the escape and the actions of each staff member following the escape.

The senior officer on duty in the housing unit/cottage at the time of the escape must also ensure that witnesses, including fellow youth, are interviewed separately from one another about the escapee; questioning should include whether they knew about the escapee's plan to escape in advance, any possible reason for the escape as well as any possible destination. The senior officer should also attempt to identify if the escapee had made any telephone calls (and to whom) within the last 48 hours and if the escapee had written any correspondence (and to whom). This information will be documented in the Escape Report and, if deemed useful in the search for the escapee, immediately provided to the Watch Commander who will forward this to searching agencies personally, or via their designee.

Review and addenda all Escape Reports (see sample blank form in Appendix A, page A-24 and instructions in Section 4.4.10) and ensure they contain the following information:

- Youth's name, age, DOB, race and sex
- Youth's height and weight
- Youth's color of eyes and hair
- Youth's general and physical description
- Youth's clothing worn at time of escape
- Youth's home address and names of parent/legal guardian
- Youth's state and/or County of Birth
- Nationality if other than a US citizen
- Any distinguishing marks or scars
- Direction in which escapee fled
- Offense for which youth is being detained

13.3.6 Escape in Progress (CODE SIX) – Responding Staff Procedures

13.3.6.1 FACILITY’S CONTROL AREA PROCEDURES

The facility’s Control area shall initially serve as the communication center for the coordination of staff response to an escape attempt. Upon notification of an ESCAPE IN PROGRESS (CODE SIX), the facility’s Control area shall assume the following responsibilities:

1. Announce over the facility public address system a CODE SIX alert, using the following format: "CODE SIX, LOCATION)." Repeat a minimum of two (2) times in succession.
2. Notify the Watch Commander promptly of the escape situation and provide available information regarding the escape (i.e., the name of the escapee, the area of escape, etc.).
3. Make note of the time of the Code Six call, and the time of other relevant events. The unit/staff members addressing the escape may be too involved with addressing the crisis to make note of the exact time.
4. Clear all non-emergency communication from the facility’s Control area radio and initiate checklist notification, providing the location of the escape, the gender of the escapee and any other pertinent information available on the escapees that would assist in identification.
5. Secure all youth who are currently in the facility’s Control Area, into available holding rooms. (Note: Male and female youth shall be secured in separate areas).
6. Under the direction of the Watch Commander, two (2) staff shall be immediately dispatched with a prepared Escape Equipment Bag to the area of escape, to assist in search efforts. Staff shall remain in contact with the facility’s Control area via radio to provide pertinent information regarding the search efforts. Additional two person foot or vehicle search teams will be dispatched at the discretion of the Watch Commander.

13.3.6.2 UNINVOLVED UNIT/COTTAGE PROCEDURES

Upon hearing a CODE SIX announcement, units/cottages not directly involved in the escape situation shall assume the following responsibilities:

1. Provide staff response to the facility’s Control area, unless otherwise directed by the Watch Commander. Those staff shall provide assistance in the pursuit of or search for an escapee. Control and security of a unit/dorm's group must not be jeopardized.
2. If outdoors at recreation, assemble youth in an organized and controlled manner, and return them to their units/cottages where they must remain until the CODE SIX alert has been cleared. Upon return to the unit/cottage, staff must place all youth in their rooms and provide assistance in the search process as directed by the Watch Commander or their authorized designee.

13.3.7 Successful Escapes

13.3.7.1 WATCH COMMANDER RESPONSIBILITIES

A successful escape by a youth necessitates that the Watch Commander perform the following duties:

1. When it becomes clear that pursuit of the escaping youth has not been successful, assume responsibility for ordering the CODE SIX alert to be cleared by the facility's Control area. The Control area must then announce, "CODE SIX, ALL CLEAR" two (2) times in succession over the public address system.
2. Obtain a count of the facility.
3. Ensure documentation of the escape is completed by the senior officer on duty in the housing unit/cottage at the time of the escape. Ensure that all officers who responded to the escape also write Incident Reports on their role in the event. The reports must contain complete details of the escape and the actions of each staff member following the escape.
4. Review and addenda all Escape Reports (see sample blank form in Appendix A, page A-24 and instructions in Section 4.4.10) and ensure they contain the following information:
 - Youth's name, age, DOB, race and sex
 - Youth's height and weight
 - Youth's color of eyes and hair
 - Youth's general and physical description
 - Youth's clothing worn at time of escape
 - Youth's home address and names of parent/legal guardian
 - Youth's state and/or County of Birth
 - Nationality if other than a US citizen
 - Any distinguishing marks or scars
 - Direction in which escapee fled
 - Offense for which youth is being detained
5. Notify Law Enforcement via 800MHz radio to call in.
6. Notify the appropriate Law Enforcement Agency (i.e., San Diego Police Department by calling (619) 531-2000 or San Diego Sheriff's Department by call (619) 478-5378), the Supervisor of the Community Response Team (619-454-8730) and the Fugitive Task Force Officer (858-967-8986). Relay the demographic information listed above.
7. Notify the law enforcement agency responsible for the area where the youth lives. Relay the demographic information listed above.
8. Contact the Detention Control Unit (DCU) and place the youth on the "Hot Sheet".
9. Notify the following:
 - Facility Division Chief or designee
 - Escapee's casework Probation Officer (at the first opportunity of their working hours). The Escape Report is to be hand delivered or faxed the next working day, or as soon as possible if the escape occurs during work hours
 - Deputy Chief Probation Officer of Institutional Services, Assistant Chief Probation Officer, and the Chief Probation Officer
 - Escapee's Probation Officer if a Division of Juvenile Justice (DJJ) parolee
 - Escapee's parents or legal guardians. Remind them of their legal obligation to contact the Probation Department and/or their local law enforcement agency if the youth returns home.
10. All documents must be forwarded to the Facility Division Chief. If the matter is likely to be media sensitive, ensure that all appropriate documentation is forwarded to the Deputy Chief Probation Officer by 7:30am of the following workday.
11. Instruct the designated staff(s) to make adjustments in their official count of the youth population.
12. Secure the personal property of the escapee from their unit/cottage and place it in their property bag. After a thirty (30) day period passes without the escapee being apprehended and returned to the facility, a letter must be sent to the escapee's parents or legal guardian requesting they appear and take receipt of the escapee's property.

13.3.8 Emergency Fence Extraction (CODE RED)

13.3.8.1 AFFECTED UNIT/COTTAGE PROCEDURES

In the event a youth attempts escape and is trapped in Razor Wire the following procedures must be immediately initiated by the affected staff:

1. Notify the facility's Control area via radio that a youth is caught hanging from the fence razor wire by signifying "Code Red, Area ___."
2. Secure the remaining youth by having them assume the cover position.
3. Conduct a formal count of all youth assembled. Account for all youth and report the count to the facility's Control area.
4. Upon arrival of the Watch Commander, staff must be directed to have youth form a double line. Staff must then escort the youth back to their unit/cottage. Youth must be placed in their rooms until the facility's Control area has cleared the emergency situation.
5. Do not climb the fence or make any further effort to remove the youth unless instructed to do so by the Watch Commander or Emergency Response Personnel.

13.3.8.2 FACILITY'S CONTROL AREA PROCEDURES

Upon notification of a "CODE RED" alert, the facility's Control area staff must:

1. Announce the location of the emergency over the facility's public address system a minimum of two (2) times in succession utilizing the following code sequence: "Code Red, Area ____."
2. Immediately dial 911 to contact the Fire Department. Provide as much information as possible regarding the nature and location of the emergency.
3. Notify the Supervisor/Watch Commander of the emergency and location.
4. The facility's Control area Shift Leader must direct officers to retrieve ladders from the facility storage area.
5. The officers must bring the ladders to the area of the emergency. Upon arrival, the ladders must be set up on either side of the youth. Officers must climb the ladders and stabilize the youth until Emergency Response personnel arrive.
6. Staff should not attempt to remove the youth unless instructed to do so by the Watch Commander. Wait for emergency response personnel.
7. Once the emergency situation has been handled, the Watch Commander must notify the facility's Control area. The Control area must announce over the Public Address System a minimum of two (2) times in sequence: "Code Red, All Clear".

13.3.8.3 FIRE ACCESS ROAD AND SECURITY PROCEDURES

At the announcement of "Code Red", the fire access gates must be manned and opened by staff to permit emergency vehicles access to facility grounds. The Watch Commander, or their authorized designee, must be responsible for assigning officers to gate duty. Officers must be equipped with a radio. The assigned officer must give directions to staff manning the gates and ensure gates are unlocked and re-locked as necessary. Staff assigned to these posts must remain until relieved of their duties by the Watch Commander.

13.3.8.4 UNINVOLVED UNITS/COTTAGES

At the sound of the alert all remote unit/cottage staff must provide the following response:

1. All youth must be placed in their rooms until the facility's Control area has cleared the emergency.
2. At the direction of the Watch Commander, additional staff must respond to the emergency location.
3. Under the direction of the Watch Commander, responding staff must provide the following assistance:
 - First Aid
 - Youth supervision
 - Communications
4. Officers should not attempt to remove the youth unless instructed to do so by the Watch Commander. Wait for emergency response personnel.

13.3.8.5 MEDICAL STAFF RESPONSIBILITIES

The Facility's Medical Clinic must provide the following response to the "Code Red" alert:

- 10 Immediately respond to the area of the alert.
- 20 Provide on-site assessment of the medical emergency.
- 30 Assume authority over the medical aspects of the emergency and direct Probation staff with respect to additional medical needs and assistance.
- 40 Document the medical care provided in the crisis situation and addendum all reports sent to the Division Chief.

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| San Diego County Probation Department Institutional Services Policies | <u>SUBJECT:</u> Fire Procedures <u>SECTION:</u> 13.4 <u>AUTHORITY:</u> Article 3; Sections 1323, and 1325-1327, Title 15 |
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13.4 Fire Procedures

13.4.1 POLICY

In all instances involving a fire, the preservation of life must supersede all other concerns. Staff discovering or responding to a fire shall secure the safety of all youth within their immediate control, prior to initiating fire suppression and containment efforts. Secondary to ensuring the safety of all youth and staff is the preservation of facility buildings and property.

13.4.2 KNOW FIRE PROCEDURES

Prior to assuming responsibility for a shift, all staff members must be aware of the location of all unit/cottage fire alarms and extinguishers and the unit/dorm's evacuation route. Staff shall also be responsible for acquiring a working knowledge of fire and alarm activation procedures and the use of fire extinguisher for suppressing fires.

13.4.3 EVACUATION ROUTES POSTED IN ALL UNITS/COTTAGES

Evacuation routes shall be posted in all units/cottages and work sites.

13.4.4 FIRE PROCEDURE TRAINING

Training in these procedures, as well as the evacuation procedures for youth, shall be extended to all staff members. Supervisors shall be responsible for ensuring that all staff members assigned to their unit/cottage receive proper training in emergency fire procedures.

13.4.5 FIRE INSPECTION

The Division Chief responsible for fire safety, or their authorized designee, must make a monthly fire and life safety inspection of the facility. Any deficiencies found during this inspection shall be corrected prior to the next monthly inspection. In addition to the monthly fire inspections by the Facility Administration, there shall be fire prevention inspection done as required by Health and Safety Code Section 13146.1 (a) and (b) by the County fire Marshals' Office.

13.4.6 RECORD RETENTION

Records of fire inspections shall be retained for two years. (Title 15, Section 1325(b))

13.4.7 Youth Evacuation

13.4.7.1 PROCEDURE FOR EMERGENCY/FIRE MANAGEMENT AND YOUTH EVACUATION

Fire containment and evacuation of youth from the area of a real fire to a safe location is of primary importance in the management of a fire emergency. This is accomplished by the following steps:

1. Unlock the doors nearest the fire.
2. Wake all youth in the unit/cottage.
3. Move all youth near the fire area to a safe location.
4. Close the door to contain the fire if it is in a unit room/cottage after making sure no one is left inside the room.
5. Move all youth outdoors, via the nearest unobstructed exit, if evacuation of the unit/cottage is necessary due to the fire or ordered for safety purposes by the Supervisor/Watch Commander. Take all logs, flimsies and rosters.
6. Make a count of all youth in the unit/cottage and account for all youth on the unit/cottage roster.
7. The facility's Control area will call via facility radio and obtain the youth count.

13.4.8 Fire Reporting, Suppression and Containment (General Policies)

13.4.8.1 REPORT ALL FIRES

All fires, whether large or small, shall be reported. To report fires, staff shall either contact the facility's Control area (by use of the Stenophone system, telephone, or personal radio) or activate a unit/cottage fire alarm by pulling one of the alarm boxes located in each unit/cottage.

13.4.8.2 FIRE SUPPRESSION

Fire Suppression is accomplished by fighting the fire with available fire equipment. In cases of small fires, fire extinguishers shall be used to extinguish the fire. However, fire suppression shall not be initiated at the expense of compromising youth safety. In case of a larger fire, initiate Evacuation Procedures as outlined above in Section 13.4.1.

13.4.8.3 CONTAINMENT

A fire's greatest weakness is its susceptibility to containment. Therefore, containment is extremely important in containing a fire. An interior fire produces extreme temperatures and deadly smoke. Upon discovering a fire in a room/cottage, staff must make certain no one is in the room/cottage, or if so, that they are immediately evacuated. Staff should then close the door to the room/cottage. This will confine most fires to the room/cottage for up to twenty (20) minutes.

13.4.8.4 STAFF RESPONSE PROCEDURES

Each Facility Division Chief is responsible for designating facility specific staff response procedures.

13.4.8.5 NATURAL GAS SHUT-OFF

A fire-related emergency may require the shut-off of the facility's natural gas supply. A red wrench is attached to the gas meter to turn it off. Staff will hear the gas stop flowing if it has been successfully turned off. Once the gas has been turned off, do not turn it back on. There are special turn-on procedures that must be followed to prevent damage to the system.

13.4.9 Fire Drills

13.4.9.1 FIRE DRILLS CONDUCTED MONTHLY AND DOCUMENTED

Monthly fire drills shall be held to familiarize staff and youth with the proper facility evacuation procedures. Drills will be documented, noting the date, hour, and time elapsed in exiting the buildings. In addition to fire drills every month, Supervisors shall ensure that monthly instruction is provided to all youth regarding emergency fire procedures and evacuation routes.

13.4.9.2 FIRE DRILL PROCEDURE

Each Division Chief is responsible for developing written fire drill procedures for their facility.

13.4.10 Youth Fire Relocation Plan

13.4.10.1 IF FACILITY IS DESTROYED BY FIRE

In the event that only one or two unit/cottage structures are destroyed by fire, the remainder of the facility will absorb the population of the affected units/cottages, or the youth will be transferred to another juvenile facility. The following principles will guide the relocation process:

- Order all staff to remain on duty to assist with relocation efforts and supervision of youth.
- Security consideration, with regard to UC status youth, is given top priority in the relocation process.
- Size and age consideration are given secondary consideration in the relocation process.
- All extra mattresses and bedding in the facility will be funneled to the designated relocation areas.
- Additional decisions in the relocation process will be made by the Watch Commander in conjunction with the Facility Division Chief, or their designee.

If all or most of the facility has been destroyed, the relocation of youth will proceed according to Section 13.7.7 –On-Site Building Evacuation Procedures or Section [13.7.9](#) – Off-Site Evacuation Procedures.

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| San Diego County Probation Department Institutional Services Policies | <u>SUBJECT:</u> Hostage Situations <u>SECTION:</u> 13.5 <u>AUTHORITY:</u> Article 3; Sections 1323, and 1325-1327, Title 15 |
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13.5 Hostage Situations

13.5.1 PURPOSE

The following section establishes the procedures for action in the event a hostage situation occurs within the facility, involving youth, staff and/or persons from outside the facility.

13.5.2 OBJECTIVE

The primary objective for Institutional Services (IS) staff involved in a hostage situation is to secure the safety of the hostages. Responding staff must use their own judgment based upon the particulars of the situation. However, as a general guide, the following procedures shall frame the action to be taken.

13.5.3 CONTROLLING AUTHORITY

The on-site controlling authority for all hostage situations shall be the Division Chief or their designee. In their absence, the Watch Commander shall assume on-site authority over the crisis.

13.5.4 Staff Procedures

13.5.4.1 ON SITE STAFF PROCEDURES

On-site staff refers to those staff members in the immediate area of the hostage situation. Upon encountering a hostage situation, the on-site senior staff member shall initiate the following steps and precautions:

1. Isolate the youth, staff or other persons involved as much as possible, with the goal of containing the incident to the individuals already involved.
2. Relocate all youth from the area of the hostage situation to other units/cottages, or areas of relative safety where visual contact or verbal communication cannot be established.
3. Clear the hostage site of all non-essential personnel and members of the public
4. Seal the hostage site from non-essential personnel and routine pedestrian traffic.
5. Notify and advise the controlling authority (i.e., Division Chief or Watch Commander) and the facility's Control area of the situation as soon as possible.
6. After conclusion of the hostage crisis, document the incident via an Incident Report.

13.5.4.2 FACILITY'S CONTROL AREA PROCEDURES

The facility's Control area shall initially serve as the communication center for the hostage crisis, and they shall assume the following responsibilities at the time of notification.

1. Provide immediate back up staff to respond to the hostage site and assist in securing the area.
2. Ensure that the Division Chief and the Watch Commander have been promptly notified.
3. Advise all Shift Leaders of the situation and have them lock down their units/cottage and stand by for assistance if requested.
4. Seal off the hostage area from routine pedestrian traffic and remove the public from the building.
5. Clear all non-emergency communication transmissions from the facility's Control area and Probation Dispatch.
6. Have emergency medical personnel stand by or respond to the hostage site, if injuries have been sustained.

13.5.5 **Controlling Authority Responsibilities and Procedures**

13.5.5.1 CONTROLLING AUTHORITY

The Division Chief or the Watch Commander shall assume authority over the hostage situation upon notification, and initiate the following procedures:

13.5.5.2 CONTACT THE LOCAL LAW ENFORCEMENT AGENCY

Contact the appropriate Law Enforcement Agency (i.e., San Diego Police Department, San Diego Sheriff's Department). Provide a location for law enforcement personnel to stand by, which is out of sight from the persons involved in the hostage incident. Law enforcement shall remain on stand-by until instructed by the facility's controlling authority to take over.

Assign responsibility to a designee for the administration of routine facility functions during the hostage crisis.

13.5.5.3 STAFFING

Provide staffing as needed due to the emergency. If necessary, the controlling authority shall require staff to remain beyond the completion of their assigned shift. Additional off duty staff may also be contacted to respond to the facility. In a hostage crisis, it is imperative to have enough staff on-site to do everything that is needed to resolve the emergency.

13.5.5.4 NOTIFY

Notify the Chief Probation Officer, Assistant Chief Probation Officer and Deputy Chief Probation Officer of Institutional Services, as soon as possible. Notify the Building Maintenance Supervisor to stand by.

13.5.5.5 INJURY

Call paramedic and ambulance services to the facility if an injury has occurred or the potential for injury is probable or imminent.

13.5.5.6 VACATE PREMISES:

Prevent the hostage suspects from vacating the premises with the hostages. Placing significant numbers of staff at all possible avenues of escape, may be enough of an intimidating factor to keep the incident contained to the parameters of the facility. No efforts at forceful restraint should be made, if this would in any way threaten the hostage's safety. Decisions with regard to this shall be made by the controlling authority or their authorized designee.

13.5.5.7 STAFF

Probation staff shall maintain control of the situation until such time that the controlling authority authorizes turning the facility over to other law enforcement personnel. If the hostage subjects move out of the facility, control of the situation should be relinquished by the Division Chief or their authorized designee, to the SDPD/SDSO. If the incident remains contained within the juvenile facility, the decision to relinquish control of the institution must be predicated on the safety needs of the hostages, Institutional Services (IS) staff and other youth.

13.5.5.8 INFORMATION

Obtain as much information regarding the hostages and hostage suspects as possible. If these individuals are facility youth, contact the casework Probation Officer to secure information from the youth's case file.

13.5.5.9 OUTSIDE PERSONS

Make arrangements via telephone if, parents, friends or relatives are brought in to talk with the hostage suspects, to reduce the possibility that additional people could be taken hostage or would join the hostage suspects in holding hostages.

13.5.5.10 BUILDING INFO

Have all information relative to the operation of the facility (i.e., blueprints of the rooms, electric, general building construction, etc.) available, if needed. This information should be maintained in the Division Chief's Office.

13.5.5.11 MEDIA

Withhold information from the media unless it is first cleared and approved by the Chief Probation Officer for dissemination by the Public Information Officer.

13.5.5.12 DOCUMENTATION

Maintain a log of all activities and assignments as regards the Hostage situation. Coordinate the documentation and reporting of the incident in an Incident Report, to be filed with the Deputy Chief Probation Officer of Institutional Services.

13.5.6 Types of Hostage Takers

There are five basic types of hostage takers in correctional settings:

13.5.6.1 THE PSYCHOTIC

This is an individual who may or may not make sense regarding plans or grievance. In most instances a true psychotic operates alone. There are several factors to consider in dealing with a "psychotic".

The youth may have had a recent negative experience or may feel in order to speed up the action, it pays to act "crazy." Staff/youth input may assist in determining what event has pushed him to this point.

If the taker is in fact a psychotic, the tendency is to "write off" this person rather than to keep dialogue going through a negotiation process. Underestimation is as dangerous as over-reaction. Do not talk down to, demoralize or antagonize.

Be aware of this individual's medical needs, particularly a possible over-ingestion of prescribed medication or a lack of prescribed medication. Medical/mental health staff can produce and interpret all medical charts and advise a negotiation team.

13.5.6.2 SITUATIONAL

This is the act of a usually normal person prompted by a rash impulse to solve a problem or get out of a situation by taking a hostage. This is seldom a planned act. The hostage is used to “buy time” and intimidate you while the taker figures out how they can get out of the situation with or without the hostage.

13.5.6.3 GRIEVANCE AIRER

They are a more difficult group or person to deal with. Their incidents are usually well planned or are adjuncts to a disturbance, with the plan being: “We want to talk to somebody other than staff.” These circumstances usually involve multiple hostage takers and multiple hostages.

13.5.6.4 ESCAPE PLAN

In this instance, the hostage(s) can be viewed as legal tender. In most instances, escape plans are thought through, and the perpetrator has scheduled some sequence of steps to the plan. (You must formulate plans for neutralizing this situation short of allowing escape).

13.5.6.5 RIOT-RELATED

The taking of hostages as a spontaneous adjunct to a riot or disturbance adds volatility to an already danger-charged incident. You must determine immediately if you have a true hostage/bargaining situation or if you are dealing with one or several staff being held “captive” for the purpose of abuse, assault or to “get-back” for perceived or real injustices.

13.5.6.6 HOSTAGE SURVIVAL STRATEGIES

- Recognize and accept the role of a hostage. Understanding and accepting your new role is vital to your safety. Your life and that of other hostages may depend on your ability to forget your old job title and accept fully your new job—that of hostage. A good hostage does not panic, does not act foolishly, and is very cautious about heroics.
- Prepare yourself to remain a hostage for an extended period of time. Do not expect immediate resolution of the crisis. Time is on your side and the negotiator will attempt to use time to his advantage. You may be held captive for hours or days so try to keep your strength up; eat, drink, and rest.
- Do not increase stress for the hostage taker or the other hostages. The initial 10-15 minute period (extending to the first hour into the crisis) is generally the most critical. Do not argue or act in any manner that could escalate the situation.
- Limit your conversations with the hostage takers. Respond in a friendly and cooperative fashion, but stay away from long-winded rambling. The hostage taker does not need to be focused on you now.
- Generally do not attempt an escape unless you are certain of success. Unsuccessful escape attempts usually function to increase stress and also increase the likelihood of injury. If escape is possible, it should occur only after very careful planning. Then review the entire plan again before attempting the action.
- Pay attention to details. In the event that you are released before others, you can be debriefed and provide important intelligence about the event, other hostages, and the hostage takers.
- Generally stay in plain view of the hostage takers. Avoid movements away from the hostage takers that may arouse suspicion. Being segregated in another area may increase a type of depersonalization effect.
- If a rescue attempt from outside staff occurs, fall to the floor with hands overhead; remain still. Attempt to get under cover. When appropriate, identify yourself. Do not resist being apprehended or forcibly removed by the rescue team.
- Follow the hostage taker’s instructions with reasonable delays. Cooperate, but maximize the amount of time needed to accomplish the task.
- Avoid intellectual or philosophical discussions. Try to keep focused on basic needs or issues and concentrate on the reality demands inherent in the present situation.
- Develop a positive relationship with the hostage takers. Share items about you as a person. The more the hostage taker knows about you, the more difficult it becomes to harm you.

- Show emotions but retain personal control and dignity. Naturally occurring emotions make you appear more human. Loss of emotional control adds stress by making you appear “weak”. Resist rape. State that you have treated youth with professionalism, dignity, and respect and you deserve the same respect.
- Be a good listener. Pay attention to their demands, concerns, fears, and frustrations. Be supportive, but make no suggestions.
- Do not pay obvious attention to other, on-going crimes. Your safety could be compromised if the captors believe that your testimony could link them to other crimes or violence.
- Whenever possible, try to give credibility to the negotiator. If you believe that the negotiator can bring the situation to a successful end, it will be easier for the hostage taker to believe it too.
- Never try to be a negotiator while you’re being held hostage. Should you be forced into the role of negotiator, get and deliver messages accurately. Do not edit or condense what is being said.
- Insofar as possible, have an emergency plan. Think of positive reasons why hostages should not be harmed or killed. Consider possible “last chance” escape plans.
- Get as comfortable as possible and remove the signs of your office. Try to rid yourself of “rank” and become one of the group. At the same time, be reluctant to give up our uniform by exchanging clothing with an inmate because this increases your personal risks should a rescue attempt occur. Also, be aware of the type of message your “body language” conveys.
- Discuss with your family the possibility that you might be taken hostage. Let them know what could happen and how the authorities will be working for our safe release. Remind significant others that this information is confidential and that breaches of this material could seriously compromise your safety and the safety of other staff. Remember, time is on your side and so are we.

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| San Diego County Probation Department Institutional Services Policies | <u>SUBJECT:</u> Bomb Threats <u>SECTION:</u> 13.6 <u>AUTHORITY:</u> Article 3; Sections 1323, and 1325-1327, Title 15 |
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13.6 Bomb Threats

13.6.1 PURPOSE

This section describes the steps to be taken if a suspected bomb or explosives charge is threatened or discovered. Due to the critical nature of such a threat, each Institutional Services (IS) employee should become familiar with the following policies.

13.6.2 CONTROLLING AUTHORITY

The Watch Commander is the controlling authority for all bomb threats occurring at the facility. Upon receipt of any bomb threat, staff shall immediately notify the Watch Commander and wait for further instructions.

13.6.3 PHONE NUMBERS

The telephone numbers for all persons to be notified in the event of a bomb threat shall be on file and readily accessible in the Watch Commander's office, facility's Control area and Administration/Reception Office. Persons to be contacted include the following:

1. Facility Division Chief
2. Deputy Chief Probation Officer
3. Assistant Chief Probation Officer
4. Chief Probation Officer
5. San Diego Police Department /San Diego Sheriff's Department (911)
6. Building Maintenance Supervisor
7. County Security Office/County Operations Center (COC) (858) 694-3610

13.6.4 BOMB THREAT CHECKLIST

All telephone operators, Administration/Reception Office personnel, Watch Commanders and unit/cottage staff must have ready access to a [Bomb Threat Checklist](#).

13.6.5 TRAINING REQUIREMENTS

All IS staff, including sworn Peace Officers and non-sworn personnel, shall receive training in the procedures for handling bomb threats at the time of their assignment to the facility.

13.6.6 PREVENTATIVE MEASURES

During the daily operation of the facility, all corridors, aisles and passageways shall be kept clear of items such as boxes and packages.

13.6.7 KNOW WORK AREA

Staff assigned to specific work areas or units/cottages must thoroughly familiarize themselves with their work site. Familiarization with the work area is extremely important, as staff shall often be requested to participate in a bomb search of an area they are most familiar with. The most successful manner for locating a suspected bomb is for the searcher to be familiar with the area, so any unusual packages, boxes, etc., can be reported.

13.6.8 Bomb Threat Procedures

13.6.8.1 WRITTEN THREATS

In the event a written bomb threat is received, avoid unnecessary handling of the bomb threat materials. Fingerprints may be obtained from the letter, paper, envelope or packaging material, which may aid in identifying the sender. Save all materials associated with the threat (i.e., letters, papers, envelopes, stamps, containers, packaging materials, etc.), and immediately forward them to the Watch Commander.

13.6.8.2 PHONE THREATS

The procedures for the officer receiving a telephonic bomb threat are as follows:

1. Using the “Bomb Threat Call Checklist” (see below), ask questions of the caller and write notes on their responses. Ask:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?When possible, keep the caller talking on the phone.
2. Notify other officers present by writing a note. If any information has been obtained (such as “when” or “where”) pass that information in the note.
3. Be calm and courteous, do not interrupt the caller.
4. If possible notify someone else by prearranged signal to listen in on the conversation while the caller is on the line.
5. Ask the caller to repeat the message. Record every word spoken by the caller. Ask the caller why they are doing this and ask them their name.
6. If the caller does not indicate the location of the bomb or the time of possible detonation, you should ask them for this information.
7. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent persons.
8. Pay particular attention to peculiar background noises such as motors running, background music and any noise that may give a clue as to the caller’s location.
9. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, fill out the form and then report to the person designated by management to receive such information

13.6.8.3 OFFICER WHO IS NOTIFIED BY NOTE OF THE THREAT

If an officer who is on the telephone hands you a note notifying you of a bomb threat, staff shall adhere to the following procedures:

1. Do not use the facility radios. Radio signals may cause a bomb to detonate.
2. Notify the Shift Leader if necessary. Go to another telephone and immediately notify the Watch Commander of the specificity of the threat.
3. Have all youth leave the area of the telephone.
4. Do not allow youth or members of the public to know there is a bomb threat.
5. Do not allow any additional staff or youth into the threatened area.
6. Follow the directions of the Watch Commander to evacuate that area, or to form a perimeter to block unauthorized access.

13.6.8.4 WATCH COMMANDER RESPONSIBILITIES

Upon receiving a written or telephonic bomb threat, the Watch Commander shall immediately direct and coordinate the facility's response by initiating the following procedures:

1. Clear the endangered area of people.
2. Post perimeter guards around the area, to prevent pedestrian entry.
3. Notify the San Diego Police Department/San Diego Sheriff's Department via 911.
4. Notify the County Security Office/County Operations Center (COC). Their telephone number is (858)694-2350 on weekdays (8:00 AM to 5:00 PM) and (858)565-5255 on weekends and after 5:00 PM.
5. Notify appropriate facility staff where suspected bomb is located.
6. Notify Probation Administration, including:
 - Facility Division Chief
 - Deputy Chief Probation Officer (DCPO) of Institutional Services
 - Assistant Chief Probation Officer
 - Chief Probation Officer
 - Building Maintenance Supervisor
7. Retain all departing staff, if necessary, for safety and security reasons, and direct staff to specific areas to assist in a search.
8. Form a search party and initiate a search, if necessary.
9. Terminate visiting and/or other facility activities involving the public if necessary.
10. Evacuate the building or specific areas which were designated in the bomb threat, if necessary.
11. Ensure that staff complete documentation (i.e., Incident Reports, Bomb Threat Call Checklist, etc.), after the situation is clear.
12. Ensure that a written report is submitted to the DCPO of Institutional Services (IS).

13.6.8.5 IF A SUSPICIOUS OBJECT IS FOUND

Anything that does not belong, or whose nature and presence cannot be adequately explained, is a suspicious object. If a suspicious object is found, do not attempt to touch, move or open the object. Notify the Watch Commander immediately and follow the above-listed procedure.

13.6.8.6 SEARCHES

At the direction of the Watch Commander or their authorized designee, staff must adhere to the following procedure when searching for possible explosive devices:

1. Explosives can be packaged in a variety of containers. Most likely, it will be camouflaged.
2. The container is likely to be a common article, such as a box, a grocery bag, athletic bag, briefcase, suitcase, flight bag, mail bag, etc. Look for the unusual or alien surroundings.
3. When a suspicious object is located, do not touch, move or disturb the object in any manner.
4. Get a good description of the object: Size, color, markings, is it ticking?
5. Get exact location of object: Unit, area, room number, and location within room.
6. Immediately notify the Watch Commander or their authorized designee via telephone.
7. The Watch Commander shall notify the responding San Diego Police/San Diego Sheriff and/or the Fire Department via telephone.
8. Do not use the facility radios. Radio signals may cause a bomb to detonate.

13.6.8.7 BOMB THREAT EVACUATIONS

In the event that a Bomb Threat prompts the Watch Commander to order an evacuation of the facility, staff shall follow the procedures outlined in Section [13.7](#), with the following additions:

1. Evacuate any building area in which a suspicious object has been found.
2. Evacuate any building or area as is deemed necessary by administration, the bomb squad, or police.
3. Keep the nature of the problem undisclosed to youth, parents or public during the evacuation. Ask the parents or public to evacuate immediately, explaining that an emergency has arisen.
4. Keep the building evacuated until officially cleared.
5. Insure that all doors and windows are open, if time is available, to minimize damage.

13.6.8.8 LETTER BOMBS

See Section 13.11.3 (Terrorism – Suspicious Packages and Letters).

13.6.8.9 BOMB THREAT CHECKLIST

See sample blank form in [Appendix A, page A-100](#).

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| San Diego County Probation Department Institutional Services Policies | <u>SUBJECT:</u> Evacuation of the Facility <u>SECTION:</u> 13.7 <u>AUTHORITY:</u> Article 3; Sections 1323, and 1325-1327, Title 15 |
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13.7 Evacuation of the Facility

13.7.1 PURPOSE

Evacuation of a unit/cottage or the entire juvenile facility may become necessary for many reasons (i.e., fire, gas explosion, earthquake, wind damage, etc.). When these situations occur, an evacuation plan may need to be implemented at a moment's notice. This section outlines the proper procedures for emergency evacuation, to provide a prompt and orderly evacuation of youth, staff and visitors from the facility during a dangerous situation.

13.7.2 SAFETY AND SECURITY

Should immediate conditions be present that would compromise the safety and security of the youth, staff, or visitors, the Watch Commander, under the authority of the Division Chief, shall make the decision on whether or not to relocate youth, staff and visitors to a safer area. In other circumstances, the evacuating the facility is at the discretion of the Deputy Chief Probation Officer (DCPO).

13.7.3 STAFF TRAINING

All staff are required to receive training in evacuation procedures. This shall ensure preparedness to implement evacuation procedures safely and correctly in the event of an emergency. Each Supervisor shall be responsible for making sure all staff are properly trained and knowledgeable in the execution of emergency evacuation procedures.

13.7.4 EVACUATION DRILLS

Evacuation drills shall occur on a quarterly basis in order to familiarize staff and youth with evacuation procedures. When conducted, drills should be documented, noting the date, hour and time elapsed in exiting the building.

13.7.5 EVACUATION GUIDELINES

In the event of an evacuation, our first priority is to safely evacuate youth, staff and visitors. Youth's files, medical files, site files, medical supplies, and count logs will be considered secondary.

13.7.6 Living Area Evacuation Procedures

13.7.6.1 EVACUATION

If an emergency occurs in the youth living area (i.e., fire, explosion, etc.) that subsequently requires evacuation, staff shall adhere to the following procedures:

1. Activate the fire alarm.
2. Notify the facility's Control area and Watch Commander by using available communication lines (i.e., Stenophone system, telephone, radio, etc.).
3. Immediately assemble the youth (i.e., in the dayroom or hall corridor, etc.) and directly proceed to a location of safety. To avoid panic and disorder, give directions clearly and calmly.
4. If time permits, collect all unit/cottage logs and books and take them with you.
5. Obtain a count of all youth within your immediate control. Make sure everyone is accounted for and no one is inadvertently left behind.
6. If time permits, assign one (1) staff to check all rooms for unaccounted persons and report all missing persons to the Supervisor/Watch Commander.
7. Direct youth to an adjacent unit/cottage if it is safe to do so. If there is a fire, go directly outdoors.
8. Move further away from the source of the problem if danger still threatens the safety of the youth and staff. Try to keep all youth within the confines of the building if possible or move to an area of safety outside the building if it is not possible.
9. When out of danger, perform a second count of youth to ensure no one was left behind. Again, report all missing persons to the Supervisor/Watch Commander.
10. Re-enter the unit/cottage/building only when instructed to do so by the Supervisor/Watch Commander.

13.7.7 On-Site Building Evacuation Procedures

13.7.7.1 FACILITY EVACUATION

If staff become aware of a situation that is, or could be a danger to the entire facility (i.e., gas leak, bomb threat, etc.), immediately notify the Watch Commander and facility Control area. As an alternate response, pull the nearest fire alarm.

13.7.7.2 ESTABLISHING A NEED FOR EVACUATION

After establishing an impending danger or situation requiring an evacuation, the Watch Commander will be notified and begin the Evacuation Plan.

The Watch Commander shall instruct the facility's Control area to call for the evacuation of the building over the public address system. All radio traffic must be kept to a minimum.

13.7.7.3 NOTIFICATIONS

The facility Division Chief will be notified by the Watch Commander. Simultaneously, the emergency/disaster will be reported by dialing 911. If telephone lines are not working, use the 800 MHZ radio to notify Station "M" or Probation Dispatch. Notify the other juvenile facilities that the possibility exists that your facility may be evacuated and that youth may be relocated to their facilities.

The surrounding fields of the facility may also be used as a relocation area if they are still accessible.

13.7.7.4 STAFF SUPPORT

All staff, whether scheduled on or off duty, are responsible to fully support the evacuation process when called upon.

13.7.7.5 CONTACTS FOR SUPPLIES

Once the decision to evacuate has been made and approved, the Watch Commander or their designee shall notify the Office of Disaster Preparedness (ODP) at (858) 565-3490 or through Station “M” via 800 MHZ radio. The ODP has access to transportation, tent shelter, field kitchens, food and water rations on a local, state and federal level.

13.7.7.6 ASSEMBLY OF YOUTH/STAFF

If evacuation of building is necessary, all youth will be lined up in order to take a count before being relocated. All staff and visitors will also be accounted for. School teachers and medical personnel shall direct all youth under their supervision outdoors and provide supervision until Institutional Services (IS) staff arrive to take control.

13.7.7.7 ESTABLISH COUNT AND REPORT TO WATCH COMMANDER

Upon reaching an area of safety, all units/cottages must take roll and establish their counts. Relay the count to the Watch Commander. Note and report all missing persons to the Watch Commander.

13.7.7.8 SHORT TERM EMERGENCY PROCEDURES

In the event of a short-term emergency (i.e., small fire, small earthquake with minimal or no structural damage, etc.), staff shall adopt the following procedures:

1. Move all youth to the designated area (i.e., field area locations, basketball court, etc.), as determined on the facility map.
2. Once the emergency has subsided, all youth will be counted and returned to their respective living facilities.
3. The Facility kitchen will be responsible to provide meals at the designated areas during this time.
4. Sanitary/toilet facilities will be provided by a private rental company, if possible. Otherwise, staff/youth will dig latrines and line them with plastic bags.
5. Remain outdoors until instructed by the Supervisor/Watch Commander to return to the building. No one should return to the building without first being cleared to do so by the Supervisor/Watch Commander.
6. Assess any damage which has occurred once back inside the unit/cottage and report your findings to the Supervisor/Watch Commander.

13.7.7.9 CONTACT NUMBERS

| | |
|---------------------------------|----------------|
| National Guard | (562) 590-5432 |
| | (562) 590-5433 |
| American Red Cross | (619) 542-7679 |
| Sheriff's Dispatch | (858) 565-5200 |
| Office of Disaster Preparedness | (858) 565-3490 |
| San Diego Fire Department | 911 |

13.7.7.10 LONG TERM EMERGENCY PLAN

In the event of a long-term emergency where the building is uninhabitable, all youth will be moved to designated locations, coordinated by the Watch Commander and Division Chief.

If the decision is made to evacuate to a juvenile facility, the National Guard will be contacted to lend support in the following areas:

Food Service: Two mobile kitchen trucks with cooks, provided by the National Guard. 250 meals per truck; 500 gallons of water in a Water Buffalo. Meals will be stored in a storage contained in a designated area. See Section 13.7.8 for a detailed description of the facility's Kitchen operations during emergency situations.

Shelter: 11 large canvas tents, provided by the National Guard, that sleep 50 people each and 3 regular size tents that sleep 20 people each. Total sleeping capacity equal 610.

Security: Armed personnel upon request (the National Guard will only send armed officers).

Sanitation: 15-20 portable toilets would be available from a local rental company. Without toilets, IS staff and youth would need to dig latrine holes and line them with plastic bags.

Communications: Three 800 MHZ radios are stored in the Watch Commander office. Unit/Cottage staff will communicate via personal radios.

Contents of Storage Container:

- 400 gallons of water
- 20 rakes and shovels
- 200 blankets and sheets
- 12 dozen D-cell batteries
- 2 flashlights per unit

Three Week Supply of:

- Soap and Shampoo
- Liquid Detergent
- Toothpaste
- Feminine Supplies
- Household Bleach
- Large Plastic Bags

13.7.7.11 MEDICAL NEEDS

Each unit/cottage will respond with their own first aid kit. The medical unit will respond with their large medical bag/first aid kit. The medical clinic will set up a medical tent with supplies salvaged from the clinic.

13.7.7.12 CAMP LONG TERM EMERGENCY PLAN

In the event of an emergency that necessitates a full evacuation from a Juvenile Camp, the Watch Commander, in consultation with the facility Division Chief and the Deputy Chief Probation Officer of Institutional Services, will determine where to relocate the youth.

The following options are available, in order of consideration:

- EMJDF: Contact the EMJDF Division Chief or Watch Commander to assess available capacity and their facility situation.
- YTC: Contact the YTC Division Chief or Watch Commander to assess available capacity and their facility situation.
- Camp: Contact the Camp Division Chief or Watch Commander to assess available capacity and their facility situation.
- Sheriff's Facilities: If no probation facility is available to accept wards in the event of an emergency evacuation, contact with the San Diego County Sheriff's Department shall be made through the office of the Chief Probation Officer. In the absence of a superior probation official, the senior officer in charge may contact Sheriff's Dispatch via telephone or through the 800-MhZ radios.

13.7.7.13 TRANSPORTATION

The movement of juveniles to designated County relocation sites shall be accomplished by use of Probation vehicles, and when necessary, supplemented by vehicles obtained from other County relocation sites. The Watch Commander, working with the Division Chief and/or Deputy Chief of Institutional Services shall coordinate transportation to the designated relocation site.

13.7.7.14 STAFF REASSIGNED TO PROVIDE SECURITY

Staff will be temporarily relocated to the approved County relocation sites to provide security for the youth.

13.7.8 Kitchen Operations During Emergency Situations

13.7.8.1 OVERVIEW

The following sections are excerpts from Sheriff's Department Food Services policy on kitchen operations in the event of an emergency.

13.7.8.2 LEVELS OF EMERGENCY

Level 1: Electrical power, water and gas available, but unable to receive deliveries.

Level 2: No electrical power, water and gas available, and unable to receive deliveries

These are the best and worst-case scenarios. An actual emergency may fall somewhere between these two extremes. It will be the responsibility of the Food Service Supervisor (FSS), or the Senior Cooks in their absence, to determine the degree of implementation.

13.7.8.3 KITCHEN OPERATIONS

Upon notification by the Facility Division Chief or their authorized designee of an emergency situation, the Food Services Supervisor will appraise the food available on hand and the operational capabilities of the kitchen. A determination of the degree of implementation will be made, and communicated, to the Facility Division Chief. As soon as possible, the Assistant Chief of Sheriff's Food Services for Contract Facilities will be notified and action taken. In the event that the F.S.S. is not on-site, the Senior Cooks will take charge of the situation and contact the F.S.S. as soon as possible.

13.7.8.4 OPERATIONAL CAPABILITIES

With the assistance of the Division Chief and the Building Maintenance Engineer, determine the availability of electrical power, gas and water. In all likelihood, gas and water will be available to the kitchen. With gas available, kettles, grills stoves and oven can be operated. The facility is equipped with a back-up generator, so the kitchen will probably have electrical power, including the refrigerators and convection ovens. The facility storekeeper will provide paper plates and plastic wares to minimize water usage.

13.7.8.5 FOOD ON HAND

Determine the availability of deliveries from CPC, COC and commercial vendors. On any given day, there are one to two days of food items from CPC, Dairy and Bakery.

To the degree it is safe to do so, as determined by the F.S.S. or Senior Cooks, these items will be utilized first in an emergency situation. There are items in stock in the freezer and dry storeroom that can be utilized to produce one to two meals. There is also an emergency food supply consisting of three days of meals. These meals are to be served only as a last resort.

13.7.8.6 MENU

The regular menu will be followed utilizing items on hand, as long as it is safe to do so. Adjustments/Substitutions may be made to utilize items that will spoil if not used immediately, but all attempts will be made to follow the menu as closely as possible in order to meet Daily Minimum Requirements. An example would be to use fresh fruits in place of canned fruits, and frozen or fresh vegetables in place of canned vegetables.

13.7.8.7 EMERGENCY FOOD SUPPLY

This menu is to be used only in an extreme emergency, when no other options are available. The items for this menu are located in the dry storeroom and refrigerator, marked “EMERGENCY USE ONLY”. The bread is located in the freezer, but use all of the fresh bread on hand first.

| Breakfast | | Lunch | | Dinner | |
|------------------|-------|---------------------|-------------|--------------------|-------------|
| Apple Juice | 8 oz. | Apple Juice | 8 oz. | Canned Juice | 8 oz. |
| Corned Beef Hash | 8 oz. | Peanut Butter/Jelly | 4 oz./2 oz. | Pork and Beans | 8 oz. |
| Sliced Bread | 2 sl. | Sliced Bread | 4 sl. | Crackers and Marg. | 8 ea./1 oz. |
| Peaches | 8 oz. | Fruit Cocktail | 8 oz. | Pears | 8 oz. |

| Breakfast | | Needed for 700 Portions | Inventory (3 Days) |
|------------------|-------|-------------------------|--------------------|
| Apple Juice | 8 oz. | 10 cases | 30 cases |
| Corned Beef Hash | 8 oz. | 9 cases | 27 cases |
| Sliced Bread | 2 sl. | 64 loaves | 192 loaves |
| Peaches | 8 oz. | 9 cases | 27 cases |

| Lunch | | Needed for 700 Portions | Inventory (3 Days) |
|--------------------|-------|-------------------------|--------------------|
| Apple Juice | 8 oz. | 10 cases | 30 cases |
| Peanut Butter Ind. | 4 oz. | 6 cases | 18 cases |
| Jelly Ind. | 2 oz. | 14 cases | 42 cases |
| Sliced Bread | 4 sl. | 128 loaves | 384 loaves |
| Fruit Cocktail | 8 oz. | 9 cases | 27 cases |

| Dinner | | Needed for 700 Portions | Inventory (3 Days) |
|-------------------|-------|-------------------------|--------------------|
| Canned Juice | 8 oz. | 10 cases | 30 cases |
| Pork and Beans | 8 oz. | 9 cases | 27 cases |
| Crackers | 8 ea. | 3 cases | 9 cases |
| Margarine Reddies | 1 oz. | 4 cases | 12 loaves |
| Pears | 8 oz. | 9 cases | 27 cases |

13.7.9 Off-Site Evacuation Procedures

13.7.9.1 FULL EVACUATION

In the event that an emergency necessitates a full evacuation from the facility site, the Watch Commander, with the Facility Division Chief and/or the Deputy Chief of Institutional Services, will decide where to relocate the youth. GRF is not an available option for relocation. Contact the Facility Division Chief or Watch Commander to assess available capacity and their facility situation.

If no probation facility is available to accept youth in the event of an emergency evacuation, contact with the San Diego County Sheriff's Department shall be made through the office of the Chief Probation Officer. In the absence of a superior probation official, the senior officer in charge may contact Sheriff's Dispatch via telephone or through the 800-MhZ radios.

13.7.9.2 TRANSPORTATION

The movement of youth to designated County relocation sites shall be accomplished by use of Probation vehicles, and when necessary, supplemented by vehicles obtained from other County relocation sites. The Division Chief and/or Deputy Chief of Institutional Services shall coordinate transportation to the designated relocation site.

13.7.9.3 STAFF REASSIGNED TO PROVIDE SECURITY

IS staff will be temporarily relocated to the approved County relocation sites to provide security for the youth.

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| San Diego County Probation Department Institutional Services Policies | <u>SUBJECT:</u> Explosions <u>SECTION:</u> 13.8 <u>AUTHORITY:</u> Article 3; Sections 1323, and 1325-1327, Title 15 |
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13.8 Explosions

13.8.1 OVERVIEW

Explosive material produces a rapid, violent reaction when acted upon by heat or a strong blow. During the reaction, explosives give off large amounts of gases at high pressure.

Explosives may be solids, liquids, or gases. However, all explosives consist of a fuel and an oxidizer – a substance that supplies the oxygen needed to make the fuel burn. When the most powerful explosives detonate (explode), a chemical reaction takes place in less than a millionth of a second. Liquids and solids change to hot gases that expand with a great blast of heat and pressure. The higher the pressure, the more powerful the explosion will be.

Explosions at the facility can occur from outside materials brought into the facility, such as a bomb or from inside, from a leakage of natural gas.

13.8.2 EXPLOSION WITH A RESULTING FIRE

Remain calm. Have all youth and staff take cover under desks, bunks, or sturdy tables if ceiling tiles, bookshelves, their contents, etc. begin to fall. Initiate evacuation procedures as ordered by the Unit Supervisor/Watch Commander (See Section [13.7](#)).

- If there's a fire: Stay low to the floor at all times and exit the building as quickly as possible. Heavy smoke and poisonous gases collect near the ceiling first.
- Use a wet cloth to cover your nose and mouth.
- Use the back of your hand to feel closed doors. If the door is not hot, brace yourself against the door and open it slowly. Do not open the door if it is hot. Seek another escape route.
- Use appropriate fire exits, not elevators.

13.8.3 IF TRAPPED IN DEBRIS

If possible, use a flashlight or whistle to signal rescuers regarding your location. Stay in your area so that you don't kick up dust. Cover your mouth with a handkerchief or clothing. Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

13.8.4 Response to an Explosion

13.8.4.1 AFFECTED UNIT/COTTAGE STAFF RESPONSE

In case of an explosion, staff shall adopt the following response procedures:

1. Evacuate the youth from the immediate danger area, initiate first aid and inform the facility's Control area via the Stenophone, phone or personal radio. If a fire is discovered and the fire alarm system has not been activated, activate it.
2. If a fire alarm is activated and staff are available to provide immediate response, ascertain if there is an actual fire or if the alarm was sounded for another reason.
3. If a fire originates in a youth's room, immediately evacuate the room and close the door. If the fire is small and does not present immediate danger to the group, provide fire suppression efforts. If the fire is large or additional staff are not available to fight the fire, begin immediate evacuation.
4. Ascertain the nature, scope and source of the explosion and notify the facility's Control area of the information. Report any structural damage and request back-up staff to assist in unit/cottage evacuation and supervision, if needed. Advise the facility's Control area of changes in the fire/explosion situation.

13.8.4.2 EXPLOSION EVACUATION PROCEDURES

The following evacuation procedures shall be initiated in the event of a unit/cottage explosion causing fire/structural damage:

1. Wake and assemble all youth to the dayroom. If there is structural damage in the dayroom, have the youth form a double line in a unit corridor or other designated area of safety.
2. Evacuate the youth, instructing them to leave their room doors open and pushed flat against the wall. If staff are available or upon receiving back-up staff, initiate a room-by-room or bunk-by-bunk check for youth making sure they are all out.
3. Make a count of all youth when assembled and safety is ensured. Make certain that all youth are accounted for. Report the count and anyone missing to the facility's Control area.
4. Collect all unit/cottage documents, logs and books prior to evacuating (i.e., Court books, roster sheets, message logs, etc.), if possible.
5. Turn the ventilator control switch to the off position prior to exiting the unit/cottage.
6. Evacuate the group to the outdoors or to the nearest safe cottage, if at night.
7. Conduct a second count to ensure no one was left behind upon reaching a safe area, and instruct the group to remain inline and sit on the ground/floor. Remain at the point of safety until instructed by the Watch Commander to return to the unit/cottage or to relocate to another area.
8. Document the event, upon resolution of the explosion alert, in an Incident Report and forward the information to the Watch Commander.

13.8.4.3 REMOTE UNITS/COTTAGES STAFF RESPONSE

At the sound of an explosion, all remote staff must provide the following response:

1. Each Shift Leader shall designate one (1) staff member to immediately respond to the explosion location.
2. Additional staff shall respond to the explosion location at the direction of the Watch Commander.
3. Responding staff shall provide the following assistance:
 - First Aid
 - Evacuation Assistance
 - Supervision of youth
 - Communication services
 - Fire containment/suppression
4. Begin evacuation procedures only when instructed to do so by the Watch Commander, or when there is a clear and present danger to the youth in the unit/cottage.

13.8.4.4 WATCH COMMANDER PROCEDURES

Response Procedure at the announcement/sounding of an explosion/fire alarm, the Watch Commander shall initiate the following response:

1. Proceed immediately to the explosion location and assume command over evacuation and fire confinement procedures as needed.
2. Ascertain the nature of the explosion including the source, location and intensity. Assess physical damage to the living quarters. Inform the facility's Control area to contact the Fire Department.
3. Provide staff assistance if necessary to the evacuating units/cottages. Retain all departing staff if necessary for safety and security resources.
4. Terminate visits and/or other facility activities involving the public, as necessary.
5. Designate two (2) staff members to open and standby the fire access gates.
6. Begin emergency recall of off duty staff to provide additional staff support, if needed.
7. Evacuate, if necessary, the unit/cottage containing the explosion damage. Relocate evacuated youth to another unit/cottage if possible. Evacuate to the outside area only if imminent danger is present, or the explosion damage blocks the route to another unit.
8. Ensure emergency vehicles are/have been summoned to the facility (i.e., police, Sheriff's, ambulance, medical staff, etc.) as necessary.
9. Inspect the explosion area and conduct an investigation of the circumstances prompting the explosion.
10. Direct staff to shut off the sprinkler system.
11. Ensure documentation of the event by all involved staff.
12. Notify the Division Chief or designee, and provide a summation of the event.
13. Notify the Division Chief, Deputy Chief of Institutional Services, Assistant Chief Probation Officer and Chief Probation Officer in the event of a major explosion and/or structural damage.
14. Notify the Building Maintenance Supervisor to review structural damage.

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| San Diego County Probation Department Institutional Services Policies | <u>SUBJECT:</u> Power Outages <u>SECTION:</u> 13.9 <u>AUTHORITY:</u> Article 3; Sections 1323, and 1325-1327, Title 15 |
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13.9 Power Outages

13.9.1 OVERVIEW

Electrical power to County facilities could be interrupted at any time. Depending on the circumstances, a loss of electrical power may or may not become an emergency situation.

The Watch Commander and/or Division Chief should be contacted immediately should power be lost to the facility. The Watch Commander or senior officer in charge shall immediately review the power outage, begin notifying required personnel and initiate safeguards for youth and the facility

13.9.2 EMERGENCY GENERATOR

The facility has gas powered back-up generators on-site that will provide basic power for four days. This generator should activate within ten seconds of electrical power loss.

13.9.3 EXEMPT FROM ROLLING BLACKOUTS

The facility is presently exempt from Rolling Blackouts due to the nature of our business.

13.9.4 POWER OUTAGE PROCEDURES

Upon experiencing a loss of power to the facility, the following procedures are to be initiated:

1. The reporting staff is to immediately contact the Watch Commander. The Watch Commander will check to see if the entire building is without power or just certain sections are involved.
2. If the entire building is without power, the Watch Commander shall check to see if neighbors have electrical power.
3. Contact San Diego Gas and Electric Company 24 hours at (800) 411-7343 if building and others around it are without electricity and try to determine how long the outage will last.
4. If the problems are internal in building, contact the building maintenance section of the Facilities Service Division, Department of General Services and Station M.
5. If power is lost, do not panic. Do not use an open flame. Keep youth calm and relaxed.
6. When a general loss of electricity occurs, back-up generators are in place and should begin providing electrical power to the facility within ten seconds of power loss.
7. Station M should be notified in order for maintenance to respond to the facility.
8. The temperature in the youth's rooms shall be monitored.
9. The Watch Commander shall modify unit/cottage programs to the degree necessary to ensure the safety and security of the facility, staff and youth.
10. The Watch Commander shall, in anticipation of cases of prolonged power outages, contact the Division Chief to report the outage.

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| San Diego County Probation Department Institutional Services Policies | <u>SUBJECT:</u> Africanized Honey Bee and Wildlife Emergency <u>SECTION:</u> 13.10 <u>AUTHORITY:</u> Article 3; Sections 1325-1327, Title 15 |
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13.10 Africanized Honey Bee and Wildlife Emergency

13.10.1 PURPOSE

Africanized Honey Bees are highly defensive and will aggressively attack perceived intruders more readily than the common European Honey Bee. They are also known by the popular name Killer Bees. Africanized Honey Bees are more difficult to manage than European Honey Bees and produce less honey. Africanized Honey Bees are not expected to have the same impact in the United States because of advanced beekeeping technology and climate limitations on the spread of the species.

13.10.2 PREVENTION

Once a year, inspect outside walls and eaves of facilities and outbuildings. If necessary, schedule a walk-through with the Pest Management Office of the Department of Agriculture, Weights and Measures. Other proactive prevention measures include:

- Removing possible nesting sites around buildings and landscaping.
- Sealing openings larger than one-eighth inch around walls, plumbing and any other openings.
- Installing fine screens (one-eighth inch hardware cloth) over tops of rainspouts, vents, and openings in water meters/utility boxes.
- From spring to fall, check once or twice a week for bees entering or leaving the same area of the building or landscaping area.

13.10.3 CAUSES OF BEE ATTACKS AND SWARMS

Africanized Honey Bees react to disturbances around the hive. They can stay aggressive for days after being disturbed. If one bee stings, it releases a pheromone which causes the other bees to become aggressive and sting. The Africanized bee, like the honey bee, dies after it stings its victim. When the bee flies away, the barbs on the stinger cause the stinger, which contains a poison sack, to remain in the victim. As the bee flies away from the victim, it tears its abdomen and eventually dies. Under usual circumstances, the sting results in discomfort.

An extremely aggressive Africanized bee colony may attack any threat within 100 ft. and pursue for up to one-fourth mile. Generally, Africanized bees attack:

- Only when the colony is threatened
- When loud noises, strong odors or fragrances, shiny jewelry, and dark clothes are perceived as threats
- The face and ankles

13.10.4 IF ATTACKED

- Africanized bees are slow fliers and most healthy people can out run them.
- Run away in a straight line, protecting your face. Avoid other people, or they too will be attacked.
- Do not try and hide under water. The Africanized bee swarm will wait for you to surface.
- Seek medical attention. Some people are allergic to bee stings causing anaphylactic shock. Since Africanized bees attack and sting in great numbers, it is possible that an allergic response may be triggered.

13.10.5 IF STUNG

- Remove stinger as soon as possible by scraping the surface of the skin with a credit card or long fingernail, but be careful not to squeeze the poison sack attached to the stinger.
- Wash the area with soap and water like any other wound.
- Apply ice pack for a few minutes to relieve pain and swelling.
- Seek medical attention if breathing is troubled, if stung numerous times, or if allergic to bee stings.
- In the event of a serious multiple stinging incident, call 911 for assistance; be sure to tell them the exact location of the victim.
- Report any stinging incident to the Supervisor/Watch Commander. If medical attention is required, follow appropriate procedures for Worker's Compensation.

13.10.6 NEST FOUND

If a bee nest is found on the grounds of the facility, immediately notify the Watch Commander or the Facility Pest Control Officer.

13.10.7 Wildlife

13.10.7.1 INTRODUCTION

Most Probation Institution Facilities are located in rural areas or located next to open space. These areas increase the likelihood that staff and youth may encounter non-domesticated animals or reptiles. Their bites can be lethal if left untreated for too long. Therefore, staff should be vigilant and follow the below listed procedures when confronted with animals/reptiles at any facility.

13.10.7.2 LIKELY HIDING PLACES

Staff is most likely to encounter rattlesnakes in the following shady and cool locations.

- Under benches
- Just outside the recreation doors
- In weeds and bushes
- In parking lots
- In entrance areas

Other wildlife may simply be passing through the facility in open areas, such as at rural camps.

13.10.7.4 CAUSES OF ATTACKS

Wildlife animals/reptiles are normally timid. When approached, they usually remain quiet to avoid detection. They may try to escape, if given an opportunity. When frightened, cornered, or attacked, they will stand their ground and may attempt to strike at or bite their intruder. Most will stand their ground when cornered or provoked.

13.10.7.5 PRECAUTIONS

To avoid surprising an animal/reptile, take the following precautions:

1. Be careful where you put your hands or feet and where you sit.
2. Do not depend on an animal/reptile to make noise before it strikes.
3. Don't jump or step over plant material. Watch where you step, stay on paths or in a clearing, if possible.
 - Avoid all tall grassy areas with heavy underbrush.
 - Do not put your hands or feet into places where you cannot see.
 - Look closely at the ground before crossing through overgrown areas.

13.10.7.6 IF WILDLIFE IS ENCOUNTERED

If wildlife is encountered, staff should adhere to the following procedures:

1. Maintain a safe distance.
2. Be prepared to retreat, if the animal/reptile comes towards you.
3. If youth are present, secure the group as soon as possible, making sure they maintain a safe distance.
4. Immediately notify the Watch Commander.
5. If the animal/reptile is encountered in front of a door you are attempting to enter and you cannot safely bring your group in side, contact the Watch Commander, who will respond and direct the situation.

13.10.7.7 BITES OR MEDICAL EMERGENCIES PROCEDURES

If a person is bitten, it is a medical emergency. Staff should adhere to the following procedures:

1. Staff shall immediately call for assistance by announcing “Medical Emergency, Location _____, the time is _____” a minimum of two (2) times over their personal radio or the Stenophone.
2. Immediately move the victim away from the animal/reptile.
3. Upon the arrival of medical personnel, assist clinic staff in stabilizing the victim.
4. Medical Clinic staff will evaluate for stabilization.

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| San Diego County Probation Department Institutional Services Policies | <u>SUBJECT:</u> Terrorism <u>SECTION:</u> 13.11 <u>AUTHORITY:</u> Article 3; 1325-1327, Title 15 |
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13.11 Terrorism

13.11.1 OVERVIEW

Each of us needs to be prepared for the possibility of a terrorist incident in the community in which we work. Employees need to report any suspicious activities to the Watch Commander.

The FBI defines terrorism as the “unlawful use of force or violence committed by a group(s) of two or more individuals, against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.”

The current spate of domestic terrorism has arisen out of the self-described “patriot” movement, comprised of a broad array of anti-government activists, including militias, “freemen”, “constitutionalists,” “common-law courts,” secessionists and tax protesters. We also have terrorists waiting for orders from outside the country to participate in terrorist acts.

Terrorist attacks may take many forms including bomb threats, explosions, use of chemical/biological agents and suicide bombings. While all terrorist attacks may not be preventable, staff must be vigilant at all times and report any suspicious activities or items immediately to the Unit Supervisor/Watch Commander.

13.11.2 GENERAL POLICY

In all instances involving terrorism, the preservation of life shall supersede all other concerns. Staff discovering or responding to terrorism, shall secure the safety of all youth within their immediate control, prior to initiating response procedures and containment efforts. Secondary, to ensure the safety of all youth and staff, is the preservation of facility buildings and property.

13.11.3 Suspicious Packages and Letters

13.11.3.1 IDENTIFICATION

Common delivery system for acts of domestic terrorism are packages and letters that contain explosives, chemical or biological agents. Staff are to always be vigilant for the presence of suspicious packages or letters. Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc...
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address
- Briefcases or packages left unattended in public gathering places

13.11.3.2 LETTER BOMBS

One of the newer weapons in the terrorist arsenal is the letter bomb. A common type of letter bomb uses moldable plastic explosives that can be rolled flat. When the letter is torn open a tiny spring hits a detonator a little larger than an aspirin, which sets off the explosion. The whole bomb weighs less than an ounce and is scarcely one-eighth of an inch thick, but it can maim or kill a person standing three feet away. Similar devices can be hidden in such things as books and cigarette packages.

One of the most menacing aspects of letter bombs is the difficulty in detecting them. You should examine all letters and packages for unusual features. A manual prepared by the London police commissioner indicates the following should be considered suspect:

- Origin (if the postmark or name of sender is unusual)
- Handwriting of sender (if this indicates a foreign style not usually encountered)
- Weight (if the package seems too heavy for its size)
- Balance (if the package or letter is lopsided)
- Springiness in the top, bottom, or sides of the letter (but do not bend excessively)
- Protruding wires (even the best prepared devices can go wrong in transit)
- Greasy marks on the envelope or parcel wrappings (from the sweating of explosives)
- Smell (particularly if it is like almonds or marzipan)
- Noise (if, when shaken gently, there is the sound of a loose piece of metal. The London police commissioner stressed that any feel of metal inside the envelope when you touch it should be treated as ‘very suspect.’)

13.11.4 Immediate Staff Response Procedures

13.11.4.1 BOMB THREAT

If a terrorist bomb threat is received by staff, immediately initiate the [Bomb Threat Checklist](#) (Appendix A, page A-100) and Procedures identified in Section [13.6](#).

13.11.4.2 EXPLOSIONS/FIRE

If an explosion/fire occurs, immediately initiate the Fire and/or Explosions Procedure outlined in Sections 13.4 and 13.8.

13.11.5 Chemical / Biological Agent

13.11.5.1 STAFF PROCEDURES

If a possible chemical or biological agent is discovered (such as in an envelope containing a powdery substance), initiate the following:

1. Don't panic. Report incident immediately to Watch Commander.
2. Secure all youth in their rooms.
3. Suspend all traffic to and from unit/cottage.
4. Request back-up staff to assist, if necessary.
5. Maintain an open line of communication with the facility's Control area.
6. Secure suspected contraband as safely as possible.
7. Do not shake or empty the contents of any suspicious envelope or package.
8. Place the envelope or package in a plastic bag (such as a plastic trash can liner) or some other type of container to prevent leakage of contents. If you do not have a plastic bag or container or if the contents have spilled, cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
9. Leave the room and close the door and keep others away from the area.
10. Wash hands with soap and water to prevent spreading any powder to your face.
11. If the powder has spilled on you, remove contaminated clothing as soon as possible and place in a plastic bag or other container that can be sealed. This bag of clothing should be given to emergency responders for proper handling.
12. Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
13. List all people who were in the area when the suspicious letter or package was recognized. Give this list to your Watch Commander for follow-up investigations.

13.11.5.2 WATCH COMMANDER PROCEDURES

If a possible biological/chemical agent is discovered, the Watch Commander shall assume the following responsibilities:

1. Proceed immediately to the reported location and assume command for overseeing containment of the chemical/biological threat, and directing evacuation procedures as necessary.
2. Seek and procure facility medical staff assistance, if necessary.
3. Call for back-up emergency personnel (i.e., ambulance, police, etc.) as necessary. All emergency phone numbers shall be posted in the Watch Commander's Office, Administration/Reception Office and at the facility's Control area.
4. Ensure that staff are assigned to the external fire access gates and front of the building for traffic control (See Section 13.3.8.3). Upon resolution of the chemical/biological emergency, ensure that the assigned staff have been recalled.
5. Secure and isolate all chemical/biological agents as outlined above.
6. Ensure documentation of the event by all involved staff.
7. Notify the Division Chief or designee.
8. Notify the Chief, Assistant Chief and Deputy Chief Probation Officer. Forward all documentation to the DCPO by 7:30am of the next working day following the incident.

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| <p>San Diego County Probation Department Institutional Services Policies</p> | <p><u>SUBJECT:</u> Disaster Procedures</p> <p><u>SECTION:</u> 13.12</p> <p><u>AUTHORITY:</u> Article 3; 1325-1327, Title 15</p> |
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13.12 Disaster Procedures

13.12.1 POLICY

If a severe earthquake or other disaster occurs, the County may declare an emergency. In that event, the County emergency plan requires the Probation Department to use its peace officer (POST trained) personnel, its facilities and its resources as planned by the San Diego Office of Disaster Preparedness.

All departmental peace officer personnel must respond to a declared emergency. Information declaring an emergency may be received by Emergency Broadcast System, LIFE System Alert, or by direct communication.

13.12.2 PROCEDURE

- **On Duty/On Site:** Remain at workstation or as dispatched by senior officer on duty.
- **On Duty/Off Site:** Return to facility, if possible. Report by and maintain radio communication. If return is not possible, report to the closest law enforcement location to render any assistance requested.
- **Off Duty:** Attend to emergent domestic needs, then establish communication with institutional assignment to determine if reporting is required and if duty assignment can be reached by available transportation.

13.12.3 CHAIN OF COMMAND

If an emergency is declared, the following Chain of Command will exist:

1. County Administrative Officer
2. Director of Emergency Services
3. Sheriff
4. Law Enforcement Coordinator
5. Chief Probation Officer
6. Ranking Facility Duty Officer
7. Individual Officer at Emergency Site

13.12.4 Earthquakes

13.12.4.1 STAFF RESPONSIBLE FOR SAFETY

In the event of an earthquake, staff are responsible for securing the safety of themselves and the youth. The major risk associated with an earthquake is often not the direct effect of the earthquake itself, but instead, the panic and hysteria that often accompanies the experience of an earthquake. To lessen the chances for serious injury, staff should remain calm during an earthquake, and provide responsible direction and instruction to the youth. The following sections discuss the dangers and associated safety procedures for an earthquake.

13.12.4.2 EARTHQUAKE RULES AND PROCEDURES

All units/cottages must have earthquake rules and procedures posted on their bulletin boards. Such rules and procedures are developed by the Office of Civil Defense and can be obtained upon request.

13.12.4.3 DIVISION CHIEF RESPONSIBILITIES

The Division Chief, or their designated representative, is responsible for coordinating efforts to resolve any problems associated with the resulting damage of an earthquake. Such problems include, but are not limited to:

- Injuries
- Broken gas lines, water mains and electrical lines
- Evacuation of staff and youth from unsafe areas
- Notification of emergency and support personnel (i.e., fire department, safety inspectors, medical response teams, police department, building maintenance, etc.)

13.12.4.4 WATCH COMMANDER RESPONSIBILITIES

All Supervisors on duty at the time of an earthquake shall be responsible for coordinating staff response efforts. The initial response to an earthquake shall be as follows:

1. Seek shelter immediately and remain stationary until the movement stops.
2. Go to the facility's Control area when the earthquake movement stops and contact each unit/cottage. If the Stenophone is inoperable, contact each unit via radio. If a unit/cottage does not respond to the radio, dispatch a runner with a radio to check the unit. Always keep at least one (1) radio in the facility's Control area.
3. Direct the Shift Leader to account for the youth, staff and to assess damage to their units/cottage.
4. Advise all Shift Leaders to use flashlights to provide illumination when making assessments. Do not use lighters or matches.
5. Make staffing changes as necessary to provide the best possible security.
6. Have staff check the hallways, the kitchen, Administration and Booking areas for injuries, structural damage, gas leaks and power outages.
7. Turn a battery-powered radio on to an emergency station. (Kept in Division Chief's office.)
8. Have the facility checked for gas leaks, and if found, immediately dispatch a staff member to shut the gas off. A wrench is attached to the gas meter to turn it off. Once the gas has been turned off, do not turn it back on. There are special turn-on procedures which must be followed, to prevent damage to the system.
9. Have a check made for water pipe damage and if found, dispatch a staff member to turn the water off. There are locked chains on the water valves. Any outside door key shall open these locks, so the valves can be turned off. Turn off one valve on the right pipe and one valve on the left pipe.
10. Have a check made for electrical problems and if found, dispatch a staff member to turn the main circuit breakers off. They are located in a designated area with the door marked, "Danger, Keep Out." Direct the staff member to obtain the emergency equipment (i.e., crowbars, sledgehammers, cutting torch, etc.) while in this area. If doors need to be opened, call the Fire Department; they have a special saw for emergencies.
11. Prepare for aftershocks. Warn all units/cottages to suspend activity during the aftershocks, and to seek appropriate shelter.
12. Assume the gas, water, and electrical lines have been damaged if the earthquake is severe, and serious structural damage is obvious. Immediately shut off the gas, water and electricity, using the above guidelines, and consider evacuating the facility.
13. **Fire:** Direct staff to begin fire suppression and containment measures for any fire. (See Manual Section 13.4). If necessary, dispatch back-up staff with additional fire extinguishers to assist. If the Watch Commander or their designee considers the fire is out of control, order evacuation of the unit/cottage and/or building (See Manual Section 13.7) and call the fire department.
14. **Injuries:** Advise all staff to commence First Aid procedures, if necessary. Contact the Medical Clinic and give an overview of the number, type, and seriousness of injuries reported by each unit/cottage. Note which injuries appear the most serious, and where the injured youth /staff is located. If directed by the Medical Clinic, initiate mass casualty triage procedures (See Section 13.2.7.4 – Disaster Triage Procedures) and arrange for transportation to an outside medical facility.
15. **Injury to staff:** Provide staff replacement and appropriate coverage of the unit/cottage if staff are injured. It may be necessary to make staffing changes, to provide security throughout the facility.
16. **Broken Windows:** Youth shall be removed from rooms/areas where windows are cracked and/or broken, and debris/glass is scattered. Clean up measures/repairs should begin as soon as possible.
17. **Jammed Doors:** Dispatch the facility's Control area staff to pertinent areas, with emergency equipment (i.e.,

- tools, etc.). Determine the need for additional staff assistance. Call the Fire Department.
18. **Severely Damaged Unit/Cottage Evacuation:** Redistribute the population of units/cottages with significant damage to safe units/cottages or if necessary, direct staff to evacuate the youth to the softball fields. Advise them to take mattresses, blankets, sheets, etc., from the unit/cottage, as well as the log, roster and other necessary items (according to Section [13.7](#)).
 19. Complete a walk-through of the building and grounds to verify damage information after all unit/cottage officers have made damage reports.
 20. Order all staff to remain on duty until they receive supervisory permission to leave. Document any failure or refusal to comply, and commend staff for their response.
 21. After consultation with the Division Chief and/or Deputy Chief Probation Officer for Institutional Services (if possible), the Watch Commander shall contact the Presiding Judge of the Juvenile Court to issue a blanket order allowing discretion to release youth to their parents (except for those being charged pursuant to 707(b) PC), if damage to the facility has been so significant that youth cannot be safely/securely detained.
 22. Ensure the Chief Probation Officer has been advised of the situation. In addition to the telephone lines, there is an emergency phone. Push the red button and dial the number. Note: If normal emergency communication channels are blocked, it may be necessary to go through Probation Dispatch or Station M, depending on the hour, via the 800MHZ radio (7:00 AM to 11:00 PM only). Give all pertinent information, request the necessary assistance, and ask that the Chief Probation Officer be notified as soon as possible.
 23. Ensure the highest level of safety and security for the youth and staff. If additional help is not immediately available, maintain response procedures as follows:
 24. **Housing:** Structurally sound living quarters may be inhabited, once the glass and debris have been thoroughly removed. Use these living quarters to house the most dangerous youth (i.e., those charged pursuant to 707(b) PC). If there is doubt as to the structural safety of a unit/cottage, do not house youth in it. If necessary, evacuate the building and relocate youth, according to procedures in Section 13.7.6.
 25. **Beds:** Take mattresses out to the quads and/or fields, along with blankets and sheets, if youth are evacuated to that location.
 26. **Latrines:** Have outdoor latrines dug if necessary. Shovels are available at each facility. Be sure the latrines are separate from the sleeping and eating areas and if possible, provide privacy.
 27. **Water:** Locate the water stored in the facility hot water heaters. The water heater rooms are located in designated facility areas. The Supervisors have the key to unlock the doors.
 28. **Food:** Locate all food supplies. Depending on the day of the week, between 1-5 days of food supplies are stored in the kitchen. Additional food supplies may be found in the units/cottages. If the kitchen is inoperable, there are BBQ grills available for food preparation. If the white gas is depleted, a fire pit could be dug. There is wood in the Maintenance Shop, and a window screen could serve as a grill.

13.12.4.5 SAFETY PROCEDURES DURING AN EARTHQUAKE

In a major earthquake, staff are responsible for the safety of the youth. Many of the instructions which staff shall provide youth during an earthquake shall depend upon the group's location when the earthquake occurs. However, as a general rule, whether the group is indoors or outdoors, everyone shall remain where they are and seek an area of safety. Staff shall attempt to keep the group calm and away from falling debris, exploding glass (i.e., windows, etc.), utility wires and objects which are likely to fall and cause serious injury.

13.12.4.6 OUTSIDE GROUPS

If outdoors when an earthquake occurs, do not attempt to move the group indoors, as the greatest point of danger during an earthquake is just outside a doorway and close to the outer walls. Instruct the group and staff to assemble in an open place away from buildings, walls and utility wires. The greatest dangers are from falling debris outside the doorways and outer walls, and from fallen live electrical wires. Once in the open, stay there until the shaking stops and clearance has been received from the facility's Control area to enter the building.

13.12.4.7 INSIDE THE UNIT/COTTAGE

If indoors, do not attempt to direct the group outdoors, where injuries may occur from falling debris and downed power lines. Evacuate the building only when ordered to do so by a responsible authority (i.e., Watch Commander, Division Chief, etc.). During the earthquake, instruct both youth and staff to take cover under desks, tables, benches, beds, doorways or against inside walls. Have everyone stay away from windows, skylights, and other glass objects which are likely to break or shatter during the earthquake. As is often the case, power, gas and electricity may become temporarily inoperable. However, do not use candles, matches, lighters or any other open flame either during or directly after the earthquake because of the possibility of gas leaks and resulting explosions.

13.12.4.8 IN A MOVING VEHICLE

Stop the vehicle as quickly as safety permits, and pull over to the side of the road. Remain inside the vehicle. Do not attempt to drive a vehicle during an earthquake. When stopping, do not park under an overpass or power lines. Stay in your vehicle until the earthquake is over. After the earthquake, resume driving cautiously and anticipate potential road hazards. Watch for fallen debris, downed power lines and/or structural damage to the highway. Never attempt to use a bridge or overpass that is, or may have been damaged.

13.12.4.9 PROCEDURES AFTER AN EARTHQUAKE

1. Stay calm, do not panic, and reassure the youth and other staff.
2. Conduct a count of all youth and staff to ensure no one is missing. Notify the facility's Control area via radio of the unit/cottage count. Attempt to locate missing youth and staff and notify the Watch Commander of all unaccounted personnel and youth.
3. Provide emergency first aid as necessary for all injured individuals.
4. Be prepared for subsequent earthquake aftershocks. Although generally smaller in magnitude than the main shock, some aftershocks may be large enough to cause additional damage or bring already weakened structures down.
5. Check utilities for broken gas, electrical and water lines. If a gaseous odor is present, open windows and notify the Watch Commander, and/or Building Maintenance, to shut off the main gas valve and evacuate the building.
6. Do not turn the lights on or use any materials capable of producing a spark or an open flame.
7. Stay outside of a building where gaseous odors or leaks have been detected, until a utility official has declared it to be safe.
8. Shut off the electrical current to the area via the fuse box located in each unit/cottage or work area if electrical wiring is shorting out. If water pipes are damaged, seek to shut off the water supply at the unit/dorm's main valve, and contact the Watch Commander and/or Building Maintenance.
9. Verify that sewage lines are intact prior to using sanitary facilities. Report any problems to the Watch Commander and/or Building Maintenance.
10. Keep everyone from touching fallen electrical power lines or objects in contact with downed power lines. Keep youth clear of these areas by posting a staff member in the danger area to ensure protection.
11. Report all spilled medicines, drugs, flammable liquids and other potentially hazardous materials, immediately.
12. Inspect and assess your situation, including physical injury to individuals and the unit/cottage, provide a full report to the facility's Control area and the Watch Commander via radio or runner, requesting assistance as needed.
13. Use the telephone only for authorized business or emergency calls. If regular telephone service is inoperable, the facility cellular phone shall be utilized in an emergency.
14. Turn on the radio or television to get the latest news and weather information from local authorities if safe to do so.

13.12.5 Floods

13.12.5.1 SUBJECT TO FLOODS

The juvenile facilities are reasonably safe from flooding, and no special safety precautions are necessary.

13.12.6 Nuclear Attack

13.12.6.1 OVERVIEW

Due to San Diego's proximity to several major U.S. military installations, the area may be targeted with nuclear weapons by foreign governments. Additionally, terrorists may utilize a nuclear device to stage an attack. A small-scale nuclear detonation in the area may not completely destroy, or even significantly damage, IS facilities. In the event of a nuclear detonation, staff shall adopt the following procedures to minimize the risk of blast, thermal effects and radiation exposure to youth and staff.

13.12.6.2 STAFF PROCEDURES

If there is sufficient warning, assemble the youth inside the units/cottages and observe the following:

1. Stay calm, do not panic, and reassure the youth and other staff.
2. Get the youth out of rooms and into hallways/dayroom so they won't be locked in rooms in the event of failure of the emergency generating equipment. Have the youth stay clear of skylights, windows, doors, etc.
3. Instruct youth to cover themselves with mattresses and blankets. If no cover is available, simply have them lie down and curl up covering their head with their arms and hands. The important thing is to avoid being burned by the heat, thrown about by the blast, or struck by flying objects.
4. Do not leave the facility unless a clear and present danger presents itself.
5. Check utilities for broken gas, electrical and water lines. If a gaseous odor is present, notify the Watch Commander, and/or Building Maintenance, to shut off the main gas valve and evacuate the building.
6. Establish radio or telephone contact with Station M or Probation Dispatch. Follow their instructions.
7. Attempt to communicate with the Division Chief, the Deputy Chief Probation Officer, Assistant Chief Probation Officer or the Chief Probation Officer for instructions on evacuation and or relocation procedures.
8. Initiate Evacuation Procedures when ordered by the Watch Commander, facility Division Chief, Deputy Chief Probation Officer, Assistant Chief Probation Officer or the Chief Probation Officer.
9. Tune in to the local AM radio station for additional information.

After consultation with the Division Chief and/or Deputy Chief Probation Officer for Institutional Services (if possible), the Watch Commander shall contact the Presiding Judge of the Juvenile Court to issue a blanket order allowing discretion to release youth to their parents (except for those being charged pursuant to WIC 707(b)), if damage to the facility has been so significant that youth cannot be safely/securely detained. If communication with a higher authority has been attempted and was unsuccessful, the Watch Commander may, on their own authority, release youth to their parents, under the above-listed circumstances.