

Facility Emergencies

400.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a plan to appropriately respond to emergencies within each facility and to ensure all personnel receive timely training regarding emergency response. This policy is intended to protect the community, members, visitors, youths, and all others who enter the facility, while allowing each facility to fulfill its primary purpose (15 CCR 1327).

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

400.2 POLICY

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

400.3 PROCEDURE

The Chief or their authorized designee shall develop, publish, and review emergency response plans that address (15 CCR 1327):

- (a) Escapes.
- (b) Disturbances/riots.
- (c) Hostages.
- (d) Civil disturbances.
- (e) Natural disasters.
- (f) Periodic testing of emergency equipment.
- (g) Mass arrests.
- (h) Emergency evacuation of the facility (see the Emergency Evacuation Policy) (15 CCR 1325).
- (i) Active shooter and terrorist attack.
- (j) Other emergencies as needs are identified.

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

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

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

The emergency response plans shall be made available to all members and contractors working in the facility as needed. Confidential policies and procedures that relate to the security of the facility may be kept in a separate manual (15 CCR 1327).

400.3.1 EMERGENCY SUSPENSION OF REQUIREMENTS

The Chief or their authorized designee shall authorize only those regulations directly affected by the emergency to be suspended. When a suspension occurs for longer than three days, the Chief or their authorized designee shall notify the Board of State and Community Corrections in writing. In no event shall a suspension continue for more than 15 days without the approval of the chairperson of the board for a time specified by the chairperson (15 CCR 1311).

400.4 LOCKDOWN

Upon detecting any significant incident that threatens the security of the facility, such as a riot or hostage situation, members shall immediately notify Main Control and the Watch Commander. The Watch Commander, or in the Watch Commander's absence, Main Control, may determine whether to order a partial or full lockdown of the facility and shall notify the Chief or the authorized designee as soon as practicable.

If a lockdown is ordered, all youths will be directed back to their housing areas. All youths in transit within the facility will either be escorted back to their housing areas or to another secure location. The Watch Commander should instruct members not directly involved in the lockdown to escort any visitors and nonessential contractors out of the facility.

A head count shall be immediately conducted for all youths, visitors, contractors, and members. The Watch Commander shall be immediately notified of the status of the head count. If any person is unaccounted for, the Watch Commander shall direct an immediate search of the facility and notify the Chief or their authorized designee as soon as practicable.

Lockdown should not be used as a form of punishment. It is only intended to facilitate order.

400.5 HUNGER STRIKE

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

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The Division Chief or their authorized designee shall notify the youth's parent/guardian, the youth's probation officer, the chairperson of the Juvenile Justice Commission, the Presiding Judge of the Juvenile Court, and the youth's case worker of the incident and periodically provide updates on the status of the youth.

400.5.1 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS

The Division Chief or their authorized designee shall notify the Contracted Medical Services Provider to review, coordinate, and document any medical actions taken, based on protocols and/or at the direction of qualified health care professionals, in response to a hunger strike.

Qualified health care professionals should monitor the health of any youth involved in a hunger strike and make recommendations to the Division Chief or the supervisory staff responsible for oversight of the incident.

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

400.5.2 RESPONSE TO HUNGER STRIKES

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

If the hunger strike remains unresolved, the Division Chief or their authorized designee may direct the appropriate member to observe the room area, including trash containers, of the youths involved for evidence of food items and of food hoarding.

400.5.3 LEGAL GUIDANCE

If attempts to resolve the grievance are unsuccessful or not reasonably practicable, the Division Chief should consult with legal resources (such as County Counsel, the Presiding Judge of the Juvenile Court, and the Office of the Public Defender) as appropriate to develop other steps to resolve the issues.

400.6 RESPONSE TO DISTURBANCES

Members should attempt to minimize the disruption to normal facility operations caused by a disturbance by attempting to isolate and contain the disturbance to the extent possible. Members should immediately notify the Chief through the chain of command of the incident.

400.6.1 NOTIFICATIONS

The Watch Commander should notify the Division Chief or their authorized designee of the disturbance as soon as practicable.

The Division Chief or their authorized designee should notify the involved youth's parent/guardian, the youth's probation officer, the local authority having supervisory jurisdiction, and the youth's

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case worker as soon as practicable.

400.6.2 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS

If medical action reasonably appears necessary, the Watch Commander or their designee shall notify the appropriate qualified health care professionals to review, coordinate, and document medical actions based on protocols and/or at the direction of the Contracted Medical Services Provider.

400.6.3 REPORTING

An incident report shall be completed with the details of the disturbance. The incident report shall be prepared by the staff and submitted to the Watch Commander by the end of the shift, unless additional time is necessary and authorized by the Division Chief or their designee. (15 CCR 1362). If appropriate, a crime report shall be initiated and prosecution sought.

400.7 RIOTS

Riots occur when youths forcibly and/or violently take control or attempt to take control of any area within the facility.

Members should make reasonable attempts to prevent youth-on-youth violence but should take measures to avoid aggravating the problem and making the situation worse.

400.7.1 RESPONSE TO RIOTS

Members should attempt to secure the area to prevent the disturbance from expanding into other parts of the facility.

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

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

Other housing units must be secured, with sufficient members remaining at their posts to continue to supervise the unaffected units.

If members are unable to contain, control, and resolve the riot, a request for assistance should be made to the appropriate law enforcement agency (see the Mutual Aid section in this policy). The request should be made by the Watch Commander or their authorized designee. When the riot

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has been suppressed, involved members must immediately return to their assigned posts and normal operations should resume.

All youths who have participated in a riot shall be separated and secured as soon as practicable. Any injured youths shall receive a medical evaluation and treatment. If an injured youth is medically cleared to remain in the facility, the youth's security classification will be reviewed and the youth will be assigned appropriate housing.

400.7.2 QUALIFIED HEALTH CARE PROFESSIONAL RESPONSE

If necessary, a supervisor or authorized designee should notify the Contracted Medical Services Provider and identify a staging area for medical emergency responders and for medical triage.

The Contracted Medical Services Provider should be included in developing the response plan as it relates to the potential for a medical response, medical triage and treatment activities, and the safety and security of medical personnel during the incident.

400.7.3 NOTIFICATIONS

As soon as practicable, the Watch Commander or a responsible staff member shall notify the Division Chief.

For each involved youth, the Watch Commander or authorized designee shall notify their parent/guardian, their probation officer, the chair of the Juvenile Justice Commission, the Presiding Judge of the Juvenile Court, and the case worker.

400.7.4 REPORTING

An incident report shall be completed with the details of the disturbance. The incident report shall be prepared by the staff and submitted to the Watch Commander by the end of the shift, unless additional time is necessary and authorized by the Division Chief or their designee. (15 CCR 1362).

400.8 HOSTAGES

The Department does not recognize the taking of hostages as a reason to relinquish control of the facility.

It is the policy of the San Diego County Probation Department to use all available resources reasonably necessary to bring about a successful end to a hostage situation.

400.8.1 RESPONSE TO HOSTAGE INCIDENT

Main Control should immediately be notified at the earliest sign of a hostage incident. Main Control shall notify the Watch Commander as soon as practicable.

The Watch Commander or authorized designee shall make every effort to ensure that the hostage incident remains confined to the smallest area possible. All door controls accessible to the involved

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youth(s) shall be disabled. Emergency exits that lead outside the secure perimeter shall be guarded.

400.8.2 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS

At the direction of the Watch Commander or authorized designee, the Contracted Medical Services Provider should be notified in order to identify a location and form a logistical plan for medical triage. The location also shall serve as a medical staging area for other medical emergency responders.

400.8.3 HOSTAGE RESCUE

Communications with the hostage-taker should be established as soon as practicable. Hostage-taker demands for members to open doors will not be met. A hostage rescue team from the local law enforcement agency should be immediately summoned, and the established protocols for resolving the situation shall be implemented. The Chief or their authorized designee should be consulted regarding decisions faced by the hostage rescue team.

400.8.4 REPORTING

An incident report shall be completed with the details of the hostage situation. The incident report shall be prepared by the staff and submitted to the Watch Commander by the end of the shift, unless additional time is necessary and authorized by the Division Chief or their designee. (15 CCR 1362).

400.9 ESCAPES

Upon being made aware that an escape may have occurred or did occur, a member shall immediately notify Main Control. Main Control shall notify the Watch Commander as soon as practicable.

Once the escape is verified and immediate actions have been taken inside the facility (e.g., lockdown), the Watch Commander should ensure that all local law enforcement agencies and the Division Chief are notified.

400.9.1 YOUTH COUNTS

As soon as all youths have been secured, a full youth head count should be taken.

All youths who are outside of the secure perimeter of the facility (e.g., court, work details) should be located and identified. The identity of any missing youth should be disclosed to responding law enforcement, and a summary of the youth's facility record should be prepared by the Watch Commander or their designee and submitted to the Chief or their authorized designee as soon as practicable.

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400.9.2 SEARCH

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

Main Control officers, or others as designated by the Watch Commander, will develop a flyer with the youth's name, description, latest picture, classification status, and charges, and supply it to members and local law enforcement. Local law enforcement should also be given the youth's last known address and a list of associates.

400.9.3 REPORTING

An incident report shall be completed with the details of the escape. The incident report shall be prepared by the staff and submitted to the Watch Commander by the end of the shift, unless additional time is necessary and authorized by the Division Chief or their designee. The incident report should focus on events and physical plant weaknesses that contributed to the escape (15 CCR 1362). The Division Chief should review the reports, interview involved parties if necessary, and develop action plans to minimize the risk of future occurrences.

400.10 CIVIL DISTURBANCES OUTSIDE OF THE DETENTION FACILITY

Upon being notified that facility space will be needed in response to a civil disturbance involving mass arrests, the Watch Commander should notify the Chief through the chain of command.

400.11 DEBRIEFING

All responding members, including medical responders, shall be debriefed, as determined by the Deputy Chief or their authorized designee, on serious facility emergencies as soon as practicable after the conclusion of the incident. The members shall examine the incident from the perspective of what worked, what actions were less than optimal, and how the response to a future incident might be improved.

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

400.12 EMERGENCY HOUSING OF YOUTHS

The Chief or the authorized designee shall develop a plan on the emergency housing of youths in the event of a full or partial evacuation of the facility. The plan will address when youths should be housed in place, identification of alternate facilities and the potential capacity of those

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facilities, youth transportation options, and contact information for allied agencies. This plan shall be reviewed at least annually and revised if necessary.

400.12.1 MUTUAL AID

The magnitude and anticipated duration of a facility emergency may necessitate interagency cooperation and coordination. The Deputy Chief should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated for the safe keeping and transportation of youths during the facility emergency and evacuation process (see the Emergency Evacuation Policy). For a large-scale emergency response, see the Emergency Plan and Emergency Staffing policies.

When another agency requests assistance from this department, whether they are a local agency requesting aid through the San Diego Sheriff's Communication Center or County Emergency Operations Center, or another probation department with whom this department has a mutual aid agreement, the Watch Commander may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

When mutual aid assistance is rendered, the Chief will be advised via the chain of command as soon as possible and a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

400.13 REVIEW OF EMERGENCY PROCEDURES

The Division Chief should ensure that there is a review of emergency procedures at least annually (15 CCR 1324; 15 CCR 1327). This review should be documented within 10 days of the review for approval. This review should also include the signatures or initials of the members responsible for the review. At a minimum, the review shall include:

- Assignment of members to specific tasks in emergency situations.
- Instructions for using the alarm systems and signals.
- Systems for the notification of appropriate persons outside of the facility.
- Information on the location and use of emergency equipment in the facility.
- Specification of evacuation routes and procedures.

400.14 TRAINING

Members shall be trained at least annually on this policy (15 CCR 1327). This facility will provide emergency preparedness training as part of orientation training for all members assigned to the facility and for those who may be required to respond to the facility in an emergency (15 CCR 1324). Members shall also receive refresher training at least annually in the emergency response plans. The Training Officer is responsible for developing and delivering appropriate initial training and annual refresher training.

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

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

The Training Officer shall forward an annual report to the Division Chief or the authorized designee on the status of emergency response plan training. Any training deficiencies identified in this report should be rectified within 90 days of the report.

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