



EMERGENCY OPERATIONS

(Critical Policy)

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) to maintain and train members on emergency plans. Emergency plans are crucial for the safe and secure operation of the AJ during unusual, high risk situations. *This is a critical policy because of life and public safety risks that go with emergencies in an AJ setting.*

PURPOSE.

The purpose of this policy is to provide guidelines in the form of policies, plans or other directives of a strategic manner and tactical nature covering the effective response to various emergencies members may encounter in the operation of the AJ.

OREGON JAIL STANDARDS:

- E-601 Emergency Planning
- E-602 Evacuation Plan
- E-603 Distribution of Emergency Directives
- E-604 Drills and Training

REFERENCES:

- ORS 169.076, Standards for local correctional facilities
- Oregon Administrative Rule (OAR) 437-002-0041; Exits and Exit Routes
- Oregon Administrative Rule (OAR) 437-002-0042; Emergency Action Plan
- Oregon Administrative Rule (OAR) 437-002-0043; Fire Prevention Plan
- *Oregon Uniform Fire Code*
- DCSO [Policy 5.20 Incident Command System](#)

DEFINITIONS:

Emergency Situation. Any situation not ordinarily addressed in a routine manner and constitutes a potential threat to the safety and security of the facility.

Incident Command System (ICS): A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency.

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PROCEDURES.

Corrections members will use emergency plans to respond to emergencies. The Captain will direct the overall emergency plan program using a defend in place approach. Supervisors for the AJ will manage daily aspects of the program. Supervisors responsible for emergency response may follow the guidelines for Incident Command of an emergency as specified in DCSO [Policy 5.20 Incident Command](#).

SECTION A: GENERAL GUIDELINES

A-1. Emergency Plans. Emergency plans must comply with OAR 437-002-0042 and the *Oregon Uniform Fire Code (OUFC)*. The AJ may have individual or consolidated plans depending on the emergency. Plans will cover the following emergencies:

- a. Bomb threats
- b. Civil disturbances and demonstrations
- c. Disruption of utilities, computers or communications systems
- d. Escapes/Escape attempts
- e. Exigencies requiring evacuation of all or part of the inmate population
- f. Fires
- g. Hazardous material spills
- h. Hostage situations
- i. Inmate disturbances
- j. Medical emergencies
- k. Natural disasters, including floods, earthquakes and weather related emergencies; or
- l. Perimeter security breaches or related events.

A-2. Plan Contents. Emergency plans dealing with inmates should include ways to prevent and detect incidents, the need for intelligence gathering and the use of tactical response. Each emergency plan will contain the following parts:

Response Options. Directives giving members options for their initial assessment and response to an emergency. Members will normally respond by first notifying main Control. Response options will include how to utilize the support of emergency responders. Response options will include evacuation planning and procedures AJ Policies [Fire Safety CD-13-2](#), [Evacuation CD-13-8](#), and incident command procedures for working with outside agencies DCSO [Policy 5.20 Incident Command System](#).

- a. **Notification.** Each emergency plan will contain a list of supervisory members and agencies to notify. The list will include supervisors' [REDACTED]
[REDACTED] The Administrative Lieutenant will update all lists [REDACTED] as changes occur. Each emergency plan must also contain methods for notifying occupants and emergency responders. If alarm systems fail, the order in which people are notified may be different from the normal chain of command.

- b. **Chain of Command.** Plans will spell out who is in command of the incident. The first option is one of the team supervisors. The initial Incident Commander (IC) will remain in place until relieved by a lieutenant or captain. The Chain of Command will be utilized as outlined in *DCSO Policy 5.20 Incident Command System* and *DCSO Policy 2.03 Organizational Structure and Chain of Command*.
- c. **Command Posts.** Emergency plans will include instructions to establish a command post. The location will have sufficient radio and telephone access to serve the command post members, sufficient space for all tactical planning needs and is outside the security perimeter. It will not be accessible to the public, media, or unauthorized personnel. [REDACTED]
[REDACTED] Command posts may be set up [REDACTED]
[REDACTED]
 1. [REDACTED]
 2. [REDACTED]
 3. [REDACTED]
 4. [REDACTED]
 5. [REDACTED]
 6. [REDACTED]
 7. [REDACTED]
 8. [REDACTED]
- d. **Staffing.** Emergency plans will layout steps to call in off duty members to work. The plan should include which posts members are required to fill in an emergency.
- e. **Timekeeping Procedures.** Emergency plans will include a way to track the hours members work in dealing with the emergency.
- f. **Inmate Supervision.** Emergency plans will cover inmate supervision during an emergency. This helps contain the crisis to the smallest number of inmates and ensure their humane treatment.
- g. **Equipment Needs.** Depending on the type of emergency, response teams may need special equipment from outside sources. Plans will have contact names and numbers to help make sure such equipment is available. They will also include where and how to access equipment stored on site.
- h. **Communication Needs.** Plans will identify the need for any special communication device. This includes radios on public safety frequencies, monitors for civil defense or weather warnings or other unusual needs.
- i. **Access to Plans and Keys.** [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Distribution of emergency plans, directives, and procedures will be restricted to AJ members or outside agencies requesting the information during an emergency. AJ emergency plans and procedures will remain secure and will not be released to outside sources or placed in areas where inmates or others could learn or reveal the

- response procedures. AJ emergency plans will only be released to outside sources by the Captain.
- j. **Media Relations.** Plans will address the release of relevant news to the media during a major emergency or other serious incident. The Sheriff or designee will authorize release of information to the media.
 - k. **Support Agencies.** Plans will include what, when, where and how agencies may help respond to an emergency. Supervisors will coordinate with other agencies in advance to help develop those parts of an emergency plan that involve their operations. Joint drills and AJ tours for responding agency members can help them stay familiar with the AJ, enhancing response capabilities.
 - l. **After Incident Measures.** Each plan will include procedures to make sure members:
 - 1) Begin recovery efforts
 - 2) Secure the AJ and WC after an emergency
 - 3) Get necessary health care for members and inmates
 - 4) Do not make reprisals against inmates
 - 5) Preserve evidence for potential legal action.
- A-3. Training.** The Captain, Training Unit and AJ supervisors will address members training needs to support plans and directives. Training must comply with OAR 437-002-0042 and the *Oregon Uniform Fire Code (OUFC)*. Training will include regularly scheduled drills in evacuation and other selected procedures. Members must receive refresher fire recognition and response training every six months for their assigned duties. The training will include:
- a. Initial training at the time of hiring.
 - b. Training when procedures or equipment change.
 - c. Specialty training for members with critical roles.
 - d. Joint training or cross training with responding agencies.
 - e. Quarterly fire drills.
- A-4. Copies of Plans.** Supervisors will maintain an adequate number of copies of the plans [REDACTED] Under the OUFC, all supervisors must have a copy of plans dealing with fire, hazardous material spills and evacuation. Distribution of copies will be restricted to AJ and WC members use only and not released to the public. The Administrative Lieutenant will maintain a plan distribution list.
- A-5. Plan Review.** The Administrative Lieutenant will coordinate an annual review by the fire marshal for those plans dealing with OUFC issues. The Administrative Lieutenant will make sure members review and receive training on all plans at least annually. The OUFC may require more frequent internal review of some plans. The Captain will certify annual members reviews of each emergency plan.
- A-6. Plan Testing.** Supervisors should conduct drills, in addition to those mandated by the OUFC, to test members' emergency response.

FORMS USED:

- [AJ Form No. 1213](#), Emergency Call Check List
- Emergency Call List
- AJ Telephone Directory
- AJ Command Notification List

AUDIT METHOD.

Shift lieutenants will confirm all emergency plans receive annual review and report their findings to the Captain.