



EMERGENCY OPERATIONS

(Critical Policy)

POLICY.

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

PURPOSE.

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 emergency situations staff may encounter in the operation of the jail facility and work center.

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 that is not ordinarily addressed in a routine manner and constitutes a potential threat to the safety and security of the facility.

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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

PROCEDURES.

Corrections staff will use emergency plans to respond to emergencies. The Corrections Captain will direct the overall emergency plan program using a defend-in-place approach. Shift supervisors for the jail will manage the daily aspects of the program. AJ supervisors responsible for an emergency in the Jail or Work Center (WC) 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 jail 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 staff options for their initial assessment and response to an emergency. Staff will normally respond by first notifying the Control Center. Response options will include how to utilize the support of emergency responders requested from outside agencies. Response options will include evacuation planning and procedures DCAJ 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 staff and agencies to notify. The list will include supervisors' [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 than the normal chain of command.

- b. **Chain of Command.** Plans will spell out who is in command of the incident. The first option is the floor sergeant, in the absence of the floor sergeant; the booking sergeant on duty will become the incident commander (IC) as specified in the emergency plan. The initial IC will remain in place until relieved of command 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 staff, 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 in [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 staff to work. It should include which posts to staff in an emergency.
- e. **Timekeeping Procedures.** Emergency plans will include a way to track the hours staff 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]
[REDACTED] Distribution of emergency plans, directives, and procedures will be restricted to DCAJ personnel or outside agencies requesting the information during an emergency. DCAJ 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. DCAJ emergency plans will only be released to outside sources by the Corrections 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 his 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. Corrections supervisors will coordinate with other agencies in advance to help develop those parts of an emergency plan that involve their operations. Joint drills and jail tours for responding agency staff can help them stay familiar with the jail. This can enhance response.
- l. **Aftermath Measures.** Each plan will include procedures to make sure staff:
 - 1) Begin recovery efforts
 - 2) Secure the jail and work center after an emergency
 - 3) Get necessary health care for staff and inmates
 - 4) Do not make reprisals against inmates; and
 - 5) Preserve evidence for potential legal actions.

A-3. Training. Corrections Administrative Lieutenant will address staff training needs to support the plans and directives. The 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. Staff 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 staff with critical roles.
- d. Joint training or cross-training with responding agencies.
- e. Quarterly fire drills.

A-4. Copies of Plans. Shift lieutenants 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 jail staff 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 staff review and receive training on all plans at least annually. The OUFC

may require more frequent internal review of some plans. The Corrections Captain will certify annual staff reviews of each emergency plan.

A-6. Plan Testing. Shift supervisors should conduct drills, in addition to those mandated by the OUF, to test staff emergency response.

FORMS USED:

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

AUDIT METHOD.

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