



EARTHQUAKES

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (DCAJ) to maintain an emergency action plan in the event of a life-threatening earthquake. Plans are designed to provide for the safety of inmates, staff, and the visiting public.

PURPOSE.

The purpose of this policy is to provide corrections staff with instructions for proper emergency procedures in the event of an earthquake.

OREGON JAIL STANDARDS:

- E-601 Emergency Planning
- E-602 Evacuation Plan

REFERENCES:

- ORS 169.076, Standards for local correctional facilities
- *DCAJ Policy [CD- 13-1, Emergency Operations](#)*
- *DCAJ Policy [CD-13-8, Evacuations](#)*
- *DCSO [Policy 5.20, Incident Command System](#)*

PROCEDURES.

SECTION A: GENERAL GUIDELINES

A-1. During an earthquake, DCAJ staff will follow the guidelines below:

- a. If you are **inside** the building:
 1. **Do not leave the building during a severe earthquake** because of hazards presented by downed power lines, falling debris from the building and other potential hazards.
 2. Take cover under a desk, strong table, doorway, in an empty cell or sit or stand against an inside wall. Duck and cover, by crouching on knees with your face down covering the back of the neck.

3. Stay away from windows, glass and outside walls in the event of an earthquake.
 4. If inmates are not in their cells, order inmates to cell-in and duck and cover. If inmates are not in a housing unit, order them to stay where they are and take cover under a desk, strong table, doorway or sit or stand against an inside wall.
 5. If civilians or other visitors are in the facility, order them to stay where they are and to take cover as outlined above.
 6. Do not use telephones during an earthquake unless absolutely necessary.
 7. Do not strike a match or use a lighter for any reason after an earthquake until gas lines are checked.
- b. If you are **outside** when an earthquake occurs:
1. Move away from the buildings, light poles, utility wires and watch for falling debris.
- c. If you are **on the road** when an earthquake occurs:
1. Bring the vehicle to a halt as soon as safely possible and avoid stopping near or under buildings, overpasses and utility wires. Remain in the car until the shaking stops.
 2. When the quaking has ceased, proceed cautiously. Avoid bridges and other elevated structures that might have been damaged by the quake and could be further damaged by aftershocks.
- A-2.** When the ground stops shaking:
- a. Check yourself, other staff, civilians and inmates around you for injuries and provide first aid as needed. Seriously injured persons should not be moved unless they are in danger of further injury.
 - b. Conduct a rapid assessment of the situation in your area. Radio control room staff and apprise him of the situation in your area as soon as practical. This briefing should include, at a minimum, the number and degree of injuries in your area, noted structural damage, fires, electrical hazards, gas leaks, power failures and what action is needed to control the situation.
 - c. Life threatening hazards such as structural damage, fires, gas leaks or electrical hazards may necessitate the evacuation of your area. Staff will follow posted evacuation plans as outlined in the *Jail Emergency Evacuation Chart Form No.1204*, and the *Work Center Emergency Evacuation Chart Form No.1205*, should it become necessary to evacuate the affected areas.
 - d. Do not flush toilets until incoming and outgoing sewer lines have been checked to see if they are open and operational.
 - e. Be prepared for additional earthquake tremors called “aftershocks.” Although most of these are smaller than the main shock, some may be large enough to cause further damage or bring already weakened structures down.

f. Do not use the telephones unless it is absolutely necessary.

A-3. The supervisor's duties immediately after an earthquake are to formulate a plan of action and notify the chain of command. Set up a Command Post in a safe location such as the Sergeant's Office, Jail Conference Room, or in a county vehicle with a radio or cellular telephone. The jail control center should be used as a last resort. Utilize the Emergency Response Guidelines, the Emergency Response Manual and:

- a. Appoint a floor deputy to check all interior areas of the DCAJ and report back to the Command Post via radio.
- b. Appoint a floor deputy to check the welfare of inmates and report any injuries back to the command post via radio.
- c. Appoint floor deputies to assist with an emergency head count.
- d. Appoint floor deputies to then assist with medical response and triage of injured staff or inmates.
- e. Appoint a staff member to handle radio and/or telephone communications in the Command Post and generally assist with operations at the Command Post.
- f. Appoint a deputy to contact the Work Center.
- g. Appoint a deputy to respond to the Work Center if appropriate.
- h. Direct Control staff to call emergency dispatch (9-911) if necessary.
- i. Direct Control staff to lock down inmates and open gates for emergency responders.
- j. Direct all staff to remain at assigned post unless they are in immediate danger of harm.

A-4. Additional supervisor duties include:

- a. Code 9 the radio channel if needed (no unnecessary radio traffic).
- b. Print a current copy of the inmate population from the Jail Management System (JMS).
- c. Direct medical responders.
- d. Set up medical triage area in a safe location.
- e. Request assistance from a Patrol Division supervisor as necessary.
- f. Direct Booking deputies to check the welfare of inmate(s) that are in all the rooms and holding areas in pre-booking and booking.

SECTION B: DAMAGE ASSESSMENT

B-1. After the initial earthquake subsides, the supervisor will be in charge of the incident until relieved by a lieutenant or captain. The supervisor will take steps to assess the structural damage and:

- a. Take immediate action to secure electricity, gas, and water or to implement damage control measures to lessen the threat of further damage, injury or loss of life at the jail.
- b. Determine whether new prisoners can be accepted and processed.
- c. Notify the chain of command if the damage appears to be minor or await contact from the Countywide Emergency Command Post [REDACTED]
[REDACTED]

- d. If the damage is severe and widespread, advise persons at the Command Post and request any emergency assistance.
 - e. If we are able to provide assistance such as food, inmates for work/rescue crews, etc., advise the Command Post personnel.
 - f. Organize and deploy rescue crews.
- B-2.** If structural damage requires evacuation, refer to the Emergency Plans and DCAJ Policy CD-13-8 *Evacuation*. Organize salvage crews and search and secure the following:
- a. Medical supplies
 - b. General supplies (e.g., blankets, clothing, linen, garbage bags, mattresses, etc.).
 - c. Food and water.
 - d. Check vehicles for tools, first aid kits, radios and other emergency items. Cars may be used for emergency lighting and warming functions during the crisis.
- B-3** Assess the damage to the jail and Work Center in the following priority:
- a. Injuries to staff, inmates, and other persons in the jail or work center.
 - b. Control Center
 - c. Housing units.
 - d. Booking room.
 - e. Medical room.
 - f. Kitchen.
 - g. Exercise yards.
 - h. Video arraignment room.
 - i. Administration.
 - j. Maintenance/storage area.
 - k. Jail exterior.

SECTION C: INCIDENT COMMAND

- C-1.** In the event the incident is too severe to handle with available resources and work force, Incident command will be utilized as stated in DCAJ Policy [CD-13-1, *Emergency Operations*](#) and DCSO [Policy 5.20 *Incident Command System*](#).
- C-2.** The jail incident commander will set up temporary emergency operation section. The emergency operations section will consist of on-duty staff who will ensure essential jail operations continue including:
- a. Inmate Security and housing.
 - b. Inmate Supervision.
 - c. Clothing and Hygiene.
 - d. Medical triage/first aid stations.
 - e. Inmate Release Function.
- C-3.** The jail incident commander will set up temporary emergency logistics section: The logistics section will consist of on duty staff who will ensure essential food delivery and hygiene continues including:

- a. Emergency Shelters.
 - b. Inmate supplies.
 - c. Water and Restroom facilities.
 - d. Inmate telephone communications.
 - e. Inmate Visitation.
 - f. Inmate Mail.
 - g. Inmate access to courts and attorneys.
- C-4.** The jail incident commander will set up temporary emergency planning section: The emergency planning section will consist of jail operations staff whose responsibilities include:
- a. Forecasting supplies and facilities.
 - b. Forecasting transportation needs.
 - c. Forecasting Inmate Transfers.
 - d. Forecasting staffing and post assignment needs.
 - e. Forecasting staff rest and meals.
 - f. Inmate Work Crews.
- C-5.** The jail incident commander will set up temporary emergency administration/finance section. The administrative section will consist of administrative staff whose responsibilities include:
- a. Tracking staff work hours.
 - b. Calendar planning for overtime.
 - c. Answer telephones.
 - d. Handling media contacts and press releases.
- C-6.** The DCAJ Command Post will have the responsibilities outlined below and report to the [REDACTED] where the overall incident command post is located.
- a. Coordinate and plan the procedures to be followed with security staff, local law enforcement agencies and fire/medical personnel.
 - b. Contact Jail Maintenance staff for water, electricity, natural gas and other facility maintenance needs.
 - c. Attempt to contact the families of on-duty personnel to assess their situation.
 - d. If a family's needs outweigh the needs of the operation, the command post shall make every reasonable effort to arrange coverage and let the on-duty deputy go home as soon as possible.
- C-7.** All off-duty deputies must report to the DCAJ as soon as their domestic situation is stabilized to assist on-duty staff with emergency operations. Responding jail employees will report to the designated check-in area at the Deschutes County Sheriff's Office and report to the shift supervisor for assignment.
- C-8.** As soon as practical after an earthquake, contact the Deschutes County Community Development Department, Building Safety Division, 541-388-6575, and request that the

DCAJ be structurally inspected for damage. If inmates are evacuated from any or all areas of the jail, the building will be inspected and approved for occupancy before re-occupying the building.

FORMS USED:

- Emergency Evacuation, Form No. 1202
- Emergency Evacuation Chart, Form No. 1204
- Emergency Evacuation, Chart/Work Center Form No. 1205
- Emergency Response Guidelines
- Incident Report