



EVACUATION

(Critical Policy)

POLICY.

Corrections staff must move occupants to safety zones during facility emergencies. Life safety supersedes jail and work center security where there is the threat of death or serious injury. *This is a critical policy because of the high liability risk associated with injury or death.*

PURPOSE.

To specify contents of an evacuation plan. To provide guidance on how to manage the plan so it is effective when put into use.

OREGON JAIL STANDARDS:

- E-602 Evacuation Plan
- E-604 Drills and Training

REFERENCES:

- OAR 437-002-0040, Means of Egress
- OAR 437, Division 2/E, 437-002-0040(1) through (4)
- OAR 437-002-0042, Emergency Act Plan
- OAR 437-002-0043, Fire Prevention Plan
- OAR 837, Division 40, Adoption of the Uniform Fire Code
- ORS 161.015, General Definitions for Use of Force
- ORS 169.030, Construction, maintenance and use of local correctional facilities by county and city; renting suitable structure; provision of facilities by another county or city.
- ORS 169.076, Standards for local correctional facilities.
- ORS 476.030, Duties and powers of marshal and deputies generally; exemptions of certain governmental subdivision.
- *Oregon Uniform Fire Code*
- *Deschutes County Safety Program*
- DCAJ Policy [CD-13-2, Fire Safety](#)
- American Correctional Association Standards 3-ALDF-3B-11-12, *Evacuation Procedures*

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PROCEDURE.

Corrections staff will follow procedures laid out in an evacuation plan when occupants must evacuate the jail, work center or court holding area in an emergency. The plan will comply with OAR 437-002-0041 through 473-002-0043 and the *Oregon Uniform Fire Code* (UFC). Staff must initiate an evacuation within 2 minutes of a verified emergency to comply with the UFC.

SECTION A: EVACUATION PLAN

A-1. Evacuation Plan. The Corrections Captain will maintain a comprehensive evacuation plan. The Emergency Response Guidelines plan has identified options for on-site evacuation that support the type, degree, and location of the emergency. The guidelines set out procedures to follow during the initial phases of an emergency. Off-site evacuation is the least desired option. All options must place life safety above maintaining control over the inmates. The plan will include the following:

- a. The *Jail Emergency Evacuation Chart Form No. 1204* and the *Work Center Emergency Evacuation Chart No. 1205* identifies primary and secondary evacuation routes from all areas of the jail and work center.
- b. Ways to notify occupants.
- c. [REDACTED]
- d. Ways to direct the flow of people and vehicles.
- e. Location of posted exit route diagrams.
- f. Systems to shut down when evacuating.
- g. Control over inmates when evacuating an area.
- h. Meeting and escorting emergency responders. [REDACTED]
[REDACTED]
- i. Items inmates and staff should take with them when evacuating.
- j. Evacuation of inmates with physical and mental disabilities.
- k. Staff who may remain to operate critical jail or work center operations.
- l. Location of assembly areas by option.
- m. Security procedures for assembly areas.
- n. Method to account for inmates and staff.
- o. Differences in the type of evacuation, such as fire, bomb threat, or natural disaster.
- p. Provision for the immediate release of inmates from locked areas during verified emergencies [REDACTED]
[REDACTED]

SECTION B: OPERATIONAL GUIDELINES

- B-1.** The *Jail Emergency Evacuation Chart Form No.1204* identifies primary and secondary evacuation routes from all areas of the jail. The *Work Center Emergency Chart Form No. 1205* identifies primary and secondary evacuation routes for the Work Center.
- B-2.** The location of posted exit route diagrams will be located in strategic locations throughout the Jail and Work Center.
- B-3.** The Jail and Work Center will have exits, which are distinctly and permanently marked, visible at all time, kept clear and maintained in usable condition.
- B-4.** Fire doors will never be blocked or tied open.
- B-5.** All housing units will have emergency lighting installed to provide sufficient illumination to egress areas.
- B-6.** If it becomes necessary to evacuate, all inmates/person in rooms and cells in the affected area will be evacuated away from the affected area and never toward the affected area. The shift supervisor will determine the appropriate evacuation route to be taken and advise staff.
- B-7.** Provisions will be made for medical care and transportation of injured inmates or staff.

SECTION C: STAFF RESPONSIBILITIES

- C-1. Deputies.** Each designated post/assignment will have specific evacuation instructions located [REDACTED]
[REDACTED]
[REDACTED] All staff must follow the below and specific post/assignments from the emergency response guidelines and primary/secondary evacuation routes in each of these locations:
- a. Know evacuation routes and assembly areas.
 - b. [REDACTED]
[REDACTED]
 - c. Clearly communicate directions of egress to the inmates.
 - d. Determine if any medical care is required for injured inmates or staff and request medical care.
 - e. Determine any special needs for the evacuation of inmates with physical and mental disabilities.
 - f. Realistically participate in evacuation drills.
 - g. Review emergency and evacuations procedures on a continuous basis.

C-2. Medical Staff.

- a. Must receive training on evacuation measures annually.
- b. If an evacuation is called, take any emergency medical supplies and leave the building.
- c. Will follow orders from the shift supervisor.
- d. If requested, respond to medical emergencies.

C-3. Support Staff.

- a. Must receive training on evacuation measures annually.
- b. Must follow orders of the shift supervisor.
- c. Order all visitors to immediately leave the building via the front lobby.
- d. Inform the shift supervisor that you are leaving the building.

C-4. Maintenance Staff.

- a. Will follow any evacuation instructions from shift supervisor.
- b. Provide assistance regarding equipment for electrical, plumbing, floor plans, water, sewer, air flow and gas flow.

SECTION D: SHIFT SUPERVISOR'S RESPONSIBILITIES

- D-1.** The shift supervisor will make the decision to evacuate, unless there is a clear and present danger of injury or loss of life. In that case, the staff member in the immediate area may make the decision to evacuate and will notify the shift supervisor of the evacuation as soon as practical thereafter and:

Floor Sergeant:

- a. The number one priority is to preserve life.
- b. Follow Emergency Guidelines/Evacuations.
- c. Code 9 radio channel if appropriate (only emergency radio traffic).
- d. Ensure primary or secondary evacuation routes are followed by staff.
- e. Develop a plan of action and communicate the plan to command staff.
- f. Establish a command post in a safe area by consulting the facility map.
- g. Orders lock-down of inmates in non-effected areas of the jail or work center.
- h. Ensure perimeter is secure prior to evacuation unless life is in danger.

Booking Sergeant:

- a. Assist the floor sergeant with planning.
- b. Request additional assistance.
- c. Clear booking room and instruct patrol officers to take arrestee to their stations until further notice if appropriate.
- d. Direct medical response and triage in the safe location if appropriate.
- e. Assign deputies to accompany emergency responders.

- D-2.** In the event that the emergency evacuation is beyond the ability of on-duty staff to properly control, Incident Command System procedures may be followed. A designated command post will be established. A Corrections Lieutenant or Captain will become the Incident Commander.

SECTION E: ASSISTANCE

- E-1.** [REDACTED]
[REDACTED]
[REDACTED] The incident commander will coordinate with the patrol sergeant or lieutenant to ensure proper measures are taken to establish a safe and secure perimeter security element. Staff will use the facility map and procedures as outlined in DCSO [Policy 5.20 Incident Command System](#).
- E-2.** The corrections shift sergeant or incident commander will appoint a corrections deputy to be a liaison with local law enforcement agencies. This will usually be the number two booking deputy according to Emergency Response Guidelines/Evacuation by assignment.
- E-3.** [REDACTED]
[REDACTED]
[REDACTED] Specific assignments will be handled by Sheriff's Office Patrol Sergeant or Lieutenant in cooperation with the Incident Commander.
- E-4.** [REDACTED]
[REDACTED]
- E-5.** [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

- E-6.** Less lethal weapons may be deployed [REDACTED] law enforcement at the discretion of the Corrections Captain or Sheriff and may be used if any inmate attempts escape or causes physical harm to others.
- E-7.** Lethal force may be [REDACTED] when the threat possesses both the intent and the means to inflict serious physical injury or death. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- E-8.** [REDACTED]
[REDACTED]

SECTION F. DRILLS AND TRAINING

- F-1. Drills.** AJ supervisors will direct how and when staff does quarterly drills (refer to *Emergency Evacuation Drill Form No. 1202*). Staff must document each drill on *Emergency Drill Report Form No. 1203*. The jail team lieutenant will prepare a report on each drill for review by the Corrections Captain.
- F-2. Staff Training.** The Corrections Captain will ensure staff receives initial and annual training on evacuation procedures. Staff must also receive training whenever evacuation procedures change. Training may be a part of drills and shift briefings. It may also consist of employee notice campaigns, flyers, and instruction sheets. Staff with evacuation duties must receive refresher training on a semiannual basis per the UFC.
- F-3. Inmate Training.** As part of the inmate orientation, the classifications specialist or assigned deputy will brief inmates on evacuation procedures. Instructions are also included in the inmate orientation video that they are required to view when lodged.

SECTION G: AUDIT METHOD

- G-1.** Once a year, The Corrections Captain, Administrative and shift lieutenants for the jail and Work Center will do the following:
- Review the training records for evacuation with the Training Unit to make sure all staff were trained as required.
 - Confirm that quarterly training drills were done.
 - Identify problem areas and trends in drills.
 - Review the evacuation plan to see if it is adequate and current.
 - Review the list of short or long term containment areas away from the facility.

- f. Confirm availability and location of emergency equipment/supplies necessary to execute the evacuation and contain inmates in the short or long term.
- g. Confirm the fire marshal did an annual review of the evacuation plan.
- h. Review the adequacy of evacuation information in the inmate housing orientation.
- i. Check orders/assignments to see if evacuation instructions are current.
- j. Walk all evacuation routes to make sure proper directional signs are in place.
- k. Test emergency doors to see if they work properly.
- l. Do random checks of the ability of staff to identify emergency keys.
- m. Do random checks of staff on their knowledge of evacuation procedures for their location.

FORMS USED:

- Emergency Response Guidelines/Evacuation by Assignment
- *DCAJ Emergency Evacuation Drill, Form No. 1202*
- *DCAJ Emergency Drill Report, Form No. 1203*
- *DCAJ Emergency Evacuation Chart Form No. 1204*
- *DCAJ Emergency Evacuation Chart/Work Center Form No. 1205*