Chapter 3 - Emergency Procedures

Branch Supervisors are required to develop and maintain a building emergency plan. Branch specific custody procedures should be an integral part of the Building Emergency Coordinator's (BEC) plan for all courthouses. The BEC shall be reviewed and updated annually. The Branch Supervisor is responsible for the development, training and implementation of all emergency procedures.

• 2-03/000.05 - Emergency Equipment

All lockup emergency equipment will be maintained in an operable manner. Inspections of equipment shall be completed daily and recorded in the Uniform Daily Activity (UDAL)/Title 15 Log. All emergency equipment will be stored in a secure cabinet or within the control booth. No weapons shall be stored within a lockup area. If authorized chemical weapons are maintained in a lockup area, they shall be secured in a weapon's locker.

• 2-03/010.00 - Fire Suppression Plans

Each Branch Supervisor shall develop, prepare and implement, in conjunction with local fire officials, a fire suppression plan in the BEC Manual that includes provisions for regular inspections of lockup areas, an evacuation plan and a plan for the emergency housing of inmates in case of fire. The plan will include, but not be limited to:

- Means of exiting the facility.
- The installation and maintenance of fire extinguishing and fire alarm systems as required by local fire ordinance.
- The storage and handling of combustible or explosive materials and substances.
- The installation and maintenance of safe appliances, equipment, decorations and furnishings that preclude chances of a fire explosion or panic hazard.
- During periods of remodeling or construction, each Branch Court will notify the responsible fire department if exits are blocked or restricted. Emergency plans will be developed to avoid these areas.
- A system for reporting fires to the fire department will be developed which will include the telephone number of responding fire units.
- Frequent inspection of lockup keys and lock mechanisms to assure they will function properly during emergencies.
- Regular fire prevention inspections by the Branch Supervisor.
- Regular fire prevention inspections by the fire department having jurisdiction.
- Records will be maintained of all such inspections.
- A plan for the emergency relocation and/or evacuation of inmates, in case of fire.

At least one Deputy, who is trained in fire and life safety procedures, shall be on duty at all times when inmates are present in a court detention area.

• 2-03/010.05 Air Pack Testing and Maintenance

Lockup facilities within the Court Services Division are required to have available for immediate use, a self-contained breathing apparatus (air pack) with turnout gear. Air pack cleaning, testing and the maintenance of proper working order are the responsibility of the Branch Supervisor.

Branch Supervisors shall ensure that each air pack is hydrostatically tested a minimum of at least once every five years for high-pressure (steel) tanks and at least once every three years for low-pressure (fiberglass) tanks. Branches should contact Court Services Division Budget Unit regarding procedures for having the tanks hydrostatically tested.

Branch Supervisors shall ensure that appropriate personnel are trained in the use of the self-contained breathing apparatus. All training shall be scheduled by contacting the Court Services Division Training section.

Branch Supervisors shall ensure that a daily inspection of the air pack is noted with the actual pressure written in the Uniform Daily Activity (UDAL)/Title 15 Log. A file shall be kept in the Branch Office, for the maintenance records and inspection results. Branch Supervisors should be able to produce the record and results for inspection purposes.

• 2-03/015.00 Natural Disasters

Natural disasters create a unique situation for the safety and security of those persons in custody. Occurrences such as earthquakes, floods, etc. can make detention areas unusable. In case of natural disaster, the Building Emergency Operations Plan will be activated. Inmates will be immediately evaluated for injuries, and if necessary, moved to an alternate secure location within the court facility. If there is no safe alternate, an attempt to contact the local law enforcement agency will be made to request assistance with security. The Branch Supervisor will contact Court Services Transportation Bureau (CST) to remove the inmates from the facility. At no time shall any inmates be released without prior approval of the Custody Division. If the disaster is such that the Court Services EOC is activated, all communications will be made through the EOC.

• 2-03/020.00 Evacuations/Building Closure

The evacuation order for a court facility will be made by the Presiding Judge of the Superior Court of Los Angeles, absent exigent. In all cases, the Area Lieutenant and Unit Commander shall be notified as soon as possible when the need to evacuate has been determined. In most situations, if the evacuation is due to a threat against the facility or occupants, inmates will not be evacuated. All inmates will be locked down in a secure location. If the situation has escalated and inmates have to be evacuated immediately, the Branch Supervisor will contact the local law enforcement agency for immediate assistance in moving and securing inmates. All inmates will be handcuffed or chained prior to movement. An immediate notification to Court Services Transportation (CST) will be made to request sufficient buses to house or relocate inmates.

If it is the Sheriff's Department that determines that the building should be closed due to damage, danger to occupants, or if the building systems are inoperable, all remanded inmates will be returned to Custody

Division, when possible. All pre-arraigned inmates shall be returned to the arresting agency.

• 2-03/025.00 Disturbances

In the event of a disturbance in a court detention or lockup area, Deputies will activate the Court Security Alarm System or Sheriff's Department handheld radio, describe the disturbance in plain English and lock down as many inmates as possible. In response to fights, sick inmates or other incidents, order those inmates who are not involved away from the incident and be sure they are under observation while a Deputy enters the cell. Use the view window to ascertain that no inmate is hiding by the door before it is opened. In lockup areas with automatic locking doors, the key override is to be locked and not bypassed, except in emergencies.

The Branch Supervisor or Lockup Supervisor will respond to the location of the disturbance and dispatch sufficient court personnel to control the situation and request paramedics if needed. Once the situation is under control, the Branch Supervisor shall interview all participants and ascertain the cause of the disturbance. Immediate notification to the Area Lieutenant and Bureau Headquarters is required. If administrative segregation is indicated, it will be carried out in a just manner. An entry into the Inmate Report Tracking System (IRTS) shall be made and forwarded to the appropriate inmate housing authority for disciplinary action.

If the disturbance cannot be handled by local resources, notify the Area Lieutenant and Bureau Headquarters. A request for additional resources may be made in accordance with Emergency Operations Bureau procedures. If the court is located in a Sheriff's patrol region, request patrol units to respond for assistance.

• 2-03/030.00 Hostages

A hostage is any person seized or kidnaped by another, where the perpetrator threatens the life of or threatens great bodily injury to the person held, with the intent to evade arrest, escape, obtain the release of persons in custody, obtain monies or property, or attain any other objectives.

• 2-03/030.05 Hostages Policy

In hostage situations, the Department will make every effort to affect the safe release of the hostage and to arrest the suspect. This will be done while safeguarding the lives of all persons to the maximum extent possible.

In general, the suspect shall not be allowed to escape, with or without the hostage. Immunity shall not be granted, nor shall ransom be paid to neutralize a hostage situation.

No consideration shall be given to allow an inmate holding a Department employee hostage to escape under any circumstances from a custody facility, detention area, or inmate transportation vehicle. Any exception to this policy must be personally approved by the Sheriff or Undersheriff.

• 2-03/030.10 Operational and Tactical Considerations

An armed suspect, rescue attempt or hostage situation can be one of the most operationally sensitive situations faced by members of this Department. A strong command position, as well as strict discipline on the part of all Deputies, is absolutely essential.

Although the presence of a hostage is a complicating factor in these sensitive situations, the initial procedures and tactical considerations are similar.

The basic concepts of the seven **"C"s -- COMMAND, CONTAIN, CONTROL, COMMUNICATE, COORDINATE, CONTINGENCY AND CRITIQUE** -- are applicable, and will serve as a guide for the Branch Supervisor/Incident Commander.

The Supervisor/Incident Commander must be aware that it is critical to share relevant information with leaders of other groups deployed at the scene of a tactical operation. This assists in making the best decision and avoids surprising or endangering personnel with a sudden, unannounced action.

• 2-03/030.15 Branch Supervisor's Responsibilities in a Hostage Situation

The following are general procedures, although exigent circumstances may dictate immediate action to preserve the lives of the hostage and/or others:

- Immediately activate the Branch specific custody procedure and notify the local law enforcement agency. Request that the local agency respond to provide secondary area containment. Command and control of the situation within a courthouse will remain with the Sheriff's Department. The Branch Supervisor may request, within reason, any of the Department's resources which may be necessary to resolve the situation. Examples of these resources include, but are not limited to, additional field personnel, a helicopter, a K-9 Unit, Special Weapons Team and a Hostage Negotiator. All Divisions and Units have the responsibility to furnish the resources requested if not in violation of any standing orders.
- Dispatch a supervisor or senior Deputy to the scene and sufficient Deputies to contain the affected area. The Branch Supervisor shall assume the position as the Incident Commander, unless relieved by a higher authority.
- The Incident Commander will be responsible for the following:
    - Overall operations- all personnel will report to the Incident Commander and respond to his/her directions
    - Primary containment
    - Secondary containment
    - Necessary notifications, including the Hostage Negotiator
    - Establishment of a command post

- Requesting required resources
- Managing/coordinating resources
- Activating elements of the Incident Command System
- Establishing a communications network (tactical frequencies)
- Managing incident operation, i.e., traffic control
- Deployment of chemical agents
- Press liaison
- Follow-up investigation
- Incident Log

- The Branch Supervisor shall evaluate the situation and adjust the primary and secondary containment area to isolate the incident to the smallest possible area.
- Evacuate all nonessential personnel away from the containment area.
- The Branch Supervisor will make the following notifications as soon as operationally possible:
  - Area Lieutenant, who will respond to the location as soon as possible
  - Bureau Captain or Bureau Operations Lieutenant, who may respond if necessary
  - Division Chief
  - Presiding/Supervising Judge
  - Court Administrator
  - All court tenants
  - Sheriffs' Headquarters Bureau, who may dispatch a representative for press liaison
  - The Sheriff and major executives of the Department must be personally notified for decisions involving extraordinary incidents, e.g., public figures, political/revolutionary/terrorist groups, those involving numerous suspects and hostages, and/or the safety of large numbers of citizens or employees.
  - Emergency Operations Bureau, in the event of a sustained operation
  - Aero Bureau, in the event that temporary airspace flight restriction becomes necessary.

• 2-03/035.00 Civil Disturbance

A civil disturbance in or around a court facility can occur at any time and may be related to a specific case or individual in custody. If the disturbance or demonstration creates a threat to the security of the court, the Branch Supervisor shall activate the Branch's Security Contingency Plan. Inmates will be moved to the appropriate lockup in the event the demonstration is in the facility. If the demonstration is outside the facility and there are no participants in the courthouse, inmates may remain in court.

The Branch Supervisor shall immediately notify the Area Lieutenant of the situation and request additional resources, if necessary.

• 2-03/040/.00 Inmate Escape/Erroneous Release

In the event of an inmate's escape from a court facility or the erroneous release of an inmate from a custody facility, Deputies shall follow the Branch's Security Contingency Plan for response for reporting.

• 2-03/040.10 Deputy's Responsibility

Immediately initiate a crime broadcast by radio or the Court Security Alarm System informing the Branch Office of the situation. A description of the escapee, the charge the inmate was being held on and a direction of travel shall be the primary broadcast by the Deputy. The Deputy shall then secure any remaining inmates and proceed to pursue the escapee(s). During a pursuit, the pursuing Deputies shall continually broadcast the last known location or any sighting of the individual.

Lockup Deputies shall immediately return all custodies to the main lockup and secure them. If the escape is from the lockup, the Deputy shall immediately initiate a crime broadcast an alarm by radio relaying the same information that a bailiff would. An unarmed Deputy who chooses to pursue an escapee shall use extreme caution.

Lockup Deputies will immediately secure all remaining custodies and then broadcast an alarm by radio relaying the same information that a bailiff would. Deputies present in the lockup shall not leave the lockup unattended to pursue an escapee. They will remain in charge of the lockup. The Branch Supervisor shall initiate the Branch Security Contingency Plan. Escapes of county inmates will be investigated by the Jail Investigations Unit. Notification regarding the escape will be made to the Watch Sergeant at IRC or CRDF.

• 2-03/040.15 Supervisor's Responsibility

- Take immediate command of the situation by initiating the Branch Security Contingency Plan.
- Secure the building using available Deputies and other law enforcement personnel in the building at appropriate locations.
- Establish a containment area with responding units.
- Notify the local law enforcement agency and initiate an emergency broadcast through the Sheriff's Communications Center. Request the nearest Sheriff's station to broadcast an emergency JDIC message.
- Coordinate the response of all responding units.
- Maintain control of the situation until the individual is returned to custody or the search is terminated.
- Notify Major Crimes Bureau, Sheriff's Headquarters Bureau and the IRC/CRDF Watch Sergeant by telephone.
- Verbally notify the Area Lieutenant and the Bureau Commander of the situation.
- Initiate a preliminary inquiry into the circumstances of the escape.
- Complete the necessary reports required.

• 2-03/045.00 Emergency Suspension of Minimum Jail Standards

The Chief of Court Services Division may suspend the standards or requirements for court detention areas as required by Title 15, California Code of Regulations, in the event of any emergency that threatens the safety of a local detention facility, its inmates or staff, or the public. Only such regulations directly affected by the emergency may be suspended. The Chief of Court Services Division shall notify the Corrections and Standards Authority in writing, in the event that such a suspension lasts longer than three days. In no event shall a suspension continue for more than 15 days without the approval of the Chairperson of the Corrections and Standards Authority for a time specified by him or her (CCR, Title 15, 1012 - Emergency Suspensions of Standards or Requirements).