Station Order 17-041: Jail Evacuation Plans (Earthquake, Fire, Gas Leak)

In the event of an earthquake, fire, gas leak etc., where the jail may need to be evacuated, the jailer shall immediately notify the Watch Deputy, who will notify the Watch Sergeant and Watch Commander. The actual order to evacuate will be given by the Watch Commander or ranking supervisor on duty.

Keys to all jail doors are in the possession of the on-duty jailer. There is a second set of jail keys on the Watch Sergeant's key block. This key block is located in the Watch Sergeant's desk.

MAJOR FIRE IN THE JAIL

In the event of a major fire in the station jail, the **Jailer** shall:

- Notify the Watch Commander, Watch Sergeant and Watch Deputy.
- Request the Los Angeles County Fire Department.
- Immediately direct the necessary equipment to the fire area.
- Ascertain whether or not evacuation of prisoners is necessary.
- Have the station workers respond to a safe area and conduct a count.
- If a station van is available, shuttle station workers and prisoners, with their property, to San Dimas or Industry Station.
- If the station van is not available, the jailer will assemble prisoners and station workers and detain them in patrol vehicles in the back parking lot until transportation from either Industry or San Dimas Station arrives.
- Gather critical paperwork and property.
- Send all prisoner and station worker paper and property with bodies.
- Once prisoners and station workers have been secured, check the entire station with the Watch Sergeant for injured persons who could not evacuate.

In the event of a major fire in the station jail, the **Watch Deputy** shall:

- Ascertain the extent of the fire and determine if additional equipment will be necessary. Help determine if prisoners are to be evacuated, or can be moved to their cells.
- Call Los Angeles County Fire Department.
- Advise Watch Commander.
- Advise Watch Sergeant.
- Advise S.C.C.
- Advise S.H.B.
- Advise T.S.T. to stand by for possible prisoner transportation.
- Maintain log and assignments.
- Complete fire field report.
- Reset fire alarm.

In the event of a major fire in the station jail, the **Dispatcher** shall:

- Have all field units respond immediately to the station, Code 3.
- Make the following announcement via the Public Address (PA) system:

  "Attention all station personnel – there is a fire in/or on the station, evacuate immediately through the nearest exit." **Repeat at least twice.**

- If the PA is inoperative, walk around and verbally make notification.
- Assist the Watch Deputy as needed.
- Assign field units to the following tasks:
- One deputy to maintain security in the station's back parking lot.
- Two deputies assigned as crowd control.
- Two deputies assigned as perimeter security.

In the event of a major fire in the station jail, the **Watch Sergeant** shall:

- Assist jailer with his/her responsibilities, security of prisoners and

station workers, including their property.

- Once prisoners and station workers have been transported to San Dimas and/or Industry Station, assist jailer in checking station for any injured persons unable to evacuate.
- Direct Los Angeles County Fire Department response.
- Assist the Command Post as needed.

In the event of a major fire in the station jail, the **Watch Commander** shall:

- Determine if an order of evacuation for the entire station is needed.
- Confirm the keys to all jail doors are in possession of the on-duty jailer.
- Notify the Unit Commander.
- Notify Duty Commander.
- Assist desk personnel with phone calls and keeping dispatch center clear of unnecessary personnel congestion.
- Watch Commander and Watch Deputy will utilize a patrol vehicle to establish a command post in the back parking lot as soon as evacuation is completed. Once the command post has been established and the building evacuated, have complaint desk personnel evacuate.
- Coordinate assistance with San Dimas and Industry Station for the transportation of prisoners and station workers.

In the event of a major fire in the station jail, **Additional station personnel** shall:

- Personnel in the station will exit via the front east door or rear east door and assemble in parking lot.
- Detective Bureau will exit via east rear door and assemble in parking lot.

In the event of a major fire in the station jail, the **Detective Bureau Sergeant** shall:

- Assemble all personnel and take names and head count to ensure that no one is trapped in station.
- Assign personnel to assist as Command Post requests and news media coordination.

MINOR FIRE IN JAIL AREA

In the event of a minor fire in the station jail, the **Jailer** shall:

- Advise Watch Deputy.
- Acquire assistance from either the Watch Sergeant or another Deputy, and attempt to extinguish the fire by use of fire extinguishers and/or fire hose.
- Write fire field report.

In the event of a minor fire in the station jail, the Watch Deputy shall:

- Call Los Angeles County Fire Department.
- Advise Watch Commander.
- Maintain log for report.

EARTHQUAKE/GAS LEAK IN JAIL AREA

The procedures for an earthquake and/or a gas leak in the jail area are essentially the same as the procedures for a major fire.

For additional information, refer to the attached fire evacuation plan.