

Unit Order 77 - Station Evacuation

PURPOSE:

The purpose of this Station Order is to establish a unit policy regarding the evacuation of the station during an emergency.

SCOPE:

This Station Order applies to all station personnel.

ORDER:

In the event of an emergency which requires the station to be evacuated, the priority is the preservation of life and the security of the station, station prisoners, and station inmate workers.

In the event of an evacuation, the on-duty Watch Commander, or his designee, will be responsible for the safe evacuation and security of all inmate workers and prisoners. This typically will be under the control of the on-duty Custody Assistant, Administrative Jailer, and/or Service Assistant (L.E.T.). In the event the Administrative Jailer or Service Assistant is not on duty, this duty would be given to a responding field patrol unit. All station prisoners and station inmate workers will be transported to a safe area away from the immediate danger.

The Watch Deputy, or his designee, will be responsible to notify Sheriff's Communication Center (S.C.C.) via the "Hotline" or via a regular audiotaped business line of the evacuation of the station. He will also be responsible to implement the "fallback system" to transfer all incoming 911 and business telephone lines to the appropriate Sheriff's station. The Watch Deputy will also be responsible to ensure any Station Volunteer working the station's front lobby area, and any other civilian, in the front lobby area has safely evacuated the station and responded to the predesignated safety zone (for Station Volunteer).

The Operations Lieutenant, or his designee, will be responsible for the safe evacuation and accounting of all Operations and Scheduling/Training personnel to the predesignated safety zone.

The Detective Lieutenant, or his designee, will be responsible for the safe evacuation and accounting of all Detective Bureau personnel to the predesignated safety zone.

The Watch Sergeant and Field Sergeant, or their designee, will be responsible for the safe evacuation and accounting of all other sworn personnel (including Narco personnel) that are inside the station to the predesignated safety zone.

The Supervising Station Clerk, or his designee, will be responsible for the safe evacuation and accounting of all Professional Staff in the station to the predesignated safety zone.

EVACUATION

In the event, the station has to be evacuated the Operations Lieutenant or Watch Commander will be responsible to monitor the Operations' hallway and Watch Commanders' hallway. The Watch Sergeant will be

responsible to monitor the hallways in front of the Watch Sergeant's office and leading to the jail exit. The Detective Lieutenant will be responsible for the hallway in front of the Detective Bureau. The Service Assistant (L.E.T.) will be responsible for the hallway leading from the Inmate Worker quarters. On the second floor of the station, the Community Relations/Entertainment Policing Sergeants will be responsible for those two hallways.

PREDESIGNATED SAFETY ZONE

The predesignated safety zone for all personnel to respond to and wait for further instructions will be the fountain area in front of the Pacific Design Center. In the event this area is not safe, the basketball courts at West Hollywood Parle will be used.
