

## 3-13-010 Lockdowns - Full or Modified



### PURPOSE OF ORDER:

The purpose of this order is to establish procedures during a facility lockdown.

### SCOPE OF ORDER:

This order applies to all personnel assigned to, and/ or working at Men's Central Jail (MCJ).

### ORDER:

Lockdowns may be initiated for any situation necessary to maintain safety and security.

All non-essential personnel (e.g., medical staff, mechanics, school staff, chaplain staff, etc.) shall report to the nearest control booth for further instruction upon the initiation of **any** facility lockdown. All sworn personnel shall promptly report to their duty station or respond to the incident location.

Once inmates have been secured, all floors shall conduct a roll call to account for **all** personnel assigned to that floor or work area. Any missing personnel shall be reported to Main Control immediately.

The watch commander, or ranking supervisor, holds ultimate responsibility to implement, continue, expand, or restrict a facility lockdown. However, when the security of any portion of the facility is in jeopardy, any custody personnel may initiate a lockdown. **Immediate** notification shall be made to Main Control personnel stating the reason and status of the situation. The watch sergeant shall immediately make any additional notifications (e.g., Court Services, Custody Division, etc.) regarding the facility lockdown.

## **MODIFIED LOCKDOWN**

During a modified lockdown, inmate movement and/or facility access is limited. However, normal operations for areas unaffected may be continued. At the discretion of the watch commander, medical staff may be required to dispense medication by walking all rows, similar to the dispersal of medication in high-power housing.

### **I. IMPLEMENTATION OF EMERGENCY PROCEDURES**

A. The watch commander shall:

1. Assess conditions and determine if emergency procedures are necessary.
2. Notify the unit commander.

B. The Main Control supervising line deputy (SLD) shall:

1. Activate the emergency red light/tone warning system.
2. Issue a public address announcement; "Attention to the bells, lock-down Central Jail. All civilian personnel report to the nearest floor control booth. All Facility Services Bureau (FSB) employees report to the Logistics Office."

3. Initiate a broadcast directed at all floor control booths advising to lock the facility down. The broadcast should include the nature of the lockdown (e.g., smoke, fire, disturbance, administrative, drill, etc.). If an emergency response team (ERT) is requested, the booths should be advised to dispatch appropriate ERT members to the designated location.
  
4. If necessary, power down the air handlers utilizing the INTRAC system.

If air handlers must be shut down, immediately notify the Boiler Room personnel at [REDACTED TEXT].

5. Notify the Inmate Reception Center (IRC) Entry Control personnel and Correctional Services Transportation Bureau (CST) desk personnel.
  - IRC Entry Control: [REDACTED TEXT] (Main Control is [REDACTED TEXT]).
  - CST Desk: [REDACTED TEXT].
  
6. Establish direct communications with the affected jail location.
  
7. Record all notifications and pertinent information for the Watch Commander Log. Refer to the Emergency Plan Checklists.

## **II. OPERATION UNDER EMERGENCY LOCK-DOWN**

### **A. Main Control:**

1. The command post shall be established at Main Control and supervised by a line sergeant.
  
2. All communications shall be directed to Main Control.

3. A deputy shall be designated to maintain a log and monitor the command post radio communications.
  
4. Secure passenger elevators to the first floor:
  - a. Return all passenger elevators to the first floor.
  - b. Secure them in a locked open position.
  
5. Secure the freight elevators to the first floor.
  
6. Halt all foot traffic through the Main Control Sally Port, except as authorized by the incident commander.

B. Floor Control Booth Personnel

1. Monitor radio communications.
  
2. Secure the door to the escalator landing.
  
3. Relay pertinent information to floor rovers and SLDs.
  
4. Advise all civilian personnel to report to the floor Control Booth.
  
5. Advise FSB personnel to report to Logistics Office.
  
6. Notify Main Control personnel when the floor is locked down and secured.

7. Await further instructions from Main Control personnel.

C. Hospital Controls Booth Personnel

1. Monitor radio communications.

2. Instruct all visitors to exit the Hospital Visiting area.

3. Lock all doors and gates and secure all inmates in available rooms.

4. Hospital Control Booth officers [REDACTED TEXT] shall contact the supervising nurses and get a count of those inmates needing assistance in the event of an evacuation.

5. Instruct all hospital civilian personnel to report to the following locations:

- [REDACTED TEXT] - Clinic
- [REDACTED TEXT] Control Booths
- [REDACTED TEXT] Control Booths

6. Await further instructions from Main Control personnel.

D. Kitchen Control

1. Monitor radio communications.

2. Secure all electronically controlled gates.
3. Have all knives and other tools returned to the Control Booth for inventory and storage.
4. Advise all civilian personnel to assemble in the Jail Steward's Office and remain there pending further instructions from Kitchen Control. Any FSB personnel should be instructed to report to the Logistics Office.
5. Order all inmate workers to report to Kitchen Control and have floor officers conduct count.
6. Secure all inmates in the nearest secured area.
7. Notify Main Control when inmates and civilian personnel are secured.
8. Await further instructions from Main Control.

E. Roof Controls

1. Monitor radio communications.
2. Secure the inner gate to floor access area.
3. Direct all inmates to assemble in front of the Roof Control Booth for count.
4. Notify the floor control booth when the module is locked down and secured.

5. Await further instructions from Main Control.

F. Officer's Dining Room

1. All sworn personnel report to their work areas unless otherwise directed by the incident commander.
2. All other personnel remain in the Officer's Dining Room (ODR) until otherwise directed.

G. Attorney Room

1. Instruct all inmates to remain seated.
2. Direct all civilians to exit the Attorney Room.
3. Attorney Room Rear officer shall lock the gate to the Central Hallway and report to the Control Booth.
4. Await further instructions from Main Control personnel.

H. Visiting Room

1. Visiting Rear:
  - a. Order all inmates to remain seated, including the inmate workers.
  - b. Contact Main Control personnel and advise that Visiting Rear is secure, along with the number of

inmates being detained.

- c. Secure all the doors in Visiting Rear leading into the Central Hallway.
- d. Await further instructions from Main Control.

2. Request additional deputy personnel for assistance in escorting inmates back to their housing locations.

3. Visiting Front:

- a. Monitor radio communications.
- b. Direct all visitors to exit the Visiting area and Lobby. Secure all doors to the Visiting area.
  
- c. Await further instructions from Main Control.

I. Main Lobby

1. Monitor radio communications.
  
2. Direct all visitors and guests to exit the Main Lobby area.
  
3. Secure all entrances to the building.
  
4. Await further instructions from Main Control.

J. Other Jail Locations

1. Secure all gates and doors in the area.

2. Lock all inmates in the nearest security area.
  
3. Instruct all civilian personnel to report to the nearest floor control booth.
  
4. Instruct FSB personnel to report to the Logistics Office.
  
5. Report to the floor control for further instructions.

**LOCK-DOWN WORKSHEET**

**MAIN CONTROL SUPERVISING LINE DEPUTY**

<b>LOCATIONS</b>	<b>PHONE #</b>	<b>TIME CALLED / PERSON CONTACTED / NOTES</b>
------------------	----------------	---

[REDACTED TEXT]

