

## **4-06/002.00 Evacuation of Security Areas**

### **PURPOSE OF ORDER:**

The purpose of this order is to establish a policy and guidelines for the evacuation of security areas within the Inmate Reception Center.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to the Inmate Reception Center.

### **ORDER:**

Every situation will be different; therefore, the following guidelines should be considered before ordering an evacuation and where to evacuate to:

- Only authorize the evacuation of employees who are not critical to the movement of inmates in affected areas or who are not required to maintain control over non-affected holding inmates
- Employees and/or inmates should not be moved into areas that may become a part of the problem
- Anticipate that the problem will expand
- The Old Inmate Reception Center's holding cells might be a suitable location for inmate evacuations
- Evacuation "to" location must provide for later movement of inmates
- Coordination of inmate movement into another facility must be accomplished before movement begins

After a decision to evacuate is made and a location for evacuation has been determined, consideration must be given to the number of inmates to be moved at a given time. The span of control and the immediate potential danger will dictate the number to be moved at one time. As a general guideline, the smaller the number, the better. The movement of large groups will promote fear and panic.

After a major incident (i.e., earthquake, HAZMAT, etc.), moving personnel,

guests, or inmates from an affected area may be necessary. All involved uniformed

personnel are responsible for ensuring all movement is conducted as safely, rapidly, and securely as possible. The following procedures are designed to assist responding uniformed personnel with an evacuation.

**A movement team will consist of the following personnel:**

- A team leader (Sr. Deputy or higher rank).
- Minimum of 5 or more sworn or C/A for fixed locations.
- Minimum of 2 or more sworn or C/A for escort and movement of problem inmates.
- Minimum of 3 or more sworn for weapons detail if needed.

**If you are assigned to a movement team:**

- You will need appropriate safety equipment for specific emergencies (fire turnout gear, ERT response gear, etc.).
- You will need facility maps. However, the best solution is to familiarize yourself beforehand with your facility's evacuation routes and main hallways
- .You should also bring other gear as necessary for the particular incident (e.g., flashlight, gas mask, SCBA, helmet, gloves, etc.).

**Additional gear for inmate movement:**

- Flex cuffs and waist chains may be utilized to keep control of inmates during and after movement.

- Less lethal weapons for use inside a secured area.
- Standard weapons for use outside of a secured area.

### **Duties for moving inmates:**

- Prior to moving inmates, the watch commander will designate the area where the inmates will be moved and will brief the team leader and members.
- Make sure personnel with weapons are spread in key areas of the inmate evacuation route (e.g., the starting, middle, and receiving ends of the evacuation route). Use appropriate weapons and post accordingly (e.g., less lethal weapons in secured areas, standard weapons outside of the facility).
- Upon arrival, assess the scene to make sure it is safe for your team members to enter the area.
- Remove debris if possible.
- Have team members spread themselves along the evacuation route, emphasizing each member stays in sight of the others for officer safety. This is particularly important when moving inmates.
- The team leader will announce the intent to move the inmates.
- The team leader will direct inmates to assemble in a single file line.
- If the team has sufficient members while the inmates are lining up, and ONLY if it is safe to do so, have at least three team members enter the area to be evacuated to ensure that inmates comply with the team leader.

The team leader will then instruct inmates to follow the designated evacuation route.

- Any inmates causing a disturbance shall be secured and moved to a different location if available (e.g., an ISO cell, chained to a bench, etc.) by escort personnel.
- When the last of the inmates are moved from a given location, the movement personnel shall fall back and assist the sworn and c/a personnel at the receiving end of the evacuation route with the security of the inmates, unless more inmates need to be moved from other areas.

### **Duties for moving personnel or guests:**

- Before moving personnel, the watch commander will designate the area where personnel or guests will be moved and will brief the team leader and members.
- Upon arrival, assess the scene to make sure it is safe for your team members to enter the area.
- Remove any debris if possible.
- Have team members spread themselves out along the evacuation route, emphasizing that each member stays within sight of the other for officer safety.
- The team leader will announce the intent to move personnel from the affected area.

- The team leader will then instruct the personnel to follow the designated evacuation route.
- If the team has sufficient members, have at least three team members enter the area to be evacuated while personnel are being evacuated, and only if it is safe to do so. This will ensure that all personnel have left the area safely.
- When the last of the personnel are evacuated, the movement personnel shall fall back and await further instruction from the watch commander unless more personnel need to be moved from other areas.

**Movement of injured personnel, guests, or inmates:**

The primary focus when evacuating is to move uninjured persons quickly and safely. The movement of injured persons should only be done in exigent circumstances and, unless that condition exists, should be done with extreme care to prevent aggravating any injuries. The use of uninjured personnel, guests, or inmates to move an injured person is acceptable.

The avenue of travel is a critical component of the evacuation order. Careful consideration of evacuation routes is required to prevent exposure to additional hazards or to allow the moved inmates to incite or spread fear.

Once the decision is made and the order is given, movement must be monitored and controlled. Escorting personnel must be identified before the evacuation order is acted on. Prior to moving groups of inmates, a head count of the inmates must be made. Following the evacuation, a head count of the inmates must be made to ensure that all the inmates are accounted for. The results of the count will be reported to the watch commander.

**Revised 09/16/24**

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