

MARIN COUNTY SHERIFF'S OFFICE
COURT SERVICES DIVISION POLICY AND PROCEDURE MANUAL

CHAPTER 06 – EMERGENCY OPERATIONS
CRT 06-02
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DATE
10/22/10

EMERGENCY COURT FLOOR EVACUATION

POLICY

It is the intent of this policy to supplement GO-03-02 BUILDING EVACUATION, BOMB THREAT- CIVIC CENTER COMPLEX. It is the policy of the Marin County Sheriff's Office to provide direction to the Sheriff's Court Security staff when managing a major emergency incident on the Court Floor.

NOTE: EMERGENCY RESPONSES TO SPECIFIC THREATS (FIRE, AND HOSTAGE INCIDENTS ARE COVERED IN OTHER PROCEDURES WITHIN THIS MANUAL)

PROCEDURE

The first response to emergencies and special operations within court facilities shall be the responsibility of Court Security personnel.

It is not the intent of this policy to limit or discourage allied agency support but rather to assign responsibility for initial action.

Allied agency support is encouraged where appropriate and may be the only viable solution to a specific emergency.

The Sheriff's Patrol Division personnel are responsible for emergency operations and evacuation of the Marin County Civic Center complex.

Chain of command

The Court Security Sergeant shall have coordination responsibility for any emergency operations described within this procedures manual.

The Court Security Sergeant may designate a subordinate to act as the incident coordinator.

Depending on the nature of the emergency, the Court Security Sergeant may find it necessary to establish a command post off of the court floor.

Emergency evacuation

The purpose of an evacuation is to ensure the safe removal of the public, staff, and prisoners from the emergency site.

The secondary purpose is to maintain control, prevent escape, and prevent unauthorized entry into a hazardous area.

All court staff should be directed to proceed to their designated building emergency evacuation assembly areas.

Authority for evacuation

The final approval and orders to evacuate a court facility or portion thereof should be given by the Court Executive Officer or his/her deputy or designee after consulting with the Court Security Sergeant.

The Sheriff in his capacity as the designated Court Security Officer shall have the authority to immediately proceed with the evacuation when the threat to life is so apparent that any delay may result in the loss of life.

Assessment

The first responding deputy who arrives at the scene of the emergency shall identify the circumstances of the emergency and shall report those circumstances immediately to the Court Security Sergeant.

After the situation is assessed:

The Court Security Sergeant and Division Commander shall be advised.

The Court Executive Officer or his/her deputy will be consulted if time permits.

The Presiding/Supervising Judge will be advised when time permits.

If an event has occurred and there is injury or a threat to life exists (explosion, major fire, earthquake, etc.) and immediate emergency assistance is required (fire response, ambulance) Contact Control 12 by radio:

Give the exact location of the emergency.

State nature of the emergency and what type of assistance is required.

Immediately implement evacuation and notification procedure as necessary.

Building Emergency Coordinator

A Building Emergency Coordinator (B.E.C.) shall be designated for each court facility. The B.E.C. is responsible for developing emergency operating procedures for the assigned building.

The B.E.C. may be selected after consultation between Court Security staff and Court Administration.

The Court Security deputies may be divided into Emergency Response Teams (ERT), to provide an immediate response to an emergency in the court facility (after securing all prisoners).

Once the immediate responsibilities of Court Security are completed, Court Security personnel will work with the B.E.C. to control and handle any further life safety issues.

Emergency Evacuation

In the event of an evacuation, the Court Security Sergeant will notify all Court Security personnel within the facility.

Each bailiff will immediately advise the judge of the evacuation and the nature of the emergency.

The prisoners shall be immediately placed in the adjacent court holding cells. While the bailiff is directing all court personnel, trial participants, and spectators to the most direct evacuation route, the security deputy shall return prisoners to a safe holding area.

Once the building has been safely evacuated and confirmed by a building sweep, the Court Security Sergeant shall advise deputies and ERT personnel to leave the building. Deputies will be positioned at the ground floor level entrances/exits to prevent re-entry by unauthorized personnel.

Area Evacuation

An area evacuation will be ordered for any type of fire, water flow, smoke or any other problem that jeopardizes the safety of inmates, visitors and staff in a courtroom or holding cell area.

Evacuation of an area may be ordered by any deputy to relocate inmates, staff, or any other persons due to a hazard in the area. Deputies will notify the Court Security Sergeant, Officer-in-Charge, or other supervising personnel and evacuate the inmates or other personnel to the primary evacuation area. Security standards shall be maintained unless such standards would cause proximate danger of death or injury to staff, inmates or other personnel.

Definitions:

Area Evacuation: To remove inmates, visitors and staff from one area to another due to a hazard in the area.

Primary Evacuation Route: The first safe route people are to use to evacuate.

Secondary Evacuation Route: The route people are evacuated through if the primary route is blocked or unsafe.

Secured Evacuation Route: An evacuation route, which is contained inside a security perimeter.

Unsecured Evacuation Route: An evacuation route, which is not contained inside a security perimeter.

Primary and Secondary Routes

Courtrooms:

Primary (Secured Evacuation Route) Evacuate inmates to the nearest holding cell. Move inmates to holding cell(s) away from the effected courtroom/area. Move inmates to holding cells closer to the Main Jail, rather than away, to ease evacuation to the Jail, if required.

Secondary (Unsecured Evacuation Route) Evacuate inmates through the Judges' Corridor to the next available courtroom which has a holding cell. Move inmates closer to the Jail, rather than away, to ease evacuation to the Jail, if required.

Holding Cells C/D through O:

Primary (Secured Evacuation Route) Evacuate inmates from the effected holding cell to other available holding cells. Move inmates to holding cells closer to the Jail, rather than away, to ease evacuation to the Jail, if required.

Secondary (Unsecured Evacuation Route) Evacuate inmates from the effected holding cell through the courtroom, then through the Judges' Corridor to the next available courtroom with a holding cell, if possible. Move inmates closer to the Jail, rather than away, to ease evacuation to the Jail, if required. If this is not possible, see Facility Evacuation Plan.

Holding Cell A:

Primary (Secured Evacuation Route) Evacuate inmates to the Jail. Do not place inmates in other holding cells, as secure evacuation may be impossible if the Custody Tunnel becomes blocked.

Secondary (Unsecured Evacuation Route) Evacuate inmates to the Custody Tunnel. Further evacuation will depend on available routes. See Facility Evacuation Plan.

Custody Tunnel:

Primary (Secured Evacuation Route) Evacuate inmates to the Jail if a clear path exists. Do not place inmates in court holding cells, as secure evacuation may be impossible if the Custody Tunnel becomes blocked.

Secondary - See Facility Evacuation Plan.

Facility Evacuation

A total facility evacuation will be ordered for uncontrollable fire, major gas leaks, explosion or an earthquake which causes extensive damage to the building and jeopardizes the safety of staff, inmates, or other persons.

Total facility evacuation will be requested by the Court Security Sergeant, Officer-in-Charge, or other supervising personnel as necessary. The officer requesting the evacuation will coordinate with Patrol Division personnel as required. Security standards shall be maintained unless such standards would cause the proximate danger of death or injury to staff, inmates or other personnel.

In the event of a total building evacuation through an unsecured area, Sheriff's staff should walk the proposed route and look for safety and security issues. Prior to moving inmates through unsecured areas, an adequate number of armed personnel should be stationed along the route to prevent attempts to escape or obtain contraband items during the movement.

During movement through unsecured (public) areas, inmates shall be restrained by handcuffs, waist chains, or other approved restraint devices. An emergency requiring total evacuation increases the possibility of escape attempts or the possibility of introducing contraband into the jail or court holding facilities. Movement outside the facility to another secured area should utilize the shortest route that is safe.

Definitions:

Facility Evacuation: To remove inmates, staff and other persons from the Court Floor or all Court holding cells due to conditions that makes the facility unusable.

Primary Evacuation Route: The first safe route people are to use to evacuate.

Secondary Evacuation Route: The route people are evacuated through if the primary route is blocked or unsafe.

Secured Evacuation Route: An evacuation route which is contained inside a security perimeter.

Unsecured Evacuation Route: An evacuation route which is not contained inside a security perimeter.

Primary and Secondary Routes

Courtrooms:

Primary (Secured Evacuation Route) Evacuate inmates to the Main Jail through the Custody Tunnel.

Secondary (Unsecured Evacuation Route) Evacuate inmates through the Judges' Corridor to the next available courtroom with a holding cell. Move inmates to the Main Jail through the Custody Tunnel.

Holding Cells C/D through O:

Primary (Secured Evacuation Route) Evacuate inmates to the Main Jail, through the Custody Tunnel.

Secondary (Unsecured Evacuation Route) Evacuate inmates from the effected holding cell through the courtroom, then through the Judges' Corridor to the next available courtroom with a holding cell. Move inmates to the Main Jail through the Custody Tunnel.

Holding Cell A:

Primary (Secured Evacuation Route) Evacuate inmates to the Main Jail through the Custody Tunnel.

Secondary (Unsecured Evacuation Route) Evacuate inmates to the Custody Tunnel. If the Custody Tunnel is blocked, further evacuation will depend on available routes.

Custody Tunnel:

Primary (Secured Evacuation Route) Evacuate inmates to the Main Jail if a clear path exists. Do not place inmates in court holding cells, as secure evacuation may be impossible if Custody Tunnel becomes blocked.

Secondary (Unsecured Evacuation Route) See Alternate Routes.

Alternate Evacuation Routes (Unsecured)

If the Custody Tunnel is blocked:

Primary (Unsecured Evacuation Route) Evacuate any inmates north of the blockage directly to the Main Jail. Evacuate any inmates south of the blocked area by moving them through the Judges' Corridor to a holding cell north of the blockage. Move inmates into the Custody Tunnel, directly to the Main Jail.

Secondary (Unsecured Evacuation Route)

Collect all jail inmates at a courtroom, holding cell or other designated area nearest the jail. Secure all inmates in restraints; belly chains, handcuffs or other restraints as required. Walk the inmates in small groups from the holding cell to the nearest public stair well and down to the ground level and return to the jail:

- Exterior Vehicle Transport- Place the inmates in jail transportation vans and drive them to the jail by way of the sally port.
- As a last resort deputies may walk the inmates back to the jail.

Walk the inmates out of the archway lobby and go west across the parking lot toward the jail's public entrance.

If the jail's public entrance is useable, take the inmates to the public lobby by way of either the stairs or elevator. If the jail's public entrance is not useable, walk the inmates around the hill, up the driveway and into the jail sally port.

Critical Task List

A critical task list has been developed to prioritize the tasks to be performed during an emergency. Since the task list is intended as a basic guide, not every contingency can be covered and the judgment of security personnel relative to the emergency is vital. (Refer to the following page.)

Note: Refer to attached "Emergency Evacuation Critical Task List"

RELATED STANDARDS:

Marin County Sheriff's Office General Order Manual-GO-03-02
Custody Division Policy and Procedure Manual-CUS-9-1, 9-2
Court Security Plan-CRT-01-01

AFFECTED DIVISIONS:

Communications Division
Patrol Division
Custody Division

DATE OF REVISIONS:

6/1/2001

By order of:

CAPTAIN DAVID M. AUGUSTUS
BUREAU OF DETENTION SERVICES

EMERGENCY EVACUATION CRITICAL TASK LIST

1. ASSESS THE EMERGENCY AND NEED THE FOR EVACUATION
2. NOTIFY SERGEANT
3. IF EVACUATION ORDERED, NOTIFY ALL COURT SECURITY PERSONNEL AND BUILDING EMERGENCY COORDINATOR
4. NOTIFY SHERIFF'S COMMUNICATIONS AND APPROPRIATE LOCAL AGENCIES
5. ESTABLISH A COMMAND POST AT A SAFE DISTANCE, DESIGNATE A SCRIBE
6. ENSURE PRISONER SAFETY AND SECURITY
7. COORDINATE WITH THE BUILDING EMERGENCY COORDINATOR AND ASSIST AS NECESSARY
8. RENDER CRITICAL FIRST AID
9. IDENTIFY AND ASSIST TRAPPED OR INCAPACITATED PERSONS
10. ESTABLISH INTERIOR/EXTERIOR PERIMETER SECURITY ZONES
11. IDENTIFY AND ASSIST IN ELIMINATION OF HAZARDS
12. CONTROL TRAFFIC AND EXPEDITE MOVEMENT OF EMERGENCY VEHICLES UNTIL RELIEVED
13. ASSESS CONTINUED NEED FOR EMERGENCY OPERATION

COMPLETE, COMPILE, AND SUBMIT ALL NECESSARY REPORTS. CONDUCT DEBRIEFING WHEN APPROPRIATE.