

MARIN COUNTY SHERIFF'S OFFICE  
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

**CHAPTER 9 - EMERGENCIES**  
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Date  
6-20-05

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**DISASTER POLICY**

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**POLICY**

In the event a disaster occurs, the following procedure will be followed in order to safeguard staff, visitors and inmates in the jail facility.

**DEFINITION**

A disaster is a sudden calamitous event and/or other event that causes extensive property damage that may endanger lives and property.

**PROCEDURE**

When a disaster occurs that impacts the jail facility or the area surrounding the jail, immediate steps must be taken to protect all persons in the jail facility, including staff, inmates and visitors to the jail.

Upon the direction of the Jail Commander, a Jail Lieutenant, or the Watch Commander, the Booking Sergeant will order an immediate lock down of the jail and evacuation of the public area. If Command Staff is not on-duty and delay in seeking direction would pose an immediate threat to safety and security of the jail, the on-duty supervisors may act in accordance with this policy and the evacuation policy (Custody Policy 9-1) and take immediate action. If this occurs, the on-duty supervisors will notify appropriate Command Staff via the chain-of-command as soon as possible.

If it is safe to exit the jail, an announcement will be made via the jail public address system that all visitors must leave the jail immediately. If the disaster has rendered egress from the jail unsafe or if conditions outside the jail are unsafe, visitors may have to remain in the public lobby until such time it is safe to exit. Custody staff should check on the safety of visitors on the mezzanine level and anyone on this level should be moved to the lobby and out of the facility, if safe.

The sergeant will contact the Communication Center requesting emergency fire and paramedic response, if needed, and a Countywide broadcast be made announcing that the jail will be closed until further notice. San Rafael Fire and EMS should be made aware of the effect the disaster is, or is not, having upon the jail. The on-duty sergeant should call for all staff to maintain radio discipline and once an incident commander has been appointed, a MERA tactical frequency should be selected that best fits the incident and the various departments and personnel involved.

All inmates in transit between the courts and the jail, as well as inmates in Court Floor holding cells, along with inmate workers will be returned to their housing units and locked in their cells, unless the event prevents movement of these inmates back to the jail. The lobby SSA will post a sign, or arrange for the posting of a sign, if safe, at the public entrance to jail advising the jail is closed until further notice. Custody staff, professional staff and medical staff will remain in the facility and stand by for assignments as Disaster Service Workers or emergency response workers in the jail facility. Retention of staff or call-in of off-duty staff will be handled pursuant to existing General Orders, Memorandums of Understanding and established protocol.

If deemed necessary, the Housing Sergeant can order inmates evacuated from their housing POD and moved to another POD utilizing existing evacuation plans. Safety of staff and inmates will be of primary importance. If the situation warrants immediate evacuation of all or part of the jail, alternate areas adjacent to or outside the jail can be utilized to place inmates. These areas include the jail sallyport, the old jail sallyport, and court floor holding cells, the court tunnel, or courtrooms. Sergeants need to be familiar with the locations of alternative sites and what keys, card readers, etc. might be needed to ensure ingress and egress. Court floor keys are kept in Central Control and the on-duty Watch Commander has keys for court holding cells.

If the disaster renders all or part of the jail unfit to house inmates for the foreseeable future, with the approval of the Sheriff, the Undersheriff in his absence or a Bureau Commander, Mutual Aid through established procedure will be initiated to request assistance from other county jails or the California Department of Corrections for temporary housing of Marin County inmates at other jails/prisons in the Bay Area.

Injuries incurred by inmates or staff will be handled with established protocol. First response medical aid will include custody staff and jail medical. If staff or inmates are seriously injured, emergency response will be requested through the County Communication Center.

If present, the Bureau Commander and/or the Jail Administrative Lieutenant will respond to the Emergency Operations Center (EOC) or the designated Command Center to assist in coordinating resources needed to maintain the safe operation of the jail facility. The Jail Operations Lieutenant will report to Central Control to coordinate the activities inside the facility. Jail medical supervision should also respond to Central Control to assist the Operations Lieutenant or the Incident Commander with decisions regarding medical emergencies or medical triage issues.

If the event necessitates the initiation of the county disaster plan and implementation of the standardized Incident Command System (ICS), Jail Command Staff and supervision will seek direction from the Incident Commander as to their role(s) in the disaster. The jail training room is designated as the alternate Emergency Operations Center (EOC) and could be used for that purpose if the Civic Center is unsafe or inoperable due to the disaster.

A jail Command Staff officer or a jail supervisor shall designate a custody staff member to record events in a "time line" manner to aid in future reporting of the incident

Related Standards:  
Title 15, Article 3, Section 1032  
Title 15, Article 3, Section 1029  
Custody Policy 9-1

DATE REVISED  
None

By order of

DENNIS MCQUEENY  
BUREAU COMMANDER