

 <p style="text-align: center;">County of Sacramento Department of Health Services Division of Behavioral Health Services Policy and Procedure</p>	Policy Issuer (Unit/Program)	BHS-CMH-YDF
	Policy Number	03-04
	Effective Date	10/2009
	Revision Date	07/2017
Title: Emergency Evacuation Plan		Functional Area: Safety
Approved By:		
Matthew Quinley, LCSW Health Program Manager		Christopher Eldridge, LMFT Mental Health Program Coordinator

Background/Context:

In the event Probation Administration determines the presence of a situation that endangers the physical welfare of staff, youth or the extreme destruction of county property, it may become necessary to exercise emergency control procedures. A situation may result from riotous behavior, hostage situation and/or a natural or man-made disaster such as fire, flood or earthquake. This will not result from ordinary fights or non-compliant incidents which occur on occasion in the Youth Detention Facility (YDF).

Under these conditions, the Supervising Probation Officer or designees shall, as soon as possible, call in additional Probation staff assigned to the YDF, contact law enforcement and/or emergency personnel to assist at any level necessary. Additionally, Probation Administration will be contacted and apprised of the emergency situation. This stated condition will remain in place until a safe and secure facility atmosphere can be re-established.

This plan has been mandated by the County Executive for all County facilities and Title 8, section 3220 of the California Code of Regulations.

Purpose:

The objective of this policy and procedure is to detail the protocol Juvenile Justice Institutions Mental Health Team members will utilize in the event of an emergency evacuation or emergency control situation within the YDF.

Details:

1. The Facility

The facility is a 24 hour, 7 day a week operation designed for the care and control of at risk youth detained, pending court or having been ordered to remain in custody pending release or placement. Most doors and egress pathways are locked in compliance with state law. The locked doors are electronically controlled by a Central Control Unit or a panel in the living units. The locked doors can also be mechanically

opened by key. Some locked doors can also be opened using Probation Department issued identification/proximity cards.

The facility has emergency exits facing North, South, East and West. The fire alarm is composed of a high pitched, pulsating horn sound and white strobe light arrangement visible and audible throughout all areas of the facility. The horn and strobe will continue until the alarm is de-activated. The living unit control boards also sound a constant tone when the fire alarm is activated.

- A. The walls of the building are generally concrete block or brick with limited drywall in areas unoccupied by YDF youth such as the administrative offices and school offices.
- B. The windows in the building are locked.
- C. The facility has multiple pull stations (Fire Alarms) located in approved areas of the building, including the JJIMHT suite.
- D. Fire extinguishers are located within the facility including: living units, visitor center, administration wing, central plant, warehouse, medical clinic, kitchen, laundry, mental health suite, public lobby and corridors.
- E. YDF has an on-site medical clinic. First-aid kits are also located in the Supervising Probation Officer offices, living units and the mental health suite.

2. Responsibilities

- A. The Probation Department has developed a site-specific Emergency Procedure Plan (EPP) that addresses the internal procedures specific to their location (i.e. identifies specific emergency personnel, precise location of fire extinguishers, etc.). This EPP must detail the procedures for each type of emergency that is likely to occur at this work site (some sample procedures can be found in Sacramento County Probation Department Policy and Procedure-Emergency Procedure Plan-Appendix A).
- B. The Probation Department will review and update the EPP every 2 years at a minimum.
- C. If an employee submits a request for evacuation assistance, the Probation Department shall assign 2 individuals as Disabled Persons Monitors (DPMs). In order to ensure the DPMs and the person(s) requesting assistance are aware of each other's identity and location, a copy of the completed "Request for Assistance in an Emergency Evacuation" form shall be given to the person requesting assistance and to designated DPMs. During an evacuation, at least one DPM will provide the assistance needed (as long as their personal safety is not compromised) and move the person to the Primary Assembly Point or Secondary Assembly Point dependent upon the location of the emergency.
- D. Each employee, including all JJIMHT members, shall read and understand the EPP, be familiar with the warning system given to evacuate the facility, know the location of building exits, fire extinguishers and first-aid kits.
- E. Each employee, including all JJIMHT members, shall be familiar with whom to call for assistance, know how to evacuate the facility and where to assemble outside of the facility during an evacuation.

3. General Emergency Procedures

- A. If personnel encounter a life threatening emergency, unless under immediate threat, personnel shall:
 - i. Immediately remove youth, staff and themselves from the area of danger.
 - ii. Activate appropriate alarms.
 - iii. Notify Central Control of the emergency via radio or telephone, 6-9199 or 6-9188. Central Control staff has the authority to dial 9-911 and start emergency procedures if necessary.
 - iv. Central Control will immediately notify the Incident Commander (IC) or Supervising Probation Officer on duty of the emergency.
 - v. Central Control and the IC will determine the evacuation route based on the location of the emergency and proceed with the evacuation.
 - vi. Personnel shall follow directives of the IC and Central Control to evacuate the facility.

4. Evacuation Assembly Points

- A. The primary assembly point for JJIMHT members during an evacuation is the employee parking lot located at the West end of the building.
- B. Youth and Probation staff assigned to the living units will evacuate to the designated locations based on housing location and the area of danger at the time of the evacuation. Each youth will be identified and accounted for at each assembly point.
- C. JJIMHT members who are unable to safely make their way to the Primary Assembly Point for staff shall evacuate based on their location in the facility and the area of danger at the time of the evacuation.
- D. The JJIMHT Program Coordinator or designee will account for JJIMHT members present at the time of the evacuation and report such to the Incident Commander (IC) or designee.
- E. Once out of the building, staff will remain at the Assembly Point until all staff have been accounted for by the IC. Staff must not leave the Assembly Point until authorized and directed by the IC.

Related Policies:

Sacramento County Probation Department Emergency Procedure Plan September 22, 2016.

BHS-CMH-YDF-03-01-Safety in the Workplace

BHS-CMH-YDF-03-06-Adverse Incident Reports

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