

<b>DATE:</b>	JULY 25, 2018
<b>NUMBER:</b>	D.15
<b>SUBJECT:</b>	TRAINING IN EMERGENCY PLANS AND CRITICAL INCIDENTS
<b>RELATED SECTIONS:</b>	

PURPOSE

To standardize training procedures for emergency plans throughout the Detention Services Bureau.

POLICY

All facility personnel are required to have a thorough knowledge of the procedures regarding all written emergency plans.

PROCEDURE

I. SWORN WRITTEN EMERGENCY PLANS

- A. All sworn personnel at each detention facility shall be trained in the implementation of written emergency plans, which will include but are not limited to: riot and disorder, taking of hostages, evacuation, fire and escape procedures.
  - 1. Trainee level deputies shall be familiarized with emergency procedures during phase training. Competence on the emergency procedures shall be demonstrated during final phase testing.
  - 2. Non-trainee level deputies who transfer to a facility shall be advised of the emergency plans, and steps will be taken to ensure their familiarization.
  - 3. All deputies shall receive on-going in-service training regarding implementation of written emergency plans in the form of facility line-up training.

II. NON-SWORN EMERGENCY PLANS

- A. All non-sworn personnel shall be advised of their duties and responsibilities in the event of the implementation of an emergency plan. The training coordinator will facilitate training of non-sworn staff so they are familiar and understand the emergency plans, especially regarding fires and evacuations.
  - 1. Collaborative training related to emergency procedures and critical incidents shall occur between sworn and professional staff as described in the Quarterly Training Plan maintained by the Detention In-Service Training Unit.
  - 2. The facilities are responsible for coordinating and accomplishing the briefing training and practical application drills in accordance with the course objectives. Prior to the drill occurring, meeting(s) between sworn and professional staff will take place to ensure continuity. The team training sergeant and professional staff supervisor (or designees) shall directly supervise all facility drills. Supervisors

will confirm attendance, ensure participants are briefed on the learning objectives, and that safety precautions are taken. Supervisors will also ensure policies and procedures are followed during the drill.

- C. The assigned training conducted by the facilities is subject to review by Detention In-Service Training Unit.
- III. All new employees assigned to a facility will be familiarized with all emergency plans prior to beginning their permanent work assignment.
- IV. All written emergency plans will be made available to applicable personnel.