

<b>DATE:</b>	JUNE 7, 2018
<b>NUMBER:</b>	H.3
<b>SUBJECT:</b>	EVACUATION PLANS
<b>RELATED SECTIONS:</b>	<a href="#">H.1</a> , <a href="#">H.2</a> California Code § 8658

**PURPOSE**

To provide an integrated plan for evacuation in the event of fire, earthquake or other disaster affecting all or part of a detention facility, and to ensure the safety of all occupants.

**POLICY**

The evacuation of inmates from or within the detention facility will be based on the magnitude of the situation requiring evacuation or relocation. The evacuation plan will be reviewed annually by the facility fire safety officer (FSO) and approved by the facility commander.

**Limited Evacuation**

A limited evacuation may occur when a fire or disaster has made one or more areas of the facility unsafe, or when security has been substantially compromised. Inmates will be moved to another location within the facility until it is safe to return them to their housing units or work areas. Inmates will not be moved outside the facility.

**Total Evacuation**

In a total evacuation, the extent of the disaster must be of such magnitude that continued detention of inmates inside the facility would jeopardize their safety.

**Limited Release**

A limited release would only be considered when total evacuation has taken place, and this can only occur at the direction of the facility commander with authorization from DSB Command Staff. Such a release is dependent upon the type and severity of the existing emergency. Types of inmates released will follow the order outlined under “Total Release.”

**Total Release (Per California Government Code § 8658)**

A total release will only occur if the emergency is of such magnitude that continued detention would endanger the lives of inmates. Only the facility commander will authorize a total release with authorization from DSB Command Staff. When such authorization is made, inmates shall not all be released at the same time. Releases should be made in the following order:

1. Book and Release (B&R) inmates
2. Sentenced misdemeanor inmates
3. Unsentenced misdemeanor inmates
4. Pre-arraignment misdemeanor inmates
5. Sentenced non-violent felony inmates
6. Un-sentenced non-violent felony inmates
7. Pre-arraignment non-violent felony inmates
8. Violent felony inmates will *not* be released, except in extreme situations and only on the order of the Sheriff.

The watch commander or his/her designee will notify the law enforcement agency, in whose jurisdiction the facility is located, of any inmate releases.

## PROCEDURES

- I. Exit routes must be distinctly and permanently marked in areas of a facility that are accessed primarily by facility staff or visitors. Due to facility security, exit signs are not posted within inmate housing areas. Exit routes must remain functional at all times and be kept clear of obstructions.
- II. Evacuation plans will include primary and secondary evacuation routes for all areas of the facility. These evacuation routes will be clearly marked on the maps in the facility Emergency Operations Manual (EOM) as described in section H.2.
- III. Each detention facility will develop evacuation procedures that will meet the individual needs of the facility (refer to green sheets). These procedures will be documented in the facility EOM and should include but not be limited to:
  - A. Evacuation routes and assembly areas (include floor plans)
  - B. Evacuation of personnel and visitors
  - C. Evacuation of inmates
  - D. Equipment
  - E. Quarterly staff drills
  - F. Procedures for daily inspection of evacuation routes to ensure such routes are clear of obstructions
- IV. Evacuation plans will be the subject of regular line-up training and shift supervisors are responsible for ensuring personnel are thoroughly familiar with facility evacuation plans.