

Evacuation

15005.1 GENERAL EVACUATION PROCEDURES

(a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order the evacuation of all Justice Centers in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

(b) Command Post

1. The location for the Incident Command Post (ICP) will be at the discretion of the Incident Commander.
 - i. The ICP will vary based on the type of incident that is occurring.

(c) Evacuation Levels

1. Level 1 Partial Evacuation:
 - i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
 - ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
 - iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
 - i. Mandatory closure for members of the public only, including jurors.
 - ii. Staff may remain at their workstations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
 - i. Mandatory closure for members of the public, jurors and hourly staff only.
 - ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
 - iii. Judges, managers, court attorneys and salaried employees may remain.
 - iv. Outside agency staff may also remain, at their discretion.
 - v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully "operational" such as a lengthy power outage, lack of plumbing or other condition.
4. Level 4 Evacuation:

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- i. Mandatory for everyone, including the public, judicial officers, managers and all staff.
 - ii. Typically, due to an emergency condition or event.
- 5. Shelter-In-Place:
 - i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
 - ii. No evacuation should occur unless specifically instructed.

15005.2 EVACUATION OF PUBLIC

(a) Public:

- 1. Sheriff's personnel will ensure the public is properly evacuated through a safe evacuation route, usually through the nearest public access.
- 2. If a situation prevents the public from using the public corridor, they will be evacuated through a security hallway with court staff and then directed to a safe route to vacate the premises.

(b) Jurors:

- 1. Jurors in the Jury Assembly Room who have not been assigned to courtrooms will be directed to report to the Jury Services Assembly Area. There are no Jurors or Jury Trials held at the Lamoreaux Justice Center.
- 2. Jurors will receive instructions from the Jury Clerk as to dismissal or how/when to report back to the Jury Assembly Room.
- 3. Jurors who have been impaneled in a courtroom will be evacuated by the Court Clerk.
 - i. Impaneled jurors must be released by the courtroom judge.
- 4. The court clerk who has impaneled jurors in a courtroom will bring a roster of the jurors and give it to the Jury Clerk in the assembly area.
- 5. The court clerk will take the recommended evacuation route, leading the jurors out of the building and instructing them to report to the Jury Services Assembly Area.

15005.3 EVACUATION OF STAFF

(a) Staff:

- 1. Sheriff's personnel will ensure that court staff is properly evacuated through a safe evacuation route, usually through the nearest exit.
 - i. All employees should know the nearest evacuation route, and an alternative route, from their workstation.

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- ii. If the nearest route is not available for a safe exit, then the next most feasible exit will be utilized.
- (b) Court Team Leaders
 - 1. Court Team Leaders will help with the safe evacuation of all court employees.
 - 2. Court Team Leaders will:
 - i. Appoint someone to lead employees to the designated assembly area.
 - ii. Assign personnel to carry their team flag and agency roster to the designated assembly area.
 - iii. Ensure all employees have evacuated their work area.
 - 3. Court Team Leaders will advise sheriff's personnel of any employee who was left in the work area due to:
 - i. Handicap or injury.
 - ii. Employee assisting with injuries
 - iii. Missing employees.
 - A. If an employee is missing the Deputy will re-search the area the employee was last seen or left in.
 - B. If the employee is not located the Deputy will notify the Incident Commander.
 - 4. Additionally, Court Team Leaders will report the status of staff to the appropriate sheriff's personnel.
 - 5. Employees will remain in the assembly area until given the all clear by Sheriff's personnel.

15005.4 EVACUATION OF INMATES

- (a) Evacuation of Inmates
 - 1. General Guidelines
 - i. Inmate movement and evacuation will be accomplished by moving the inmates to the nearest safe confinement location.
 - A. All movement outside the detention area will be done under the immediate supervision of a Sergeant.
 - ii. From an affected cell, move the inmates to another cell.
 - iii. When moving inmates to internal locations away from the detention area, separate them into groups that can be controlled by the available Deputies.
 - iv. When moving inmates to external locations, separate them into groups that can be controlled by the available Deputies.
 - 2. Level 1, 2 or 3 evacuations.

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- i. If an emergency occurs within the detention area the primary evacuation area will be the security tunnel, detention stairway, courtroom custody boxes or a vacant large courtroom.
- 3. Level 4 evacuations.
 - i. The Incident Commander will make the following notifications:
 - A. Advise all Deputies that an evacuation will take place.
 - B. Notify the local police department to request assistance.
 - C. Advise Sheriff's Transportation and request buses for immediate transport of inmates back to their respective jail facilities.
 - D. Notify the Division Commander of the evacuation.
 - E. Advise the Department Commander and request assistance from patrol units.
 - ii. Bailiffs shall return all inmates to the detention facility.
 - iii. The Main Control Deputy will collect the master court list, all court orders, booking slips and inmate property.
 - A. The Main Control Deputy will maintain communications and control of the detention area.
 - iv. The Detention Sergeant or their designee will obtain the restraint cables from the spools that are located in the Main Control (Detention) Guard Station.
 - v. Inmates will be ordered to stand in the cell door and be handcuffed in pairs.
 - A. Inmates who have been identified as dangerous or assaultive towards staff will also be restrained with Martin chains and leg irons.
 - vi. The restraint cables will be taken to the cell doors and an evacuation team will secure the inmates to the cable.
 - A. When all inmates are secured to the restraint cable in groups of 20 (10 pair), they will be escorted through the north secured exit inside detention and into the bus bay and into the main secured compound. One Deputy will be posted on the overhang of the third floor break room with shotgun/pepper ball gun and an additional Deputy will be posted outside the main gate.
 - vii. The Main Control Deputy, along with a Prowler Deputy, shall search the detention area to ensure all inmates have been evacuated.
 - A. Upon completion the Main Control Deputy will notify the Incident Commander.
 - viii. The Main Control Deputy and Prowler Deputies will assist sheriff's transportation Deputies with jail paperwork and the loading of inmates onto transportation buses.

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- A. The Detention Sergeant will make arrangements for the recovery of all handcuffs, restraint cables, leg irons and Martin Chains.
 - B. As soon as possible a report shall be prepared and submitted to the Detention Sergeant detailing the evacuation. The Detention Sergeant shall review the report(s) and have copies distributed to the appropriate destinations.
- (b) Evacuation Security
 - 1. Evacuation security will be accomplished by armed Deputies and City Police Officers surrounding the evacuation area.
 - 2. These Deputies and Officers will have been requested by the Incident Commander.
 - i. Deputies will be assigned to carry shotguns to provide sufficient security.
 - ii. Fullerton Police units should be deployed at opposing corners of the open field, preferably with shotguns.
 - 3. Deputies and Officers will be positioned in conspicuous places with their weapons and equipment clearly visible to the inmates.