

# Evacuation Procedures

## 14005.1 EVACUATION OF THE PUBLIC

### (a) 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.
  - ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
  - i. Mandatory closure for members of the public, and hourly staff only.
  - ii. Salaried employees may remain.
  - iii. Outside agency staff may also remain, at their discretion.
  - iv. 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:
  - i. Mandatory for everyone, including the public, managers and all staff.
  - ii. Typically due to an emergency condition or event.
5. Shelter-In-Place:
  - i. Supervisors 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.

### (b) Evacuation Routes

1. Public:
  - i. Sheriff's personnel will ensure the public is properly evacuated through a safe evacuation route, usually through the nearest public access.

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- ii. 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.
- (c) 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.

#### **14005.2 EVACUATION OF STAFF**

- (a) 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.
    - ii. Staff may remain at their work stations or be relocated or directed as assigned.
  - 3. Level 3 Partial Evacuation:
    - i. Mandatory closure for members of the public and hourly staff only.
    - ii. Salaried employees may remain.
    - iii. Outside agency staff may also remain, at their discretion.
    - iv. 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:
    - i. Mandatory for everyone, including the public, managers and all staff.
    - ii. Typically due to an emergency condition or event.
  - 5. Shelter-In-Place:



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(b) Evacuation Routes

1. Staff:

- i. Sheriff's personnel will ensure that all staff is properly evacuated through a safe evacuation route, usually through the nearest exit.
  - A. All employees should know the nearest evacuation route, and an alternative route, from their workstation.
  - B. If the nearest route is not available for a safe exit, then the next most feasible exit will be utilized.

2. Supervisors

- i. Supervisors will:
  - A. Help with the safe evacuation of all court employees.
  - B. Appoint someone to lead employees to the designated assembly area.
  - C. Assign personnel to carry the work roster to the designated assembly area.
  - D. Ensure all employees have evacuated their work area.
  - E. Advise sheriff's personnel of any employee who was left in the work area due to:
    - (a) Handicap or injury.
    - (b) Employee assisting with injuries
    - (c) Missing employees.
      - I. If an employee is missing a Deputy will re-search the area the employee was last seen or left in.
      - II. If the employee is not located the Deputy will notify the Incident Commander.
- ii. Additionally, Supervisors will report the status of staff to the appropriate sheriff's personnel.
- iii. Employees will remain in the assembly area until given the all clear by sheriff's personnel.

(c) Command Post

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