

Evacuation

15004.1 GENERAL EVACUATION PROCEDURES

(a) Authority

1. As the primary security agency for the justice centers, 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 justice center 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 (Elevated alert level):
 - i. General/potential threat to life/safety to include but not limited to natural hazards, civil disturbance, hazardous material release, bomb threat, suspicious package, or security incident in the front of the courthouse. These events are primarily external to the courthouse, but some incidents (bomb threat, suspicious package) could be internal. Generally, regular court operations inside the facility may continue. However, movement and access to certain areas may be limited.
- 6. Lockdown (Highest alert level):
 - i. Immediate threat to life/safety to include but not limited to active shooter events and inmate escape. These events are primarily internal to the courthouse. Generally, normal business operations cease to continue so staff/judges can move to safety.
 - ii. 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.
 - iii. No evacuation should occur unless specifically instructed.

15004.2 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.
 - i. 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.

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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.

15004.3 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.
 - 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. All employees should know the nearest evacuation route, and an alternative route, from their workstation.
2. If the nearest route is not available for a safe exit, then the next most feasible exit will be utilized.
 - 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. At least one deputy is to provide security presence for the judges outside of the courthouse. C.I.R.T. members are to deploy to their predetermined location for overwatch and security or as directed by the team leader or C.I.R.T. sergeant.

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6. Employees will remain in the assembly area until given the all clear by Sheriff's personnel.
7. Once the all clear is given, re-entry priority is given to the following: judges, court staff, building tenants, attorneys, jurors, then the general public.

15004.4 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

- 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 Detention Deputy will collect the master court list, all court orders, booking slips and inmate property.
 - A. The Detention Deputy will maintain communications and control of the detention area.

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- iv. The Detention Sergeant or their designee will obtain the restraint cables from the spools that are located in the Detention Guard Station.
 - v. Inmates will be ordered to stand in the cell door in order to be attached to the restraint cable.
 - 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 nearest secured exit.
 - vii. The Detention Deputy, along with a Prowler Deputy, shall search the detention area to ensure all inmates have been evacuated.
 - A. Upon completion the Detention Deputy will notify the Incident Commander.
 - viii. The Detention Deputy and Prowler Deputies will assist Sheriff's Transportation Deputies with jail paperwork and the loading of inmates onto transportation buses.
 - A. The Detention Sergeant will make arrangements for the recovery of all handcuffs, restraint cables, leg restraints and Martin Chains.
 - B. As soon as possible the appropriate Sheriff's report shall be prepared and submitted to the Detention Sergeant detailing the evacuation.
- (b) Evacuation Security
- 1. Evacuation security will be accomplished by armed Deputies, and if needed, City Police Officers surrounding the evacuation area.
 - 2. These Deputies and Officers will have been requested by the Incident Commander.
 - 3. Deputies will be assigned to carry shotguns/patrol rifles to provide sufficient security. Deputies and Officers will be positioned in conspicuous places with their weapons and equipment clearly visible to the inmates.