
Riverside Juvenile Hall (RJH) Evacuation Plan

929.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for an evacuation plan in the event of an emergency. This policy applies to all juvenile facility staff.

929.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 § 1327;
- Juvenile Facility Services Policy: Escapes/AWOLS.

929.3 POLICY

Each juvenile facility shall develop a site-specific evacuation plan. Supervising probation officers (SPO), senior probation corrections officers (SPCO), and probation corrections officers (PCO) are responsible for the safety and security of all youth in their facility. All juvenile facility staff and youth shall evacuate the building in the event of an emergency, in accordance with these procedures and the facility's emergency action plan.

929.4 EMERGENCY SITUATION RESPONSE

929.4.1 DUTY OFFICER RESPONSIBILITIES

The duty officer (DO) shall ensure that the facility operates in a safe and orderly manner. In the event of a major disaster, the DO shall establish a command center in accordance with the facility's emergency action plan. All juvenile facility staff shall remain on duty until properly relieved.

Buildings shall be evacuated when there is fire, gas leaks or major structural damage. This means major holes in walls, or a collapse of ceilings or walls. The DO shall communicate via the Handie-Talkie (HT) radio system and/or the page system, and direct staff to the evacuation site.

The DO shall contact staff to gather information in an effort to assess needs and respond accordingly. The DO shall conduct a safety inspection of the facility as soon as possible and shut off the main gas valve(s).

If a youth escapes from the facility, the DO shall adhere to Juvenile Facility Services Policy: Escapes/AWOLS.

The DO is responsible for facilitating the functions listed above; however he/she can designate staff to assist, as needed. In the event the DO is incapacitated or unable to perform these functions, during an emergency, the next trained senior staff member shall assume the role of the DO and carry out the responsibility. As soon as practical, the DO or designee shall notify the facility manager(s) of the emergency.

Riverside County Probation Department

Policy Manual

Riverside Juvenile Hall (RJH) Evacuation Plan

929.4.2 STAFF RESPONSIBILITIES

Staff shall direct youth to remain calm and sit down or "drop, cover and hold on," unless it is unsafe to do so. Once staff have secured the youth, a physical count of youth and staff shall be conducted.

Prior to evacuating to the designated evacuation area, staff shall inform the DO/control center staff of intended movement and physical count via the HT radio system. If an immediate evacuation is necessary, staff shall notify the DO/control center staff upon arrival to the evacuation area or as soon as possible.

Upon receiving an order to evacuate, staff shall make every effort to obtain a fire extinguisher, a first aid kit, the unit medical bag (including youths' inhalers), a stretcher and the unit roster to take with them to the designated evacuation site.

During an evacuation, youth shall stay with their assigned unit in the designated area. Upon arrival to their designated evacuation area, staff shall take a second physical count of youth and staff and notify the DO/control center staff via the HT radio system.

If a youth attempts to escape during an evacuation, staff shall secure the remaining youth and announce [REDACTED] via the HT radio system. Staff shall only pursue youth that attempt to escape, under the direction of the DO. Refer to Juvenile Facility Services Policy: Escapes/AWOLS.

929.5 EVACUATION LOCATIONS

929.5.1 YOUTH AND JUVENILE FACILITY STAFF

Units two, three, four, five, and six/seven shall evacuate and assemble [REDACTED]. If the [REDACTED] is unsafe, the [REDACTED] shall be the secondary evacuation point.

Unit one shall evacuate and assemble in the [REDACTED].

Unit nine shall evacuate and assemble in the [REDACTED].

Unit ten shall evacuate and assemble in the [REDACTED].

Youth and staff in the detention control office (DCO)/intake area shall evacuate and assemble in [REDACTED].

Youth at any other location, despite their status, shall evacuate and assemble in [REDACTED].

Youth attending court [REDACTED]

929.5.2 ADMINISTRATIVE STAFF

Juvenile facility staff not assigned to youth supervision duties and administration staff shall evacuate to [REDACTED]. If juvenile facility staff are in a unit, they shall evacuate with the unit.

929.5.3 VISITORS

All visitors in the facility shall evacuate to [REDACTED].

Riverside County Probation Department

Policy Manual

Riverside Juvenile Hall (RJH) Evacuation Plan

929.5.4 PARTNER AGENCY STAFF

Riverside County Office of Education (RCOE), Correctional Health Services (CHS) and Riverside University Health System-Behavioral Health (RUHS-BH) staff shall evacuate to [REDACTED]. If partnering agency staff are in a unit, they shall evacuate with the unit.

929.5.5 SUPPORT STAFF

Kitchen staff, laundry personnel, and maintenance workers shall secure a HT radio and evacuate to [REDACTED].

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

929.7 EMERGENCY EQUIPMENT STORED AT RIVERSIDE JUVENILE HALL (RJH)

ITEMS	LOCATION
Automated External Defibrillator (AED)	DCO and nursing office
Bedding, mattresses and/or cots	Housekeeping
Cellular telephones and HT radios	Control
Clothing	Housekeeping
Cooking equipment	Kitchen
Eating utensils	Housekeeping
Emergency generators	Unit 10
First Aid Kits	Each unit
Food	Kitchen
Hygiene products	Housekeeping
Medical supplies	Unit 10
Portable cooking stoves	Kitchen
Portable toilets	Unit 10
Shade canopies/tarps	Unit 10
Stretchers	Unit 9 & 10
Water	Storage shed behind Unit 6 & 7 and kitchen

Date last reviewed: 09/19/2019

Date(s) revised: 09/19/2019

12/07/2017

02/04/2016

04/13/2009

Riverside County Probation Department

Policy Manual

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Created: 10/01/2001

Attachments: None