
Southwest Juvenile Hall (SJH) Evacuation Plan

930.1 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.

930.2 AUTHORITY AND REFERENCES

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

930.3 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.

930.4 EMERGENCY SITUATION RESPONSE

930.4.1 DUTY OFFICER RESPONSIBILITIES

The duty officer (DO) shall ensure 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.

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930.4.2 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.

930.5 EVACUATION LOCATIONS

930.5.1 YOUTH AND JUVENILE FACILITY STAFF

Unit one shall evacuate to [REDACTED]. If unable to evacuate to [REDACTED], unit one shall evacuate [REDACTED].

Unit two shall evacuate to [REDACTED]. If unable to evacuate to [REDACTED], unit two shall evacuate through the unit two classroom [REDACTED].

Units three and four shall evacuate to [REDACTED].

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

Youth at any other location, despite their status, shall evacuate to [REDACTED]. Youth attending court shall [REDACTED].

930.5.2 ADMINISTRATIVE STAFF

Juvenile facility staff not assigned to youth supervision duties and administrative staff in building "A" shall exit through the [REDACTED]. They shall take the schedule and visitor's log, a HT radio and assemble at [REDACTED]. If juvenile facility staff are in a unit, they shall evacuate with the unit.

930.5.3 VISITORS

All visitors in the facility shall evacuate [REDACTED].

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930.5.4 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] and report to the DO. If partnering agency staff are in a unit, they shall evacuate with the unit.

930.5.5 SUPPORT STAFF

Kitchen staff, laundry personnel, and maintenance workers located in building "C" shall secure a HT radio and evacuate to [REDACTED] through any convenient door.

[REDACTED]

[REDACTED]

[REDACTED]

930.7 EMERGENCY EQUIPMENT STORED AT SOUTHWEST JUVENILE HALL (SJH)

ITEMS	LOCATION
Automated External Defibrillator (AED)	Control center
Bedding, mattresses, and/or cots	Laundry, warehouse and property room
Cellular telephones and HT radios	Control
Clothing	Laundry
Cooking equipment	Warehouse and kitchen
Eating utensils	Warehouse and kitchen
Emergency generators	Back loading dock area
First Aid Kits	Each unit, administration staff lounge, school administration, clothing property room, and HVAC pump room 243
Food	Kitchen freezers and pantry
Hygiene products	Emergency supply bins
Medical supplies	Nursing office, administration staff lounge, school administration, clothing property room, and HVAC pump room 243
Portable cooking stoves	Warehouse
Portable toilets	Warehouse
Shade canopies/tarps	Warehouse
Stretchers	Warehouse, property room, and nursing office
Water	Warehouse and kitchen

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