

# WEBER COUNTY CORRECTIONAL FACILITY

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Volume

## SECURITY AND CONTROL

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Chapter

### JF 06 - EMERGENCY PROCEDURES

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JF 06/01.00 **GENERAL**

JF 06/01.01 **Purpose**

- A. The purpose of this chapter is to provide policy, procedures and guidelines for emergency situations that may arise at the Weber County Correctional Facility.
- B. The chapter shall include plans for emergencies requiring evacuation of all or part of the prisoner population; fires; prisoner disturbances; escapes/escape attempts and civil disasters, including but not limited to: floods, earthquakes, chemical spills, weather related emergencies, and disruption of utilities.

JF 06/01.02 **Cross Reference**

- JF 01 - Facility Security and Surveillance
- JF 05 - Use of Less-Lethal Force and Restraints
- JF 13 - Special Action Team
- JF 14 - Special Intensive Management

UJS F.06 Utah Jail Standards Emergency Response

JG 06/01.03 **Definitions**

|             |   |
|-------------|---|
| <b>ATL</b>  | Attempt to locate   |
| <b>DCSO</b> | Davis County Sheriff's Office   |
| <b>EOD</b>  | Explosive Ordinance Disposal  |
| <b>HAFB</b> | Hill Air Force Base   |
| <b>JAIL</b> | Weber County Correctional Facility  |
| <b>OC</b>   | Oleoresin Capsicum  |
| <b>OFD</b>  | Ogden Fire Department   |
| <b>OIC</b>  | Officer in Charge   |
| <b>OPD</b>  | Ogden Police Department   |
| <b>SAT</b>  | Special Action Team   |
| <b>SCBA</b> | Self Contained Breathing Apparatus; consisting of an air tank and mask worn during a fire for protection from smoke |

|             |                                    |
|-------------|------------------------------------|
| <b>SWAT</b> | Special Weapons and Tactics        |
| <b>UNG</b>  | Utah National Guard                |
| <b>WCCF</b> | Weber County Correctional Facility |
| <b>WCSO</b> | Weber County Sheriff's Office      |

JF 06/02.00 **FIRES, UTILITY DISRUPTION, NATURAL DISASTERS**

JF 06/02.01 **Policy**

It is the policy of the Weber County Correctional Facility that:

- A. fire drills be conducted.
- B. staff be trained in the use of SCBA gear and fire suppression equipment that is installed in the jail;
- C. all SCBA's be inspected quarterly;
- D. the fire alarm and smoke detectors will be tested;
- E. staff shall notify their supervisor of any fire or safety hazards on their post;
- F. staff be trained in the evacuation and notification procedures should the facility become damaged in the course of a Natural Disaster; and
- G. back-up systems be in place to provide emergency utility service until main function can be restored ,or until a County-wide emergency plan can be initiated.

JF 06/02.02 **Rationale**

- A. Under the best of circumstances, emergency responders are taxed to respond in a satisfactory, timely, and effective manner. However, in a jail the difficulty of emergency responses are exacerbated, because:
  - 1. as a result of the potentially dangerous nature of prisoners:
    - a. evacuation options are limited;
    - b. members engaged in emergency operations must interact with a high-risk population under very taxing conditions; and
    - c. the potential for death or serious injury of staff or prisoners is substantial;
  - 2. as a result of the high security design and construction of the jail:
    - a. the time and effort required to execute an evacuation is increased; and

- b. breaching of doors, walls, and windows requires special equipment, expertise, and time.
- B. Staff shall receive training to assist in providing timely access to the facility for emergency personnel who may be called to respond in the event of an emergency.

JF 06/02.03 **Procedure: Fire Emergencies**

- A. In the event of a fire or suspected fire, staff shall notify the Central Control Room and Shift OIC.
- B. The Control Room personnel shall call 9-911 and notify OFD of the fire, area of the jail the fire is in, and type of fire if possible.
- C. If the fire is small enough that staff feel it can be safely extinguished with a fire extinguisher then staff may attempt to do so. Even if the fire is extinguished, OFD should still respond to investigate and check the area of the fire.
- D. Staff's first priority in a fire is their safety and the safety of the inmates. Staff are not trained fire fighters and should not attempt to extinguish a major fire.
- E. Staff should evacuate inmates who are housed in areas that are effected by smoke, gases or heat, as defined in JF 06/06.
- F. In the event of a fire after OFD has been called the following individuals shall be contacted by the Shift Sergeant as soon as possible:
  - 1. Duty Lieutenant;
  - 2. Jail Commander;
  - 3. Jail Safety Officer;
  - 4. Chief Deputy;
  - 5. Sheriff.
- G. Areas damaged by fire, smoke and heat shall be inspected by the OFD, jail safety officer, and jail commander to determine if inmates can be housed in the affected area.

JF 06/02.04 **Procedure: Fire Drills**

Fire drills shall be conducted in accordance with Utah Jail Standards as directed by facility administration.

JF 06/02.05    **Procedure: Disaster**

- A.     In the event of an earthquake, flood, or any other type of natural disaster, the WCCF may become damaged and some or all of the inmates may have to be removed from the jail.
- B.     Any evacuation of a housing unit or the facility as a whole shall be conducted as outlined in chapter.
- C.     When the jail is damaged due to a natural disaster the Weber County or Ogden City building engineer will be contacted to inspect the WCCF as soon as possible to determine if it is still suited to house inmates.
- D.     When it is determined that all or part of the WCCF is not safe to house inmates, the jail Commander/Designee will initiate the jail evacuation plan as soon as possible.

JF 06/02.06    **Procedure: Disruption of Utilities**

- A.     The WCCF has diesel generators that are capable of supplying the facility with emergency lighting and power to operate the security systems, elevator, telephones, and computers.
- B.     In the event that WCCF loses electrical power and will be relying on the diesel generators for power for longer than four hours, the Watch Lieutenant shall contact the WCCF Maintenance supervisor and inform him that the generators are on-line, and may be operating for an extended period of time.
- C.     The WCCF Maintenance supervisor shall be responsible for ensuring that the generators are re-fueled while in operation, and once power is restored and the generators shut down, shall insure that the fuel tanks are full for future use.

JF 06/03.00    **PRISONER DISTURBANCE AND RIOTS**

JF 06/03.01    **Policy**

It is the policy of the WCCF that:

- A.     during an inmate disturbance or riot, only the force necessary to bring the inmates under control will be used;
- B.     force shall only be used as a means to gain prisoner compliance and will not be used for the purpose of retaliation or to punish;
- C.     if during a disturbance the lives of staff and inmates are not at risk, the Watch Lieutenant should call for SAT to assist in regaining control of the inmates, prior to entering any area under control by the rioting inmates.

JF 06/03.02    **Rationale**

Refer to JF 06/02.02

JF 06/03.03    **Procedure: Levels of Response**

A.     **First level**

WCCF staff should attempt to reason, but not negotiate, with the disorderly inmates. All inmate grievances should be heard and consideration should be given to those that are legitimate. The entire disturbance may be brought to a conclusion at this time if a reasonable agreement can be reached.

- 1.     When a disturbance occurs, continues or grows, efforts should be made to isolate the protesters from the nonparticipating population.
- 2.     It is preferable to establish a dialogue and negotiate with the participants. Dialogue and negotiations may end the immediate problem, but care must be exercised to avoid reinforcing disruptive behavior.
- 3.     No bargaining or concession shall be made with inmates who continue in a state of insurrection.
- 4.     In the event hostages are involved, dialogue shall supersede all other types of intervention.
- 5.     Inmate demands to speak with the news media shall be denied.



6. Care shall be exercised in making any promises to inmate groups. Promises made should be kept in good faith; broken promises can lead to awkward or dangerous situations in the future.
7. If the disturbance continues beyond the dialogue level then staff shall begin at the second level of response listed for violent disturbances.

B. Second Level Response

A formal order to disperse and lockdown shall be issued. Inmates shall be instructed to release any hostages they hold. They shall also be told to return to their cells or to report to an alternate location. The order shall specify an alternative. These orders shall be repeated at reasonable intervals to ensure all inmates are aware of what is required of them.

C. Third Level Response

A show of force shall be made. Staff members equipped and clearly capable of handling the situation shall assemble in close proximity of the individual issuing the order to disperse. The show of force shall be organized to achieve the greatest psychological effect.

D. Fourth Level Response

SAT and other emergency response assets shall be used at the fourth level as deemed necessary by the WCCF Chief Deputy with concurrence of the WCS (if available) . The team formation and strength shall be determined by the Team leader and WCCF Commander/Designee. The patterns of deployment will depend on the area of the facility and the number of inmates involved in the disturbance. To bring the disturbance under control, emergency response personnel may use, but are not limited to:

1. Chemical Agents, such as OC spray or foam;
2. Batons, Side handled or ASP;
3. shields;
4. impact munitions;
5. K-9.

JF 06/03.04    **Procedure: Prisoner Disturbance and Riot**

- A.    Upon receiving notification of a disturbance the reporting staff member and responsible supervisor shall ensure that the WCCF Watch Commander and other on duty administrative supervisors are notified.
- B.    The Central Control Room Officer receiving an emergency call should ascertain as much as possible about the situation. At a minimum, the following information should be sought:
  - 1.    The part of the facility involved;
  - 2.    The number of inmates involved;
  - 3.    The number of hostages taken, if any;
  - 4.    The location of the hostages;
  - 5.    The identities of the ringleaders; and
  - 6.    any other pertinent information.
- C.    At this time the, WCCF SAT leader should be paged or otherwise contacted for call out of the team to duty.
- D.    All staff in the facility at the time of the disturbance should be notified of the incident not only for their own safety but also to enable them to begin sealing off key zones, locking up tools and hazardous materials, securing inmates, and taking other precautionary action even if their area is not involved.

JF 06/03.05    **Procedure: Disturbance Containment**

- A.    To avoid widespread rioting, the disturbance must be confined to the smallest portion of the facility as soon as possible.
- B.    When a disturbance occurs all staff should be alerted and should seal off their areas. As soon as possible thereafter, an internal perimeter should be established to control movement into and out of the location of the disturbance.
- C.    If possible an external perimeter should be established to further control movement into the facility and to prevent escapes.

- D. If it appears that rioting inmates have or may gain access to the Housing Control Room the Main Control Room should disable it from operation to help prevent the inmates from accessing other cell blocks or the outside recreation yard.

JF 06/03.06 **Procedure: Critical Areas**

- A. The Central Control Room is the nerve center for the facility and a special effort to protect it and its occupants from rioting inmates should be made.
- B. Any staff member who is taking part in the effort to stop a riot should only have in his possession the keys he needs to perform this task. No keys that provide access through the secure area of the facility will be carried by a staff member who is involved in an area controlled by inmates.
- C. Segregation units are commonly a takeover target in a disturbance. This is of special concern because many of the inmates held in segregation are very violent and dangerous.
- D. The medical room contains drugs and other equipment that may be used as weapons. Rioting inmates may make a special effort to gain access to the medical room.
- E. The maintenance shop contains tools that can be used as weapons for escape efforts by inmates.

JF 06/03.07 **Procedure: Videotaping**

If possible, a videotape recorder should be used to document riotous conditions. Videotape should be taken of areas before and during a WCCF SAT entry.

JF 06/03.08 **Procedure: Post Riot Activities**

As soon as the riot or disturbance has been brought under control, the following procedures should be taken:

- A. All inmate participants in the riot shall be confined to their cells or housing units.
- B. An official count shall be taken of all inmates.
- C. All hostages shall be identified by a staff member before being allowed out of the secure area of the facility.
- D. All injured people shall be treated as soon as possible under proper security procedures.

- E. All ringleaders and agitators shall be segregated.
- F. An investigation shall be initiated. This shall include interviewing ringleaders and participants in the incident.
- G. All staff involved in the incident shall prepare supplemental reports and statements as to what they saw and what action they took part in during the disturbance.
- H. Immediate arrangements for repairing any damage to the facility and physical security should be undertaken. Photographs shall be taken of the damage before it is repaired.

JF 06/03.09 **Procedure: Hostage Situations**

- A. Immediately upon learning of a hostage situation, the Watch Lieutenant should:
  - 1. isolate the crisis area in order to restrict the abductor's movement, to prevent the spread of the insurrection, and to preclude additional staff or inmates from being taken hostage;
  - 2. contact Public Safety dispatch and request they have an Ogden/ Metro SWAT hostage negotiation team respond to the WCCF;
  - 3. page or otherwise contact the WCCF SAT leader for call out of the team to duty;
  - 4. contact the WCCF Commander/designee; and
  - 5. ensure that the WCCF Chief Deputy and Sheriff are notified.
- B. Pending the arrival of the hostage negotiation team it may be necessary for another staff member to attempt to stabilize the situation. In doing so, staff should:
  - 1. be conscious of both verbal and non-verbal communication;
  - 2. listen actively but discreetly;
  - 3. avoid deadlines;
  - 4. give hostages only minimal attention;
  - 5. not negotiate on demands for additional weapons;

6. not push the abductor into taking desperate measures. As long as he or she believes there is hope for achieving something in the negotiation process, hostages are less likely to be harmed .
- C. If a staff member is taken hostage he/she is automatically relieved of any authority or rank while being held hostage and his/her orders will not be obeyed.

JF 06/04.00 **ESCAPES, ESCAPE ATTEMPTS, AND WALKAWAYS**

JF 06/04.01 **Policy**

It is the policy of the WCCF that safety and security measures are in place in order to prevent escape of inmates housed in the WCCF or when out of the facility while on transport, furlough, or work detail.

JF 06/04.02 **Rationale**

- A. The WCCF has a primary responsibility for facility and perimeter security because WCSO officials have the authority and responsibility for the management of the facility.
- B. Controls, restrictions, and regulations are implemented to ensure facility security, in order to protect the public.

JF 06/04.03 **Procedure: General**

- A. For the purposes of this policy ESCAPE shall be defined as any inmate who:
  - 1. escapes from within the secure area of the jail;
  - 2. is not present or signed out when count is performed;
  - 3. is released in error;
  - 4. flees or leaves an area that a staff member has assigned them to be outside of the facility on a work detail;
  - 5. flees while in transport;
  - 6. is in an unauthorized area of the WCCF.
- B. For the purpose of this policy WALKAWAY shall be defined as an inmate who:
  - 1. does not return at the designated time from a court ordered furlough, school, or work release;
  - 2. is not at the location or area specified while on furlough, school or work release.
- C. For purposes of this chapter, ABSCONDING shall be defined as an offender who:

- a. is authorized to be out of the facility for work, school, programs or other activities by the court, Department of Corrections or the WCCF;

AND

- b. fails to return to the WCCF from authorized work, school, etc. at prescribed times; and/or
- c. is not at an authorized location while out of the facility during prescribed times.

- D. All escapes, walkaways, absconsions, as described above shall be charged as an escape for purposes of prosecution.

JF 06/04.04    **Procedure: Escapes from Within the Secure Perimeter of the WCCF**

- A. If a staff member discovers that an inmate has escaped, walked away, or has absconded, the staff member shall immediately contact the Shift Supervisor.
- B. The Shift Supervisor shall:
  - 1. in the event of an escape from the secure facility:
    - a. order the WCCF to be locked down and perform a count to determine how many inmates have escaped and their identities;
    - b. secure the area where the escape took place to prevent further escapes;
  - 2. obtain information on the escaped inmate(s) to include photo, physical description, charges, and last known address.
  - 3. fill out the escaped inmate form and fax a copy to;
    - a. all Utah Sheriff's Offices (may include southern Idaho);
    - b. major Utah city police departments (may include southern Idaho);
    - c. all local law enforcement agencies/dispatch centers;
    - d. Utah Department of Corrections (DIO and AP&P); and
    - e. any other law enforcement agencies that the supervisor feels may have contact with the escapee(s);

4. contact the Consolidated Dispatch Center to place an ATL on the escaped inmate(s);
  5. contact the WCCF Commander/Designee; and
  6. ensure that the WCCF Chief Deputy and Sheriff are notified.
- C. When the inmate(s) are apprehended, all agencies who were notified of the escapee need to be contacted and informed to cancel any ATL they have on the inmates.



JF 06/05.00    **BOMB THREATS**

JF 06/05.01    **Policy**

It is the policy of the WCCF that:

- A.     in the event of a bomb threat, no evacuation should take place unless an actual device is found; and
- B.     if a device that possibly is a bomb is found, only an Explosive Ordinance Technician (EOD) should handle it. Under no circumstances shall any one other than EOD try to move, defuse, cover, disconnect, hose down, or otherwise touch or disturb with a suspected bomb.

JF 06/05.02    **Rationale**

All bomb threats should be taken seriously and any staff member receiving a telephone bomb threat should attempt to remember and document all details of the conversation.

JF 06/05.03    **Procedure: Receiving Bomb Threats**

The staff member receiving a telephoned bomb threat should try to keep the caller on the line and elicit as much of the following information as possible using the Bomb Threat Information Sheet . See JF 06/12.00

A.     **TIME OF DETONATION**

Try to find out the exact time the bomb is set to go off.

B.     **LOCATION AND APPEARANCE**

The specific location of the bomb and the bombs container or packaging.

C.     **BOMB TYPE**

Try to determine the bomb type such as pipe bomb, satchel charge, molotov cocktail, dynamite, gasoline, plastic explosive, etc. The activating mechanism used such as timing device, pressure detonator, trip wire.

D.     **GENERAL INFORMATION**

What person or group claims responsibility. The listener should also note the caller's sex and voice, the time of call, any back ground noise, and whether or not the caller sounds familiar.

JF 06/05.04    **Procedure: After a Bomb Threat Is Received**

- A. The shift supervisor shall be notified immediately after a staff member has received a bomb threat.
- B. Staff on duty shall be informed of the threat and be advised to be cautious and alert to any thing out the ordinary.
- C. The WCCF Commander/Designee shall be notified.
- D. The WCCF Chief Deputy and Sheriff should be.

JF 06/05.05 **Procedure: Bomb Searches**

- A. The shift supervisor should have staff search for any obvious device or strange package. Staff shall use caution and shall not touch any item they find but shall contact the shift supervisor. This shall not be done by radio.
- B. Assistance by bomb detector dogs may be obtained from HAFB by contacting the Command Post at HAFB and informing them of the situation. HAFB has the final decision on whether a detector dog and handler is sent.
- C. If the caller discloses the location of the bomb or clues that indicate a probable location, the threatened area should be sealed off for investigation.

JF 06/05.06 **Procedure: If a Suspected Device or Bomb Is Found**

- A. When a suspected device or bomb is found the WCCF Commander/ Designee shall contact HAFB Command Post and request that HAFB have their EOD team respond to the WCCF. If the HAFB EOD team is not available then the WCCF Commander/Designee shall contact Davis County Sheriff's Office and request their EOD expert to respond to the jail.
- B. The WCCF Commander/Designee may order the evacuation of all or part of the WCCF as defined in this chapter. Recommendations from EOD may be considered by the Commander/Designee in this decision.
- C. The shift supervisor shall notify OFD that a suspect device or bomb has been found in the WCCF.
- D. Staff shall not operate any two-way radio equipment in the area of the device.

JF 06/06.00 **INMATE EVACUATION**

JF 06/06.01 **Policy**

It is the policy of the WCCF that:

- A. during an emergency, inmates should only be removed from their cell blocks if they are in immediate danger from heat, smoke, flames, explosions, or other effects of the emergency;
- B. inmates shall be evacuated to an area that is safe from the effects of the emergency;
- C. the first priority of staff during an emergency is safety and security of the inmates and other staff;
- D. no evacuation shall be delayed when it is believed that the inmates are in danger;
- E. the WCCF Commander/Designee should make the decision to evacuate the WCCF;
- F. WCCF SAT shall be called in to assist with evacuation;
- G. other outside agencies may be called in to assist with an evacuation at the discretion of the WCCF Chief Deputy and concurrence of the Sheriff.

JF 06/06.02 **Rationale**

- A. Refer to JF 06/02.02.
- B. Evacuating all inmates from the WCCF can be a very taxing job to perform and creates security problems. No one can fully predict what type of incident would cause all inmates to need to be evacuated or know what resources the WCCF, will have available to perform this task. Staff shall carry out this task maintaining safety and security to the best of their ability and resources.

JF 06/06.03 **Procedure: Evacuation of 12<sup>th</sup> Street Complex Pod Cell Housing**

- A. The primary evacuation area for the pod housing units shall be the gym area for that pod.
  - 1. The primary route for evacuation of a housing unit shall be to exit through the main entry door of the unit, through the corridor and in to the gym.

2. If the housing unit corridor is also affected by the emergency evacuation shall be routed through the housing unit fire evacuation doors and into the gym area for that pod.

B. Caution shall be exercised by staff when evacuating inmates from maximum security housing units. Whenever possible, staff shall place restraints on maximum custody inmates before they are removed from their cells.

JF 06/06.04 **Procedure: Evacuation of Booking, Holding Cells, Medical, Visiting, Culinary, Laundry, Library, Chapel and Programs Rooms**

A. When appropriate, inmates shall be evacuated to the nearest outside recreation area.

1. Male inmates should be evacuated to a male inmate housing unit recreation area, if possible.
2. Female inmates should be evacuated to a female inmate housing unit recreation area, if possible

2. The following evacuation routes should be used, unless circumstances of the emergency require modification of routes as determined by the Officer in charge.

1. **Booking**

Inmates held in booking should exit through B21 to the main corridor and proceed to an appropriate outside recreation area (i.e., males to D and females to A).

2. **Medical Housing**

Inmates housed in medical housing should exit through M10 into the main corridor and proceed to an appropriate outside recreation area. (i.e., males to D and females to A).

3. **Visiting**

Inmates located in the visiting area should exit through V14 into the main corridor and proceed to an appropriate outside recreation area.(i.e., males to F, G, or D and females to A).

4. **Culinary**

Inmates located in the culinary should exit through E7 into the main corridor and proceed to F-Pod outside recreation area.

5. **Laundry**

Inmates located in the laundry area should exit through E8 into the main corridor and proceed to A-Pod outside recreation area.

6. **Library**

Inmates located in the library should exit through FP3 into the main corridor and proceed to F-Pod outside recreation area.

7. **Chapel**

Inmates located in the chapel should exit into the main corridor and then proceed to an appropriate outside recreation area (i.e., males to F, G, or D and females to A).

JF 06/06.05 **Procedure: Evacuation of All Inmates**

- A. Before evacuating the entire 12<sup>th</sup> Street Complex facility, all available off duty staff shall be called to duty and the Sheriff/designee shall be contacted to direct additional assistance.
- B. The first priority of security is to be focused on identifying, placing into restraints, and segregating inmates who have been charged and or found guilty on a charge that demonstrates a propensity for violence. Such charges include all degrees and levels of the following:
  - 1. homicide;
  - 2. assault;
  - 3. rape;
  - 4. kidnaping;
  - 5. forcible sexual abuse; and
  - 6. robbery.
- C. Inmates in pod areas shall exit the facility from the emergency exit door in the pod gym and proceed to designated holding areas. Security shall be maintained by Pod Officers with assistance from other available Officers.

- D. WCCF SAT shall deploy as needed and assist with security. As soon as possible, the SAT shall assist with the security and custody of all maximum security inmates both male and female and all other inmates whose charges are considered to have a propensity for violence. If the inmates are not already in restraints SAT will place these inmates in restraints. These inmates will then be secured by the most appropriate means available for the current situation.
- E. The Sheriff/designee shall arrange for the maximum security and violent inmates to be housed in another facility or suitable structure, and then arrange for transport to the location where the inmates are to be held.

JF 06/06.06    **Procedure: Evacuation of All or Part of the Kiesel Facility**

- A. Evacuation of all or part of the Kiesel Facility should not be initiated unless it is necessary.
- B. The Jail Commander/Designee should make the decision to evacuate the facility. However, inmates shall not be placed in danger and shall be evacuated when the shift supervisor feels the inmates are in danger.
- C. Only areas that are directly affected by the emergency shall be evacuated. The WCCF S.A.T. and outside agencies may be called in to assist with evacuation.

JF 06/06.07    **Procedure: Evacuation of Kiesel Facility Pod Cell Housing**

- A. The main evacuation area for the pod cell blocks (blocks A through F) will be the outside gym in the pod area.
  - 1. Only cell blocks that are in need of evacuation (e.g., those affected by heat, smoke, etc.) should be evacuated.
  - 2. No evacuation shall be delayed when it is believed that the inmates are in danger.
- B. Caution shall be exercised by staff when evacuating to maintain accountability of the inmate residence.

JF 06/06.08    **Procedure: Evacuation of Kiesel Facility Floors 2 Through 5 and L-Dorm**

- A. In the event that inmates are housed in the high rise portion (floors 2 through 5) are to be evacuated, male inmates should be removed from their cell blocks and taken by the stairwell to the outside gym in the pod area.
- B. Only inmates who are in danger should be evacuated. Evacuation shall not be delayed when it is believed that inmates are in danger.

- C. Female inmates should be evacuated to A- block in the pod area. Prior to the female inmates being placed into A- block, male inmates in A- block should be placed into B-block.
- D. Staff should secure all doors that enter into B-block and the outside gym before the female inmates are placed into A-block.

JF 06/06.09 **Procedure: Evacuation of the Kiesel Facility Intake and Holding Cells K-7, K-8, K-9, and Visiting**

- A. Male inmates in the Intake area in holding cells K-7, K-8, K-9, and Visiting Holding shall be evacuated to the outside gym in the pod area.
- B. Female inmates in the Intake area and in holding cells K-7, K-8, K-9, and Visiting Holding shall be evacuated to the female housing unit, if necessary.

JF 06/06.10 **Procedure: Evacuation of All Kiesel Inmates**

- A. Inmates in the pod area shall exit the facility from door G-8 through the outside gym and proceed to the lawn area south of the Ogden City Municipal Building. They may be escorted and secured with assistance available from other officers.
- B. Inmates housed in the North high rise portion of the Kiesel Facility shall exit their respective floor section through doors 210, 310, or 410 by floor. Fire exit doors are located in the North East section of floors Two, Three and Four. Inmates shall exit the Facility through the ground floor fire exit door #102, and then proceed to the north Amphitheater. They may be escorted and secured with assistance from other Officers.
- C. Inmates housed in the South high rise portion of the Kiesel Facility, shall exit their respective floor section through doors 231, 331, 407, or 515 by floor. Fire exit doors are located in the South East section of floors Two, Three, Four and Five. Inmates shall exit the Facility through the ground floor fire exit door #120, and then proceed to the north Amphitheater. They may be escorted and secured with assistance from other Officers.
- D. The WCCF S.A.T. shall deploy as needed and assist with security. As soon as possible, the S.A.T. shall assist with control of inmates, both male and female.
- E. The Sheriff/designee shall arrange for the inmates to be housed in another facility or suitable structure and arrange for transport to the location where the inmates are to be held.

JF 06/07.00 **SUPPORT AND RESERVE FORCES**

JF 06/07.01 **Policy**

It is the policy of the WCCF that:

- A. security for the facility and its perimeter shall be the primary responsibility of WCCF staff.
- B. the WCCF may request additional security assistance from other allied law enforcement agencies.

JF 06/07.02 **Rationale**

- A. Refer to JF 06/02.02
- B. Other allied agencies have resources not generally available to the WCCF. Such resources may be accessed to respond to exigent or emergency situations.

JF 06/07.03 **Procedure: Support and Reserve Forces**

Manpower and equipment from other agencies may be necessary to supplement the WCCF staff during a disturbance. The WCCF Commander/Designee may request assistance from but not limited to:

- A. WCSO Patrol Division;
- B. Utah State Prison SWAT Team;
- C. OPD;
- D. OFD;
- E. Ogden Metro SWAT Team;
- F. Utah National Guard;
- G. HAFB EOD; and
- H. DCSO EOD.

JF 06/07.04 **Procedure: Assistance from the Utah National Guard.**



- A. In the event of a disaster or other incident that places a strain on the ability of Law enforcement in Weber County to protect the community, assistance from the UNG may be available.
- B. Such assistance may include:
  - 1. transportation to move inmates;
  - 2. armed personnel to guard and transport prisoners;
  - 3. food and water.
- C. In the event that assistance from the UNG is needed the Sheriff/designee should contact a county commissioner or the Director of Emergency Management to request assistance from the UNG.

JF 06/07.05 **Procedure: Assistance from Hill Air Force Base**

- A. HAFB has resources that may be available for use by the WCCF.
- B. These resources include:
  - 1. EOD teams;
  - 2. bomb detector dogs.
- C. When the Jail Commander/Designee determines that assistance from HAFB may be needed, the command post at HAFB shall be contacted.
- D. The Command Post determines if personnel and equipment from HAFB will be available for use by the WCCF.

# WEBER COUNTY CORRECTIONAL FACILITY BOMB THREAT INFORMATION SHEET

STAFF MEMBER RECEIVING CALL \_\_\_\_\_

PHONE EXT. CALL WAS RECEIVED ON \_\_\_\_\_

OBTAIN THE FOLLOWING INFORMATION AS QUICKLY AS POSSIBLE:

1. EXACT LOCATION OF THE DEVICE \_\_\_\_\_
2. TIME SET FOR DENOTATION \_\_\_\_\_
3. DESCRIPTION OF DEVICE OR PACKAGING \_\_\_\_\_
4. REASON FOR CALL OR THREAT \_\_\_\_\_

IN ADDITION THE FOLLOWING DETAILS SHOULD BE NOTED:

5. TIME AND DATE OF CALL \_\_\_\_\_
  6. EXACT LANGUAGE USED BY CALLER \_\_\_\_\_
  7. SEX OF CALLER \_\_\_\_\_
  8. ESTIMATED AGE OF CALLER \_\_\_\_\_
  9. PECULIAR OR IDENTIFIABLE ACCENT OF CALLER \_\_\_\_\_
  10. DESCRIBE ANY BACKGROUND NOISES \_\_\_\_\_
  11. LIST ANY OTHER INFORMATION \_\_\_\_\_
- \_\_\_\_\_