

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Emergency Evacuation Plan, Exits		CHAPTER/SECTION NO.: 48.5	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES:		APPROVED: <u>**See Master File</u> Sheriff	
STANDARD NUMBER: 72.3.2			

48.5 Policy

48.5.1 Evacuation of Detainees

- A. During an emergency, detainees should only be removed from holding cells if they are in immediate danger from heat, smoke, flames, explosions, or other effects of the emergency;
- B. detainees 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 detainees and other staff;
- D. no evacuation shall be delayed when it is believed that the detainees are in danger;
- E. the WCSO Investigation and Support Bureau Commander/Designee should make the decision to evacuate the detainees from the building;
- F. WCCF transportation officers shall be called in to assist with evacuation and transportation of detainees to the correction facility;
- G. emergency medical units will be called to assist and treat any detainees injured during the emergency or the evacuation;
- H. other outside agencies may be called in to assist with an evacuation at the discretion

of the WCSO Chief Deputy and concurrence of the Sheriff.

48.5.2 **Procedure:** Evacuation of Second District Court Ogden

- A. Evacuation of all or some of the holding cells at the Second District Court building should not be initiated unless it is necessary.
 - 1. detainees shall not be placed in danger and shall be evacuated when the shift supervisor feels the detainees are in danger.
 - 2. every detainee will be secured with handcuffs, belly chain, and leg shackles before being evacuated from the building.
- B. In the event that detainees being held in the court room holding cells are to be evacuated, they should:
 - 1. be removed from the holding cell and taken by the west stairwells to the main holding area in the basement.
 - 2. if the emergency is blocking the west stairwells, be secured and taken by the east stairwells to the main floor and out the front door of the building.
 - 3. be walked around the building and to the main holding area.
- C. In the event that the main holding area is to be evacuated, the detainees will:
 - 1. be removed from the building through the underground bay and walked up the ramp to the west of the building.
 - 2. if the emergency is blocking the underground bay or the ramp, be taken by the north stairway out of the building.

- D. The detainees will be secured inside the judges parking area. The jail transportation unit shall be called to provide transportation of detainees to WCCF.
- E. Should the emergency preclude securing the detainees in the judges parking area or environment concerns (cold, rain, snow) endanger detainees, the detainees shall be walked to the Kiesel Correction Facility one half block east of the District Court building.
- F. Caution shall be exercised by staff when evacuating detainees to maintain accountability of detainees. Adequate staffing will be used to secure inmates being walked to KCF or detained in the judges parking area.
- G. Outside agencies may be called in to assist with detainee security at the discretion of the WCSO Sheriff or designee.

48.5.3 **Procedure:** Evacuation of Second District Juvenile Court Ogden

- A. Evacuation of the holding cells at the Juvenile Court building should not be initiated unless it is necessary.
 - 1. detainees shall not be placed in danger and shall be evacuated when the shift supervisor feels the detainees are in danger.
 - 2. Every detainee will be secured with handcuffs, belly chain, and leg shackles before being evacuated from the building.
- B. In the event that detainees being held in the Juvenile Court holding cells are to be evacuated, they should:
 - 1. be removed from the holding cells and taken from the building using the west hallway and out of the north doors.

2. if the emergency is blocking the north doors, be taken through the west hall past the courtrooms and out the South doors.
 - C. The detainees will be taken to the Ogden Regional Center, north of the Juvenile Court Building and secured in the conference room. The jail transportation unit shall be called to provide transportation of detainees to the appropriate correctional facility.
 - D. Caution shall be exercised by staff when evacuating detainees to maintain accountability of detainees. Adequate staffing shall be used to secure inmates being taken to the Ogden Regional Center and while being detained at that building.
 - E. Outside agencies may be called in to assist with detainee security at the discretion of the WCSO Sheriff or designee.
- 48.5.4 **Procedure:** Evacuation of Holding Cells at the Sheriff's Office Patrol Bureau and Investigations Bureau.
- A. Evacuation of the holding cells at the Sheriff's Complex Patrol Bureau and Investigations Bureau should not be initiated unless it is necessary. However, detainees shall not be placed in danger and shall be evacuated when the shift supervisor feels the detainees are in danger.
 - B. All detainees will be evacuated by the investigating or supervising deputy.
 - C. Detainees will be restrained at all times during the evacuation process, unless there is reason to believe that the restraints would be cause for serious physical injury to the detainee and/or deputy.
 - D. Detainees may be transported to other facilities at this time or held in a patrol vehicle at a safe distance from the building. The detainee shall not be left alone in the

vehicle and must be supervised at all times by a deputy.

- E. Once the emergency is over, the deputy will escort the detainee back into the building to complete all necessary processing or interviewing.