

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE September 10, 2006	NUMBER 2036
SUBJECT Detention Center: Emergency Occurrences		
REFERENCE SCLEA 20.1.14 & 20.1.36 and G/O 2014	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 7

A. Policy

Unusual or emergency occurrences can happen at any given time during the day-to-day operations. Understanding this, it is vital to have a plan for handling these situations. There is no way to list every emergency situation that could arise. This general order will highlight those situations that are evident and give procedures that can be followed to assist in the control and safe handling of those occurrences.

B. Procedures

1. Fire Emergency Procedures
 - a. The detention control room has equipment to identify the location of a fire or smoke alarm activation.
 - b. The fire department is automatically notified via the alarm system. However, the detention officer is to immediately and without delay radio the fire department and/or dispatch to report the occurrence.
 - c. The on-duty detention officer will immediately notify the shift supervisor.
 - d. In the event of a fire alarm the on-duty officer will view the electronic monitoring device screen and physically look through the view window into the detention area.

- e. If the supervisor has not arrived, the detention officer will notify the supervisor via radio that they are going into the detention facility.
 - f. The detention officer will go directly to the location where the activation occurred.
 - g. The detention officer and/or a second officer will immediately check all cells and doors for smoke or fire.
 - (1) Doors that do not have windows should first be felt to see if they are hot (indicating the presence of flame).
 - h. If the activation was false, the fire department personnel will be requested to make a courtesy check of the facility and the on-duty supervisor will complete an incident report prior to going off-duty.
 - i. Evacuation drills shall be conducted at a minimum of once a year.
2. Fire Suppression:
- a. In the event of a fire, the on-duty detention officer or an officer in the facility will immediately notify the Fire Department as required in II-A above.
 - b. In the event of a fire, the on-duty detention officer or an officer in the facility will determine whether or not the fire can be extinguished using a fire extinguisher.
 - (1) If the fire can be extinguished, the detention officer will immediately do so, and then make sure the fire department personnel follow-up on the extermination of the fire.
 - c. If the fire cannot be controlled, and fire department personnel have not arrived, the detention officer will alert the fire department dispatch that there is a working fire in the facility.
 - (1) The fire department should be notified as to whether or not the overhead sprinkler system has been activated.
3. Evacuation Due to Fire
- a. The on-duty detention officer, or the shift supervisor may order the building evacuated due to fire.
 - (1) The City of Anderson Detention Center will maintain a written and posted evacuation plan for the facility. (SCLEA 20.1.36)

- (a) Evacuation routes are detailed on the floor plans posted within the detention control room, the booking area, and on walls in the hallways.
 - (b) A designated and signed emergency evacuation route will be maintained in order to direct the evacuation of persons to hazard-free areas.
- b. If the fire is active at or near the booking room entrance, entry should be gained into and out of the detention area through the sally-port doors at the rear of the building.
- c. If there is an active fire at or near the back booking area, entry should be in and out of the detention area through the booking control room entrance.
- d. The on-duty detention officer will release the master lock controls from within the control room.
- e. The on-duty supervisor will notify the surrounding agencies and the Anderson County Sheriff's Office of a possible evacuation and request that all necessary mutual aid agreements be activated.
- f. If the fire is so active that the detainees cannot be placed in restraints within the interior of the building, officers will be strategically placed where the exit point will be, and the detainees placed in restraints as quickly as possible.
- g. The detainees may be placed and secured within the sally port, Fire Department truck bays, patrol vehicles or a transport van if those areas are safe from fire.
- h. The Jail Administrator will be notified immediately, or as soon as practical, to respond.
- i. If the Jail Administrator is on the scene he/she will notify the Anderson County Detention Center and request that they house the evacuated detainees due to the emergency circumstances.
- j. Should the Jail Administrator not be on the scene, the on-duty shift supervisor will make the request.
- k. In the event that the Anderson County Detention Center cannot house all of the detainees, the Pickens County and/or Greenville County Detention Centers will be contacted and their assistance with housing the overflow will be requested.
- l. The Jail Administrator will contact and brief the Chief of Police.

4. **Power Outage**
 - a. In the event of a power outage that affects detainees being held, the on-duty supervisor will be contacted.
 - b. Patrol unit(s) will be assigned to the detention area and placed on security watch.
 - c. Detainees will remain within the cell units.
 - d. The supervisor will check to make sure the auxiliary generator has activated.
 - e. At a minimum, the generator should supply power and emergency lighting within the hallways, cell areas, and within the detention control room.
 - f. A manual will be located within the control room containing emergency contacts for power and utilities.
 - g. In the event of an extended power outage, the food service provider(s) will be contacted so that they will be enabled to make the necessary changes and plans for food preparation during the outage.
 - h. Once power is restored all doors and equipment will be checked for proper operation.

5. **Detention Facility Deaths (see also General Order 2019 for “Suicide Assessment and Prevention”)**
 - a. In the event of a death in the detention facility, the Emergency Medical Service will be summoned immediately.
 - b. An attempt to revive the detainee, CPR or other life saving attempts, will continue until EMS personnel relieve the officer.
 - c. The on-duty supervisor will be notified to respond.
 - d. The supervisor will then notify the Jail Administrator, who will contact the Chief of Police.
 - (1) The Jail Administrator or the Jail Administrator’s designee will immediately respond.
 - (2) It will be the administrator’s responsibility to notify the Chief of Police.
 - e. The shift supervisor will preserve the area as they would any crime scene.

- (1) The State Law Enforcement Division (SLED) will be contacted to conduct an independent investigation.
 - (2) SLED will direct the processing of the scene.
- f. The appropriate investigation will then be conducted and a thorough review of the incident documented as prescribed by the general order governing Internal Affairs.
- g. The on-duty shift supervisor and the detention officer will complete an incident report to include:
- (1) Details of the incident.
 - (2) A listing of who was notified and when they responded (Jail Administrator, Chief of Police, EMS, Coroner, etc.).
 - (3) The names of all EMS personnel and attendants.
 - (4) All property will be documented and recorded as released to the coroner.
- h. Personnel will not give a statement to the press or family, but will refer all inquiries to the Chief of Police or the Chief's designee.

6. Hostage Situations

- a. In the event a staff member or other person is taken hostage, the on-duty shift supervisor or the ranking officer will contact the City of Anderson Police Department's Special Event Response Team (SERT Team) as per general order 1509.
- (1) The ranking officer shall assume command of the situation until relieved as prescribed by general order governing personnel management.
- b. The on-duty shift supervisor or the ranking officer will then contact the Jail Administrator who will immediately respond and notify the Chief of Police.
- c. If at all possible the hostage taker will not be allowed out of a secure area.
- d. A Department Hostage Negotiator will be notified.

7. **Bomb Threat**

- a. In the event a bomb threat is called in to the facility, the on-duty shift supervisor will be notified immediately.
- b. The person receiving the call should attempt to obtain as much information as possible, to include:
 - (1) (Threatened) detonation time of the device.
 - (2) Location of the device.
 - (3) Type of device.
 - (4) Reason for the bomb placement.
 - (5) In addition, the person receiving the call should try to determine the following:
 - (a) Is the caller male or female?
 - (b) Approximate age of the caller.
 - (c) Any foreign accent.
 - (d) Background noise (i.e. traffic, bar sounds, etc.).
 - (e) Exact wording used by the caller(s).
- c. If recorded, the incoming call tape should be marked as soon as possible for playback.
- d. In the event there are reasons to believe the call is remotely legitimate, all radios within the facility will cease transmissions.
 - (1) The Bomb Squad will be requested to respond along with additional personnel as the Bomb Squad Commander requests.
 - (2) A coordinated search of the building will begin and any suspicious item located will be reported to the incident commander by verbal communications.
 - (3) No one except those personnel required to contain the situation will be allowed to enter the building.

- e. Communications responsibilities will be requested of the Anderson County Sheriff's Office and/or Central Dispatch.
 - f. Communications within the facility will be restricted to verbal and telephone.
 - g. Great care should be taken when searching trashcans, cabinets, etc.
 - h. Should a suspicious device be found, the incident commander should weigh carefully the validity of the threat and the suspiciousness of any possible device.
 - i. Under NO circumstances should a suspicious item be touched or moved by the search participants unless the Bomb Squad advises such activity.
 - j. If the incident commander feels the situation warrants a jail evacuation, the Incident Commander is authorized to order the evacuation.
 - (1) For evacuation procedures please see Evacuation Due to Fire, II-C, above.
 - (2) Routes furthest from the device should be used.
 - i. If no suspicious device or items are found after a thorough search of the building, the incident commander should order "ALL CLEAR" and normal operations should resume.
 - (1) This includes radio traffic.
 - j. A detailed incident report will be completed by the shift supervisor prior to going off-duty.
8. Escape
- a. Please refer to general order 2014.

By order of:


Martin D. Brown, Chief of Police

9-7-2006
Date