

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 18.24	<b>PAGES:</b> 1 of 3
	<b>RELATED ORDERS:</b> ACA 4-ALDF-1C-02 P.C. 4011.6 P&P 10.27	
	<b>ISSUED DATE:</b> September 1, 2000	
	<b>REVIEW DATE:</b> October 20, 2015	
	<b>REVISION DATE:</b> September 10, 2013	
<b>CHAPTER:</b> Inmate Services and Programs	<b>SUBJECT:</b> Sandy Turner Educational Center Emergency Evacuation Plan	

- I. **PURPOSE:** To establish a safe, effective, expeditious, and orderly evacuation plan for the Sandy Turner Educational Center (STEC).
  
- II. **POLICY:** The Alameda County Sheriff's Office's Inmate Services' Unit shall have a written evacuation plan to be used in the event of fire, disturbance, or major emergency at the STEC. The plan is to be established in accordance with the guidelines set forth in the Detentions and Corrections Division's Evacuation Plan for the Santa Rita Jail (SRJ).
  
- III. **PROCEDURE:**
  - A. The Inmate Service deputies assigned to the STEC, upon discovery of a hazardous situation requiring evacuation of staff and/or inmates will immediately notify CP-1 by the most expeditious method and indicate the type of problem and required response. Additionally, he/she will:
    1. Use the designated doors to evacuate the inmates/staff in an orderly manner to the designated evacuation areas.
    2. Take an inventory of inmates and staff to ascertain welfare.
    3. Conduct a final inspection of the STEC to ensure evacuation was conducted safely while maintaining security and integrity of the building.
    4. Exercise immediate control of inmates as security necessitates until the proper assistance arrives.
  
  - B. **EVACUATION PROCEDURES AND ROUTES**
    1. The primary and secondary emergency evacuation routes will be posted near all main emergency exit doors.

2. The primary emergency evacuation routes for the STEC are the two main entry doors. The Inmate Service deputies will open the main pass-through slider, direct all inmates, and staff to exit in an orderly manner into the medium-security yard.
3. The secondary evacuation routes shall be used only when the primary route is inaccessible.
4. The secondary emergency evacuation routes for the STEC are the side-rear emergency gates. The Inmate Service deputies will direct all inmates and staff through the classroom emergency side doors into the side fence area, then through the emergency rear gates to the designated staging area in an orderly manner.
5. The Inmate Service deputies will designate perimeters of security as may be required.
6. Responding deputies will assist by going to the designated perimeters as security.
7. Inmates and staff will remain at the designated areas until notified that the area is clear of the threat.
8. The Inmate Service deputies will keep CP-1 informed if medical personnel are required and when final containment has been satisfactorily reached.

#### C. FIRE EXTINGUISHERS

1. Fire extinguishers at the STEC may be used in the event of a controlled fire. The Inmate Service deputies will determine the type of fire and attempt to extinguish the fire according to directions on the extinguisher.
2. ABC rated fire extinguishers are located in the following areas:
  - a. Two (2) are enclosed in a protected firebox in the hallway outside of the male and female classrooms.
  - b. One (1) is in the STEC's Inmates Services' main office adjacent to the control panel.
3. The Inmate Service deputies, upon containment of any fire, will ascertain the situation and summon medical care as is necessary.

#### D. FIRE ALARM

1. The fire alarm panel is located in the main office.
2. If a fire alarm is activated, the fire alarm panel will indicate the location of the fire. The Inmate Service deputies will notify CP-1 of the incident and take appropriate action to evaluate the alarm.

3. The Inmate Service deputies will reset the alarm after an assessment is made and he/she can refer to the fire alarm manual for further procedures.
4. The Inmate Service deputies will log all fire alarm activations.

E. EMERGENCY PANEL ALARM

1. Emergency alarms are located at the emergency exit doors of each classroom.
2. Upon any attempt to exit the emergency exit doors an audible alarm will sound. The alarm must be manually reset after being activated.
3. The Inmate Service deputies will immediately respond to the alarm to assess staff/inmate welfare and/or the need for emergency procedures to commence. An activated alarm will always be treated as a threat of escape or assault and never as a false alarm.
4. The Inmate Service deputies will log each time an alarm is activated and take appropriate action when necessary.

F. EXTERIOR GATE DOOR ALARM

1. If the classroom exit door alarm is activated, a potential threat of escape is eminent. A second alarm is set at the exterior gates of both the west and east sides of the STEC.
2. The exterior gate door alarm is always active and is set with a 15-second delay which will not allow exit for that period of time, allowing responding deputies to apprehend suspects.
3. An Inmate Service deputy will reset the alarm and reactivate door locks.