

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 7.03	PAGES: 1 of 5
	RELATED ORDERS: ACA 4-ALDF-1C-01, 1C-05 P&P 7.06, 7.07, 8.16	
	ISSUED DATE: July 1, 1989	
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	REVISION DATE: September 18, 2014	
CHAPTER: Safety and Emergency Procedures	SUBJECT: Emergency Panic Alarms/Response	

- I. **PURPOSE:** To describe and establish procedures for the Emergency Panic Alarm System and emergency response.
- II. **POLICY:** Emergency Panic Alarm Systems are located in all inmate control areas. Staff will activate the emergency alarm system in the event of an escape attempt, assault or other incident that threatens personal safety and/or security of the facility. All requests for emergency assistance and emergency panic alarms will be handled as emergency situations that will interrupt normal facility operations. Deputies will respond to all alarms and requests to render necessary aid and maintain facility security.
- III. **PROCEDURE:**
 - A. **ALARM SYSTEM:** Panic Alarms will activate a siren and light bar at the location of the incident and will send a signal to a system of zoned receivers. Alarms will annunciate in the affected zone in Control Point-1 (CP-1) at Santa Rita Jail (SRJ) or Central Control at Glenn E. Dyer Detention Facility (GEDDF).
 1. Glenn E. Dyer Detention Facility:
 - a. Location of Medical Floor alarms:
 - 1) Lab
 - 2) X-ray room
 - 3) Examination room #1/Psych area
 - 4) Examination room #2
 - 5) Psychologist's office
 - 6) Dentist's office
 - 7) Psychologists' interview room (5)
 - 8) Pharmacy safe

- b. Location of Booking alarms:
 - 1) Male medical screening room
 - 2) Female medical screening room
 - 3) Lobby
 - 4) Interview room #139

- 2. Santa Rita Jail:
 - a. Core Building Panic Alarm System: Panic alarms, when activated, will send a signal to a system of zoned receivers. Alarms will annunciate in the affected zone in CP-1 and in overhead light bars located throughout the area. The system is zoned as follows:
 - 1) Zone 1: Out-Patient Housing Unit
 - 2) Zone 2: Out-Patient clinic
 - 3) Zone 2a.1: X-Ray room
 - 4) Zone 2a.2: Trauma room
 - 5) Zone 2a.3: Clinic examination room #1
 - 6) Zone 2a.4: Clinic examination room #2
 - 7) Zone 2a.5: Clinic examination room #3
 - 8) Zone 2a.6: Clinic examination room #4
 - 9) Zone 2a.7: Clinic examination room #5
 - 10) Zone 2b.1: Examination/Psych area offices
 - 11) Zone 2b.2: Examination/Dental area offices
 - 12) Zone 3: ITR intake
 - 13) Zone 4: ITR transfer

 - b. Housing Units/Control Points Alarm System: Panic alarms are installed in all housing controls, visiting control booths and security control points.
 - 1) Alarms from units on the east side of the jail will annunciate in CP-48.
 - 2) Alarms from units on the west side of the jail will annunciate in CP-7.

- 3) Alarms from core units, the west gate (CP-52) and other security control points will annunciate in CP-1.

c. Alarm Systems Test:

- 1) Sergeants assigned to the midnight shift will supervise a test of the alarm systems every Sunday.
- 2) The test results will be recorded in the Central Control/CP-1 shift log.
- 3) Equipment failures or problems will be referred to BMD and/or Communications for repair or correction.

B. REQUESTS FOR ASSISTANCE:

1. Radio broadcasts of Code 11-99 will only be made in the event of a life-threatening incident requiring the response of all available staff.
2. Alarm devices offer a means for facility staff to summon assistance immediately in a swift and uniform manner in the event of a life-threatening incident. Staff will use discretion when activating any alarm system to avoid unnecessary disruptions of normal facility operations.
3. Requests for assistance for incidents of a less severe but urgent nature will be made by telephone, intercom or radio. This includes most medical emergencies and minor incidents between inmates.
4. Requests for routine non-emergency assistance will be made primarily by telephone or intercom. Radios may be used when necessary.

C. EMERGENCY RESPONSE: Staff initiating alarms or requesting assistance shall strive to provide Central Control/CP-1, or the appropriate control point, with the necessary descriptive information as to the reason for the alarm/request, as that information will be used to determine the level of staff response and deployment.

1. False alarms will be announced Code 4 immediately, to prevent unnecessary staff response.
2. When an alarm/request for emergency assistance is received by a control point, it will be immediately acted on and announced to sworn staff.
 - a. The area sergeant, sworn staff in the area of the alarm, sworn staff observing alarms on the overhead light bars, and security movement deputies will respond initially. Other sworn staff will monitor radio traffic and be prepared to respond.
 - b. The control point receiving the alarm will monitor the alarm location and attempt to contact the staff member.

- c. A supervisor, or deputy if a supervisor is not available, will respond to Central Control/CP-1 or other control points receiving the alarm, and assist with communications and emergency operations, if needed.
- d. Alarms originating in the public areas (lobby area around CP-11 and Visiting areas) will be the responsibility of the Visiting Unit. Should evacuation of a public area become necessary, the Visiting Unit Deputies shall:
 - 1) Ensure all affected areas are evacuated and individually checked twice by Visiting Deputies.
 - 2) Ensure any member of the public requiring assistance due to any disability, is provided the appropriate assistance as requested, in order to ensure their safe evacuation.
- e. If the control point receiving the alarm is able to contact the involved staff member and they advise that no emergency exists, the control point will ascertain the reason for the alarm and request that the staff member identify themselves (name and number).
- f. If the identification is correct, the appropriate control point will announce Code 4.
- g. If the control point receiving the alarm is unable to contact the involved staff member, the staff responding and Watch Commander will be advised.
- h. At SRJ, the control point receiving the alarm will assume power from the affected control point or housing control if contact cannot be established.
 - 1) If power is assumed, responding staff will have to acquire emergency override keys to enter the affected area.
 - 2) Emergency override keys are maintained in CP-1, CP-7, and CP-48.
- i. The first deputies to arrive will advise the other control point receiving the alarm, at which time the control point will relay any new/additional information received to responding staff. The deputies will then enter the affected area.
- j. The Watch Commander/Sergeant having received the evaluation report from the deputy, will make the decision as to what type of action is to be taken, i.e., secure or continue the response, partial or total lock down of the facility.
 - 1) If the decision is to continue the response, the sergeant and deputies will enter the affected area and resolve the problem.
 - 2) If additional equipment is needed, the Watch Commander will obtain the equipment from the armory.
- k. Depending on the nature of the incident, additional staff may be directed to respond to the affected area on orders of the Watch Commander/Sergeant.

- l. A supervisor on the scene or the deputy responsible for the area of incident will determine when to announce Code 4.
- m. The staff member who initiated the alarm will be responsible for writing a report, unless the sergeant directs otherwise. False alarms and/or equipment malfunctions will be documented in an incident report.
- n. It is important that deputies respond in a timely and safe manner.

D. USE OF RADIO OR INTERCOM DURING AN EMERGENCY:

1. Upon the announcement of an emergency in the facility, only staff involved or responding will call the affected control point by radio, intercom, or telephone until a Code 4 is announced.
 2. All other staff will hold their communications, unless they have an emergency also.
 3. Radios should be reserved for emergency communications/requests only.
 4. When an emergency occurs, a number of other priority procedures must be performed by control point staff as well.
 - a. Announcement and notifications must be made and movement of responding staff expedited.
 - b. Responding to telephone, radio and/or intercom traffic involved in the emergency.
 5. In the event of an urgent, special, unusual incident or emergency situation, Central Control/CP-1 has the capability of communicating with Sheriff's Dispatch and the Office of Homeland Security and Emergency Services.
 - a. This will be accomplished through normal telephone communications.
 - b. If telephone communications are not accessible, 800 MHz radios will be utilized to maintain communications with Sheriff's Dispatch and other community agencies.
 - c. 800 MHz radios shall be maintained in Central Control/CP-1.
- E. INOPERATIVE CENTRAL CONTROL/CP-1 PLAN: If Central Control/CP-1 becomes inoperative and require entry from outside, the "confidential" plan for such an occurrence is located the Watch Commander's office.