



MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES

Subject

**EMERGENCY PROCEDURES FOR
CUSTODY BUREAU FACILITIES**

Policy Number

DA-1

Effective Date

07-14-22

Related Information

GA-3, *Operations Manual Format*
GD-15, *Emergency Evacuation Plans*
GJ-8, *Tactical Support at Office Jail Facilities*
GJ-16, *Incident Command System*

Supersedes

DA-1 (06-27-15)

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the development, distribution, review, implementation, and training of emergency procedures for each custody bureau facility.

POLICY

It is the policy of the Office to provide direction to personnel in the event of emergencies within and outside of custody bureau facilities. Office emergency procedures shall be established and kept up to date by the commander of each custody bureau facility.

DEFINITIONS

Incident Command System (ICS): The incident command system is a standardized approach to the command, control, and coordination of on-scene incident management, providing a common hierarchy within which personnel from multiple organizations can be effective.

National Incident Management System (NIMS): A systematic, proactive approach to guide all levels of government, nongovernmental organizations, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS provides a consistent foundation for dealing with all incidents, ranging from daily occurrences to incidents requiring a coordinated federal response. NIMS is mandated by Homeland Security Presidential Directive 5 (HSPD-5) and Presidential Policy Directive 8 (PPD-8), which provides a consistent nationwide approach for federal, state, local, and tribal governments for interoperability and compatibility.

PROCEDURES

1. **Emergency Procedures:** Each jail facility commander shall develop emergency procedures to be included as a section in their facility operations manual. Commanders of non-custody divisions within a custody bureau facility shall ensure their emergency procedures are compatible with the procedures established by the facility commander. Emergencies to be considered include, but are not limited to, the following:
 - A. Escapes;
 - B. Fire emergencies;

- C. Facility power failure;
 - D. Hostage / Barricade situations, as specified in Office Policy GJ-8, *Tactical Support at Office Jail Facilities*;
 - E. Medical disasters;
 - F. Medical emergencies;
 - G. Riots or inmate disturbances; and
 - H. Facility evacuation, as specified in Office Policy GD-15, *Emergency Evacuation Plans*.
2. **National Incident Management System / Incident Command System:** In all planned and unplanned small-scale and large-scale emergency and non-emergency events where the National Incident Management System (NIMS)/Incident Command System (ICS) has been implemented, procedures specified in Office Policy GJ-16, *Incident Command System* shall be followed.
3. **Training:** Detention personnel shall be trained regarding the emergency procedures related to their assignment. Shift commanders shall be responsible for coordinating training and testing of personnel with their facility Field Training Officers (FTOs).
- A. Shift commanders shall be responsible for scheduling “live scenario” training drills so that all assigned personnel in their area are familiar with, and have working knowledge of, the facility emergency procedures.
 - B. In the event that a “live scenario” drill cannot be performed due to exigent or extenuating circumstances as determined by the shift commander, another scenario type training can be approved by the facility commander or designee.
 - C. Each shift shall conduct a minimum of one man-down training drill and one mass casualty drill each calendar year. Training drills shall be coordinated with Correctional Health Services (CHS) Staff and documented on the *Joint Disaster Drill Evaluation Form*, which can be located in the Office’s shared drive in the OSD folder located within the Official MCSO forms folder. Once completed, the *Joint Disaster Drill Evaluation Form* shall be forwarded to the corresponding personnel and divisions listed at the end of the form within 30 calendar days.
4. **Division Operations Manuals:** All division commanders are responsible for ensuring emergency procedures within their operations manuals are current and are reviewed and updated at least annually, as specified in Office Policy GA-3, *Operations Manual Format*.
- A. Each custody bureau facility operations manual, or its emergency procedures section, shall be maintained as a separate document and shall be available at all custody bureau facilities.
 - B. Division commanders are responsible for publication and distribution of approved operations manuals to their respective areas.
 - C. An approved electronic version of each divisions operational manual shall be forwarded to the Policy Development Section and the Training Division, to include the signature page and effective date, as specified in Office Policy GA-3, *Operations Manual Format*.