

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

EMERGENCY SITUATIONS: Juvenile Detentions and Assessment Centers (JDACs) and Treatment Facilities (TFs)

Title 15, Section 1327

Authority:

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Purpose:

To establish an emergency procedure which requires a response from all institutional and treatment staff regarding active threat, active shooter, terrorist attack or hostage situations. This procedure recognizes active threats occur unexpectedly and there is no way to specify the exact type of response to be used in any potential situation. These guidelines are considerations for staff to plan and respond to an active shooter or threat situation to preserve life and mitigate harm.

Definitions:

Active Threats may include the following:

- Active Shooter: An individual actively engaged in killing or attempting to kill people in a confined and populated area.
- Terrorist Attack: The unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.
- Hostage Situation: is defined as the seizing or detention of an individual coupled with a threat to kill, injure or continue to detain such individual in order to compel a third person or governmental organization to take some action.

Soft Target: A person that is relatively unprotected or vulnerable.

Responsibilities:

Responding to an Active Threat Situation:

I. Communications:

- A. When safe to do so, call 911 and announce over the handi-talkie (HT) that emergency responders have been contacted.
- B. Announce the type of active threat over the HT radio.
 1. HT radios are to be used for emergency transmissions only and provide pertinent information when safe such as:
 - a. Type of threat and weapons involved
 - b. The location of the active threat
 - c. Number of suspects
 - d. Description of the suspect(s) provide:
 - i. Race
 - ii. Clothing
 - iii. Height
 - iv. Weight
 - v. Direction of Travel (DOT)

II. All staff:

- A. If feasible, secure youth and staff in a safe location and barricade the door(s).
- B. If your location is unsafe, but there is considerable distance between you and the threat evacuate the area and secure yourself and youth in a secure location.

- C. If you are unable to evacuate your location or if you are unable to secure yourself in a safe location attempt to preserve life and protect your life and those around you.
- D. Avoid becoming a soft target.
- E. Stop all movement in and out of the facility if practical with the exception of responding law enforcement agencies.

III. Provide responding Law enforcement with the following information:

- A. Description of the suspect(s)
- B. Weapons involved
- C. Location of the threat
- D. Number of staff and youth in the facility
- E. If known number of casualties

IV. Incident Commander:

- A. When possible notify the Chief Probation Officer (CPO) or the Assistant Chief Probation Officer (ACPO) and provide update.
- B. Collect information regarding critical incident including the following:
 - 1. Number of probation employees/youth involved
 - 2. Location of Command Center
 - 3. Determine the need for additional staffing
 - 4. Provide supervisory support

Guidelines:

- A. In an active threat situation law enforcement officers shall be allowed into the facility with their weapons.
- B. Prevention of violence in the workplace improves with increased awareness of potential warning signs and rapid response to a problem. Alert a supervisor if you believe an employee or another person exhibits potentially violent behavior(s), so that preventative measures can be initiated. "If You See Something, Say Something."
- C. In the event of an active threat situation, the Peer Support Coordinator shall be contacted by the Division Director or On-Call Director, briefed of the circumstances and activate Peer Support Officers to respond to the Incident Command Center to provide support to involved staff members.
- D. All communication is to be transmitted when safe.

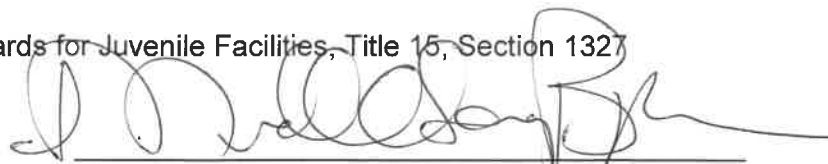
Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Foundation:

Minimum Standards for Juvenile Facilities, Title 15, Section 1327

Issued by:


Michelle Scray Brown, Chief Probation Officer

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