



PRINCE GEORGE'S COUNTY DEPARTMENT OF CORRECTIONS

POLICY AND PROCEDURE MANUAL

Number:	Chapter:	Subject:
8.3	Safety & Emergency Procedures	Fire Response Plan

I. POLICY:

The Department's fire prevention and response plan (regulations and practices) will ensure the safety of staff, inmates, and visitors. The fire response plan will include, but not be limited to: an adequate fire protection service (to include fire detection, suppression and alarm systems) and the availability of fire extinguishers at appropriate locations throughout the facility.

An automatic detection system, suppression system and alarm system will be tested and maintained as required/approved by the local fire authority and there will be a plan to address any system deficiencies within a reasonable time period. The local fire authority must approve any variances, exceptions, or equivalencies and these must not constitute a serious life-safety threat to the occupants of the facility.

The local fire authority will conduct an annual fire safety inspection and document compliance with all applicable federal, state and/or local fire safety codes.

All fire safety equipment will be tested at least quarterly. Facility furnishings will meet fire safety performance requirements.

Designated employees within the Department will respond to and suppress fires that are in the incipient stage, while ensuring the evacuation of inmates and staff into an area of safety. Fires which have progressed beyond the incipient stage will be handled by the Fire Department. The Fire Department will assume command of the incident upon arrival on the fire scene.

II. SOURCES:

ACA: 1C-07; 1C-08; 1C-09; 1C-10

MCCS: .02A, .02B., .02C., .02D.

National Fire Protection Association Standard 600

County Administrative Procedure: 504: Notifying Chief Administrative Officer of Sensitive Public Safety Incidents.

III. DEFINITIONS:

A. Designated Employee: As the term applies to this procedure, will mean an employee who is not a member of a fire brigade, but who has been properly trained to use portable fire extinguishers or small hose lines to fight incipient fires in the employee's immediate work areas.

B. Emergency Evacuation Routes: Pre-planned routes of egress to be used in the event that inmates/staff must be moved because of a fire or other emergency situation.

C. Facility Furnishings: Those items placed in inmate living quarters such as, draperies,

curtains, furniture, mattresses and bedding, upholstered or cushioned furniture, wastebaskets, decorations and similar materials that may burn.

- D. **Fire Extinguisher:** A portable apparatus containing fire extinguishing chemicals which are ejected through a short hose. This extinguisher will be labeled with an A, B or C, depending on the type(s) of fires they are designed to extinguish.
- E. **Incipient Stage Fire:** Refers to the severity of a fire where the progression is in the early stage and has not developed beyond that which can be extinguished using portable fire extinguishers or handlines flowing up to 125 gpm (473 L/min). A fire is considered to be beyond the incipient stage when the use of thermal protective clothing or self-contained breathing apparatus is required or a fire brigade member is required to crawl on the ground or floor to stay below the smoke or heat.
- F. **SCBA:** Self contained breathing apparatus.
- G. **Spanner Wrench:** A tool used to attach the fire hose to the stand pipe.
- H. **Standpipe:** Internal connection for water supply.
- I. **Fire Fighter Protective Clothing:** Elements of protective ensemble such as coats, trousers, coveralls, helmets, gloves footwear, and inner face components used in fire fighting and certain other emergency operations.

IV. **PROCEDURES:**

A. **Fire Prevention:**

1. All staff will share the responsibility for fire prevention in their respective area(s) in each Facility.
2. The Director will appoint a Safety Team to assist with staff training, conduct fire drills, inspect the facilities, and monitor the effectiveness of fire prevention throughout the Department. Specific responsibilities of the Safety Team can be found in Policy & Procedure 8.1, "Safety Team Program".
3. The Shift Commander of each shift will ensure a fire drill is conducted once a month on his shift in coordination with the shift's Safety Team Officer. The drill will be documented on the Fire Drill Report form which will be maintained on file in the office of the Chief, Security Division. A copy will be forwarded to the Safety Team Coordinator and the Compliance Section.
4. Emergency Response Team members will coordinate a fire drill in all staff work areas at least quarterly and document the drill on a Fire Drill Report. Copies of these fire drills will be forwarded to the Safety Team Coordinator and the Compliance Section.
5. Appropriate staff will adhere to Policy and Procedures 7.1: - Preventive Maintenance Program, 11.2: - Housekeeping Plan and 8.2: - Storage and Use of Hazardous Chemicals to ensure:
 - a. The proper storage of combustible materials;
 - b. The prevention of hazardous electrical situations;

- c. The proper supervision of inmates, making certain that they are in compliance with fire safety procedures;
 - d. The prompt reporting of fire hazards to the Shift Commander and the prompt completion of corrective measures when deficiencies have been found.
6. The Training Section Chief will ensure that pre-service in-service training in fire prevention, detection and suppression of incipient fires is conducted for all personnel. This will include but will not be limited to:
- a. The use of on-site fire suppression equipment; all officers will:
 - i. Familiarize themselves with the location of all fire extinguisher, sprinkler control valves, and enunciator panel reset procedures;
 - ii. Familiarize themselves with each extinguisher within their work area and check them daily for serviceability;
 - iii. Gain a working knowledge of all fire extinguishers and the proper extinguisher to use for various types of fires.
 - b. At a minimum, the annual in-service training program will thoroughly review the department's fire response plan and evacuation plan with all employees.
 - c. All Emergency Response Team members will acquire a working knowledge of how to put on and operate the Self Contained Breathing Apparatus. Any malfunctions must be reported immediately in writing on an Incident Report and a Repair Request Form and in the General Information Logbook. The Incident Report and Repair Request forms will be forwarded to the appropriate Zone Commander. (See Policy and Procedure 8.15 – Respiratory Protection Plan for additional requirements regarding the use of SCBAs.
7. During the initial inmate orientation session, all new inmates will receive general instructions on fire prevention, fire protection, and evacuation procedures.

B. Fire Detection:

Fire detection equipment available within the Correctional Center consists of:

1. A Fire Alert System consisting of a dual chamber, ionization type detector designed to sense both visible and invisible products of combustion. These units are located in all inmate housing areas and all other areas, including storage areas, equipment rooms, and corridors;
2. Pull station alarms located throughout the Facility which are activated by pulling the lever. This will sound alarms in the affected area and in the Central Control Room;
3. A purge system which opens drafts near the ceiling to pull smoke up and out of the area; and

4. An automatic notification system connected with a commercial alarm company.
5. Any staff member discovering a malfunction or trouble with the fire detection and/or alert equipment will report it to the Central Control Officer who will notify the Fire and Rescue Communications Division (by using the direct line) immediately. The Central Control Officer will advise the Shift Commander of the problem and inform him of any follow-up action. If repairs are necessary, the **Facilities Services Section Chief** will be notified immediately.
6. The Fire Alarm System(s) will be inspected/tested annually.
7. **Whenever there is a malfunction with fire detection and or alert equipment, the affected area will be placed under Fire Watch until the deficiency has been corrected. Fire Watch entails assigned Security personnel conducting physical observations of an unprotected area hourly and reporting their findings to Central Control via radio. The assigned personnel will also log the physical observations into the computer logbook.**

Note: For fire detection equipment available at Satellite Facilities see the appropriate Standard Operating Procedures Manual for each facility.

C. Fire Suppression:

Fire suppression equipment available within the Correctional Center consists of:

1. A sprinkler system which covers virtually the entire Facility and which will automatically activate when heat melts the centerhead, thus allowing water to pass through. This sprinkler system contains a tamper alarm, which is broken down into zones and which annunciates in the Central Control Room when the sprinkler has been tampered with; (Automatic Sprinkler Systems will be inspected/tested annually)
2. Fire extinguishers, labeled according to class, located conveniently throughout the Facility; (Fire Extinguishers will be inspected/tested annually)
3. Stand pipes (for use by the responding Fire Department) encased in both the East and West Stairwells, the Processing Area, the South Corridor near the entrance to the Administrative Area and the entrance to Processing, and finally in the Central Control Stairwell; (Standpipes will be inspected/tested annually);
4. A water loop system with two-way water flow and fire hydrants located strategically around the Facility to be used in combating large fires by the responding Fire Department. (Fire Hydrants and Fire Pumps will be inspected/tested annually).
5. Self Contained Breathing Apparatus, located in Zones 1, 2, 3, 4 and 5 and Basement Control, accessible by the Emergency Response Team members only; (SCBAs will be inspected/tested annually)
6. Kitchen Hood and Duct Filters located in the Kitchen will be inspected/tested semi- annually.

Note: For fire suppression equipment available at Satellite Facilities, see the appropriate Standard Operating Procedures Manual for each facility.

D. Inspection and Testing of Fire Detection and Suppression Systems:

The Facilities Services Section Chief will ensure that all fire detection and suppression equipment is inspected and tested in accordance with timeframes specified in the fire codes and regulations adopted by Prince George's County Fire Department. He will also ensure the proper documentation for these tests/inspections is available for review by the Fire Department when annual fire inspections are conducted. When corrective action is required, he will ensure the corrective action(s) is taken in a reasonable timeframe. Copies of this documentation and any follow-up repair documentation will also be forwarded to the **Compliance Section** for audit purposes.

Note: The housing units' smoke evacuation systems will be continually serviced and maintained as needed with a full chemical testing and evaluation completed once every three (3) years or sooner, as directed by the Fire Department.

E. Emergency Procedures and General Information:

1. When the smoke detection alarm activates in the Central Control Room, the Central Control Officer will notify the Fire Department immediately, by using the direct line to the Police Supervisor's console at the **Public Safety Communications Facility**. The Police Supervisor will immediately contact the Fire Supervisors' Console. If and when evacuation of inmates from the building becomes necessary, the County Police will also respond and assist in providing perimeter security.

If it is determined that a computer malfunction has occurred or some other problem that has been brought under control, the Central Control Officer will notify the Shift Commander and obtain permission to override the system. If the alarm is proven to be false, the Central Control Officer will notify the Fire Department. Fire response vehicles will still respond to verify the false alarm.

2. The first staff member to arrive on the scene will relay to the Central Control Officer an exact description of the situation including:

- a. The exact location of the fire;
- b. The size of the fire; (Is the fire in the incipient stage or beyond the incipient stage?);
- c. Whether or not additional equipment is required; and
- d. Whether or not evacuation is required.

3. The Central Control Officer will open fire doors and cell doors in the involved area when the Shift Commander or his designee gives the order to evacuate. Any evacuation will be accomplished in accordance with Policy and Procedure 8.10 – Evacuation Plan.

4. The Emergency Response Team member will respond and assist in any evacuation. 2 designated Emergency Response Team members will secure a Self Contained Breathing Apparatus when the order to evacuate has taken place. If any fire is beyond the incipient stage, no staff will enter the affected area, but instead, will stand-by and wait for the arriving firefighters. In any instance where

the Fire/EMS Department responds to the facility because of a potential fire emergency, 2 Emergency Response Team members will don turnout gear and provide security and immediate access, with secured passages, for the firefighters. Turnout gear will be stored in the Security Equipment Room. 2 SCBAs will be stored in Zone 1, 2, Zone 3, Zone 4, Zone 5 and Basement Control.

5. The Central Control Officer will advise the Gate Officer regarding the location of the involved area in order for the Gate Officer to be prepared for the arrival of fire apparatus and to advise the responding fire fighters of the location. A security escort will be assigned to direct the fire team and will meet with the ERT member at the point of entry into building.
6. The Zone Commander assigned to the involved area will ensure that the fire door being utilized for evacuation is manned.
7. Staff on the scene may use appropriate fire extinguishers to combat small fires or to prevent them from increasing in size. If the fire progresses beyond the incipient stage, the staff member(s) will retreat and allow the responding Fire Department to handle the fire upon their arrival.
8. The Building Engineer will turn off all non-essential electrical switches/breakers in the area affected by the fire. During non-business hours, the Facilities Services Section Chief will be contacted. He will notify the appropriate individual to accomplish this task.
9. The person designated by the Zone Commander will close all doors leading to the immediate area of the fire.
10. Based on information provided by the Central Control Officer to the **Public Safety** fire while enroute. Responding firefighters may enter the Correctional Center through the fire doors closest to the involved area. However, in most cases it is preferred for fire fighters to come through the Vehicle Sally Port and the Processing Area.
11. Departmental personnel will preserve and protect the fire scene until the County Fire Investigator can conduct an investigation. The Shift Commander or his designee will accompany the Fire Investigator to the scene and remain there throughout the investigation.
12. Medical Unit staff will examine all staff members and inmates affected by the fire and/or smoke. If there are injuries which require medical evacuation, the Medical Unit staff will advise the Central Control Officer to request the appropriate EMS Team by using the direct line to the **Public Safety Communications Facility**, (i.e., 1 Advanced Life Support Unit, 1 Basic Life Support Unit and the On-duty EMS Shift Commander). The Central Control Officer should be as descriptive as possible when requesting assistance through the Central Communications Facility.
13. All involved staff will submit a detailed Incident Report before the end of their shift.

Note: For specific procedures applying to the Satellite Facilities, see Standard Operating Procedures Manuals for each facility.

F. Emergency Procedures for Fires outside the Facility:

1. Fires outside of the Facility (parking lot, brush fire, methane, etc.) will be handled by County Fire Department personnel. However, and if the situation allows, departmental staff may attempt to remove combustible fuel sources from the immediate area in order to minimize damage.
2. If excessive methane is detected in the Generator Building, an alarm will sound in the Central Control Room. The Central Control Officer will contact the Fire Department. Responding Fire Department staff will take appropriate measures to deactivate the system.
3. **K-9/Perimeter Patrol will not allow any traffic in the vicinity of the Generator Building.**

G. Notification Procedures:

1. The Shift Commander or his designee will initiate the Departmental Notification Procedures whenever there is a fire-related incident in any departmental Facility.
2. In accordance with County Administrative Procedure #504: - Notifying the Chief Administrative Officer of Sensitive Public Safety Incidents, the Deputy Director's Office, Bureau of Operations will notify the Director of Public Safety of all serious fire related incidents. For details see Policy and Procedure 9.2 - Incident Reports (Notifying the Public Safety Director of Incidents Sensitive in Nature).
3. The Departmental Public Information Officer will respond to all news media and other public inquiries. If appropriate, a press release may be prepared by coordinating information submitted by all involved responding agencies.

H. Follow-up Procedures:

1. Responding Fire Department and Department of Corrections personnel will ensure the fire alarm enunciator is reset upon determination that the emergency no longer exists, or when practical following an actual fire or false alarm.
2. As soon as practical following a fire, the Deputy Director, Bureau of Operations, or his designee, will conduct a debriefing session with appropriate supervisory personnel to discuss any problems encountered and/or any suggestions for improving or modifying the existing fire plan.
3. **The Chief, Support Services Division, or his designee will conduct a complete inventory of the involved area so that replacement items may be ordered.**

I. Facility Furnishings:

The Department's Procurement Unit will order only those facility furnishings that meet fire safety performance requirements. When ordering facility furnishings, special consideration will be given to the material specifications with regard to flammability and toxicity characteristics. When new facility furnishings are purchased, the Procurement Unit will provide copies of all material specifications to the **Compliance Section** for placement in the audit file.

J. Review Process:

The Chief, Security Division, the Commander of Special Operations, the Safety Team Coordinator and the Shift Commanders will participate in an annual review of this policy and procedure as well as the Fire Response Plans for the Satellite Facilities. Other appropriate departmental staff and a representative from the Fire/Emergency Medical Services Department will also review these documents annually.


Director



PRINCE GEORGE'S COUNTY DEPARTMENT OF CORRECTIONS

POLICY AND PROCEDURE MANUAL

Number:	Chapter:	Subject:
8.7	Safety & Emergency Procedures	Power Failure Response Plan

I. POLICY:

The security and control of inmates will be maintained during a power failure and every effort will be made to ensure the safety of visitors, staff, and inmates. The Department's response plan for power failure will be reviewed annually in conjunction with other public safety agencies.

Essential lighting and life-sustaining functions will be maintained inside the facility and with the community in an emergency. All emergency equipment and systems will be tested at least quarterly. Power generators will be inspected weekly and load tested in accordance with the manufacturer's recommendations and instruction manuals.

II. SOURCES:

ACA: 1C-12 ; 1C-15

MCCS: .02C.

County Administrative Procedure 504: - Notifying the Chief Administrative Officer of Sensitive Public Safety Incidents.

III. DEFINITIONS: None

IV. PROCEDURES:

A. General Information

The primary sources of the Facility's electrical power are the generators in the Generator Building adjacent to the Perimeter Road near the Gatehouse. These generators are powered by methane produced at the County Landfill. The secondary sources of power are 2 feeders from separate substations of the local electrical utility, Potomac Electrical Power Company (PEPCO). In the event of a failure in the methane generator system, PEPCO power switches on automatically and immediately. When the methane generators are once again switched on, there may be a momentary loss of power as the switchover takes place.

In the event that both power sources are not functioning, a back-up mega generator will be used. This mega generator will be tested (started up) every 2 weeks and load tested annually by an independent contractor. These tests will be documented and submitted to the **Compliance Section** for placement in the audit file.

Facilities Operations Maintenance staff will also test a smaller emergency generator once each week and document these tests in the Emergency Generator Logbook. Samples of this documentation will be submitted to the **Compliance Section** for placement in the audit file.

Self-charging electrical power packs are also located throughout the Facility to supply low-level lighting. These systems will be tested weekly by the Safety Officers while conducting the Weekly Safety Inspections.

An uninterrupted power system (batteries) in the Central Control Room will accommodate the

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perimeter fence security system and the fire alarm system. Uninterrupted power systems in the telephone rooms will accommodate the telephone system and uninterrupted power systems in each housing pod (2 units) accommodate the inner sally port doors of the housing units.

B. Actions to be Taken When Power is Interrupted/Failed

1. All staff will remain alert to the potential for cell doors and fire doors to unlock in the event of a power failure or power surge. This "fail safe" aspect of the security door is required by the Life Safety Code and serves to aid evacuation in the event of an emergency. (When the power "fails" the inmate or staff member will be "safe" from being locked in.) It will be necessary for the following actions to be taken immediately:
 - a. Housing Unit and Processing Officers will reset locks on control panels.
 - b. The Central Control Officer will reset locks on control panels.
 - c. Zone Commanders will check all exterior corridor doors and inner corridor doors.
 - d. The K-9 Perimeter Officer will check the sewage grinder control panel to ensure it is still operating, if not, he will immediately notify the Shift Commander.

2. The Shift Commander may initiate Maximum Security Conditions (MSC).
 - a. If so, the Central Control Officer will announce the order via radio, intercom, or telephone as needed and as available. Upon instruction by the Shift Commander, the Central Control Officer will also notify the Police Supervisor at the Central Communication Facility via direct line.
 - b. The Zone Commanders will obtain the operational keys from their respective lock boxes and be available to unlock or secure doors as needed.
 - c. Housing Unit Officers will instruct all non-security staff to leave the housing units after the unit has been secured. The Zone Commanders will ensure that their respective zones are clear.
 - d. **(DELETED CONTENT)**
 - e. During or after the power failure, the Shift Commander may conduct an Official Roster Count in order to account for all inmates and ensure the safety of staff.
 - f. After a power failure, the Shift Commander will complete an Incident Report in which he will state the date and time of the power failure, the date and time of the power restoration and any unusual occurrences. **He will forward the report to the Director with copies to the Deputy Director, Bureau of Operations and the Chiefs, Security and Support Services Divisions.**

3. The Shift Commander will notify the Facilities Services Section Chief, whenever a power failure occurs. In addition, if a power failure occurs between 1600 hrs. and 0800 hrs., the Central Control Officer will notify the on-duty or on-call Building

Engineer, using the "Emergency Notification Phone List" which is maintained in the Central Control Room.

4. If a total power failure occurs (not a power interruption), the Shift Commander will initiate the Departmental Notification Procedure.
5. In accordance with County Administrative Procedure 504: "Notifying the Chief Administrative Officer of Sensitive Public Safety Incidents," the Deputy Director, Bureau of Operations Office will notify the Director of Public Safety of any power outage which would seriously affect security operations in the Facility.
 - i. This notification will be made by telephone as soon as circumstances allow.
 - ii. A Public Safety Incident Notification Form will also be completed and forwarded through the Deputy Director, Bureau of Operations Office, to the Office of the Director of Public Safety by 0900 hours on the morning following the incident. (For additional instructions in completing this report, see P&P 9.2 "Incident Reports").
6. When a power failure in this facility results in a situation where inmates may not be transported by outside agencies, these agencies will be notified by Records Staff as soon as circumstances allow. The Shift Commander will advise Records Staff when this notification is necessary. The Office of the Sheriff will be notified when conditions at this facility do not allow for transport to scheduled court appearances or warrant service.
7. **The Building Maintenance Supervisor will:**
 - a. **Ensure the inspection and testing of all emergency power systems in the Facility at least bi-weekly. He will document all inspections and any corrective action taken; and**
 - b. **Serve as a liaison with the County agency in charge of the methane power generation system. He will also advise the Shift Commander in advance of any foreseeable switch from one form of power to another. He will so advise this County agency of any departmental concerns or problems with the system.**
8. The contracted generator company and PEPCO will coordinate regular switch-over tests to ensure the workability of the system when a power failure occurs.
 - a. The Facilities Services Section Chief will be advised 2 to 3 days in advance and again just prior to the actual test.
 - b. The Shift Commander will be notified enough in advance to ensure that security staff is prepared.


Director



PRINCE GEORGE'S COUNTY DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE MANUAL

Number:	Chapter:	Subject:
8.8	Safety & Emergency Procedures	Bomb Threat Response Plan

I. POLICY:

County Correctional Center staff will handle bomb threats and/or explosions in an expedient, professional manner to prevent property damage and personal injury in the Facility and in the surrounding community, and to ensure that information is disseminated. Correctional staff will not attempt to open or move any suspicious package. The County Fire/EMS will disarm or handle explosives.

Bomb incidents will be handled in coordination with the County Fire/EMS and the County Police Department. Evacuation and search of threatened areas will be conducted as necessary. This response plan will be reviewed annually in conjunction with other public safety agencies.

II. SOURCES:

ACA: 1C-02; 1C-05

MCCS: .02C.

Federal Emergency Management Agency (FEMA 452), January 2005

County Administrative Procedure #504: - Notifying the Chief Administrative Officer of Sensitive Public Safety Incidents.

III. DEFINITIONS:

Bomb: Any suspected or known explosive or incendiary device, including blasting caps and military ordnance.

IV. PROCEDURES:

A. Any staff member who receives a bomb threat by telephone will:

1. Make every effort to obtain as much information as possible in a short period of time and to document, as soon as possible, information such as the date, time, description of the caller including sex of voice, possible accent, speech characteristics (slang, drawl, slur, stutter, etc.), background noises, motive for the bomb, caller's affiliation with a group or organization and exact words used;
2. Attempt to ascertain the type of explosive device, time of detonation and location;
3. Notify the Shift Commander immediately, by telephone and by completing an Incident Report, giving the information listed above.

- B. Any staff member who opens a written bomb threat will remember that the document is a very important piece of potential physical evidence. The document will be handled by as few people as possible, preserved as carefully as possible and will be forwarded promptly to the Shift Commander, in accordance with Policy & Procedure 9.6, "Contraband and Preservation of Evidence".
- C. When a bomb threat is received, the Shift Commander will direct the Central Control Office to notify the **Public Safety Communications**. The Shift Commander will:
 - 1. Place the Facility under Maximum Security Condition (MSC);
 - 2. Search without evacuation; and
 - 3. Evacuate and search;

NOTE: The County Fire/EMS will be notified of all bomb threats but will respond only if a suspected device is located or the Shift Commander specifically requests their presence. The Office of the Sheriff may be notified and will provide bomb detecting K-9 units if they are available.

- D. The Shift Commander will make appropriate notifications in accordance with the Sequential Notifications Manual.
- E. If time permits a search is conducted, the Shift Commander will ban all radio transmissions and cell phone use to avoid the possibility of detonation and instruct staff to turn off all noise making equipment to facilitate hearing any possible bomb noises (e.g., ticking).
- F. The Shift Commander will notify Medical Unit personnel to stand by should help be needed.
- G. If the exact location of the bomb is known, officers will cease all radio transmissions within a 600 foot radius of the location of the device. The area will be evacuated and correctional officers will begin their search in that area and work their way out. Otherwise, they will search the exterior of the Facility and then move to the interior with the search beginning in the Basement and working up from there. Refer to the Explosive Evacuation Distance Matrix for recommended distances (see Appendix V.). The On-Scene Commander may defer the decision to evacuate the premises.
- H. When the police department arrives on the scene, the ranking Police Officer will contact the departmental On-Scene Commander, in order to be briefed on the situation. The County Police Department will not conduct a search 30 minutes before or after the alleged detonation time. If necessary, evacuation of inmates to an area outside the facility will be coordinated between our department and the police department. The departmental On-Scene Commander will assist the police with their investigation of the incident.
- I. When a bomb or suspected explosive device is found, staff will evacuate the area to a safe distance (See V. Appendix-Explosive Evacuation Distance Matrix), avoid any action which may activate the bomb and advise the Shift Commander immediately. Radios and cell phones will not be used because of the possibility of detonating the device.
- J. The On-Scene Commander will direct the Central Control Officer to notify the Fire Department that a bomb has been found via the direct line to the Public Safety Communications Facility.
- K. Evacuations will be conducted as deemed necessary by the On-Scene Commander and in accordance with Policy & Procedure 8.10, "Evacuation Response Plan". Inmates will be returned to their assigned areas after a search has been completed and the area has been cleared for reoccupation by the On-Scene Commander and the County Bomb Squad.
- L. When the Bomb Squad Commander arrives, he will assume command of the situation. The Shift Commander will assist by coordinating correctional officers' efforts.

- M. The Fire Department Bomb Squad will be escorted to the suspected area and the suspected device. Correctional officers will assist as requested until the suspected device has been removed or the device disarmed.
- N. Should an explosive device actually detonate within the Facility, and a person be injured or killed, the Shift Commander will direct the Central Control Officer to notify the Fire/EMS via the Public Safety Communications. If an explosion occurs, the Fire/EMS Bomb Squad will respond to ensure there are no secondary devices present. Extreme care should be taken by all personnel until it is confirmed there are no secondary devices and the structural stability of the building is sound.
- O. In accordance with County Administrative Procedures #504: - "Notifying the Chief Administrative Officer of Sensitive Public Safety Incidents", the Deputy Director's Office, Bureau of Operations will notify the Director of Public Safety whenever a bomb is discovered or a bomb explosion occurs at any of the Departmental facilities. For details see Policy and Procedure 9.2 - Incident Reports (Notifying the Public Safety Director of Incidents Sensitive in Nature).
- P. As in other emergency situations, the Public Information Officer will coordinate all Departmental responses to inquiries from the news media/public and prepare releases after coordinating all information with the Fire Department. If circumstances warrant, the Public Information Officer will set up facilities for the press at the Butler House (Dille Drive and Brown Station Road).
- Q. The Office of the Sheriff will be notified by Inmate Records and Release Section whenever an incident such as a bomb threat, bomb discovery, or explosion interferes with inmates being transported from the Facility for court appearances. The Shift Commander will advise the Inmate Records Unit when this notification is to be made. This notification will be made as soon as circumstances allow.


Director

V. APPENDIX:

EXPLOSIVE EVACUATION DISTANCE MATRIX

Threat Description	Explosive Mass ¹ (TNT Equivalent)	Building Evacuation Distance ²	Outdoor Evacuation Distance ³
Pipe Bomb	5 lbs.	70 feet	850 feet
Suicide Belt	10 lbs.	90 feet	1,080 feet
Suicide Vest	20 lbs.	110 feet	1,360 feet
Briefcase/Suitcase Bomb	50 lbs.	150 feet	1,850 feet
Compact Sedan	500 lbs.	320 feet	1,500 feet
Sedan	1,000 lbs.	400 feet	1,750 feet
Passanger/Cargo Van	4,000 lbs.	640 feet	2,750 feet
Small Moving Van/ Delivery Truck	10,000 lbs.	860 feet	3,750 feet
Moving Van/ Water Truck	30,000 lbs.	1,240 feet	6,500 feet
Semi-trailer	60,000 lbs.	1,570 feet	7,000 feet

¹Based on the maximum amount of material that could reasonably fit into a container or vehicle.

²Governed by the availability of un-reinforced building to withstand severe damage or collapse.

³Governed by the greater of fragment throw distance or glass breakage/falling glass hazard distance. Note that the pipe bomb, suicide belt/vest and briefcase/suitcase bomb are assumed to have a fragmentation characteristic that requires greater standoff distances than an equal amount of explosives in a vehicle.


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