

**Polk County Wisconsin**

**COUNTY EMERGENCY PLANS  
JAIL**

**Policy: 501.G**

**Effective Date: 09-18-01**

**Current Revision Date:**

**PURPOSE**

The purpose of this plan is to establish procedures for the rapid and orderly evacuation of County personnel, detained individuals, and the public from the jail in the event of an emergency. This plan is designed to enhance the effectiveness of the response to an emergency.

**EVACUATION CONDITIONS**

Conditions, which seriously threaten the safety of personnel and require the evacuation of the facility, may occur within the jail or from a situation outside of the building. Such instances may include, but are not limited to, fire, severe weather, and bomb threat.

**ALARM**

Any individual discovering a situation, which presents a threat to individuals within the jail, will alarm verbally to other individuals in the immediate area.

**AUTHORITY TO ORDER AN EVACUATION**

The authority to order an evacuation, either complete or partial has been assigned to The Person in Charge, who for purposes of this policy is designated to be the County Sheriff. In the event the County Sheriff is not present, the chain of authority shall follow the normal line of authority, which exists during day-to-day operations.

**COMPLETE EVACUATION**

A complete evacuation requires that ALL individuals leave the jail. A complete evacuation shall be performed when conditions seriously threaten the safety of personnel, detained individuals, and the public.

1. Inmates will be chaperoned by the Corrections Officers and other authorized personnel of the Sheriff's Department out of the building using the nearest exit to the nearest parking lot away from the building. At no time will the inmates be unsupervised. The Corrections Officers are responsible for the head count of detained individuals.
2. All remaining personnel will gather at the nearest parking lot away from the building and remain there for a head count. The most senior supervisor present is responsible for the head count of the employees.
3. In the event that someone is unaccounted for, The Person in Charge will direct efforts to locate such individuals.
4. Employees, inmates and detained individuals will remain in the designated area until The

Person in Charge gives an ALL CLEAR.

### **PARTIAL EVACUATION**

A partial evacuation requires the evacuation of SOME individuals in selected areas within the jail. A partial evacuation may be called when it is necessary to clear a given area, but the level of risk to the entire jail area is such that individuals can be safely assembled in other areas.

1. If a partial evacuation has been ordered, The Person in Charge will designate the new location for inmates within the Jail. The Corrections Officers are responsible for the safe transfer of inmates in a partial evacuation.
2. Employees will not evacuate the Jail, but remain in the area designated by The Person in Charge. The most senior supervisor will perform head counts of inmates and personnel.
3. In the event that someone is unaccounted for, The Person in Charge will direct efforts to locate such individual.
4. Employees will remain in the designated area until the Person In Charge gives an ALL CLEAR.

### **EVACUATION OF NON-EMPLOYEES**

The Person in Charge will provide assistance to the public and those with disabilities to evacuate in a safe and orderly fashion. The public will be directed to the nearest exit and away from the building in the nearest parking lot.

### **FIRE EVACUATION PLAN**

Any employee who discovers a fire shall follow this procedure:

1. Promptly utilize the Scott air tank
2. If the Scott air tank is not available, leave the area away from open flames
3. Notify Dispatch via intercom, 911, or portable radio giving the following information:
  - A. Location of the fire
  - B. Size of the fire and type, if known
4. Attempt to put out the fire using suppression equipment only if the fire is small and confined.
5. Ready inmates for evacuation when evacuation order is given by The Person in Charge.
6. Chain a manageable amount of inmates together, preparing to remove them from their cells, to relocate via the nearest exit, away from the building to the nearest parking lot.

### **FIRE DEPARTMENT:**

The Person in Charge will meet the Fire Department and act as a guide, giving pertinent

information to them. Upon arrival, the Fire Department is completely in charge of the facilities.

### **TORNADO PLAN**

In the event of a tornado, the following PARTIAL evacuation procedure will be used.

1. An announcement will be received on the National Weather Services State computer system that we are under a Tornado Warning.
2. Dispatch will then announce over the Voice Activated Receiver and the intercom system: "There is a tornado warning for our area. We will now enact the tornado plan."
3. The employees of the jail will be notified by the Dispatch Center.
4. Detained individuals in cells with windows will be removed and placed in the lower level tunnel leading to the Courthouse building.
5. The Corrections Officers are responsible to direct efforts to move inmates into the appropriate cells. At no time will detained individuals be unsupervised.
6. Employees and the public will go to designated safe areas, which are the Dispatch Center and the hallway outside the Dispatch Center.
7. The Corrections Officers will perform a head count of all inmates. The most senior supervisor will conduct a head count of the employees.
8. The Person in Charge will assist those individuals with disabilities in evacuating to the safe area.
9. The Person in Charge will direct efforts in locating those individuals identified from the head count as missing.
10. Until The Person in Charge has given the ALL CLEAR, no one is allowed to return to normal duties, or leave the safe area.
11. If time does not permit the relocation of inmates, then they will be instructed to take cover under the bed located in each cell.

### **CLEARING AN EVACUATION:**

No person shall return to an area that has been evacuated until The Person in Charge has indicated it is safe to do so. No individual will leave designated areas during the course of an evacuation, unless, authority has been given by The Person in Charge.