

MURIEL WRIGHT YOUTH DETENTION FACILITY
EMERGENCY PLAN

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EMERGENCY PROCEDURES

Introduction:

This Section of the Procedures Manual will itemize the minimum actions to be taken in the event of an emergency, other than a medical emergency; the protocols governing medical emergencies are detailed in Section 5.

Emergency Assistance:

To request outside emergency assistance, dial 9-911. Give the dispatcher the following information:

- Your name

- Your specific location; i.e. not simply "Wright Center" but rather "Wright Center in the dining hall" or "... in the dorm" etc.

- The nature of the emergency; e.g., "fire", "riot", etc.

- Additional information as requested

- Stay on the line with the dispatcher until (s) he relieves you

FACILITY ALERT SYSTEMS

Introduction:

For certain emergency situations which staff may encounter, there are three (3) separate systems which are available to summon assistance. The emergency situations include fire, fight/riot, and an armed or unauthorized person on the Facility property or a devastating earthquake.

Radios:

Any counselor equipped with a hand held radio who encounters an emergency should use the radio to summon assistance from all available staff. The counselor should direct other staff to the location of the emergency.

The request for assistance should be in the same format and method as with the paging system.

Panic Alarm System:

There is a panic alarm system in the facility that is designed to notify the counselor staff of trouble in a given area and therefore, of the need to send assistance. There are doorbell-type buttons in the following location:

- “C” Dorm, under the main control desk

The enunciator box for this panic alarm is located in the front office of the Administration Building. Any person in the “C” Dorm, who needs assistance, should press the panic button. All available staff should respond immediately to the appropriate location or, in the event that (s) he cannot respond, contact someone to respond. Use of a hand held radio would be a proper method to do this.

Cellular Telephone:

A cellular telephone is assigned to the Wright Center for use whenever the telephone system is inoperable for any reason. The telephone is kept in the Supervising Probation Counselors' office. A copy of these instructions is located in the Supervising Probation Counselors' office.

RESPONSIBILITY

In any emergency situation, it is the responsibility of the (Acting) Supervising Probation Counselor to ensure that all appropriate procedures are followed. All persons on the facility grounds at the time of an emergency, regardless of which department or agency for whom they work or, in the case of Probation Department staff to whom they might otherwise report, will follow any and all instructions given by the Supervisor. Should an emergency occur between 2230 hours and 0630 hours, this responsibility is assigned to the Lead Probation Assistant.

FIRE PROTOCOLS

Pull Boxes:

Fire alarm pull stations are in the following locations:

- Administration Building
 - Main Entrance/Exit door- on left hand side inside building
 - Isolation Room Hallway- on left hand side
 - Main Hallway- outside "A" dorm door on right hand side
 - Counselor Office- left hand side of rear exit door
 - Counselor Office Hallway door- on right hand side
 - Mechanical Room- next to entrance/exit door on right side
- Recreation Hall
 - Rear Exit Door- on right hand side
- Kitchen
 - Rear Exit Door- on right hand side
 - Secondary Door- on left side of main exit on left hand side of door
- B Dormitory
 - B Dorm hallway- end of hall on left hand side
- A Dormitory
 - A Dorm hallway- end of hall on left hand side
- C Dormitory
 - Main Entrance/Exit door- on left hand side wall
 - Emergency Exit Hallway- left hand side of exit door
- School
 - Classroom 1- left hand side of exit door
 - Classroom 2- left hand side of exit door
 - Classroom 3- left hand side of exit door

FIRE PROTOCOLS – cont.

- Classroom 4- left hand side of exit door
- Mental Health Building
 - Entrance/Exit to Rear Parking Lot- right hand side of door
 - Entrance/Exit near Basketball Court- left hand side of door
 - Main Entrance/Exit- left hand side of the door

Fire Extinguisher:

Fire extinguishers are in the following locations:

- Administration Building
 - Main Hallway- on left hand side near Isolation Rooms
 - Counselor Office- right hand side of rear exit door
 - Maintenance Room- right hand side of exit
 - Utility Room- right hand side wall
- Recreation Hall
 - Left hand side of water fountain
- Kitchen
 - Left hand side of dishwasher- across from stove
 - Right hand side of door leading to Supply Room
- B Dormitory
 - Wall between Supply Closet and Storage Room on left hand side
 - Hallway between rooms 14 and 16 on right hand side
 - Furnace Room- right hand side of exit
- A Dormitory
 - Wall between Supply Closet and Storage Room on left hand side
 - Hallway between rooms 14 and 16 on right hand side
 - Furnace Room- right hand side of exit

FIRE PROTOCOLS – cont.

- C Dormitory
 - Left hand side wall between room 5 and emergency exit
 - Electrical Room- back wall from exit door
 - Main Entrance/Exit Door- on left hand side wall

- School
 - Classroom 1- Left hand corner from exit door
 - Classroom 2- Left hand corner from exit door
 - Classroom 3- Left hand corner from exit door
 - Classroom 4- Left hand side of exit door
 - Janitor Closet (door located in rear parking lot)- right hand side of exit door

- Mental Health Building
 - Entrance/ Exit to Rear Parking Lot- right hand side of door
 - Main Entrance/Exit- left hand side of door

The dial should always indicate that the unit is charged. All units are re-charged annually in September-October.

Anyone finding an extinguisher below the required charge level should report it immediately to maintenance personnel.

Fire Hydrants:

Fire hydrants are in the following locations:

- Kitchen, outside back area

- Main Parking Lot

- Near Recreation Field along hillside, across from Mental Health/Programs Building

Fire Sprinkler System:

The Wright Center Facility is equipped with sprinklers that are fire activated. There are three (3) separate control valves that operate these sprinkler systems. One is located in the front of the

FIRE PROTOCOLS – cont.

Administration Building near the main parking lot. The second is on the side of C dorm just past the second gate on the main road. The third sprinkler valve is located on the back of the Mental Health/Programs Building. There is a small window on the valves, which should always read "OPEN". The handle should always be locked onto the top and side with a breakaway lock.

The sprinkler system is equipped with a flow alarm, which is activated when water flows through the system. The check valve for the sprinkler system is located in three (3) separate Riser Rooms. In "C" Dorm, there is a Riser Room located between rooms #10 and #11. In the Administration Building, the Riser Room is located in the storage room of the main outside hallway leading to the front office. In the Mental Health/Programs Building, the Riser Room is located on the back of the building opposite the Recreation Field. In order to check the flow alarm, one should open the Fire Inspector Test Port. Prior to the test, the GSA MAC ROOM should be notified as well as all persons on the facility so that they need not respond to the alarm.

Ansul System:

There is an Ansul fire extinguishing system under the hood of the stove in the kitchen. Turning and pulling the chrome-plated switch to the right of the grill area activates this system.

Fire Suppression Pre-Plan:

- To ensure the facility is prepared to deal with a potential fire, the following precautions have been implemented:
- The Santa Clara County Fire Department will make periodic on-site pre-fire plan reviews.
- The fire sprinkler system will be inspected twice yearly by facility maintenance personnel to ensure it is properly operational.
- The fire extinguishers will be inspected monthly to determine that they are in proper working order (see Safety Inspections).
- All exits will be routinely inspected to ensure they are operating properly.
- The generator will be automatically tested weekly.
- Monthly fire drills will be conducted by the SPC. A log of these drills will be kept in the Administration Building.

During the monthly fire/inspection any repair or replacement of fire equipment shall be written, identified and submitted to the Probation Manager and Maintenance Supervisor or GSA Department.

Once a year the Santa Clara County Fire Marshall, Probation Manager, Facility Maintenance Supervisor and Probation Supervisor conduct a fire safety inspection, Including:

FIRE PROTOCOLS – cont.

- Wright Center facilities buildings
- Boiler Rooms
- Gas lines
- Sprinkler systems
- Kitchen gas range
- Emergency gas valves, generator

Fire and Life Safety:

Whenever there is a minor in a juvenile facility, there shall be at least one person on duty at all times who meets the training standards established by the Board of Corrections for general fire and life safety which relate specifically to the facility. The Wright Center staff receives fire and life safety training every two years. First Aid and CPR and medical response are also included in the Block Training, which is done yearly.

The training records are kept with the Wright Unit Supervisor and Training Unit for the Department. Wright Center staff shall have Class B Driving License, and be trained to communicate using hand held radios.

The training protocol is focused on fire prevention, fire behavior, equipment, types of fire, emergency response, CPR (breathing apparatus), and first aid, fire suppression.

Fire Safety Plan:

The Wright Center has established with the San Jose Fire Department that it will provide immediate on-site engine coverage should a fire occur. They have been provided with the locations of all hydrants and sprinkler valve locations and are aware of our evacuation procedure. The evacuation plan is posted in all rooms/all buildings.

In the event of an actual fire, the following will occur prior to the arrival of the Fire Department:

- The security gate at the entrance to the facility will be opened
- One staff person will be sent to the entrance of the facility to meet the fire trucks

When the Fire Department arrives, they will do the following:

- Determine the nature of the incident and proper deployment of resources
- Use the parking lot as a staging area
- Direct Ranch personnel with regard to evacuation or other movements
-

FIRE PROTOCOLS – cont.

- Maintain contact with the manager, supervisor or other person in charge to update him/her on the progress of the fire

Person Discovering the Fire:

- Ensure that no one is in the immediate area of the fire
- Confine the fire by closing the doors around the fire or smoke area
- Report the fire by pulling the closest alarm box
- If a telephone is nearby use the page and notify the facility that this is not a drill; announce the location of the fire
- Move all of the minors out of the area of the fire to the athletic field area
- If feasible, dial 9-911 to report the fire
- Fight the fire using extinguisher

Supervising Probation Counselor:

- Proceed immediately to the fire and assume overall control
- Assign someone to call 9-911 and instruct them to report back to you when this has been done
- Dispatch a staff person to the exit road to direct the fire department
- Ensure that all personnel not directly involved in fighting the fire are cleared from the fire area and are kept clear until the arrival of the fire department
- Maintain communication with staff to ensure on going control of the situation
- Make sure that the evacuation is complete and that all minors and staff are accounted for at all times
- Assign someone to take a head count once all of the minors and staff are thought to be in the athletic field area

FIRE PROTOCOLS – cont.**Staff Supervising Minors:**

Make every effort to keep the minors calm.

Make sure all of the minors are accounted for especially those who are sick, in isolation or in private rooms. Any undressed minor should be wrapped in a blanket and evacuated.

Have the minors move out to the main parking lot expeditiously, in an orderly fashion and "on quiet". Should the trees and shrubs near the athletic field area be on fire, the minors should be moved to the road area towards the entrance gate.

Secure all buildings as they are evacuated.

As Minors are brought to the assembly area, each staff person should maintain their respective groups and not allow the various groups to co-mingle with each other.

Conversations between minors and staff should be kept to a minimum.

Be continually prepared with an on-going, accurate count of the minors under supervision.

Other Staff and Persons on the Facility Grounds:

All staff not supervising minors should report to the assembly area to provide any needed assistance.

Any person visiting the ranch at the time of the outbreak of the fire should report to the main parking lot.

Special Consideration – Kitchen Fire:

The kitchen area contains more fire sources than any other area of the facility.

At the outbreak of a fire or any indication of a fire, minors will be immediately evacuated.

At the outbreak of a fire or any indication of a fire, ensure that the alarm box is activated and that someone is dispatched to the supervisor on duty.

If a fire occurs in the range or range hood, immediately activate the Ansul system.

If food that is being cooked ignites, immediately attempt to smother it and prevent the splattering of **FIRE PROTOCOLS – cont.**

hot grease that might cause further ignition.

Attached as Appendix 1 in the procedures manual are the evacuation routes to be used.

EARTHQUAKES

Introduction:

The major risk in the event of a strong earthquake is not the direct effect of the earthquake itself but the risk due to panic and/or hysteria. Very few people are injured or killed by the earthquake as such. They lose their lives or are injured, for example, by the collapse of old buildings or fires which start incidental to a quake.

Time of Occurrence:

When an earthquake begins, be calm and do not run. Remain where you are, indoors or outdoors but be alert for falling objects and try to avoid them. Indoors, individual protection from falling objects can be obtained by taking cover under a desk, table or bunk. If you cannot get away from windows or doors, shield your face, with your back towards the windows and/or doors with your head down and covered. If outdoors, move away from buildings and avoid falling and/or flying objects or wires.

After Occurrence:

As with the fire protocol, all buildings should be evacuated.

Remain calm. Check for fires, gas and/or water leaks and look for objects about to fall. Do not use the telephone except for emergencies. Locate and assist anyone who was injured. Turn on any radio that is available to the local Emergency Broadcast Station (KXRX 1500 AM) for emergency information bulletins. Be aware that aftershocks will occur and that they can be as severe as the original quake.

In the event of an earthquake, the gas valves are fitted with motion sensors that will immediately shut off the flow off gas if the earthquake is severe enough.

In addition, the Supervising Probation Counselor should dispatch a staff person to walk the perimeter of the buildings to check for possible gas leaks.

EMERGENCY SHUTOFFS

Water:

The emergency shutoff for the city water is located in three (3) separate areas:

- C/B/and A Dorms water service is located in the basketball court behind C dorm, along the fence line.
- Administration Building water service is located in front of the Administration Building, next to the flag pole, in the ground.
- Mental Health/Programs Building water service is located behind the building across from the Recreation Field.

Gas:

The natural gas shutoff is located in the fenced area containing the propane tank in the rear of the facility. The key to shut off the gas meter is located in the key box found in the Supervisor's Office.

Electricity:

The main circuit breakers are located in the room in the back of the facility across from the propane tank. In the event of a power outage, the buildings are automatically supplied by the generator. If it is necessary to turn off all power, including backup power, these circuit breakers can be located in the room at the end of the outside hallway, near classroom #2.

DAMAGE ASSESSMENT

The ranking staff person on site at the time of the earthquake has the responsibility to assess the post quake damage. All buildings should be surveyed, inside and out, to ensure that they are still habitable. (See Uninhabitable Facility in this section, below.)

If telephone service is disrupted, the hand held radios and the cellular telephone should be used to contact the Department Administration and/or the General Services Agency.

BOMB THREAT

The individual receiving the bomb threat should write down the time of the call and all of the details of the threat. Certain information will be of major assistance to the search team; specifically:

- Specific location of the bomb
- Time of detonation
- Type of explosive
- Reason for planting the bomb
- Identification of the caller

After receiving the information, the person should immediately call 9-911 and give the dispatcher the details of the threat.

The person to make the evacuation decision (the highest-ranking person on site) should be immediately advised.

It is the general policy of the department to evacuate the area upon the notification of a bomb threat.

When an evacuation is ordered, the fire alarm will be sounded. In addition, the following announcement will be made over the paging system: "This is not a drill; proceed to the main parking lot; do not touch any packages or parcels". Make this announcement twice.

The evacuation should proceed as described in the fire protocols above. The evacuated buildings will not be re-entered until it has been determined by a search team that the danger no longer exists.

The person who made the decision to evacuate should accompany or designate a person to accompany the search team so that the search team has someone available who has knowledge of the building(s).

NUCLEAR ATTACK

General Actions:

The Santa Clara County Emergency Plan prescribes the overall procedures for dealing with a nuclear attack situation. Severe blast or fire damage would occur to facilities in the vicinity of the point of detonation of a nuclear device. However, activities outside of the fire and blast damage area may be subject to radiation hazard from fallout, which could extend over great distances depending on wind conditions. This hazard can be combated by proper shelter. Facilities not in the complete destruction area can expect about a thirty (30) minute interval between detonation of a nuclear device and arrival of fallout. If action is initiated promptly, personnel can be moved to a fallout shelter in that time.

The dormitory and recreation hall would provide excellent protection and have the capacity to provide for all persons who conceivably might be on the facility grounds at the time of such an event.

Available containers should be filled with water immediately upon occupation of the shelter or earlier, if advance warning of an impending attack is promulgated.

Specific Actions:

Supervising Probation Counselor:

Direct the movement of the population to shelter areas. Ensure that all minors are accounted for and safe. Blankets, spare clothing, recreational equipment, etc. should be taken along, if possible.

Probation Counselors:

Under the direction of the on-duty supervisor, move the minors to the designated shelter area. Do not allow delays to occur. Keep the population as calm as possible.

Nursing Staff:

Move readily available medical supplies and equipment to the designated shelter area.

Kitchen Staff:

Move readily available food supplies to the designated shelter area.

Information:

NUCLEAR ATTACK – cont.

Any radio receivers on the facility at the time that the shelter is occupied should be secured in the shelter and tuned to the Emergency Broadcast Station.

ARMED PERSON ON GROUNDS

Any person, except police personnel, who are found on the ranch property with a firearm and/or a dangerous weapon, shall be considered as threatening and dangerous.

In all instances, avoid approaching or antagonizing the person and immediately call 9-911 to request police assistance. Such information as is immediately available should be given to the dispatcher, including in addition to a physical description of the person whether or not the person appears deranged, unduly nervous or distraught. In such cases, non-uniformed officers should be requested.

FIGHTS AND/OR RIOTS

Fights or other violent disagreements, even though of a minor nature at the outset, can often escalate into a riot situation. Prudent action, dependent on the circumstances and the antagonists, should be taken immediately to separate and restrain the individuals involved. All available staff must respond to all fights and riots.

The on-duty Supervisor should be notified immediately, and if the Supervisor determines that the situation is beyond control of those staff immediately available, 9-911 should be called to summon assistance.

Immediate Notification:

As soon as practical after an emergency situation has been neutralized, notification to the Department's Management-Administration should occur.

The ranking staff person on site at the time of the emergency should attempt to notify the following persons (in the order given) until someone is contacted: Superintendent, Deputy Chief Probation Officer (Juvenile Division), Deputy Chief Probation Officer (Adult Division), Chief Probation Officer.

This notification should be attempted regardless of the day or hour.

Written Reports:

The Supervisor on duty at the time of an emergency situation has the responsibility to ensure that staff completes Incident Reports describing in detail their respective views of the critical events that they witnessed. These reports should be submitted in a timely fashion and prior to going off shift.

The person receiving these reports should then prepare a report summarizing all events. This report should also include the identification of any deficiencies in the program's operation, if such emerged, and how the deficiencies need to be corrected. The report should be addressed to the Superintendent who should review it and forward it to the Deputy Chief Probation Officer (Juvenile Division) and Chief Probation Officer.

In the event that a fire (structural/environmental/natural disaster) occurs at the Wright Center facility the protocols of evacuation shall be initiated.

Supervisor/WOOC Supervisor shall assess the endangerment of life, safety, health and the well being of minors and staff.

Supervisor/WOOC Supervisor shall notify the Wright Center Probation Manager, Deputy Chief Probation Officer, Chief Probation Officer, James Ranch Supervisor/Probation Manager, and Juvenile Hall Supervisor/Probation Manager about the evacuation plan.

In the event of a natural disaster (flood, earthquake, fire) the Wright Center or Juvenile Hall are alternative sites.

The Supervisor/WOOC Supervisor shall assign Probation staff to the following tasks:

- Supervision of the population
- Total count of the population
- Transportation arrangements (Probation buses, vans and vehicles)
- Secure laundry for the population
- Secure bedding (sheets, pillows, blankets, mattresses)
- Secure medical consent records, medication, medical kit
- Secure legal, admit data records
- Daily Facility Log
- Secure handcuffs, shackles, hand radios, cellular phones
- Secure the facilities (lock all buildings)
- Notify County Communications, Fire Department, Sheriff, CHP about the evacuation
- Notify parents

UNINHABITABLE FACILITY

Should the Wright Center become uninhabitable for any reason, the incumbent minors should be reassigned as follows:

- Minors in Level 4 and Level 3 should be furloughed to those persons to whom the Court ordered their release upon successful completion of the ranch program. If not available, these minors should be housed at either the James Ranch or at Juvenile Hall.
- Level 2 and Level 1 should be housed at either the Wright Center or Juvenile Hall. If there is insufficient space at these two (2) facilities to accommodate these minors, those with satisfactory behavior records should be furloughed to those persons with whom the court ordered their release upon successful completion of the ranch program.

All minors who are furloughed, as well as their parent(s) or guardian(s), will sign off on a Pre-Release Contract. Additional staff will be assigned to provide effective supervision.

At the holding off-site facility the Supervisor/WOOC Supervisor, under the direction of the Probation Manager, Deputy Chief Probation Officer, or the Chief Probation Officer may release minors to their parents, providing the following protocols are met:

- Minors in levels of non/limited threats to the community or minimal security risks
- Minors in Level 4 or Level 3
- Minors in Level 2
- Minors in Level 1 in residence over 10 days
- Minors with medical orders/ medications will be released to their parents

Parents shall call the holding facilities for the status, data, and probation request during evacuation/while minors are under custody of their parents.

The Supervisor/WOOC Supervisor shall contact the relieving shift staff for their duties and shift schedule during the evacuation status.

The emergency clearance is given by or directed by the following:

- Local or County law agencies
- Fire/paramedic
- Civil Defense
- Water District (flood)
- Hazard/Chemical
- FEMA

After the emergency clearance is given, the Supervisor/WOOC Supervisor, under the direction of the Probation Manager, Deputy Probation Chief, and/or Chief Probation Officer, can return and resume operations at the Wright Center.

Introduction:

It is important that the facility, staff and minors remain in a state of preparedness to accommodate any emergency. To this end, the activities to accomplish this are detailed in this sub section.

Continuity of Government (COG) Plan:

The Probation Department together with all other county departments and agencies as well as Santa Clara County Administration, have developed a Continuity of Government Plan which is designed to ensure that department operations continue in the event of a major or catastrophic disaster.

A copy of the Plan is attached as Appendix 5 to this Section.

Annual Inspections:

Board of Corrections Regulations require that a local facilities which houses minors of the Juvenile Court be inspected each year by a county building inspector and by the proper fire authority. These inspections are performed by the General Services Agency and the State Fire Marshall respectively. These inspections are generally conducted in the late summer-early fall.

It is the responsibility of the Superintendent to correct or have corrected any deficiencies noted as a result of these inspections.

Staff Familiarity:

In order to ensure that staff becomes familiar with the provisions of this section, it will be read and the attendant Review Questions answered no later than their second (2nd) shift of work. This applies to coded as well as extra help staff.

In addition, once each year, in December, the Superintendent will circulate a copy of this Section to the staff for their review.

Equipment Inspection:

In order to ensure that all emergency equipment remains in a state of readiness, it will be inspected each month. The Supervising Probation Counselor who works the AM shift on the first Friday of the month will conduct the inspection with the Ranch Maintenance Supervisor. The inspection will be documented on the Emergency Equipment Inspection form.

PREPAREDNESS – cont.

Should any deficiencies be found, they will be noted on the form. In addition, for each deficiency, the Supervisor will complete a Maintenance Requisition form (RF 110) and forward it to the ranch Maintenance Supervisor.

Fire Drills:

Twelve (12) evacuation drills will be conducted each year on the first Monday of each shift. At some time during the shift, the Supervisor should activate the alarm and then observe that all procedures are followed.

To activate the alarm for the drill, the supervisor should pull the switch at the station in the Administration Building near the front door; the station should be reset at the conclusion of the drill.

To reset the alarm, unlock the alarm box by turning the small screw on the top of the box; a screwdriver for this purpose is kept in the staff's key box. Flip the switch to the off position and close the box.

At the conclusion of the drill, the supervisor should prepare a memorandum to the Superintendent describing the drill procedures. If procedures were not followed by the counseling staff, the supervisor should take corrective action. If procedures were not followed by other staff, the Superintendent will take the corrective action. Records of fire drills conducted are placed in a file and must be maintained for a minimum of two years. Thereafter, the records past the two year requirement are removed from the file and purged by clerical staff.

Office Guidelines

After the October 1989, earthquake (Loma Prieta), the General Services Agency published guidelines for office earthquake safety; a copy of these are attached as Appendix 4 to this Section.

CRASH CART

Introduction and Policy:

In all of its facilities, the Probation Department deals with a high-risk population and as a consequence, custodial staff must exercise extreme caution in any physical contact they might have with the in-custody population. At times, custodial staff may be put in a position of being exposed to the bodily fluids and/or waste of a facility's detained population. Because the risk of contracting life-threatening and infectious disease is extraordinarily high in these circumstances, precautions above and beyond those normally observed must be exercised. To this end, a CRASH CART will be maintained with equipment and materials to be used in cleaning up and disposing of clothing, blankets, sheets and the like that have been soiled with bodily fluids and/or waste.

Whenever staffs are put in a position of disposing of potentially infectious material, they will follow the procedures of this section.

The crash cart should be kept in the administration building/recreation hall. No material or equipment on the crash cart should be used for any other purpose than that described herein.

Protocols:

In cleaning an area, staff should adhere to the following protocols:

Before doing anything, put on a pair of disposable gloves.

If appropriate, open windows to air the area.

Place all contaminated clothing, towels, linen and the like in a rice paper bag and then in a yellow bag to be sent to the laundry. NOTE: Because of the lint they give off, blankets should be rice and yellow bagged separately.

Any infectious waste or material to be disposed of should be placed in a double-waxed paper bag or red plastic bag and then in a regular plastic bag and placed in the dumpster.

Put one half (1/2) gallon bleach in each bucket and fill with water to the five (5) gallon mark. Use one bucket with wringer to mop floor in infected area. Use the second bucket with paper towels to wipe down contaminated areas off the floors.

When finished, wring mop head thoroughly and place in red bag. Put paper towels in red bag. Close the red bag, place it in a regular plastic bag and put in the dumpster.

Pour cleaning solution from both buckets into the toilet and flush.

CRASH CART – cont.

Pour one gallon of bleach over the wringer and bottom portion of the mop handle into a bucket. Swish the bleach to cleanse the entire bucket. Pour the bleach into the second bucket and repeat the process. Pour the bleach into the toilet and flush.

Place the used gloves in a red or double-waxed paper bag, then into a standard plastic bag and dispose of in the dumpster.

CIVIL DISTURBANCE

In the event of a civil disturbance in which unknown persons attempt to enter the facility grounds or block access to the facility, a staff is to immediately call 911, and the security gates are to be closed. All minors and staff are to remain indoors, and the doors are to be locked. One staff person will be designated to monitor the security camera.

COLLAPSE AND/OR DEATH OF AN INDIVIDUAL IN CUSTODY

The employee discovering the collapsed person will administer such CPR and first aid measures as are necessary and only if competent to administer.

The facility nurse, if available, should be summoned immediately. The stricken person should not be moved.

Call 911 and advise the nature of the emergency.

The employee discovering the collapse and any others involved, including the individual calling 911, will immediately, after the nurse or emergency medical technician has arrived at the scene, prepare an Incident Report describing in as much detail as possible the events of the collapse.

Names of witnesses should be included in the report and, if other than employees, address and relationship to the stricken individual. The report should be forwarded without delay to the Superintendent.

Review Team

In the event of the death of an individual in custody at the Wright Center, a Review Team will be established as soon as possible, but no later than seventy-two (72) hours after the death. The Review Team shall include the Superintendent, the Medical Director of Custody Health Services, the responsible physician, and other health care and Wright Center staff who are relevant to the incident. The task of the Review Team is to assure that a medical and operational review is conducted regarding the circumstances of the death.

The following insert is a generic form used throughout the department.

In all instances where the procedure states "Superintendent of Juvenile Hall", for ranch purposes they are to be interpreted as "Ranch Superintendent".

In all instances where the procedure states "9-911", for ranch purposes they are to be interpreted as "911".

In all instances where the procedure states "Juvenile Hall", for ranch purposes they are to be interpreted as "Ranch".

In all instances where the procedure states "Juvenile Hall staff", for ranch purposes they are to be interpreted as "Ranch staff".

EVACUATION PROCEDURE CHECK LIST

(In Order of Priority)

WRIGHT CENTER - CHECK WHEN COMPLETED:

(1) Contact Ranch Superintendent _____
Phone numbers located in front of Supervisors log.

(2) Contact Deputy Chief _____
Phone numbers located in front of Supervisors log.

(3) Contact parents of any minors on OT's; advise of evacuation and give _____
Specifics of when to return minor or call ranch for further instructions.
Advise parents of any meds that need to be picked up from ranch
(Check emergency OT Sign-out Sheet).

(4) Establish list of minors who will not be eligible for O.T.s for evacuation purposes: _____
(a) Minors in "D" section.
(b) Minors in residence less than 10 days.
(c) Minors with recent serious behavior problems.
(d) Others that may be too significant of a risk based on committing
offense, behavior, and length of time in residence at ranch.

(5) Using Admit Cards, contact parents of minors being sent home on _____
Emergency OT's and makes arrangements for them to pick up minors.
Use emergency OT Sign-Out Sheet for all emergency OT's. Give
Specifics of when to return minor or call ranch for further instructions.
Give meds as appropriate.

(6) Contact James Ranch & Juvenile Hall and advice evacuation is in _____
progress, anticipated time of arrival, and how many minors will be sent to them.

(7) Have minors pack the following in duffel bags: toiletry items, clothing, _____
pillows, blankets, mattresses.

(8) Load items on bus. _____

EVACUATION PROCEDURE CHECK LIST – cont.

- (9) Gather and take to James Ranch/Holden Ranch/Juvenile Hall: _____
 - (a) Med Rands
 - (b) All labeled meds
 - (c) Inhalers
 - (d) Medical Consents
 - (e) PRD
 - (f) Dorm Log
 - (g) Extra Help Binder
 - (h) SPC Log
 - (l) Admit Cards
 - (j) Monthly Shift Schedule
 - (k) Payroll Book and back up computer disks (cabinet above clerk’s desk) _____

- (11) Leave one staff behind to monitor situation at Ranch if safe to do so. _____

- (12) Contact County Communications-inform them of situation. _____

At James Ranch & Juvenile Hall:

ALL PHONE NUMBERS CAN BE LOCATED IN THE SUPERVISORS LOG AND IN THE SUPERVISORS OFFICE.

- (1) Continue process of notifying parents to pick up minors for emergency OT’s and parents of others who are not being OT’ed to advise them that the Wright Center has been evacuated. _____

- (2) No later than 24 hours after evacuation: Send mail-grams to any Parents we have not been able to contact re: evacuation. _____

- (3) Contact on-coming shift(s) regarding where to report. _____

- (4) Notify the following of evacuation:
 - (a) School Instructors _____
 - (b) Kitchen Staff _____
 - (c) Support Services _____
 - (d) Clerical _____
 - (e) Juvenile Hall Medical Clinic (408)299-4841 _____
 - (f) Bee Mazzone, Nurse _____
 - (g) Ted Bond, Maintenance _____

EVACUATION PROCEDURE CHECK LIST – cont.

(i) Mental Health

(j) Pathway Society

HOSTAGE

The highest-ranking employee on the scene identifies the problem. Emphasis on isolating the hostage situation to prevent "spread" of the disturbance. Maximum effort should be made to get minors, county employees, and any visitors away from the scene.

Make every effort to keep the person(s) holding the hostages engaged in conversation, but in no circumstances at the risk of others.

Simultaneously, arrange for notification of 911. The employee calling for help should give (if known) specific details -- exact location, number of individuals involved, and any risks involved with regard to the arrival of law enforcement aid.

Immediately after notification of 911, the Superintendent, Deputy Chief, and Chief Probation Officer are to be notified.

The employee having the most knowledge of the situation immediately briefs law enforcement personnel upon arrival.

Once the hostage situation is secured, emphasis is placed on restoring the normal atmosphere of the institution as soon as possible. All people having specific knowledge of this situation are to write detailed Incident Reports.

POLICE

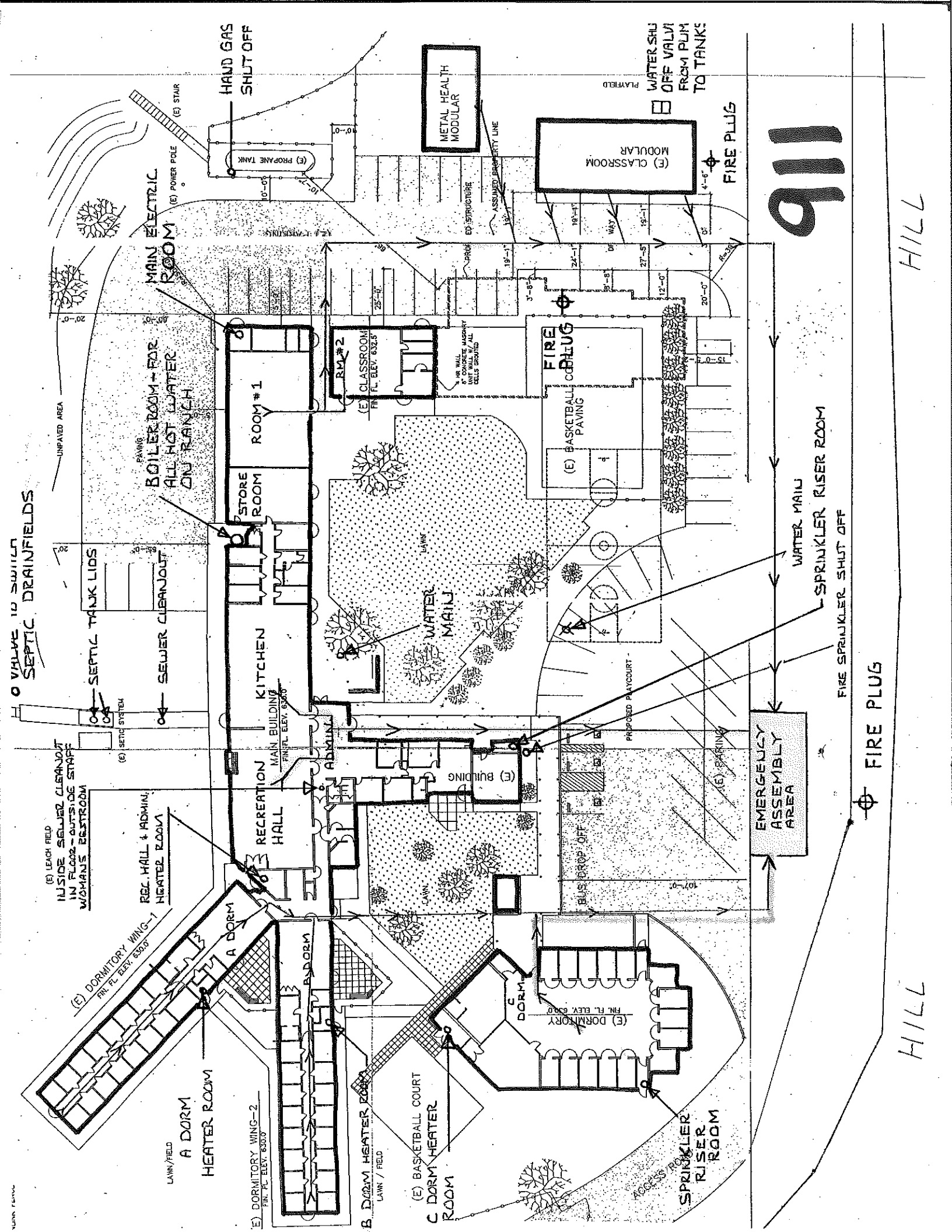
Calls to the police are to be made only by the Shift Supervisor or the Superintendent, except in an emergency. Compliance with the law requiring police reports on any suspected child abuse will be handled as directed by the Superintendent.

Suspected theft of County property or other criminal activity outside the sphere of the ranch program (i.e., other than new offenses by minors for which ranch personnel ask a Probation Officer to file a 777) are matters requiring police reports, usually for insurance purposes.

Prowlers, gang intrusion, and similar situations may in some cases be considered emergencies.

Because of the location of the Wright Center, patrols from both the Sheriff's Department and San Jose Police Department may drive through facility property.

Emergency - Dial 911



0 VALVE TO SWITCH SEPTIC DRAINFIELDS

(E) LEACH FIELD
 INSIDE SEWER CLEANOUT
 IN FLOOR - OUTSIDE STAFF
 WOMAN'S RESTROOM

(E) SEPTIC SYSTEM
 SEPTIC TANK LIDS
 SEWER CLEANOUT

(E) DORMITORY WING-1
 FIN. FL. ELEV. 6300

(E) DORMITORY WING-2
 FIN. FL. ELEV. 6300

MAIN ELECTRIC ROOM
 (E) POWER POLE
 (E) STAIR

BOILER ROOM - FOR ALL HOT WATER ON RANCH

HAND GAS SHUT OFF

(E) PROpane TANK

ROOM #1

STORE ROOM

KITCHEN

RECREATION HALL

REC. HALL & ADMIN. HEATER ROOM

A DORM HEATER ROOM

B DORM HEATER ROOM

C DORM HEATER ROOM

(E) CLASSROOM FIN. FL. ELEV. 6325

METAL HEALTH MODULAR

(E) CLASSROOM MODULAR

FIRE BALL CO. PLUG

(E) BASKETBALL PAVING

WATER MAIN

ADMIN. BUILDING

(E) BUILDING

PROPOSED PLAYCOURT

BUS DROP OFF

(E) PAVING

EMERGENCY ASSEMBLY AREA

WATER MAIN OFF VALVE FROM PUMP TO TANKS

FIRE PLUG

WATER MAIN

SPRINKLER RISER ROOM

SPRINKLER SHUT OFF

FIRE SPRINKLER SHUT OFF

FIRE PLUG

FIRE PLUG

FIRE PLUG

FIRE PLUG

FIRE PLUG

FIRE PLUG

FIRE PLUG

HILL

HILL

HILL

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