



## **Prisoner Processing/ Holding Cell Evacuation**

### **.01 Policy**

It is the policy of the Bladensburg Police Department to provide a safe and secure environment for our staff, visitors and prisoners; and, to establish protocols and procedures that effectively manages a potentially dangerous situation. The purpose of this policy to outline the procedure for evacuating the building in case of fire or other emergencies which require staff and visitors to be removed from the department.

### **.02 Terms**

**Emergency:** An unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the town environment. It is a risk to an individual's health and safety.

### **.03 Governing Legislation and Reference**

Governing Legislation: N/A

Forms: N/A

Reference:

Emergency Response & Evacuation Plan (2012).

General Order 305, Arrest, Processing, and Transport.

### **.04 Procedure**

A. Upon being notified by Communications of the need to evacuate the building, the on-duty shift supervisor will immediately respond priority to the station to assume command of the evacuation. Every effort shall be made to ensure that all staff and citizens are accounted for. It is imperative that efforts are made to remove any prisoners from the Prisoner Processing/Holding Cell area

The first priority of an Evacuation Plan is the safety of all persons in the building. Once an emergency has been declared, and the evacuation of the building is necessary, the person who receives the call or detects a major problem is to notify Communications immediately.

Communications personnel will immediately announce the evacuation over the radio and notify Prince George's County Public Safety

Communications Supervisor. Immediately following these announcements, the Dispatcher will contact the Prince George's Fire Department or other agency as the emergency requires to request assistance.

The Dispatcher will remain at their post as long as it is safe to do so before evacuating. Upon evacuating the Communications Office, the Dispatcher will re-establish communications by either portable radio at Annex 2 Building (Visitors Center) or mobile radio from a police cruiser. Telephone communications will be established by cellular service until telephone lines can be transferred to Prince George's County 911 Center.

### **B. Guidelines**

As it is impossible to prepare for every possible event that could lead to evacuation of the building, the following guidelines should be followed as appropriate to the situation at hand. The Emergency Operation Plan is designed to save lives; minimize property loss; reduce injury potential; and, maintain institutional integrity.

1. When a fire is discovered, the person who discovers the fire first notifies Communications. Communications will then notify the Prince George's County Fire Department.

If, in the discoverer's judgement, the fire can be contained by the use of a fire extinguisher, he or she will use an extinguisher in an effort to extinguish the fire.

Upon arrival of the Fire Department, all staff members will leave the building and allow the Fire Department to handle the emergency. If, at any time, the discoverer believes that the fire is beyond control, he or she should leave the building immediately.

2. If a fire is the cause of the evacuation, the Shift Supervisor, upon being notified of the emergency shall immediately designate officers to respond to the Prisoner Processing/Holding Cell area to remove all

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- prisoners.
3. If a threat to the facility, such as a bomb threat or chemical attack is the cause of the evacuation, the Shift Supervisor shall immediately assess the nature of the threat to determine the extent of the evacuation required. In some instances, it may be prudent to delay evacuation or refrain from evacuation based upon what is known of the threat.
- In the event that evacuation is deemed necessary it shall be incumbent upon the Shift Supervisor to designate officers to respond to the Prisoner Processing/Holding Cell area to remove any prisoners.
4. In any event where the evacuation of the building is deemed to be necessary, it is imperative that the evacuation is carried out in a safe and orderly manner.

### B. Prisoner Security

At a minimum, this response should include two officers to secure and remove any prisoners from the cell area and an additional officer to take charge of prisoners who have been removed from the building. When possible, the prisoners should be secured in police cruisers and transported as soon as practical to Central Processing or an alternate holding facility.

### C. Prisoners Requiring Medical Attention

If, during an evacuation, a prisoner complains of an injury or requests medical attention, treatment at an appropriate medical facility will be provided when reasonably safe to do so.

### D. Facility Reopening

Authorization to return prisoners to the building will be granted only after the emergency no longer exists and the facility is deemed safe and operational.

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HISTORY: Adopted January 26, 2012

This General Order supersedes all other orders and memoranda in conflict therewith.

Authority:



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Chief of Police