



## COURT SECURITY EMERGENCY RESPONSE

### POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) to respond to emergencies in the courthouse in a safe and organized manner.

### PURPOSE.

The purpose of this policy is to provide guidelines to members for emergency response at the Deschutes County Circuit Court.

### OREGON JAIL STANDARDS:

- E-601 Emergency Planning

### REFERENCES:

- Emergency Response Procedures for Deschutes Circuit Courts
- Deschutes County Circuit Court 11<sup>th</sup> Judicial District, Business Continuity, Disaster Preparedness and Security Plan
- DCSO [Policy 3.43 Special Weapons and Tactics \(SWAT\) Team](#)
- DCSO Policy 3.41 Major Incident Team
- DCSO [Policy 5.25 Bomb Threats and Searches](#)
- DCSO [Policy 5.20 Incident Command System](#)
- AJ Policy [CD-13-5 Hostage Situations](#)
- AJ Policy [CD-13-7 Bomb Threats](#)
- ORS 206.180 Location of Sheriff's Office

### DEFINITIONS:

**Automated External Defibrillator (AED).** A portable, electronic device that utilizes an electrical shock to stimulate an individual's heart from a rhythm incompatible with life to a normal rhythm that allows blood to pump through the cardiovascular system.

**Court Security/Transports Deputy.** Deputies assigned to a court security or transport role.

**Special Weapons and Tactics (SWAT).** A trained tactical response team used for emergency situations, high risk transports, civil disturbances, demonstrations or dignitary protection, comprised of members of the Deschutes County Sheriff's Office.

**Emergency Medical Services (EMS).** Emergency medical technicians usually affiliated with the fire department who respond to emergency medical calls for assistance.

**Fire Alarm Panel.** A panel designed to signal alarms or readings associated with fire, smoke or sprinkler activity occurring at the courthouse.

**PROCEDURES.**

***SECTION A: FIRE AND FIRE ALARMS***

- A-1.** There are numerous fire alarm panels in the courthouse. Deputies assigned to court security will be familiar with the location, detection and operation of these alarms.
- A-2.** Deputies will treat all alarms as actual alarms.
- A-3.** If a fire alarm sounds, deputies will follow the procedures listed below:
- a. Identify the location of the fire by checking the associated alarm panel.
  - b. Lock the front doors and eliminate visitors from entering the building.
  - c. A deputy will remain at the security counter to allow access for emergency responders.
  - d. Notify 9-1-1 Dispatch and give complete summary of emergency, including:
    - 1) Location – address of building.
    - 2) Location of fire (i.e., floor, flames or smoke visible).
    - 3) Entrance to be used (i.e., front of building).
    - 4) Contact person.
  - e. Deputies will transport all inmates back to the AJ immediately and clear the auto sally port.
  - f. Meet EMS and escort them to the location of the fire.

***SECTION B: EVACUATIONS***

- B-1.** It may be necessary to evacuate the Courthouse due to one of the following:
- a. A fire or activated fire alarm.
  - b. A natural disaster, which may include flood or earthquake.
  - c. A hostage situation or threat of serious bodily injury to others.
  - d. A bomb threat or explosion.
  - e. Any other dangerous situation, such as a gas leak and/or chemical/biological contamination.
- B-2.** The Courthouse will be evacuated if ordered by the Presiding Judge, Trial Court Administrator, a court supervisor, or emergency response personnel. In addition, the following will occur:
- a. Notify 9-1-1 Dispatch by radio, when the decision has been made to evacuate the building. Relay known information regarding the evacuation.

- b. If there is no supervisor on location, a supervisor shall be contacted as soon as reasonably possible. Notify the chain of command.
- c. Inmates will be escorted out of the building and transported back to the jail immediately.
- d. Judicial staff will adhere to their established emergency policies and procedures, as set forth in the Deschutes County Circuit Court, 11<sup>th</sup> Judicial District, *Business Continuity, Disaster Preparedness and Security Plan (03/03/20)*.

**B-3.** Evacuation procedures are as follows:

- a. Evacuate the second floor first, use the stairs when possible. Avoid the elevator.
- b. Evacuate the ground floor second.
- c. Evacuate the basement last.
- d. All citizens, other than jurors, should be instructed and guided to the main entrance at the front of the building and be instructed to remain at least 100 feet away from the building.

**B-4.** Deputies will resume normal operations as soon as possible after the incident. Depending on the type of emergency/evacuation, the responding agency will give clearance to occupy the building prior to allowing court staff and the public back into the building.

***SECTION C: MEDICAL EMERGENCIES***

**C-1.** Medical emergencies may occur at any time or place in the Courthouse requiring deputies to respond. This may include, but is not necessarily limited to, life threatening or urgent medical conditions or injuries as observed by court staff. In the event of a medical emergency, court staff is to contact 9-1-1 Dispatch first and deputies assigned to court security second, as stated in the *Business Continuity, Disaster Preparedness and Security Plan (03/03/20)*.

- C-2.** A deputy will respond to and secure the scene, and if necessary render first aid/CPR when it is safe to do so. Deputies are first responders and will:
- a. Assess the situation and determine if the area is safe.
  - b. If the person is conscious, ask them what the nature of the medical emergency is, and apply first aid as needed.
  - c. If the person is unable to move but is conscious, place them in the recovery position and render first aid.
  - d. Stay with the patient until relieved by EMS.
  - e. If the person is unconscious and not breathing, utilize the AED and stay with the patient until relieved by EMS.

**C-3.** Court security members will assist EMS in entering the Courthouse and direct them to the proper location of the medical emergency incident.

- C-4.** The safety and security of members, citizens, inmates and the facility must be preserved at all times.
- C-5.** Deputies will remain alert to possible “diversionary tactics” to draw their attention away from any possible breach in security.

***SECTION D: HOSTAGE SITUATIONS***

- D-1.** If a hostage is taken within the Courthouse, deputies will follow *DCSO Policy No. 5.26, Hostages/Barricaded Subject Incidents* and AJ Policy [CD-13-5, Hostage Situations](#) and:
  - a. Notify 9-1-1 Dispatch.
  - b. Lock the front doors.
  - c. Notify chain of command.
  - d. Identify the location of the hostage, proceed to affected area, remain inconspicuous and determine the following:
    - 1) If there is a hostage taker and a hostage.
    - 2) The name(s) of hostage taker(s) and the hostage(s).
    - 3) If a weapon is involved and the weapon type.
    - 4) Name(s) of other individual(s) in the affected area if known and their level of involvement.
  - e. Update 9-1-1 Dispatch with additional information and give complete summary of the emergency.
  - f. Deputies are to transport all inmates back to the AJ immediately and clear the auto sally port.
  - g. Evacuate other areas of the Courthouse.
  - h. Escort responding Law Enforcement Officers (LEOs) to the area of the hostage situation.

***SECTION E: BOMB THREAT***

- E-1.** While many bomb threats are later determined to be hoaxes, they all present particularly serious response requirements for law enforcement agencies. It is the policy of the Deschutes County Sheriff’s Office that all responses to bomb threats or emergencies be conducted systematically, efficiently, and in a manner that gives primary consideration to the protection of human life.

Refer to *DCSO Policy No. 5.25, Bomb Threats and Searches* and AJ Policy [CD-13-7, Bomb Threats](#).

- E-2.** Notify chain of command by means other than radio. All bomb threats will be reported immediately to an on duty Deschutes County Sheriff’s Office patrol supervisor for investigation.

- E-3.** Many explosive devices have one or more disturbance triggers that may prematurely detonate the device. Deputies must not touch suspected bombs. Deputies will do the following:
- a. Stop all radio and/or cell phone communications.
  - b. Do not turn on/off lights or other electrical objects.
  - c. Ensure that others do not disturb the suspicious object.
  - d. Be alert to the possibility of a secondary device.
  - e. Make a note of people loitering or acting suspiciously in the immediate area.
  - f. The location of the suspected bomb will be marked with some type of easily visible object.
  - g. Clear the area of people at least 500 feet away from the device if possible.
  - h. Deputies will transport all inmates back to the AJ immediately and secure the auto sally port.
  - i. Deputies will **NOT** attempt to disarm or move any suspicious device but rely on the bomb squad technicians and bomb detecting dogs as stated in *DCSO Policy 5.25, Bomb Threats and Searches*.

#### ***SECTION F: ACTIVE SHOOTER***

- F-1.** Deputies must respond to a situation of an active shooter or other situation involving the use or threatened use of force likely to cause substantial injury or death in the Courthouse. Deputies will do the following:
- a. Call 9-1-1 Dispatch immediately by radio and request additional members/backup.
  - b. Notify patrol supervisor.
  - c. Notify chain of command.
  - d. Notify courthouse staff as soon as possible of the emergency in person or by telephone.
  - e. Lock the front door.
  - f. A deputy will stay at the security counter to allow access for emergency responders.
  - g. Assess situation using security cameras.
  - h. Evacuate unaffected areas of the Courthouse and escort all people out of the building if safe to do so.
- F-2.** Deputies may attempt to contain/control the situation. If the situation appears to require substantially more resources, wait for additional/backup members to arrive.
- F-3.** Deputies and arriving LEOs will form an immediate hunter cell and take appropriate action if an active shooter situation is occurring.
- If time allows, the first responding supervisor on scene may follow DCSO [Policy 5.20, Incident Command System \(ICS\)](#) and:
- a. Contact 9-1-1 Dispatch and code 9 the radio channel (only emergency radio traffic).

- b. Direct members response
- c. Set up a command post in a safe and secure location.
- d. Direct arriving resources to set up a safe perimeter.
- e. Place EMS on standby.
- f. Take steps to secure any injured or wounded if safe to do so.
- g. Send a deputy to the location of the incident to gain intelligence if safe to do so.
- h. The Captain or Sheriff will activate SWAT as needed. Protect all involved areas of the incident as a crime scene until the areas are released by investigating LEOs.

### ***SECTION G: COURTROOM EMERGENCY RESPONSE***

- G-1.** Each courtroom is equipped with a push button alarm activated by the judge or court staff sitting at the court recorder table. The alarm will sound at the security desk. The alarm box for each courtroom is labeled, A through G, with a light that will illuminate as the alarm sounds. Deputies will respond to the alarm and:
- a. One deputy will go directly to the courtroom where the alarm was activated.
  - b. One deputy will remain at the security desk and report observations to the responding deputy by pulling that courtroom up on the video monitor.
  - c. The deputy at the security desk will attempt to contact the courtroom by telephone to determine the nature of the emergency.
  - d. The responding deputy will be in constant contact with the security desk by radio.
  - e. The responding deputy will assess the incident and determine if backup is required.
  - f. If backup is not required, the deputy will notify the security desk.
  - g. If backup is required, the deputy will wait to take action until backup arrives, unless lives are in immediate danger.
  - h. The deputy will assist court staff with evacuations or first aid as required by the judge.
  - i. The security desk deputy will contact 9-1-1 Dispatch as necessary.
  - j. The security desk deputy will notify the chain of command and explain the nature of the emergency.
  - k. The security desk deputy will direct emergency responders to the courtroom.
  - l. The security desk deputy will relay information and update 9-1-1 Dispatch of other developments.
- G-2.** To deactivate the alarm, a court security deputy will retrieve the key from the key box located near the security desk. The deputy will go to the courtroom and reset the alarm unit.

### ***SECTION H: BIOLOGICAL/CHEMICAL THREAT OR CONTAMINATION:***

- H-1.** Unopened letters or packages will not be allowed through the security checkpoint. Deputies who discover unopened letters and packages will direct the person to take the unopened letter or package out of the building. In the event of a chemical or biological threat, the deputy will:
- a. Contact 9-1-1 Dispatch by radio and explain the nature of the threat.
  - b. Notify the chain of command.
  - c. Notify the Presiding Judge and Trial Court Administrator of the threat.
  - d. Isolate the subject of the threat and secure any evidence utilizing universal precautions.
  - e. Get as much information as possible about the threat: who, what, where, when and why if able.
- H-2.** In the event of a chemical or biological spill, deputies will evacuate people from the immediate area and:
- a. Notify 9-1-1 Dispatch of the nature of the spill, chemical or biological.
  - b. Notify the chain of command.
  - c. Request fire department and hazardous materials response.
  - d. Keep people away from the immediate area.
  - e. Notify the Presiding Judge and Trial Court Administrator of the incident.
  - f. Administer first aid to victims if safe to do so.

### ***SECTION I: EARTHQUAKE/NATURAL DISASTERS***

- I-1.** In the event of earthquake, deputies will remain inside the courthouse building but move away from the glassed in portion of the entry way. Deputies will crouch under a desk, bench or table or move to a more secure area of the building until the earthquake concludes. If unable to get to a desk or other protection, drop, cover and hold your position while protecting your eyes. The quake may be followed by aftershocks, so deputies will be cautious as they:
- a. Contact 9-1-1 Dispatch by radio and describe injuries.
  - b. Check to determine if telephones still function.
  - c. Check the courthouse for injured people and render first aid as necessary.
  - d. Conduct an initial assessment of structural damage.
  - e. Request EMS. EMS may not be able to respond as a result of the earthquake and other emergencies.
  - f. Notify the chain of command.
  - g. Begin evacuation of the building as soon as possible.
  - h. Assist court staff with evacuating the disabled.
  - i. Look at the ceiling and walls for structural damage before entering rooms.

### ***SECTION J: AFTER ACTION MEASURES***

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- J-1.** Any medical emergency, active shooter incident or bomb detonation could result in loss of life. The Captain or Sheriff may assign a Major Incident Team (*DCSO Policy 3.41 Major Incident Team*).

Any designated crime scene and will be sealed off from unauthorized access to the public, or anyone who is not associated with the investigation and evidence collection tasks. The area will remain sealed off until released by the investigative team. Upon release of the scene, deputies must:

- a. Complete a thorough search of the incident area (Be careful to not disrupt potential evidence at the scene).
  - b. Remove any items that do not belong there.
  - c. Report any contraband discovered to the investigating agency.
  - d. Coordinate clean up and decontamination of the area.
  - e. Utilize Universal Precautions when handling any items contaminated with body fluids.
  - f. Resume normal operations as soon as practical.
- J-2.** Members, including the involved supervisor/incident commander, will prepare an after action incident report in JMS, gather all relevant documentation and copies of photographs if available and prepare a complete debrief of the incident to the Captain.

The Captain will conduct a debrief of the incident with involved members to determine what procedures and plans worked efficiently and what areas of the incident could be improved upon. The Captain will ensure chaplains, peer support or other counseling service is available for members that may have experienced trauma related to the incident.

**FORMS USED:**

- Incident Report No. 102 (JMS)