



## **COURT SECURITY EMERGENCY RESPONSES**

### **POLICY.**

It is the policy of the Deschutes County Corrections Division to respond to emergencies in the courthouse in a safe and organized manner.

### **PURPOSE.**

The purpose of this policy is to provide guidelines to staff for emergency response in the Justice Building or courtrooms in Deschutes County.

### **OREGON JAIL STANDARDS:**

- E-601 Emergency Planning

### **REFERENCES:**

- Emergency Response Procedures for Deschutes Circuit Courts
- Deschutes County Trial Courts 11<sup>th</sup> Judicial District, Business Continuity and Disaster Preparedness Plan
- DCSO [Policy 3.43 Special Operations Team](#)
- DCSO [Policy 5.25 Bomb Threats and Searches](#)
- DCSO [Policy 5.20 Incident Command System](#)
- DCAJ Policy [CD-13-5 Hostage Situations](#)
- DCAJ 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/Transport Deputy.** Corrections deputies assigned to a court security or transport position.

**Deschutes County Special Operation Team (DCSOT).** 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 Justice Building and courthouse. Deputies assigned to court security will be familiar with the location, detection and operation of these alarms.
- A-2.** Court security and transport deputies will treat all alarms as actual alarms.
- A-3.** If a fire alarm sounds, court security 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 911 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. Transport deputies will transport all inmates back to the jail immediately and clear the auto sally port.
  - f. Meet the fire department and escort them to the location of the fire.

### ***SECTION B: EVACUATIONS***

- B-1.** It may be necessary to evacuate the Justice Building and/or courthouse. This may be necessary 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 Justice Building or 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. If there is no sergeant on location, a sergeant or lieutenant shall be contacted as soon as reasonably possible. The appropriate chain of command must be followed.
  - b. Notify 911 Dispatch by radio, when the decision has been made to evacuate the building. A summary of known information regarding the evacuation will be relayed.
  - c. Inmates will be escorted out of the building and transported back to the jail immediately.
  - d. Judicial staff must adhere to their established emergency policies and procedures, as set forth in the *Emergency Response Procedures for Deschutes Circuit Courts*.
- B-3.** Evacuation procedures are as follows:
- a. Evacuate the second floor first, use the stairs when possible. The elevator should be avoided.
  - 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.** Court security and transport deputies will resume normal operations as soon as possible after the incident. The fire department must give clearance to court security deputies before allowing 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 Justice Building or courthouse that require court security and transport staff 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 911 Dispatch first and court security second as stated in the *Emergency Response Procedures for Deschutes Circuit Courts*.
- C-2.** A court security deputy will respond to and secure the scene, and if necessary render first aid/CPR when it is safe to do so. Court security deputies are considered 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 personnel.
  - e. If the person is unconscious and not breathing, utilize the AED and stay with the patient until relieved by EMS personnel.
- C-3.** Court security staff will assist EMS in entering the Justice Building or courthouse and direct them to the proper location of the medical emergency incident.
- C-4.** The safety and security of staff, citizens, inmates and the facility must be preserved at all times.
- C-5.** Court security staff will remain alert to possible “diversionary tactics” to draw their attention away from any possible breach in security.

***SECTION D: HOSTAGE SITUATIONS***

- D-1.** Upon the discovery of the taking of a hostage within the Justice Building or courthouse, court security and transport staff will follow DCAJ Policy [CD-13-5, Hostage Situations](#) and:
- a. Notify 911 Dispatch.
  - b. Lock the front doors.
  - c. Notify chain of command.
  - d. Identify the location of the hostage, proceed to affected area, and 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. Notify 911 Dispatch with additional information and give complete summary of the emergency.
  - f. Transport deputies are to transport all inmates back to the jail immediately and clear the auto sally port.
  - g. Evacuate the other areas of the Justice Building and/or courthouse.
  - h. Escort responding officers to the area of the hostage situation.

***SECTION E: BOMB THREAT***

- E-1.** All bomb threats will be treated as serious, legitimate threats. When court security and/or transport deputies respond to a bomb threat, they will consider the threat of a bomb exploding as real. Refer to *DCAJ Policy CD-13-7, Bomb Threats*. If the bomb threat is communicated by telephone the call taker will:
- a. Fill out a bomb threat check list located by each telephone at the court security desk.
  - b. Have another deputy call 911 Dispatch and begin a trace on the phone call.
  - c. Attempt to keep the caller on the line as long as possible.

- d. Listen for background sounds on the telephone that could identify where the caller may be calling from.
  - e. Attempt to get a specific time of detonation of the device if possible.
  - f. A search of the device will not occur 15 minutes prior to or 15 minutes after the device is set to explode if the time is known.
- E-2.** Notify chain of command by means other than radio. All bomb threats will be reported immediately to the on-duty Deschutes County Sheriff's Office patrol sergeant or lieutenant for investigation.
- E-3.** Many explosive devices have one or more disturbance triggers which may prematurely detonate the device. Staff must not touch suspected bombs. Staff will do the following:
- a. Halt all radio 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. Make a mental note of the following:
    - 1) Exact location of the bomb.
    - 2) Size of bomb.
    - 3) Type of container or wrappings.
    - 4) Sounds or smells coming from the bomb.
    - 5) Any words, markings, or stains on the bomb.
  - h. Transport deputies are to transport all inmates back to the jail immediately and secure the auto sally port.
  - i. Court security 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.** Court security and transport deputies must respond to a situation of an active shooter or other situation involving the use of threatened use of force likely to cause substantial injury of death in the Justice Building or courthouse. Deputies will do the following:
- a. Call 911 Dispatch immediately by radio or telephone and request additional staff/backup.
  - b. Notify chain of command.
  - c. Notify courthouse staff as soon as possible of the emergency in person or by telephone.
  - d. Lock the front door.
  - e. A deputy will stay at the security counter to allow access for emergency responders.

- f. Assess situation using security cameras.
- g. Evacuate unaffected areas of the Justice Building and/or courthouse and escort all people out of the building if safe to do so.

**F-2.** Court security and transport staff may attempt to contain/control the situation. If the situation appears to require substantially more resources, wait for additional/backup staff to arrive.

**F-3.** Back up staff that arrives to assist may be members of the Deschutes County Sheriff's Office, Bend Police Department or Oregon State Police. Arriving officers will form an immediate response squad and take appropriate action if an active shooter situation is occurring. The immediate response squad will utilize tactics and go to the area where shooting is heard. If time allows the first responding supervisor on scene may follow DCSO [Policy 5.20, Incident Command System \(ICS\)](#) and:

- a. Direct staff response
- b. Set up an incident command post in a safe and secure location.
- c. Direct arriving resources to set up a safe perimeter.
- d. Place EMS on standby.
- e. Take steps to secure any injured or wounded if safe to do so.
- f. Code 9 the radio channel.
- g. Send a deputy to the location of the incident to gain intelligence if safe to do so.
- h. The Corrections Commander or Sheriff will activate DCSOT as needed. Protect all involved areas of the incident as a crime scene until the areas are released by investigating officers.

### ***SECTION G: COURT ROOM EMERGENCY RESPONSE***

**G-1.** Each court room 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 is located on the video monitor stand. The alarm box for each court room is labeled, A through G, with a light that will illuminate as the alarm sounds. Court security deputies will respond to the alarm and:

- a. One deputy will go directly to the court room where the alarm was activated.
- b. One deputy will remain at the security desk and report observations to the responding deputy by pulling that court room up on the video monitor.
- c. The deputy at the security desk will attempt to contact the court room 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 back up is required.
- f. If back up is not required, the deputy will notify the security desk.
- g. If back up is required, the deputy will wait to take action until back-up 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 911 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 court room.
- l. The security desk deputy will relay information and update 911 Dispatch of other developments.

**G-2.** To deactivate the alarm, a court security deputy will retrieve the white plastic, two pronged key from the key box area behind the cabinet door, located at the security desk. The deputy will go to the court room and insert the key in the key flap of the alarm station. The alarm station will make a clicking sound as the unit is reset.

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

**H-1.** Unopened letters or packages will not be allowed through the security check point. Court security 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 court security deputy will:

- a. Contact 911 Dispatch by telephone 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, the court security deputy will evacuate people from the immediate area and:

- a. Notify 911 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, court security deputies will remain inside the courthouse building but move away from the glassed in portion of the entry way. Security 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 after-shocks, so security deputies will be cautious as they:

- a. Check to determine if telephones still function.
- b. Check the courthouse for injured people and render first aid as necessary.
- c. Conduct an initial assessment of structural damage.
- d. Contact 911 Dispatch by radio and describe injuries.
- 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 and explain the situation.
- 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***

**J-1.** Any medical emergency, active shooter incident or bomb detonation could result in loss of life. A major crime team may be assigned, by the Sheriff, to the investigative portion of the incident. The area will be designated as a crime scene and will be sealed off from unauthorized access to the public, or any one 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, court security deputies must:

- a. Complete a thorough search of the incident area.
- b. Remove any items that do not belong there.
- c. Report any contraband discovered to the investigating agency.
- d. Direct maintenance staff to perform 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.** The Transport Sergeant or 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 Corrections Commander. The Corrections Commander will conduct a debrief of the incident with involved staff to determine what procedures and plans worked efficiently and what areas of the incident could be improved upon. The Corrections Commander will ensure mental health counseling is made available for staff that may have been traumatized by the incident.

### ***SECTION K: REPORTS AND DOCUMENTATION***

**K-1.** All court security and transport deputies involved in the incident will prepare an incident report in JMS by the end of their shift.

**K-2.** The Incident Commander will gather all documentation of the incident and provide the case number to court security and transport deputies. The Transport Sergeant or Incident Commander will write an incident report of the incident.

**K-3.** Due to the nature of such incidents and the possibility of loss of life, all measures will be taken to secure evidence of a crime.

**FORMS USED:**

- Incident Report No. 102 (JMS)