



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 3
Training, Personnel, and Management
§1327**

Topic Emergency Procedures

Policy Probation staff shall ensure the safety, security, and well-being of youth and staff, during emergencies.

The Emergency Manual shall include the procedures for the maintenance of safety and security during following:

- a. Escape/AWOL
- b. Bomb Threat
- c. Active Shooter
- d. Terrorist Attack
- e. Disturbances/Violence/Riot /Civil Disturbance
- f. Hostages
- g. Fire
- h. Natural Disasters
- i. Evacuation
- j. Chemical Agents, Radios, Personal Security Devices, Weapons/Ammunition
- k. Documentation, Debriefing, and Follow-up
- l. Notification Procedures
- m. Periodic Testing of Emergency Equipment
- n. Annual Review of Emergency Procedures for Youth Supervision Staff

1. A copy of the San Mateo County Probation Department Emergency Manual shall be kept in a red binder on each living unit of all juvenile facilities and in the administrative offices
2. During an emergency, staff shall follow the procedures in the Emergency Manual. In the event of evacuation of the facility, staff shall take the Emergency Manual binder with them.
3. The Compliance Officer or designee shall oversee the inspection of emergency equipment on a monthly basis using the Monthly Facility Inspection Form as outlined in Section 1326, Security Review. This inspection

shall include review of the generator(s), fire alarms, smoke detectors, flashlights, fire hoses, and fire extinguishers.

4. The facility Superintendent, in collaboration with the Department of Public Works, shall make any necessary improvement identified in the monthly inspections. The facility Superintendent shall keep the Monthly Fire and Life Safety inspection forms for at least seven (7) years.

See Procedures Manual on Emergency Procedures for further information.