

## Section 6: Jail Emergencies Response Plan

Subject: Bomb Threat

Minimum Standard: 5120:1-8-03(B)(4)

Revised: 10/2008, 12/2011

Authorized: \_\_\_\_\_ Effective date: \_\_\_\_\_  
Sheriff Paul A. Sigsworth

### POLICY

The Erie County Jail shall have policies and procedures, and practices which evidence that there is a plan that guides the jail's response to emergencies. All jail personnel will be trained in the implementation of the emergency plan. The emergency plan will include procedures to be followed in situations that threaten jail security.

### DEFINITION

A jail emergency can be, but not limited to, escape, hostage situation, fire, riot, food poisoning, civil disturbance in the community, natural disaster, suicide, other death, outbreak of contagious disease, inmate strike and other disturbances, bomb threat, or any action that affects or jeopardizes the security of the Erie County Jail and/or the safety of the inmates and/or staff.

### PROCEDURE

#### A. Policy:

1. It shall be the policy of the Erie County Jail to take all bomb threats as credible threats to the safety and security of the staff and inmates of the Erie County Jail. All threats will be reported by the person receiving the threat and investigated as a criminal offense.

#### B. Response:

1. The officer receiving the threat shall attempt to obtain the following information:
  1. When the bomb is going to explode?
  2. Where is the bomb right now?
  3. What does the bomb look like?
  4. What kind of bomb is it?
  5. What will cause the bomb to explode?
  6. Did the caller place the bomb?
  7. Why was the bomb placed?
  8. What is the caller's name and address?
2. The officer receiving the threat should be cognizant of the following details of the conversation:
  1. Is the caller a male or female?
  2. Does the caller sound young or old?
  3. Does the caller have any type of accent and/or distinguishing voice inflections?
  4. Any background noises?

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3. Immediately after the call, the officer should note the following:
  1. The exact time the call was taken.
  2. The length of the call.
  3. The number the call was received.
4. After receiving the call, the officer shall immediately inform the shift supervisor of it.
5. The Shift Supervisor shall:
  1. Order an immediate lock of the jail or relocation to an area that can be deemed safe.
    - a. All visitor's and non-essential personnel will leave the jail.
  2. Stop all inmate movement.
    - a. i.e. Programs, Visitation, Medication Pass, etc.
    - b. Inmates will not be accepted for booking or released until authorized by the Sheriff or Jail Administrator.
  3. Notify dispatch of the threat, who will;
    - a. Advise the Road Division OIC of the threat
  4. Notify the Jail Administrator.
6. The Sheriff, Jail Administrator, or designee will authorize the search of the jail utilizing all personnel and available resources to verify such a threat is credible or not credible.
  1. If the threat is proved to be non-credible, the jail will be returned to non-emergency status upon direction of the Sheriff, Jail Administrator, or designee.
  2. If the threat is proved to be credible and a suspected bomb is discovered, the Sheriff, Jail Administrator, or designee shall make a determination as to what areas of the jail if any will be evacuated.
  3. The evacuation plan is as follows;
    - a. Inmates in the affected area shall be moved to a designated area as follows if safe passage is accessible;
      - i. Inmates housed in Zones #1 or #2 (A and B Control) shall be moved to;
        1. Classroom
        2. Indoor Recreation Area
        3. Outdoor Recreation Area
      - ii. Inmates housed in Zone #3 (E Control) shall be moved to;
        1. Classroom
        2. Indoor Recreation Area
        3. Outdoor Recreation Area
        4. Holding Area / Female Visitation / Medical Area / Segregation and Classification Pods
    - b. If it is deemed necessary to evacuate a section or the entire jail outside, inmates will be directed to the outdoor area within the chain link fenced boundaries of the Erie County Jail.

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- c. In the Event of any evacuation from the jail, dispatch will be contacted to request assistance from local law enforcement personnel to provide an outside security perimeter and supervision of evacuated inmates.
- d. Support Staff and Volunteers will be escorted outside the building using the safest route possible.
- e. Officers from each control area will retrieve the most recent roster and photos of the inmates from the evacuated areas and conduct a head count.
- f. The Sheriff, Jail Administrator, or Shift Supervisor shall be responsible for directing and coordinating all personnel in the evacuation of inmates to safety.
- g. When any evacuation has taken place, the shift supervisor will be responsible for ensuring a head count of all evacuated inmates is conducted.

#### **C. Reporting:**

1. All corrections officers involved are required to submit a detailed written report of the incident as soon as possible. The Shift Supervisor will place a BOMB (Bomb / Bomb Threat) Event, attaching the inmate, in the Shift Log of the Jail's Record Management System.

#### **D. Investigation:**

1. In the event of a Bomb / Bomb Threat, the Detective Bureau of the Erie County Sheriff's Office will conduct a criminal investigation.

#### **E. Evaluation:**

1. A complete evaluation of Bomb / Bomb Threat, including circumstances that led up to and action taken by corrections staff, will be conducted by the Jail Administrator.
2. The Jail Administrator will present all findings of the evaluation in writing to the corrections staff and the Sheriff.