

Chapter No. 5113	Page 1
Issue Date: 02/01/97	
Revised: 04/24/19	

**Notes and
References**

**EMERGENCY ALARM, BOMB THREAT, AND HOSTAGE
PROCEDURES**

I. Location of Emergency Fire Alarms

- A. In the event of a fire or other serious emergency such as an earthquake or flood, the LPBC emergency alarm system will be activated.
- B. There are four emergency audible fire alarms at the LPBC facility. These alarms are activated by using standard fire alarm pull down boxes.
 - 1. The first alarm is located in the school hallway near classroom four. It is activated by using the pull box at the end of the hallway near the drinking fountain, or the pull box near the school office door.
 - 2. The second alarm is located in the LPBC (lower) dormitory. It is activated by using the pull box on the west wall behind the staff counter.
 - 3. The third alarm is located in the upper dormitory. There are four pull boxes. Two are located on the north wall next to the exits, and the other two are on the west wall next to the exits.
 - 4. The fourth alarm is in the gym. Two pull boxes in the gym area (north and east walls next to the exits) activate it, or the two pull boxes in the woodshop on the west wall near the exits.

II. Responding to Fire Alarms

When a fire alarm is sounded and it is not a drill:

- A. Evacuate the youth from the immediate area of the fire or specific building with present audible alarm.
- B. Call the Santa Barbara County Fire Department at the 9-911 emergency telephone number.
- C. Call the U. S. Forest Service.
- D. Call additional staff as needed.

Chapter No. 5113	Page 2
Issue Date: 02/01/97	
Revised: 04/24/19	

Emergency Alarm, Bomb Threat, and Hostage Procedures (continued)

- E. Notify the Deputy Probation Officer, Supervising (SPO) and the Manager.
- F. In the case of a small localized fire, available staff may, without jeopardizing the safety or supervision of the youth, make whatever attempts that are deemed prudent under the circumstances to extinguish the fire—without placing any staff in a position of unreasonable danger—until professional assistance arrives.

III. Emergency Assembly

- A. When an audible alarm is heard by staff supervising work crews or free time activities, the staff will direct the youth to the blacktop area nearest them for a lineup and head count.
- B. In the upper area, the staff will direct the youth to the blacktop parking/ basketball areas adjacent to the respective dormitory.
 - 1. Response time for this evacuation and lineup should be no more than five (5) minutes.
- C. Any groups not assembled on the blacktop areas will communicate their status and count via radio, or an available staff will be sent to determine that the combined count is accurate.
- D. Staff deployed on off-site activities during an emergency will be contacted via cell phone and/or radio and given direction.

IV. Supervisory Responsibility

- A. The chain of command and responsibility in the event of an emergency occurring at Los Prietos Boys Camp is:
 - 1. Probation Manager
 - 2. SPO
 - 3. Deputy Probation Officer(s), Senior (Sr. DPO)
 - 4. Juvenile Institutions Officer(s), Senior (Sr. JIO)
 - 5. Juvenile Institutions Officer(s) (JIO)

Chapter No. 5113	Page 3
Issue Date: 02/01/97	
Revised: 04/24/19	

**Notes and
References**

Emergency Alarm, Bomb Threat, and Hostage Procedures (continued)

- B. The person in charge at the time of an emergency (fire, earthquake, flood, explosion, disruption, etc.) must consider the following:
 - 1. Immediately determine the risk to persons in the immediate area.
 - 2. Develop list of all persons present at LPBC, including all staff, residents, volunteers and visitors.
 - 3. Determine whether the situation requires 911 emergency services.
 - 4. Determine whether general assistance should be called for.
 - 5. Determine whether evacuation of the area is necessary and appropriate.
 - 6. Expediently notify the requisite administrative staff.

Refer to 5112 for
Evacuation
Procedures

V. Bomb Threat Procedures

- A. The purpose of this outline is to reduce or eliminate the possibility of injury to youth or staff, and to reduce potential property damage in the event of a bomb threat.
- B. If a bomb threat is received by telephone, you should:
 - 1. Silently alert another staff to listen if possible (speaker phone option may be utilized).
 - 2. Write down the exact words of the threat.
 - 3. Note the following information:
 - a. Background noise
 - b. Voice characteristics of caller (unusual pronunciations, accent, etc.)
 - c. Sex and estimated age of caller
 - 1) Male/female
 - 2) Adult/juvenile

Chapter No. 5113	Page 4
Issue Date: 02/01/97	
Revised: 04/24/19	

**Notes and
References**

Emergency Alarm, Bomb Threat, and Hostage Procedures (continued)

- d. Time of call
4. Try to determine from caller:
 - a. Location of bomb
 - b. When bomb will explode
 - c. What will cause the bomb to explode
 - d. Reason for placing bomb (or making threat)
 - e. What kind of bomb it is
 - f. What bomb looks like
 - g. Where caller is calling from
5. The following people and agencies should be contacted in the event of any threat or discovery of suspected explosive material (gas and paint excluded).
 - a. Santa Barbara County Sheriff's Department
 - b. Fire Department
 - c. Probation Manager, who will notify the following:
 - 1) Deputy Chief Probation Officer
 - 2) Chief Probation Officer
6. If the caller states that the bomb is in a specific area, that area will be immediately evacuated and restricted.
7. If the caller mentions no specific area, the youth will be taken to the baseball field until the Manager/SPO or Sr. DPO is satisfied that it is safe to return.
- C. If an object is encountered which is suspected of being a bomb:
 1. Do not touch the object. Clear the immediate area of staff and youth.

Chapter No. 5113	Page 5
Issue Date: 02/01/97	
Revised: 04/24/19	

**Notes and
References**

Emergency Alarm, Bomb Threat, and Hostage Procedures (continued)

2. Notify the Manager or SPO, or the most senior staff on duty who will take the following steps:
 - a. Clear the suspected area of people.
 - b. Station available staff at perimeters to prevent entry into suspected area.
 - c. Notify the Sheriff's Department/Fire Department.
 - d. Conduct activities in response to directives given by Sheriff and Fire Departments.
- D. If asked to by law enforcement officers, the SPO or designated staff may assist in a bomb search of an area with which the staff is familiar.
 1. Staff will not handle any suspected explosive or incendiary devices and will assist only if requested to do so.
 2. The most successful manner of locating a suspected bomb is for the searcher to be familiar with the area.
- E. As a matter of routine, offices, hallways and all other confined areas should be kept free of items such as boxes, packages, etc., which could provide a hiding place for bombs.
- F. Proper written documentation (WSR, statements, ESR, etc.) should follow a "return to normal" status designated by the Manager or SPO.
- G. Letter Bombs
 1. A common type of letter bomb uses moldable plastic explosives that can be rolled flat.
 2. When the letter is torn open, a tiny spring hits a detonator (a little larger than an aspirin), which sets off the explosion.
 3. A letter bomb can weigh less than one ounce, and is scarcely one-eighth of an inch thick, but it can maim or kill a person standing three feet away.
 4. Similar devices can be hidden in books and other packages.

Chapter No. 5113	Page 6
Issue Date: 02/01/97	
Revised: 04/24/19	

**Notes and
References**

Emergency Alarm, Bomb Threat, and Hostage Procedures (continued)

5. One of the most menacing aspects of letter bombs is the difficulty of detecting them.
 - a. All letters and packages should be examined for unusual features.
6. The following indicators should be considered suspect when conducting security examinations of letters or packages:
 - a. Origin (if the postmark or name of sender is unusual)
 - b. Handwriting of sender (if this indicates a foreign style not usually encountered)
 - c. Balance (if the package or letter is lopsided)
 - d. Weight (if the package seems too heavy for its size)
 - e. Springiness in the top, bottom or sides of the letter (but do not bend excessively)
 - f. Protruding wires (even the best-prepared devices can go wrong in transit)
 - g. Greasy marks on the envelope or parcel wrappings (from the sweating of the explosives)
 - h. Smell (particularly if it is like almonds or marzipan)
 - i. Noise (i.e., when shaken gently, there is the sound of a loose piece of metal)
 - j. Any feel of metal inside the envelope or package.

Chapter No. 5113	Page 7
Issue Date: 02/01/97	
Revised: 04/24/19	

Emergency Alarm, Bomb Threat, and Hostage Procedures (continued)

IV. Hostage Policy

It is the policy of the Probation Department that there will be no negotiation by Probation Department staff with hostage takers, regardless of the threats and demands being made. In any situation where the life of a staff, visitor, or youth is being threatened, it is critical to immediately evaluate the seriousness of the threat, the ability of the person(s) to carry out the threat, and the immediacy of the threat. When any doubt exists, it should be assumed that the threat is serious and immediate.

- A. Those staff not directly involved in the incident shall immediately notify the Sheriff's Department, and follow any instructions provided.
- B. Hostage taker(s) shall be advised that there is no Probation Department authority for negotiating any demands, and Sheriff's Deputies/Negotiators are responding.

In hostage situations, staff should make use of all their training, experience, and available resources to avoid complying with hostage taker demands prior to the arrival of Sheriff's Deputies/Negotiators.

- C. LPBC staff will meet responding Law Enforcement Officers at the entrance and provide assistance with communication, logistics, and a description of all LPBC personnel and occupants.

The Los Robles High School located within the LPBC grounds, has additional student information through the Santa Barbara County Schools AERIES computer program. Information on each student includes demographics, family contacts, transcripts and school history.

Access to the AERIES program can be achieved through the Los Robles High School - contact (805) 964-6411 or (805) 692-1785, or the Santa Barbara County Education Office – contact (805) 964-4711

Chapter No. 5113	Page 8
Issue Date: 02/01/97	
Revised: 04/24/19	

**Notes and
References**

Emergency Alarm, Bomb Threat, and Hostage Procedures (continued)

V. Active Shooter/Terrorist Procedures

- A. Upon receiving information that an armed subject is near or within LPBC grounds, staff shall initiate a lockdown of all youth, staff, volunteers and visits in the closest building available.
 - 1. Immediately relay the information to all staff on site and direct them to shelter in nearest building.

- B. Law enforcement shall be contacted immediately to notify of the emergency.
 - 1. If near a telephone, dial 9-911 to reach SBSO dispatch.
 - 2. If not near a phone, use Channel 2 on the hand-held radio.
 - a. Call “Sheriff Control 30, this is Los Prietos Boys Camp”, wait for a response from dispatch, and then state your message.
 - b. Provide as much information as possible to SBSO dispatch while maintaining control of the youth.

- C. When safe to do so, notify LPBC Administrative staff through the chain of command.

- D. All youth and staff will remain in place until given the “all clear” by law enforcement on scene or administrative staff.

Notes and References