

CODE RED/CODE YELLOW – JUVENILE HALL

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Section 1327
- RESCINDS:** Procedure Manual Item 3-2-032, dated 07/10/14
Procedure Manual Item 3-2-024, dated 01/21/16
(MAJOR REVISION/RENUMBERED)
- FORMS:** Special Incident Report (SIR) (Automated)
Use of Force Report (UOF) (Automated)
Code Red/Yellow Response Report (F057-6311)
- PURPOSE:** To establish specific guidelines and procedures for emergencies and to ensure appropriate action during codes red or yellow.

I. CODE RED

A. GENERAL INFORMATION

1. The DD or designee shall develop facility-specific policies and procedures for emergencies that shall include, but not limited to:
 - a. Escape, disturbances, and the taking of hostages;
 - b. Civil disturbance, active shooter, and terrorist attack;
 - c. Fire and natural disasters;
 - d. Periodic testing of emergency equipment;
 - e. Emergency evacuation of the facility; and
 - f. A program to provide all youth supervision staff with an annual review of emergency procedures
 - g. Confidential policies and procedures that relate to the security of the facility may be kept in a separate manual
2. CODE RED
 - a. Code Red is the term and signal used to initiate an immediate lock-down of Juvenile Hall or a Camp Facility for an emergency situation such as, noted in above.
 - b. A Code Red may only be initiated by a Juvenile Hall or Camp Supervising Juvenile Correctional Officer (SJCO) or Administrator (except for a [REDACTED] after evaluation of a given situation as described above. If initiated by an SJCO, Juvenile Hall or Camp Administration will immediately be notified. Control staff may initiate a Code Red for an escape in progress only.
 - c. During a Code Red, all movement in the facility will stop until specific affected areas are identified. All communication (i.e., [REDACTED]), except emergencies,

will be suspended until further notice. Control Station staff will coordinate all communication.

- d. Following the announcement of Code Red, staff will be provided with the reason for the Code Red, via an appropriate communication method (i.e., [REDACTED]).
- e. Once an identified target area has been determined, unaffected units may be released from Code Red status and allowed to resume limited activity.

B. PROCEDURE

1. SJCO/Administrator:

- a. Will determine a need for a [REDACTED].
- b. The SJCO calling the Code Red will assume leadership of the situation until relieved by an Administrator or for the duration of the incident if there is not an Administrator on site. All other SJCO's will respond and assist according to an announcement made by Control staff as determined by the SJCO/Administrator in charge of the situation. It is very important that directions on handling the incident come from one person and directions are followed precisely. It is also the responsibility of the SJCO in charge of the situation to notify an Administrator in their absence as soon as is reasonable as to the nature of the incident.
- c. In the case of a Code Red occurring when only the Duty Officer (DO) is available, the DO may appoint the ISU shift leader (DJCO I/II) to assist in coordinating logistics. The DO will assume command in the absence of an Administrator.
- d. Should the Code Red occur during school hours, the SJCO/Administrator will direct control to [REDACTED].
- e. [REDACTED].
- f. If the situation is an intruder on grounds, active shooter, hostage

situation, or there is a civil disturbance nearby, the SJCO or Administrator will [REDACTED]

2. Control Staff:

- a. Will make a Code Red announcement notifying staff that the facility is locked down for an emergency. In addition, they will monitor progress of Code Red developments; they will notify Reception, Administration (if on site), Dispatch, Transportation, Release Unit, YLA, Placement, Maintenance, Medical, and Kitchen of status.
- b. Will announce: "Attention – Code Red, responding staff report to _____," then repeat. The SJCO/Administrator in charge will designate the "rally point" for responding staff prior to the announcement being given. It is important for staff to remain calm and alert. Depending on the circumstances, responding staff may be different for each incident.
- c. Control staff may initiate a "Code Red, Code [REDACTED] in progress)." They will announce, "Attention – Code Red, [REDACTED] then repeat.
- d. Will contact all juvenile camps to notify them of the Code status. Pending transfers will need to be canceled, delayed, or re-routed. YLA will need to coordinate with JH to determine if and how many of their youth are on JH grounds and arrange for them to be escorted back to YLA.
- e. If there are visitors at Control, Control staff will escort visitors to the reception area and the youth will be escorted back to their designated unit by available staff when it is safe to do so.
- f. Will contact each housing unit, Court Holding, IRC, and the Transportation Office via intercom to confirm unit populations. They will then utilize the Code Yellow/Code Red Population Verification Form to calculate and confirm the facility population as reported from JH Booking.

3. Unit Staff:

- a. Will return to their units and secure all youth in their rooms. Prior to entering their rooms, youth will remove their shoes and leave them outside their doors as per existing procedures.
- b. One [REDACTED]
[REDACTED] In this case, Control will designate the units as directed by an SJCO/Administrator that are to respond.

c. At no time will [REDACTED] will be used. Control staff will communicate via intercom to determine staff needs. Do not let youth out of rooms during this time until assisting staff arrives. [REDACTED].

d. Staff remaining in [REDACTED] This will continue until Control staffs give the all clear (Code 4) and coworkers return to the unit.

e. It is important that everyone follow this plan precisely as the safety of all is at stake. ISU and Control staff will coordinate needs and give directions. DO NOT DEVIATE FROM INSTRUCTIONS.

f. In a [REDACTED] situation, designated units will respond to the following areas:

Unit B [REDACTED]

Unit M [REDACTED]

Unit H [REDACTED]

Unit G [REDACTED]

Unit T [REDACTED]

Unit Q [REDACTED]

IRC [REDACTED]

g. A Code Yellow/Red Response Report Form will be filled out as soon as possible.

4. ISU Staff: Will remain where they are and wait for instructions by Control. Control staff will make a separate announcement addressing ISU deployment. Deployment of ISU staff will be determined by the

SJCO/Administrator in charge. ISU staff will be the first staff to be deployed if possible. Depending on the situation, only certain ISU staff

[REDACTED]

Staff positioned at the Security Center Video Monitors will remain and advise the SJCO/Administrator of what is being viewed by the cameras in the location where the incident is occurring/has occurred.

5. School Staff: Will remain in their [REDACTED]
[REDACTED]
6. Medical/Dental Staff: Will stand by to resume normal activity, whenever it is advisable.
7. Reception Staff: Will notify visitors of the temporary delay and explain in general terms (the Institution is temporarily closed) the nature of the delay. No visitors/guests will be allowed to enter the building during a Code Red.
8. Court Holding Staff: Will conduct a visual and roster count of their youth and relay this information to Control, when directed to do so by Control. Staff will remain with the youth until assisting staff arrive to escort them back to their units.
9. Transportation/Release Unit Staff: Will stand by to resume normal business or assist with supervision as directed by the SJCO/Administrator in charge.
10. Administration: Report to Control. The first Administrator to report to Control will assume control of Code Red status and will deploy other Administrators upon their arrival.
11. Shift Change: [REDACTED]
[REDACTED]
12. Maintenance: Will stop what they are doing, secure and inventory their tools.

II. CODE YELLOW

A. GENERAL INFORMATION

1. Code Yellow is a [REDACTED]
[REDACTED]

situations:

- a. There is reason to believe [REDACTED] occur.
- b. There exists, [REDACTED] control.
- c. The facility communication system is [REDACTED]

2. A Code Yellow may be initiated by any Juvenile Hall or Camp SJCO or Administrator after evaluation of a situation as described above. If initiated by a SJCO, facility or camp Administration will immediately be notified.
3. Under Code Yellow, all movement will stop until specific affected areas can be identified. All communication (i. [REDACTED]).
4. Following the determination of the type of non-emergent situation, regular business (i.e., court, medical/dental, attorney visit, VIPs, etc.) may continue with limited movement.
5. Following the announcement of Code Yellow, staff will be provided with the reason for the Code Yellow status via an appropriate communication method (i. [REDACTED]).
 - a. Once an identified target area has been cleared as a problem area, the area will be released from the Code Yellow status.
 - b. Control will call each unit over the steno phone system and ask if the unit's population has been verified.

B. PROCEDURE

1. SJCO/Administrator: Will determine a need for a Code Yellow status and inform Control.
2. Control Staff: Will immediately make a Code Yellow announcement notifying on-duty staff that all or part of the facility or camp is to be locked down for a non-emergency situation via [REDACTED]. In addition, they will monitor progress of Code Yellow developments and assist in escorts for business activities. Immediately by phone notify reception, administration, YLA, Transportation, Release Unit, Medical, maintenance, kitchen, and supplies of the status.

Control staff will make the following announcement to initiate a Code Yellow; "ATTENTION – CODE YELLOW, REPEAT CODE YELLOW. INITIATE POPULATION VERIFICATION AND STAND BY FOR

FURTHER INSTRUCTIONS."

3. Unit Staff: Will return to their units if away and once all youth are in their rooms, staff will complete a roster room check followed by staggered safety checks, not to exceed 15-minute, and log per procedure. If the Code Yellow is for the purpose of searching, unit staff will immediately begin searching the entire unit beginning with day rooms, bathrooms, moving to each youths' quarters one by one, etc. A Code Yellow/Red Response Report Form will be filled out as soon as possible.

4. ISU: Staff will report to Control for deployment.

Staff positioned at the Security Center Video Monitors will remain and advise the Supervisor or Administrator in charge of what is being viewed by the cameras in the location where the incident has occurred/is occurring.

a. In the case a drone is spotted flying over the facility, ISU staff will:

- (1) [REDACTED].
- (2) Reach out to one of [REDACTED]
- (3) Do [REDACTED]
- (4) [REDACTED]

5. School Staff: Will report to the school office if they have no students or if contraband is suspected in classrooms, will remain in classroom to assist with searches.

6. Medical/Dental Staff: Will stand by to resume normal business.

7. Reception Staff: Will notify visitors of temporary delay and explain in general terms the nature of the delay.

8. Court Holding Staff: Will continue normal business activity.

9. Transportation Staff – Release Unit: Will continue with normal business. Staff may be called upon to assist with unit supervision or searches.

10. SJCOs: Report to Control for briefing then return to assigned unit to coordinate unit business.

11. Administration: If on site, will report to [REDACTED] and manage the Code Yellow status or be deployed as needed.

12. Maintenance: Will stop what they are doing, secure and inventory their tools.

13. Kitchen and Supplies: Will continue with normal business but will secure

the Kitchen/Supplies gate closed until the code Yellow is lifted.

REFERENCES:

Procedures:	3-2-005	Control of Weapons, Ammunition and Explosives in Facilities
	3-2-006	Video Surveillance System – Juvenile Hall
	3-2-010	Rules of Conduct
	3-3-001	Reporting Juvenile Facility Escapes
	3-3-002	Hostage Crisis and Major Disturbance Management
	3-3-003	Death and Other Serious Incidents Related to Youth in Custody
	3-3-005	Assistance Calls
	3-5-014	Room Confinement
	3-5-015	Resident’s Grievance Procedure
	3-7-001	Facility Searches/Area and Room Inspection: Damage Control
	3-7-003	Disposition of Contraband
	3-8-012	Visiting/Video Conferencing
	3-9-006	Personal Property Control/Handling Unclaimed Personal Property in Facilities
	3-10-001	Disciplinary Due Process
	3-10-002	Behavior Management
	3-10-003	Deterrence of Unacceptable Behavior
	3-11-002	Integrated Case Management System (ICMS) Automated and Manual Logbook
	3-15-001	Special Incident Reports/Routing SIR and DHO Paperwork
Policies:	A-1	Policy, Procedure and the Law
	D-7	Search and Seizure
	D-1	Threats, Harm, Danger to Employees and Others
	F-7	Personal Property of Minors in Juvenile Institutions

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APPROVED BY: