

**CODE RED/CODE YELLOW  
YOUTH GUIDANCE CENTER**

- AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15, Section 1327
- RESCINDS:** Procedure Manual Item 3-2-032, dated 7/10/14
- FORMS:** Special Incident Report (SIR) (F057-7018)  
Use of Force Report (F057-10034)  
Removal Check off list
- PURPOSE:**
1. Code Red: To establish standards and methods for deploying and utilizing staff throughout the facility during an emergency.
  2. Code Yellow: To establish standards and methods for deploying and utilizing staff throughout the facility during a non-emergency.

**I. CODE RED**

**A. GENERAL INFORMATION**

1. **Per Section 1327 of Title 15, The facility administrator shall develop facility-specific policies and procedures for emergencies including, but not limited to, escape, the taking of hostages, civil disturbances, active shooters, and terrorist attacks.**
2. **A Code Red is used to initiate an immediate securing of the Youth Guidance Center (YGC) for an emergency including, but not limited to, the following:**
  - a. Escape(s) in progress (Code 9)
  - b. A hostage situation
  - c. Intruder on grounds
  - d. Riot/major disruption in one or more units, which threatens the safety/security of youth and staff.
  - e. Civil Disturbance
  - f. Active shooter
3. A Code Red will only be initiated by a Supervising Juvenile Correctional Officer (SJCO) or Administrator after notification is given by the staff who observed an emergency. If initiated by an SJCO, Administration will be

notified when safe to do so.

4. During a Code Red, [REDACTED]  
[REDACTED] Officer (DO) will coordinate all communication.
5. Following the announcement of Code Red, staff will be provided with the reason for Code Red, via an appropriate communication method:
  - a. [REDACTED].
  - b. [REDACTED]
6. Once a target area has been identified and deemed safe, unaffected units may be released from Code Red status and allowed to resume limited activity.

B. PROCEDURE

1. Duty Officer/Administrator:

- a. Will determine the need for a Code Red, affected location, and staff rallying point if necessary. The Auxiliary Support Unit (ASU) will assist in control of logistics. [REDACTED]  
[REDACTED] They will remain in contact via Pak-set radio to coordinate logistics.
- b. Will make a Code Red announcement notifying staff to secure the facility for an emergency. In addition, they will monitor progress of Code Red developments; notify Reception, Administration (if off site), Medical, Supplies, and Kitchen staff of status.
- c. DO will assume leadership of the situation if there is not an Administrator on site. All other SJCO's will respond and assist as determined by the DO. If no assistance is needed, remaining SJCOs will return to their units to provide additional support and supervision. It is very important that directions on handling the incident come from one SJCO/Administrator and are followed precisely. It is also the responsibility of the DO to notify an Administrator in their absence, as soon as possible, as to the nature of the incident.
- d. **When a Code Red occurs** [REDACTED]  
[REDACTED]
- e. Should the Code Red occur during school hours, the Duty Officer will direct ASU to assist with clearing youth from classrooms and returning them to their units.

- f. The D.O. will announce [REDACTED]

2. Auxiliary Support Unit:

- a. [REDACTED] should be prepared and ready immediately following the Code Red announcement to respond as needed.
- b. Will contact Juvenile Hall to notify them of the Code Red status. Pending transfers will need to be canceled, delayed, or re-routed.
- c. If there are visitors on grounds, ASU will escort them off grounds and [REDACTED]
- d. ASU [REDACTED]

3. Unit Staff:

- a. Will return to their units and secure all youth in their rooms.
- b. Staff will conduct a roster room check. [REDACTED]
- c. [REDACTED]
- d. Staff remaining in units will make continuous safety checks during the Code Red. This will continue until the DO gives the all clear (Code 4) and coworkers return to the unit.
- e. It is important everyone follow this plan precisely for the safety of all. ASU and the Duty Officer will coordinate needs and give directions.

4. School Staff:

- a. Will [REDACTED]
- b. If youth are on the fields for physical education, [REDACTED]

[REDACTED]

c. [REDACTED]

5. Medical Staff:

- a. Will be notified via telephone and will remain in nurse's office or report to the nearest building.
- b. Will stand by to resume normal activity, when safe to do so.

6. Reception Staff:

- a. [REDACTED]
- b. Will notify visitors of the temporary delay and explain the facility is temporarily closed.
- c. Will notify visitors/guests that they will not be allowed to enter or exit the facility during a Code Red.

7. Administration:

- a. [REDACTED]
- b. Will assist the DO and assume control of the Code Red status, if on site.

8. Shift Change:

- a. Will occur once the Code Red is finished and the facility is deemed safe.
- b. Based on the circumstance of the Code Red, staff coming to work will either:

(1) [REDACTED]

(2) [REDACTED]

c. [REDACTED]

- 9. Maintenance: Will stop any activities, secure their tools, and remain in place until directed by the DO.

C. INTRUDER ON GROUNDS/ACTIVE SHOOTER



1. Duty Officer/Administration:

- a. Will follow Code Red procedure.
- b. The DO or administrator will instruct the staff reporting the incident to dial 911 to contact emergency personnel. The calling party will request for:
  - (1) [REDACTED]
  - (2) [REDACTED]
- c. The calling party will articulate:
  - (1) The nature of the call.
  - (2) [REDACTED]
- d. Alternate Dispatch #'s:
  - (1) OCSD dispatch [REDACTED]
  - (2) SAPD dispatch # [REDACTED] (press 1 for English, press 2 for Dispatch)
- e. [REDACTED]

2. Auxiliary Support Unit:

- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]

3. Unit Staff:

- a. [REDACTED]
- b. If the unit is in the gym, [REDACTED]

[REDACTED]

c. If units are on the fields, [REDACTED]

4. School Staff:

a. [REDACTED]

b. If youth are on the fields for physical education, [REDACTED]

c. [REDACTED]

5. Reception Staff:

a. [REDACTED]

b. [REDACTED]

II. CODE YELLOW

A. GENERAL INFORMATION

1. Code Yellow is a systematic lockdown of all or part(s) of YGC for a non-emergency. It is to be used for three basic situations.

a. There is reason to believe major contraband, weapons and/or narcotics are in the facility and a comprehensive search must occur.

b. [REDACTED]

c. [REDACTED]

2. A Code Yellow may be initiated by the DO or Administrator. If initiated by the DO, Administration will be notified immediately.

3. [REDACTED]

4. Following the determination of the type of non-emergent situation, regular

business (i.e., 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.e., telephone, or ASU staff).
6. Once the identified target area has been cleared, the facility will be released from the Code Yellow status.
7. ASU will call each unit over the Pak-set radio and verify their population.

B. PROCEDURE

1. Duty Officer/Administrator:

- a. Will determine a need for a Code Yellow status and inform all staff.
- b. Will [REDACTED] notifying on-duty staff all or part of the facility is to be secured for a non-emergency situation.
- c. Will monitor progress of Code Yellow developments.
- d. Will immediately by phone notify reception, administration, medical, kitchen, and supplies clerk of the status.
- e. 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."

2. Unit Staff:

- a. [REDACTED]
- b. If the [REDACTED] for the [REDACTED], [REDACTED] will [REDACTED]

3. ASU:

- a. Will report to the DO for deployment.
- b. Will assist in escorts for business activities, such as parents visiting, attorneys, VIP's.
- c. In the case a drone is spotted flying over the facility, ASU staff will:

(1) [REDACTED]

(2) [REDACTED]

(3) [REDACTED]

4. School Staff:
  - a. Will wait for further instruction from Probation staff if class is in session.
  - b. Will report to the school office if they have no students in the classroom.
5. Reception Staff: Will notify visitors of temporary delay and explain (in general terms) the nature of the delay.
6. Transportation Staff: Will [REDACTED] be [REDACTED]
7. SJCOs: Report to DO for briefing then return to assigned unit to coordinate duties as needed.
8. Administration: Will report to Duty Officer and manage the Code Yellow status or be deployed as needed.
9. Maintenance: Will stop any maintenance activities and secure their tools.
10. Kitchen and Supplies: Will continue with normal business but will secure the Kitchen/Supplies area until the code is lifted.

**REFERENCES:**

Procedures:	3-2-005	Control of Weapons, Ammunition and Explosives in Facilities
	3-10-003	Deterrence of Unaccepted Behavior
	3-7-003	Disposition of Contraband
	3-10-006	Residents' Grievance Procedure
	3-5-004	Youth's Rights/Orientation
	3-2-010	Rules of Conduct
	3-10-005	Room Confinement
	3-10-001	Disciplinary Due Process
	3-11-002	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	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 Youths in Custody
	3-15-001	Special Incident Reports/Routing SIR and DHO Paperwork



Policies:	A-1	Policy, Procedure and the Law
	D-1	Threats, Harm, Danger to Employees and Others
	D-7	Search and Seizure
	F-7	Personal Property of Minors in Juvenile Institutions

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**APPROVED BY:**