

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

---

**TITLE: EMERGENCY INCIDENTS**

**NO: B-100**

---

EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Section 1029(a)(6) C.C.R., DPPM H-100

---

**POLICY:**

The primary goal of staff during any emergency incident is to preserve or minimize the loss of life to staff, inmates, and visitors. A secondary concern is the reduction of property damage.

Staff shall maintain strict security during an emergency incident unless circumstances force a reduction in the level of security during the incident.

**DEFINITION:**

Major critical incidents addressed in this section of the manual include, but are not limited to: fire, smoke, natural or man-made disasters, earthquakes, floods, and hazardous chemical releases affecting part or all of a Court Holding Facility.

**DIRECTIVE 1**

Employees will notify the Substation Sergeant, if not available, the on-duty supervisor, of the situation as soon as possible. The Substation Sergeant or on-duty supervisor shall assess the severity of the occurrence and determine the need for a Multi-Hazard Function Plan during any critical incident based on the seriousness of the incident and the need to coordinate with a multiple agency response. Critical incident procedures will be followed as per the Kern County Sheriff's Office Policy and Procedures Manual, Section H-100.

If the incident is of a minor nature that can be handled immediately by the personnel on duty, it shall be brought to a close, and the on-duty personnel shall file a report of the incident.

The Substation Sergeant or on-duty supervisor will notify the Section Lieutenant as soon as possible or as soon as the incident is isolated and contained.