



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

16-24 Evacuation Plan

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: 5-ALDF-1C-01, 1C-02, 1C-03, 1C-04, 1C-08, 4D-08
CALEA Standards Reference:
NCCHC Standards Reference: J-A-07
SCLEA Standards Reference:
SC Minimum Standards: 1022, 1034a, 2014-7, 2054a
International Fire Code: IFC 404, IFC 406, IFC 1002.1

This policy dated 1/29/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To provide Sheriff Al Cannon Detention Center (SACDC) staff with the guidelines for the safe and secure evacuation of the facility in an emergency situation.

II. Policy:

The SACDC's fire prevention plan ensures that the facilities evacuation plan and fire prevention practices make certain that the safety of all staff, inmates, and visitors is taken into consideration. The evacuation plans direct staff where to safely remove inmates from the facility or portions thereof, in the event of a life-threatening emergency. (Ref: SC Min. 1022; 5-ALDF-1C-02, 08; IFC 404)

III. Definitions:

A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, Class III, or Reserve Deputy, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, and
2. civilian, non-sworn employee.

B. *Employee:* When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn) to include volunteers and contractors.

IV. Procedure:

Detention deputies must be aware of the primary and secondary evacuation routes of their posts and the facility for the safety of the inmates and staff involved.

A. For unforeseeable events, the first staff member aware of the event will notify Central Control, who will initiate prompt notification to the Housing/Processing Lieutenant. The Housing/Processing Lieutenant will notify the Command Duty Officer (CDO), who in turn, will make all further notifications. When an emergency is acknowledged and verified, Central Control will immediately follow the Emergency Action Procedures Check List and the facility will be placed under emergency lock down.

Note: When an emergency occurs in the facility, Central Control will immediately notify law enforcement personnel, if assistance is needed, via radio transmission on Charleston County Sheriff's Office North Channel; stating clearly, Detention Center to dispatch, and the pertinent details of the emergency.

- B. The Contracts Manager will initiate notification to the Health Services Administrator (HSA) and will begin to coordinate health care staff as needed.
 - 1. The HSA will authorize the call-up of additional health care staff to include a physician, if required.
 - 2. Health care staff will follow the SACDC procedures for movement and security purposes and will work with local emergency response staff to assure the safety of inmates is maintained.
 - 3. Health care personnel will stage outside of the affected area of the facility. In case of a mass causality, health care staff will set up a triage area. Inmates will be triaged in severity for transfer to local hospitals. Injured inmates that are not going to be transported for medical care will be moved to a safe area. If required, SACDC staff will create a make-shift morgue area.

(Ref: SC Min. 2054a; NCCHC J-A-07)
- C. If the lives or safety of the inmates are threatened in an area experiencing an emergency, inmates will be relocated to a distant safe area, as determined by the on-scene supervisor. Central Control maintains a confidential copy of the facility plans and evacuation routes are posted in all areas, including areas accessible by the public.

(Ref: 5-ALDF-1C-02)

 - 1. Tower A housing units would move to a nearby housing unit or an area where inmates can be quickly moved and kept under staff supervision within the perimeter.
 - 2. Tower B and C would use the floor's multi-purpose room or the recreation yard of another housing unit.
 - 3. The on-scene lieutenant may authorize the evacuation of the entire inmate population to a location outside the perimeter and this will only be done if the facility is uninhabitable or under an imminent threat of danger.
 - a. The on-scene lieutenant will determine the nature of assistance required from other agencies such as local Law Enforcement or

the Department of Corrections.

- b. The CDO may authorize the call-up of additional staff in anticipation of an evacuation. However, the on-duty supervisor may do so in the absence of those officials and in the event of a fast-breaking situation. A listing of all telephone numbers for detention staff will be maintained in the Jail Management System (JMS) as outlined in [Policy 16-18 Employee Recall](#).

D. Evacuation Plans:

The supervisor on scene will determine which housing unit will be used to hold evacuated inmates or if the inner perimeter is to be used. If a supervisor is not available, the next highest-ranking detention deputy will make the determination. Housing Unit detention deputies can make the decision in life-threatening situations and Central Control will be immediately notified.

1. Detention Deputies' Duties:

- a. Detention deputies will use exit signs, directional arrows and posted evacuation routes to evacuate non-essential staff, inmates, and the public.
- b. Detention deputies posted in the Medical Unit or Special Needs Housing Unit will relay, via the radio, needs of any additional equipment (i.e., wheelchairs etc.) for evacuation.
- c. The possibility of an escape attempt is increased during any emergency; therefore, a sufficient number of detention deputies will be posted at the emergency scene to control inmate movement. The Housing/Processing Lieutenant may activate a roving patrol to secure the outside perimeter.
- d. Detention deputies will conduct a head count of each inmate departing and returning to the housing unit.
- e. An armband check will be completed once the inmates are out of immediate danger and in the safe area. The results of the count will be reported to Central Control.

2. A Tower:

- a. The primary evacuation route for any direct supervision unit

will be to an internal safe area.

- b. The secondary evacuation route would be to move the inmate population out of the unit by the "Fire Exit Door" near the deputy's desk via the inner or outer stairs. The stairs can be used to take the inmates to another housing unit or to the inner perimeter.
3. B/C Towers:
 - a. The primary evacuation route for units in the B/C towers are to exit through the unit's sally port doors and proceed to an area of refuge. The supervisor on scene or Housing Lieutenant will determine the area of refuge.
 - b. The secondary evacuation route is to exit through the outer stairwell to the left of the officer's desk and down the stairs, proceed through the outer door into the inner perimeter.
4. Laundry:
 - a. The primary route of evacuation for the laundry area is through the main hallway towards the hub area of A Tower.
 - b. The secondary route of evacuation for the laundry area is through the main hallway, through transportation to the secured vehicle salleyport.
5. Kitchen:
 - a. The primary evacuation route for the kitchen is through the loading dock towards gate 8.
 - b. The secondary evacuation route for the kitchen is through door KL101C which is located in the ODR.
6. Intake:
 - a. The primary route of evacuation from Intake is into the processing area.
 - b. The secondary route for evacuation would be to move the inmate population to the vehicle salleyport after the security gates have been secured.

7. Processing:
 - a. The primary route of evacuation from processing is through the main hallway towards the hub area of A Tower.
 - b. The secondary route for evacuation would be to move the inmate population to the vehicle salleyport through Intake after the security gates have been secured.
8. Medical:
 - a. The primary evacuation route; exit the unit through sliding door ML136, pass the medical reception area and proceed to the medical sallyport sliding doors ML134B/134A to the 1st floor hallway. Further instructions will be given by either the Housing Lieutenant and/or Central Control to the proper staging area. (Emergency release doors: ML 136, ML 134B, ML 134A).
 - b. The secondary evacuation route; exit the unit to the hallway left of the officer's desk to door ML168A and proceed through the sallyport to the outside door ML168B. Inmates will be staged in the courtyard area, or a location given by either the Housing Lieutenant and/or Central Control. (Emergency release doors: ML168A, ML168B).
9. Visitation and Lobby Areas:
 - a. The primary evacuation route is through the front lobby into the public parking area.
 - b. The secondary evacuation route through the secured portion of the lobby into the interior of SACDC.
10. Civilian Staff and Administration:
 - a. The primary evacuation route will be through the employee entrance.
 - b. The secondary evacuation route will be into the main hallway of the facility.
11. Secondary evacuation routes are only to be used when the primary

route has been blocked because the life safety conditions, or rescue and firefighting activities would be compromised.

E. Release of Inmates from Locked Units:

Central Control has the ability to release all electronically locked unit doors in an emergency situation. Housing Unit detention deputies have keys to all cell doors in the event that Central Control is unable to electronically release them. (Ref: 5-ALDF-1C-03)

F. Transportation:

1. The Security Captain will be responsible for arranging transportation, including sources for additional secure transportation, escort patterns, availability of large quantities of restraints, etc.
2. Provisions will be made for support services such as food, clothing, as well as other typical institutional functions that will be disrupted in the event of a large-scale evacuation.
3. Transportation to other detention or correctional facilities will be considered as the first long-term option in the event of major damage.
 - a. A count of inmates will be conducted as they leave the housing unit and again as they board the evacuation vehicles. These counts will be reported to Central Control.
 - b. The designated detention deputy on each bus will provide a list of all inmates and detention deputies on the bus to the Housing Lieutenant, who will provide a copy to the captains.
 - c. Health care staff will ensure that all medications and any special instructions required by the evacuating inmates are given to an assigned Medical detention deputy.
 - d. There will be a roster with the name of each inmate and each detention deputy on the bus. The senior detention deputy on the bus, the on-duty captain, and the Detention Director will all have a copy. A count will be made on each bus prior to departure and upon arrival at their destination.
 - e. A shift of on-duty and stand-by detention deputies will be established at the destination.

G. Post-Evacuation Procedures:

1. Once the emergency is resolved, the Majors, or above, will authorize re-entry into the facility and the return to normal operations.

Note: Off-duty personnel shall be released from duties as soon as possible after emergency conditions are terminated or lessened to the extent that they are no longer required, which could be a few days. Once relieved, all staff is to remain on standby.

2. Written records of the emergency should be documented. The supervisor on duty will complete an Incident Report in EIS. This report should be factual in content and conclude with a recommendation to prevent a similar incident. The emergency should be studied and used as a guide to prevent something similar in the future.

H. Drills:

1. Drills will be conducted at least quarterly on each team in all facility locations, to include the administrative areas. Locked housing units with extremely dangerous inmates will not conduct actual drills; however, staff will be required to hold mock drills, short of actually releasing inmates from their cells. (Ref: 5-ALDF-1C-02)
2. "Man Down", medical emergency, drills will be utilized to evaluate health care staff during medical emergencies. (Ref: 5-ALDF-4D-08; NCCHC J-A-07)
3. The Safety Compliance Specialist will maintain a written file of all drills conducted, including copies of all critiques from the drill monitors.

I. Training and Responsibility:

Staff training is essential so everyone knows their responsibilities in the event of an emergency.

1. All personnel will be made aware of the contents of this policy during pre-service training and initial policy issuance. Annual training will include:
 - a. instruction in the implementation of the facility's evacuation plan;

- b. the prompt release of inmates from all areas; and
 - c. the use of both primary and backup locking systems to ensure staff are familiar with both.
(Ref: SC Min. 1034a; 5-ALDF-1C-01, 05; IFC 406)
2. All personnel are responsible for ensuring all facility exits are clear from obstructions and are distinctly marked. Detention deputies will report all safety issues to their supervisor for corrective action, such as blocked exits, exit lights out, emergency lights out, fire extinguishers needing to be recharged, flashlights batteries or bulbs needing replacement, etc.
(Ref: SC Min. 2014-7; 5-ALDF-1C-04; IFC 1002.1)