



# GENERAL ORDER

Loudoun County Sheriff's Office

**Chapter:** Correctional Services

**Section:** 503.1

**Subject:** Emergency Management

**Topic:** Emergency Notifications

**Accreditation:**

**Revised:** 09/22/2016

**Reaffirmed:**

**Enacted:** 04/16/2008

**Last Review:**

**Review:**

## I. PURPOSE

The purpose of this General Order is to provide directives which Loudoun County personnel are to be notified in case of emergency.

## II. POLICY

It shall be the policy of the Corrections/Court Services Division to maintain a prioritized listing of personnel to be notified in case of an emergency situation occurring within the division. The situation will dictate which county personnel are to be contacted in the event of an emergency situation.

The following is a list of county personnel who may be contacted:

1. Sheriff
2. Chief Deputy
3. Division Commander
4. Assistant Division Commanders
5. Staff Duty Officers
6. Shift Supervisors
7. Fire and Rescue Services, as deemed necessary
8. Commonwealth's Attorney, if directed to do so by a higher competent authority
9. Hospitals (to prepare for possible medical emergency), as deemed necessary

## III. PROCEDURE

- A. Notification

1. In the event of an emergency, the deputy identifying the incident will immediately notify a supervisor.
2. The supervisor will advise Central Control of the need for an Administrative Page or Bureau Page to be sent from the Emergency Communications Center.
3. In the event an emergency situation dictates, Central Control will call "911" from a landline phone (Red telephone) at the direction of a supervisor.
4. Should the situation dictate, contact to the Fire and Rescue Services, Commonwealth's Attorney, and hospitals will be made by the Emergency Communications Center.
5. The supervisor will then complete any necessary reports (IBR, In-House Incident Report, etc.) and forward brief details through the shift pass-on.

This General Order becomes effective September 22, 2016, and rescinds all previous rules and regulations pertaining to the subject.