

## CODE RED/CODE YELLOW YOUTH GUIDANCE CENTER

- AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15, Section 1327
- RESCINDS:** Procedure Manual Item **3-3-010**, dated **08/18/23**
- 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, **fire and natural disasters, periodic testing of emergency equipment, emergency evacuation of the facility, and a program to provide all youth supervision staff with an annual review of emergency procedures. Confidential policies and procedures that relate to the security of the facility may be kept in a separate manual.**
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 **Probation** Correctional Officer (SPCO), **Acting Duty Officer (ADO)**, or Administrator after notification is given by the staff who observed an emergency. If initiated by an SPCO, **or ADO**, Administration will be notified when safe to do so.
4. During a Code Red, facility movement will stop until affected areas are identified and safely secured. Staff movement can be subject to change with SPCO, **ADO**, or Administrator approval. All communication (i.e., telephone and unit Pak-set radios), except emergencies, will be suspended until further notice. Duty 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. Notification should be made via probation and school radios.
  - b. Notification will also be made via the telephone.
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. Duty Officer/Administrator will determine where **ASU** would be best located (the rally point). 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 SPCO's will respond and assist as determined by the DO. If no assistance is needed, remaining SPCO's will return to their units to provide additional support and supervision. It is very important that directions on handling the incident come from one SPCO/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 and the only supervisor on grounds is the DO, the DO may direct the ASU shift leader (DPCO I/II) to assist in coordinating logistics.

- 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, **when deemed safe**.
- f. The D.O. will announce: "Attention – Code Red, primary responders report to \_\_\_\_\_," then repeat. The DO/Administrator 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. The following staff are designated as primary responders; **ASU**, and **staff** walk-ins.

2. Auxiliary Support Unit:

- a. Will be the first staff to be deployed if possible. Depending on the situation, only certain staff may be deployed for their safety. ASU 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 the youth will be escorted back to their designated unit by available staff when it is safe to do so.
- d. ASU will contact each Housing Unit, via phone, to confirm unit populations. They will then report population verifications to the DO, via Pak-set radio.

3. Unit Staff:

- a. Will return to their units and secure all youth in their rooms.
- b. Staff will conduct a roster room check. No additional staff will be deployed unless a second announcement is made requesting additional staff to respond to the rally point. In this case, ASU will designate responding units as directed by the DO.
- c. Youth are not to be let out of their rooms, unless a second staff is present and then only one at a time. Ensure all youth remain on their bunks.
- 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 remain in their assigned classrooms with youth until it is deemed safe to escort them back to the units, by unit staff.
- b. If youth are on the fields for physical education, school staff will escort them to the nearest unit, gym, or building.
- c. School staff and/or unit staff will then complete a visual count of the youth in their custody, relay this information to ASU staff, and remain with the youth for the duration of the event.

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. Will remain in place, depending on circumstances of the incident.
- 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. Will report to front office, if safe to do so.
- 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) Report for duty in the front office and remain in a designated area until given further instructions from the Duty Officer.
  - (2) Wait outside the gate until deemed safe to enter the premise.
- c. When clearance is given, staff will go to their normal assigned unit. Staff leaving shift, and all other personnel within the facility, must wait until specifically relieved.

9. Maintenance: Will stop any activities, secure their tools, and remain in

place until directed by the DO.

C. INTRUDER ON GROUNDS/ACTIVE SHOOTER

Shelter in place is implemented when there is a need to safely isolate youth and staff from danger in the facility. It requires that all youth and staff take shelter in the closest unit or building and lock all exterior doors. There will be minimal movement and all Code Red procedures will be followed.

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) OCSD if the emergency is inside the facility.
  - (2) SAPD if the emergency is outside the perimeter fence.
- c. The calling party will articulate:
  - (1) The nature of the call.
  - (2) Probation Department, Officers need assistance, Code 3.
- d. Alternate Dispatch #'s:
  - (1) OCSD dispatch # 714-288-6740
  - (2) SAPD dispatch # 714-245-8665 (press 1 for English, press 2 for Dispatch)
- e. Control panels for the front gate are located in Unit 200 and the Front Office. The DO will instruct any available staff to place the gate in the Open position. This will enable emergency responders to enter the facility.

2. Auxiliary Support Unit:

- a. Staff safety is imperative and ASU staff outside the buildings should immediately shelter in place.
- b. If inside living units, will secure all front doors inside stairwells to Living Units building, when reasonably safe, and secure themselves in the building.
- c. Will contact each unit, via phone, to confirm unit populations. They will then report population verifications to the DO, via Pak-set radio.

3. Unit Staff:

- a. Staff will secure the unit back door if an Intruder or Active Shooter is on grounds.
  - b. If the unit is in the gym, staff will secure all doors and shelter in place.
  - c. If units are on the fields, staff will escort youth to the nearest unit or building and shelter in place.
4. School Staff:
- a. Will shelter in place and instruct youth to remain in place in their assigned classrooms until it is deemed safe to escort them back to the units.
  - b. If youth are on the fields for physical education, school staff will escort them to the nearest unit, gym, or building and shelter in place.
  - c. School staff and/or unit staff will then complete a visual count of the youth in their custody and relay this information to ASU staff and remain with the youth.
5. Reception Staff:
- a. Will shelter in place until safe to resume normal activity.
  - b. If visitors are on grounds, any available staff will escort them to the nearest building or gym.

## 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. There exists, facility-wide unrest or increasing tension among youth and/or a series of physical altercations have erupted in various locations and staff must slow down activities to re-establish control.
  - c. The facility communication system is disabled, or any other major security issue develops, including the observation of a drone flying over the facility and all movement and activities must stop for safety reasons.
- 2. A Code Yellow may be initiated by the DO or Administrator. If initiated by the DO, Administration will be notified immediately.
- 3. Under Code Yellow, all movement will stop until affected areas can be

identified. All communication (i.e., telephone and unit Pak-set radios), except emergencies, will be suspended.

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 immediately make a Code Yellow announcement, via Pak-set radio, 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. 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-minutes, and logged per procedure.
- b. If the Code Yellow is for the purpose of searching, unit staff will immediately begin as needed and directed by the DO/Administrator.

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, **and collaboratives**.

- c. In the case a drone is spotted flying over the facility, ASU staff will:
  - (1) Notify the DO and Administration, if on site.
  - (2) Reach out to one of the department's K9 teams for assistance with searching the area the drone was spotted.
  - (3) Do a systematical search of the area where the drone was observed and any other area in the vicinity.
- 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 continue with normal business, with DO/Administrator approval. Staff may be called upon to assist with unit supervision or searches.
- 7. SPCOs: 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 <b>Unacceptable</b> Behavior
	3-7-003	Disposition of Contraband
	3-5-004	Youth's Rights/Orientation
	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:**