



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 1640.1
3CA
26 JUN 1999

STATION ORDER 1640.1

From: Commanding Officer
To: Detention Facility

Subj: EMERGENCY BILLS

Ref: (a) SECNAVINST 1640.9B

Encl: (1) Condition 2 Detention Facility recall plan
(2) Condition 3 Riot/Disorder/Hostage plan
(3) Condition 4 Escape plan
(4) Condition 5 Fire bill
(5) Condition 6 Disaster plan
(6) Riot or Disorder Checklist
(7) Chronological Record of Escape
(8) Fire Checklist
(9) Natural Disaster Checklist

1. Purpose. To establish emergency bills for the Detention Facility in accordance with the instructions contained in the reference.

2. Information.

a. In view of the fact that there are varying degrees and types of emergencies, the emergency bills contained in enclosures (1) through (5), are designed to guide the response to an emergency situation. Enclosures (6) through (9) are checklists that will be utilized in conjunction with the appropriate disturbance.

b. Condition 2, enclosure (1) is in reality an alert and it is expected that this plan be implemented subsequent to or concurrently with other plans.

c. It is essential that current recall rosters be updated continually and be available to the duty personnel.

d. Competent authority to implement the provisions of the emergency bills shall be, in ascending order: the Quarters Supervisor, Watch Supervisor, Security Supervisor, Programs Supervisor, Detention Facility Supervisor, Detention Facility Officer, Provost Marshal and Commanding Officer. After working hours, the senior member of the guard force present shall implement the appropriate bill and notify the senior personnel.

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e. Enclosures (1), (2), (3) and (5) will not be posted nor will they be made available to the confined personnel.

3. Conditions.

- a. Condition 1 The facility is operating normally.
- b. Condition 2 The recall plan is initiated.
- c. Condition 3 A riot or disturbance is occurring.
- d. Condition 4 There has been an escape.
- e. Condition 5 There is a fire in bldg 952.
- f. Condition 6 A natural disaster has struck or will strike.

4. Action. The Detention Facility Supervisor will:

a. Conduct training in the provisions of the emergency bills to ensure thorough knowledge of the emergency procedures by all Detention Facility personnel.

b. Conduct monthly fire drills to include both staff personnel and confinees.

c. Ensure that copies of enclosure (4) are posted throughout the facility.

d. Report the circumstances surrounding the implementation of any emergency bill to the Detention Facility Officer, Provost Marshal and Commanding Officer.


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CONDITION 2 RECALL PLAN

1. When directed by competent authority or when necessary the Watch Supervisor shall sound condition 2 by the phone system, directing all Detention Facility staff to assemble at bldg 952. If directed by higher authority the Watch supervisor shall request from the Provost Marshal Desk Sergeant all available personnel. Upon arrival the Watch Supervisor shall thoroughly brief the senior Military Policeman present and request that they maintain their men for deployment. Military Police will not enter the facility unless directed by the Detention Facility Supervisor or higher authority. Under no circumstances will weapons be introduced into the facility.

ENCLOSURE (1).

CONDITION 3 RIOT/DISORDER/HOSTAGE PLAN

1. Upon observing a riot or disturbance the sentry shall sound the alarm by: (1) Activating the duress alarm, (2) Notify PMO using the emergency line phone, radio, or any other means of communication necessary to sound the alarm, (3) Immediately implement the recall plan.
2. The Station Chaplain will be notified and medical personnel will be present.
3. In the event of a riot or disorder, the supervision and placing of the Reaction Teams will be accomplished by the Detention Facility Supervisor, Detention Facility Officer or the Provost Marshal. No attempts will be made to enter the detention facility until proper authorization is given by the Provost Marshal or the Station Commanding Officer.
4. When deciding upon a course of action, responsibilities shall be considered in this order:
 - a. General public safety.
 - b. Safety and welfare of hostages (if any).
 - c. Prevention of loss of property of life or injury to other personnel.
 - d. Prisoner welfare.
 - e. Protection of property.
5. Use the following steps to control a riot or disorder:
 - a. Staff personnel will avoid the use of force where the assigned responsibilities can be effectively discharged without its use.
 - b. If security cannot be accomplished without the use of force, personnel will be properly trained in the use of force and all instruments utilized to control the situation.
 - c. A senior member of the command will facilitate and establish dialog to control, direct and coordinate the appropriate course of action.

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d. Isolate and secure the area involved using the minimum force necessary.

e. Prevent further assemblage by posting guards in areas where they might observe and supervise confinees.

f. Identify, isolate and remove the ringleaders.

g. Ensure that firearms and ammunition are not carried inside the facility. PR-24s and tear gas (CS) must be specifically authorized by the Commanding Officer, MCAS Yuma.

h. Chemical riot control equipment may be used only upon order of the commanding officer, and only by a person trained in its use. A trained riot force of the command, post, or station should be utilized. Oleoresin Capsicum (OC) and Ortho-Chlorobenzylidene Malonitrile (CS gas) may be used in all naval brig and pretrial confinement facilities. Additional restrictions and responsibilities are provided below:

(1) Oleoresin Capsicum (OC) spray:

(a) Ensure only trained personnel are allowed to use OC spray.

(b) Exposure to OC spray may cause respiratory failure in susceptible individuals. Ensure brig staff are appropriately trained in basic life support procedures before using OC spray.

(c) Use only OC spray that is free of potential or known carcinogens.

(d) Maintain a record on the use of OC spray during disturbance control, training, or during accidental release to monitor the number of individuals exposed and any attributed adverse outcomes.

(2) CS gas may be used when there is a large number of rioters so situated that their removal would be hazardous to other prisoners or staff personnel. The use of gas shall be authorized only by the commanding officer and only CS gas will be authorized. Normally grenade type canisters will be used.

(a) Sufficient gas should be used at the first attempt to quickly break up all resistance. The minimum effective amount and the maximum amount that can be safely used in any given area should be computed in advance and be maintained as part of this riot control bill.

ENCLOSURE (2)

(b) Provisions for equipment and personnel must be made for a follow-up action. The gas will break the resistance, but the prisoners may have to be forcibly removed. A follow-up squad equipped with gas masks should be ready to enter the affected area.

(c) The gas should be permitted to develop fully but not to dissipate before sending in the follow-up squad.

(d) A single gas shell or grenade can sometimes be used to break up a large group and make it easier to split off small portions. When this tactic is used the group will quickly regroup unless the follow-up is properly timed.

(3) Aerosol Tear Gas Streamers. Commanding officers operating briggs may establish procedures for the control and use of aerosol tear gas subject to the following restrictions:

(a) The storage of aerosol tear gas shall meet the same requirement as other weapons, except that a minimum supply may be stored within a secure control center or a locked safe.

(b) Aerosol tear gas streamers shall not be carried by brig staff members unless immediate use is anticipated. Personnel shall be trained and receive certification/recertification for tear gas streamer use.

(4) Under the following conditions a commanding officer may authorize the brig officer to use aerosol tear gas streamers. In all cases where immediate use is dictated by emergency circumstances, each instance will be immediately reported to the commanding officer and documented.

(a) To intervene in violent, life-endangering, self-destructive behavior when other means of subduing the prisoner could result in serious risk of grievous bodily injury to staff or to the prisoner.

(b) To disarm or move a resisting prisoner into a more secure cell when use of the streamer will aid in overcoming life-threatening actions of the prisoner.

(c) As an adjunct to riot control weapons when a significant number of prisoners are engaged in concerted violence.

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(d) Aerosol tear gas shall never be used indiscriminately. It will not be used in anticipation of violence or in response to verbal threats of violence or resistance. Prolonged discharge directly into the eyes or face at closer than two feet is prohibited.

(e) Commands or units maintaining an inventory of aerosol tear gas will establish procedures to account for all dispensers.

(f) All personnel exposed to aerosol tear gas will receive decontamination treatment as soon as possible after exposure, but in no event shall the delay exceed 45-minutes. This treatment should include as a minimum copious irrigation of the eyes with cold water, and for those individuals heavily exposed to tear gas a medical department examination for evaluation and appropriate referral, and replacement clothing for individuals whose clothing is contaminated.

(g) Decontamination of the brig will be accomplished following the use of tear gas.

(h) Whenever a chemical agent is used, a detailed description of the circumstances attending its use will be reported in accordance with article 8116.2. If injury or an adverse public reaction should occur, an interim telephonic report will be made immediately to Chief of Navy Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC) with follow-up reports as soon as additional information becomes known.

5. Post-riot procedures:

- a. Segregate the ringleaders.
- b. Confine all participants of the riot and assign sufficient supervision to prevent a recurrence of the disturbance.
- c. Conduct a count and account for all confinees.
- d. All confinees involved should be medically examined for injury.
- e. All staff members involved must complete a use of force statement.
- f. Instruments of restraint of any type shall not be used as punishment.

ENCLOSURE (2)

g. Chains (iron, single or double) affixing a prisoner to a wall or other appurtenance, or other restraining devices not mentioned above are prohibited.

h. A Strait jacket must be authorized by a medical officer.

i. Attempt to determine the cause of the disturbance.

6. Although the taking of hostages during a disturbance or an escape attempt is not a usual practice of military offenders, it is a very real threat and contingency plans must be issued. The proper indoctrination of all staff members and the specialized training of hostage reaction teams is imperative. It is Secretary of the Navy policy that if a disturbance occurs in a brig, necessary force will be used to subdue the disturbance. All orders received from an individual under duress or being held hostage shall be referred to the next senior in the chain of command before being acted upon. Until a response is received, failure to comply with an order given under duress is excusable.

ENCLOSURE (2)

CONDITION 4 ESCAPE PLAN

1. All precautions shall be taken to prevent the escape of prisoners. However, the escape of a prisoner is not detrimental to the reputation of the command or staff when reasonable precautions have been exercised. Reasonable precautions include proper custody classification of prisoners, adequate instruction and supervision of staff, alertness of all staff members, a system of security inspections, and an adequate escape bill.

2. All members of the staff and prisoner escorts from other activities or units shall be familiar with procedures to be followed in the case of an escape or attempted escape. In the event of an escape or attempted escape, action as outlined below should be taken:

a. Attempted Escape from the Detention Facility. If a confinee attempts to escape, take action in the following order.

(1) Sound the alarm, notify PMO control center. Initiate condition 2 if necessary.

(2) Command the escapee to halt and repeat the command one time, if necessary.

(3) If unsuccessful through the use of the command "Halt", prevent the escape by physical pursuit and restraint as may be necessary under the circumstances.

(4) An escape, whether successful or abortive, will tend to cause unrest and could lead to a disturbance. Care must be taken to ensure a proper count is conducted and that the daily routine is resumed as soon as possible.

b. Attempted Escape from an Escort. If a prisoner tries to escape from an escort outside the Detention Facility or if the person refuses to obey an order to remain with the detail, the escort will attempt to restrain the individual with any effective means at hand, provided it can be done without jeopardizing control over the remaining prisoners in the detail. If the prisoner successfully escapes, the escort will march the remaining prisoners to the nearest means of communication, report the incident to PMO then the Detention Facility, and request instructions.

c. Escape from the Detention Facility/Escort. When an escape is discovered:

(1) Sound the alarm.

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- (2) Lockdown the facility.
- (3) Initiate the recall plan.
- (4) Call PMO and stop outgoing traffic.
- (5) Notify the Yuma police department at 783-4321 and the Deserter Information Point at 88-226-2031.
- (6) Dispatch one guard to each gate with a picture ID of the escapee.
- (7) Organize a search detail.
- (8) Notify Victim/Witness.
- (9) Notify Deserter Information Point DSN 226-2031/1148 commercial 703-696-2031/1148.
- (10) DD 553 will be completed and forwarded to the Deserter Information Point by the most expeditious means.

ENCLOSURE (3)

CONDITION 5 FIRE BILL

1. There are three fire extinguishers located in building 952.
 - a. Pass and ID.
 - b. Security hallway.
 - c. Watch Supervisors Office.

These extinguishers are checked by the fire marshal monthly.

2. Fire drills will be conducted monthly and recorded in the brig log.
3. All staff and prisoners will be trained in the prevention and reporting of fires.
4. Emergency breathing devices will be stored in the control center for use by trained staff in case of fire or smoke in areas where prisoners or staff will need assistance.
5. The fire escape route will be prominently posted in all dorms and offices.
6. In the event of a fire, the person discovering the fire will sound the alarm and alert all personnel.
 - a. The Sentry will:
 - (1) Sound the alarm: vocally, pulling the fire alarm and by radio and telephone if possible.
 - (2) Evacuate all confinees using the safest route to the pre-selected control point(s).
 - (3) Muster all confinees and conduct a count.
 - (4) Notify the fire department at ext. 2333, if possible.
 - (5) If possible remove all prisoner file.

CONDITION 6 NATURAL DISASTER BILL

1. In the event of a natural disaster:
 - a. Initiate the recall plan.
 - b. Determine what actions are necessary to prevent flying debris damage to property and personnel.
 - c. Assign working parties to move all portable equipment inside and secure all doors and windows.
 - d. If the urgency of the situation warrants, move all confinees into the security area or control hallway.
 - e. The administration chief will gather all logistical information concerning water, food, clothing and vehicles and submit a request to the Operations Chief at ext. 5357.
 - f. In the event of a power outage, per reference (a), a backup power supply is required to maintain good order and discipline, the detention facility supervisor will attempt to procure a generator.
2. After the all clear has been sounded return to normal operations as soon as possible and organize working parties as necessary to clear debris.

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RIOT OR DISORDER CHECKLIST

REPORTED BY _____

DATE _____

1. TIME AND LOCATION OF DISTURBANCE _____

2. RECALL INITIATED TIME _____ BY _____

3. NOTIFICATIONS MADE:

A. PMO TIME _____ BY _____

B. DETENTION FACILITY SUPERVISOR TIME _____ BY _____

C. DETENTION FACILITY OFFICER TIME _____ BY _____

D. OIC TIME _____ BY _____

E. OOD TIME _____ BY _____

F. MEDICAL TIME _____ BY _____

G. CHAPLAIN TIME _____ BY _____

4. REACTION TEAM MEMBERS _____

5. TYPE OF FORCE AUTHORIZED:

A. _____ BY _____

B. _____ BY _____

C. _____ BY _____

6. PERSONS INJURED: _____

7. COMPLETE AFTER ACTION REPORT.



CHRONOLOGICAL RECORD OF ESCAPE

This record will be prepared by Administrated personnel under the supervision of the Corrections Supervisor. Items below are not necessarily in the order in which the events will occur, since many occur at the same time.

REPORTED BY _____ TIME _____

1. ESCAPEE _____
(LAST NAME, FIRST, MI) (RANK) (ADMIN #)
SSN _____ UNIT _____

2. DESCRIPTION: RACE _____ DOB _____ HGT _____ WGT _____
HAIR _____ EYES _____ ID MARKS _____

3. ESCAPE REPORTED TIME _____ DATE _____

4. ESCAPE DETECTED AT TIME _____ DATE _____

5. KNOWN DETAILS OF ESCAPE _____

6. RECALL INITIATED TIME _____ BY _____

7. NOTIFICATIONS MADE:

a. PMO	TIME _____	BY _____
b. Detention Facility Supervisor	TIME _____	BY _____
c. Detention Facility Officer	TIME _____	BY _____
d. OIC	TIME _____	BY _____
e. Yuma Police Department	TIME _____	BY _____
f. Yuma County Sheriff	TIME _____	BY _____
g. Deserter Information Point 88-226-2031	TIME _____	BY _____
h. OOD of escapee's unit	TIME _____	BY _____

8. Dispatch search teams to last known area of escapee.

9. Upon approval from the Commanding Officer, assign guards that can recognize the escapee to the gates.

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10. Search personal effects of the escapee. TIME _____ DATE _____ BY _____
11. Contact escapee's next of kin. TIME _____ DATE _____ BY _____
12. Take written statements from all escorts and witnesses.
13. Complete DD 553 and fax to HQMC.
14. Execute Prisoner Release Order showing " **Escape From Confinement** ".

ENCLOSURE (7)

FIRE CHECKLIST

REPORTED BY _____

1. TIME ALARM SOUNDED _____ DATE _____ BY _____

2. TAKE EMERGENCY KEYS (2),(3),(5),(8),(9); HARD CARDS AND WATCH LOG.

3. EVACUATION ROUTE TAKEN PRIMARY ___ SECONDARY ___ OTHER ___
(IF OTHER EXPLAIN) _____

4. COMPOUND EVACUATED? YES ___ NO ___ REASON _____

5. FIRE DEPARTMENT NOTIFICATION TIME _____ ARRIVAL TIME _____

6. WHERE FACILITY RESPIRATORS UTILIZED? YES ___ NO ___ BY _____

7. WHERE PRISONER FILES REMOVED? YES ___ NO ___

8. LOCATION OF FIRE _____

9. CAUSE OF FIRE _____

10. **NOTIFICATIONS MADE:**

A. DETENTION FACILITY SUPERVISOR TIME _____ BY _____

B. DETENTION FACILITY OFFICER TIME _____ BY _____

C. OIC TIME _____ BY _____

NATURAL DISASTER CHECKLIST

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DATE _____

REPORTED BY _____

1. TYPE OF DISASTER _____

2. RECALL INITIATED: YES ___ NO ___ TIME _____ BY _____

3. SECURE PRIMETER TO PREVENT FLYING DEBRIS: TIME _____
BY _____

4. NOTIFICATIONS MADE:

A. DETENTION FACILITY SUPERVISOR TIME _____ BY _____

B. DETENTION FACILITY OFFICER TIME _____ BY _____

C. PMO OPERATIONS TIME _____ BY _____
(EX 5357)

D. OIC TIME _____ BY _____

SUPPLIES RECEIVED: _____

BY _____ TIME _____

6. EVACUATION REQUIRED: YES ___ NO ___ TIME _____

AUTHORIZATION: _____

TRANSPORTATION: _____

DESTINATION: _____

RETURN TIME: _____

7. ALL CLEAR GIVEN TIME _____ DATE _____

7. DAMAGE ASSESSMENT _____

