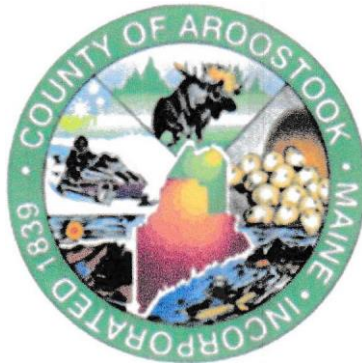


Aroostook County Jail  
Houlton, Maine



**Policy and Procedure**  
**RE: Emergency Fire Procedures**  
**Emergency Preparedness Plan {EPP}**



COUNTY OF AROOSTOOK  
May 2017  
Updated: October 23, 2019  
Reviewed March 10, 2020  
Reviewed and Updated February 28, 2024

Aroostook County Jail

**Emergency Fire Policy and Procedure**

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B-111: Command Officer Responsibilities (pages 1 through2)

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Facility Blueprint (pages 1 through 3)

Employee Acknowledgement Signature Sheet

# AROOSTOOK COUNTY JAIL - POLICY AND PROCEDURE

**TITLE: Emergency Release/Evacuation**

**No. B-120**

**APPROVED BY: Sheriff Darrell O. Crandall 05/2017**

**EFFECTIVE DATE: 7-31-84**

**REVISED: 4-23-15**

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Certain emergency situations will require the prompt release of inmates and evacuation of the facility to ensure the safety of visitors, inmates and personnel. Release and evacuation procedures will be executed calmly and quickly.

## **PROCEDURE A- DECISION TO RELEASE AND EVACUATE**

1. The Command Officer will, upon notification or discovery of an emergency situation, determine whether inmates, visitors and staff are in immediate danger.
2. If the Command Officer determines that emergency release and evacuation plans are necessary, he/she will notify all personnel of the situation by the quickest means possible (radio, intercom or direct verbal order).
3. The Command Officer will report to the Control Room and assume duties as outlined in Policy B-111.
4. Account for all inmates, visitors and staff once release and evacuation procedure is complete.

## **PROCEDURE B - CORRECTIONS OFFICERS RESPONSIBILITIES**

1. Upon notification of an emergency situation, the Corrections Officer will:
  - a. Notify inmates of action to be taken
  - b. Notify inmates of exit route per Command Officer
  - c. Electronically or manually release inmates as ordered by the Command Officer or as the situation dictates
  - d. Maintain possession of the inmate housing list and use this to verify counts and identity of inmates
  - e. Escort inmates to safety
2. Upon notification of an emergency situation, the Control Officer will:
  - a. Activate the master control unlocking system to release emergency doors along the route of egress as determined by the Command Officer and Corrections Officers
  - b. Monitor release and evacuation progress using visual and audio systems
  - c. Determine inmate counts by housing area and location of visitors and report these to the Command Officer.

# AROOSTOOK COUNTY JAIL - POLICY AND PROCEDURE

B - 120 Emergency Release and Evacuation, continued

## PROCEDURE C - EXIT ROUTES

1. Under no circumstances will the elevator be used during evacuation of the facility.
2. All evacuations shall be by the safest and shortest routes available as detailed on the evacuation/floor plan posted in all housing areas of the jail and described here:

Second Floor:            Primary route - all housing areas exit into the corridor toward the mechanical room then north to stairwell, down the stairs and exit on the northern end of the building into the rec yard.

Alternate route - all housing areas exit into the corridor and head east to the stairway, continue down the stairs to the first floor through the east part of the building and exit onto the porch, to the Broadway side parking lot.

First Floor:            Primary route - all housing areas exit into the corridor on the Northern end of the building, go down the stairs and exit through the north door into the rec yard.

Alternate route - all housing areas exit through the corridor to the east side of the building and exit out onto the porch to the Broadway side parking lot.

Basement:            Primary route - all areas exit into the corridor and head for the North door and exit into the rec yard.

Alternate route - areas on the northern end of the building exit Through the sally port door 66, areas on the south side of the Building and the kitchen exit through door 1 into the parking lot.

West Wing:            Primary route - all of south side and north side exit into the west wing duty office then north to stairwell go down the stairs and exit on the northern end of the building into the rec yard.

Alternate route - all of south side and north side exit into the west wing duty office then into the corridor to the east side of the building out onto the porch and into the Broadway side parking lot.

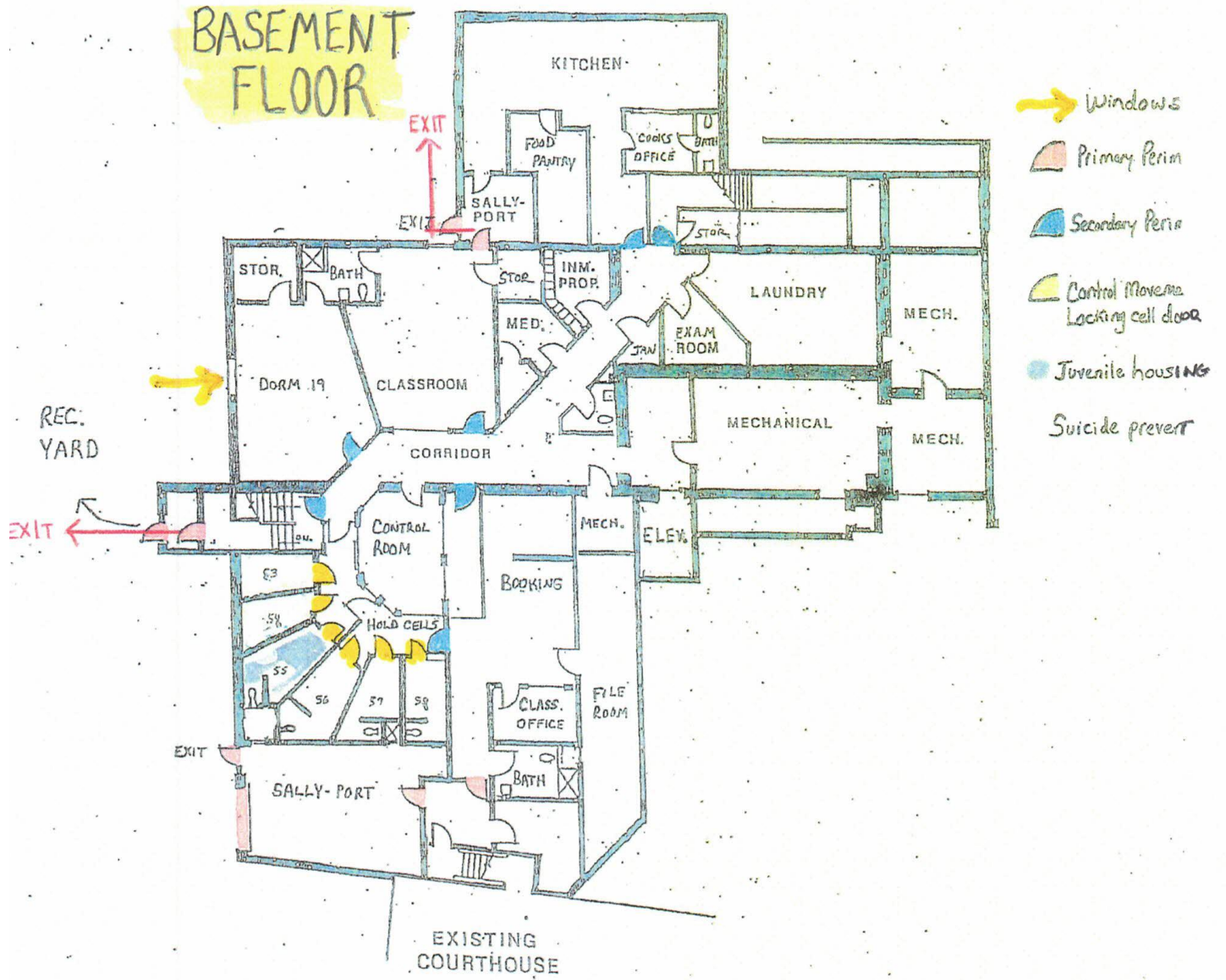
## **AROOSTOOK COUNTY JAIL - POLICY AND PROCEDURE**

B - 120 Emergency Release and Evacuation, continued

### **PROCEDURE D - COUNTING PROCEDURES**

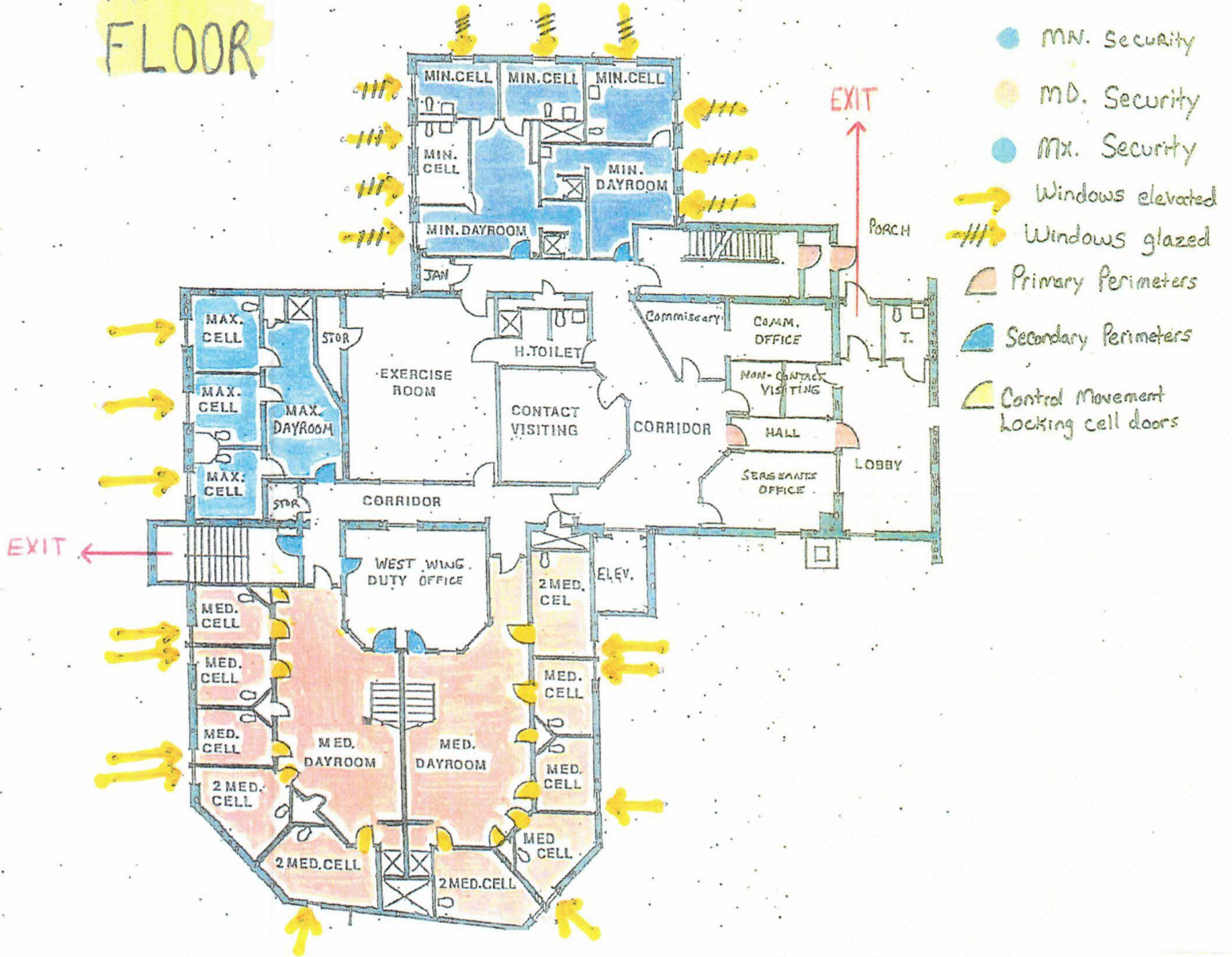
1. Each Corrections Officer will maintain a separate area for the inmates in his/her charge. Counts of inmates will be made, verified with inmate housing area lists and reported to the Control Officer.
2. Discrepancies in counts will be reported to the Control Officer who will relay information to the Command Officer.

Aroostook County Jail



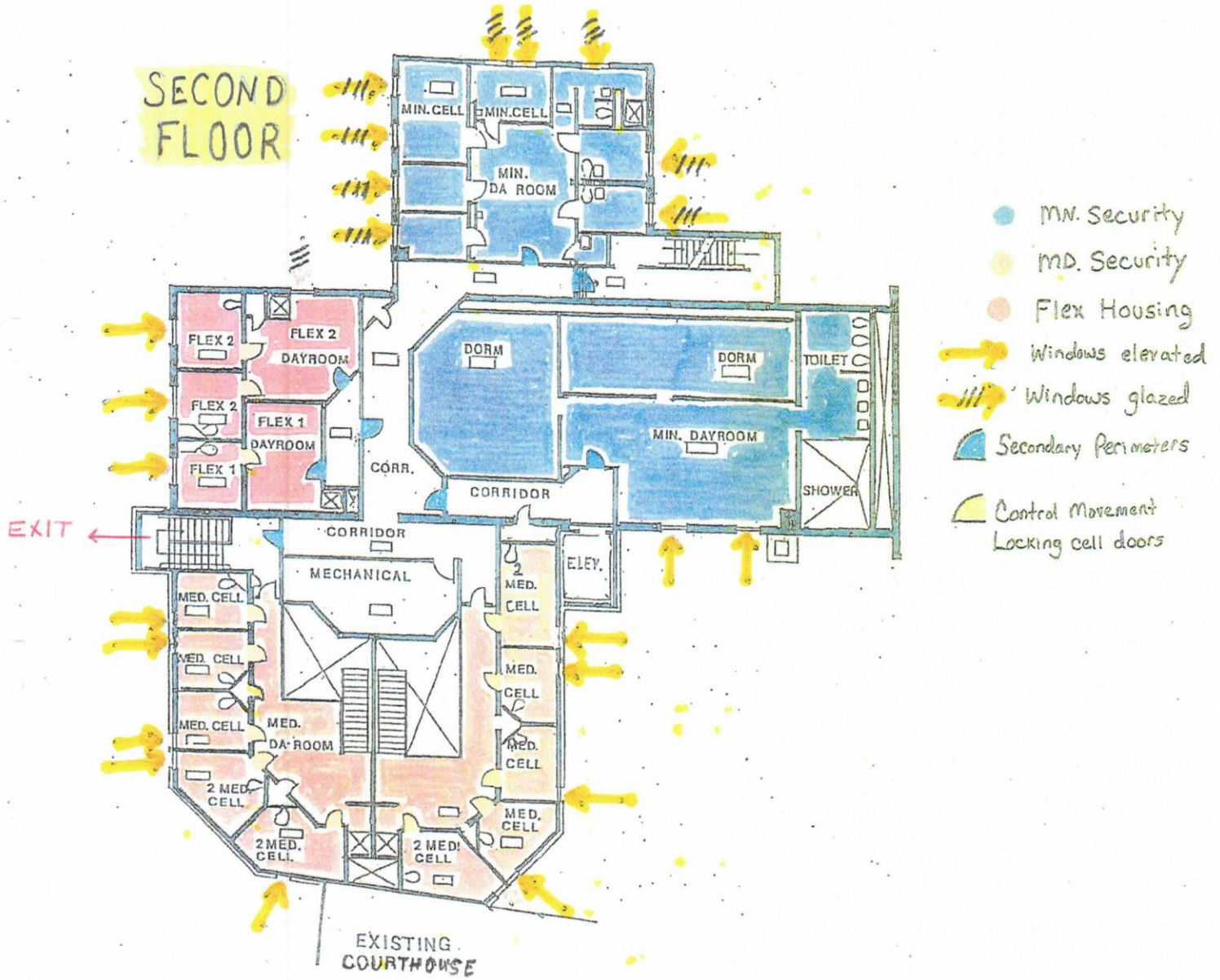
Aroostook County Jail

FIRST FLOOR



- MN. Security
- MD. Security
- Mx. Security
- ➔ Windows elevated
- /// Windows glazed
- ▭ Primary Perimeters
- ▭ Secondary Perimeters
- ⚡ Control Movement locking cell doors

Aroostook County Jail



County of Aroostook  
Aroostook County Jail  
**Policy and Procedure**  
**RE: Emergency Fire Procedures**  
**Emergency Preparedness Plan (EPP)**



**EMPLOYEE ACKNOWLEDGEMENT SIGNATURE SHEET**

I have reviewed the Emergency Fire Procedures Emergency Preparedness plan for the Aroostook County Jail.

Employee Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date .....