

**Facility Specific Information and Emergency Plans  
for  
San Bernardino Historic Courthouse**

**San Bernardino County Sheriff's Department  
Court Services Division**



**Introduction**

The purpose of this manual is to outline facility specific information and emergency plans. General emergency plans and procedures common to all court facilities are located in the Court Security Manual, Court Holding Manual and Department Manual. The organization of information in this manual is in the order of the law enforcement security elements section of the Superior Court of California, Court Security Plan Guidelines.

**Security Personnel and Staffing**

[REDACTED]

The Sworn safety staff are responsible for courtroom security and security in the public waiting areas.

Judicial threats and off-site protection are handled by the Sheriff's Criminal Intelligence Division.

**Perimeter and Entry Screening**

[REDACTED]

The procedures used to screen persons and items entering the facility can be found in section 3.120 of the Court Security Manual.

Signage indicating the courts screening policy is located just outside the main entrance doors on the first and ground floors. The prohibited items list is posted on the court's website.

The Court policy on entry weapons screening is located in the Court Security Manual section 3.120.

**Prisoner and Inmate Transport**

Inmates are not transported to the Historic Court. Any person remanded or arrested at the facility is immediately transported to jail for booking or taken to SBJC to await later transport. General inmate transportation procedures can be located in the Court Security Manual section 4.

**Interior and Public Waiting Areas**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

There are no child-care facilities at the Historic Courthouse. Child interviews take place in Family Court Services and there is a playroom to facilitate interviews for younger children. Court employees monitor these locations.

**Courtroom Security**

Bailiffs' duties are described in section 2.100 of the Court Security Manual.

Witness, spectator and inmate management procedures are contained in section 6 of the Court Security Manual.

Procedures for emergency medical response and lock-down of unused courtrooms are contained in section 6 of the Court Security Manual.

### **Jury Trial Procedures**

Jury trial procedures are located in section 6 of the Court Security Manual.

### **High-Profile and High-Risk Trials**

High-profile and high-risk trial procedures are located in section 6.130 of the Court Security Manual.

### **Judicial Protection**

Judicial protection procedures are located in section 4.140 of the Court Security Manual.

### **Incident Reporting and Recording**

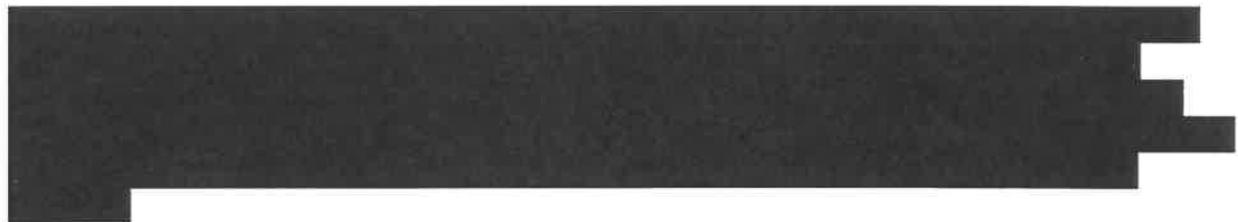
Incident reporting and recording procedures are located in section 4.110 of the Court Security Manual.

### **Security Personnel Training**

Security personnel training information is located in section 1.130 of the Court Security Manual.

### **Courthouse Security Communications**

Courthouse security communications procedures are located in section 4.120 of the Court Security Manual.



The entry screening station is equipped with a Sheriff's radio for emergency communication.

Duress/Panic alarm response procedures are located in section 3.110 of the Court Security Manual.

## **Hostages, Escape, Lockdown, and Active Shooter Procedures**

Emergency procedures at the Historic Courthouse along with SBJC are drilled and tested with surrounding law enforcement agencies on an annual basis.

### **Hostage Incidents**

Procedures for response to a hostage incident can be located in Sheriff's Department Manual section 3.216 (Incident involving Hostages) and section 8.160 of the Court Security Manual.

### **Escape**

Escape procedures can be located in Court Holding Manual section 6.1100 and section 8.140 of the Court Security Manual.

### **Lockdown**

Lockdown procedures can be located in Court Security Manual section 8.170.

### **Active Shooter**



## **Firearms Policies and Procedures**

Courthouse policies on carrying firearms inside the facility can be found in section 3.120 of the Court Security Manual.

Policies regarding security staff carrying weapons in holding areas and while escorting inmates can be located in Court Holding Manual section 2.200.40. Deputies performing bailiff duties inside courtrooms shall be armed at all times.

Less-lethal shotguns and rubber ball grenades are available for use and the policy regarding their use can be found in section 3.628 of the Department manual.

### **Restraint of Defendants**

Policies and procedures for restraining defendants in the courtroom can be located in section 5.100 of the Court Security Manual.

**Facility Specific Emergency Plans**

**Site Description**

[Redacted]

[Redacted]

[Redacted]

[Redacted]

**Utility Shutoff Locations**

**Gas**

[Redacted]

**Power and Fire Alarm Panel**

[Redacted]

[Redacted]

**Water**

[Redacted]

[Redacted]

[Redacted]

**Utility Contact Information**

[Redacted]

**Evacuation**

[Redacted]

[Redacted]

**Fire Incident**

The Incident Commander or his representative shall respond to the lower parking lot of the Historic Courthouse (south/east corner of Historic Court/T-Wing) and help facilitate the arrival of responding fire department and establish an Incident Command Post (ICP). The southwest parking lot is the designated command post in all emergency events involving the evacuation of the Historic building. An alternate site can be utilized and is contingent upon the actual emergency and the needs of the San Bernardino County Fire Department and San Bernardino Police Department.

**Critical Response Agencies**

[Redacted]

[Redacted]

**Historic Courthouse Command Posts**

[Redacted]

[Redacted]

**Primary and Alternate Communications**

[Redacted]