

ESCAPES AND MISSING WARDS

6235

(May 2003)

Responsibility

Camp Superintendent Division Chief

Escape incidents at conservation camps can have an adverse impact on the program. Unless fire or other emergencies preclude their doing so, CDF camp staff should cooperate fully with CYA in apprehending escapees. Each Division Chief must decide the extent to which his/her staff and equipment may be committed on escapes and searches. The Division Chief will advise the CDF Unit of the situation and make use of CDF facilities that may be useful or available (see instructions on assisting peace officers in recapturing persons who have escaped). PC§150.

REPORTING MISSING WARDS

6235.1

(May 2003)

Responsibility

Camp Superintendent Division Chief Camp Staff

If a ward is missing from a conservation camp crew, the supervising employee will:

- Promptly determine that the missing ward is not in the immediate vicinity, asleep, malingering, ill, injured, or lost.
- It is appropriate for a Fire Crew Captain to utilize the fire crew to search for a crew-member who may be lost or injured.
- On a normal work project, if the missing ward is not located **within 15 minutes** after first being missed, a report must be made to the Camp Duty Officer, by the most readily available means, so escape operational procedures may be initiated. The report will give the missing individual's name and number, estimated time and area of departure, and other pertinent data, including the intended movement of the balance of the crew. On emergency incidents, notify CYA staff or the CYA Agency Representative.

- Lacking means of prompt communication after an escape from a non-emergency project, the wards will be taken to the nearest place where communication with the camp can be established. After reporting, the wards should be retained on the vehicle pending further instructions from the CYA Officer-In-Charge. This does not preclude the Fire Crew Captain from returning the crew to camp if he/she feels the situation may escalate.
- The camp CYA staff will activate the camp escape operational procedures, to the degree necessary to ensure a concerted effort is made to verify that an escape has occurred and/or apprehend the escapee. Reference: PC §4530, §4532)
- If a ward is missing during emergency work, the crew supervisor will notify CYA and incident command as promptly as possible. A determination will be made as to whether the crew will continue work or return to the incident base.
- Prepare a written report in detail upon returning to camp, or incident base if the escape occurs during an emergency. The report will include all of the circumstances surrounding the escape and the action taken by the Fire Crew Captain.

**Camp Superintendent
Division Chief**

The agency discovering a missing ward will immediately notify the partner agency.

REPORTING ESCAPES AND INCIDENTS

6235.2

(May 2003)

Responsibility

Division Chief Camp Superintendent

The Departmental Directors will be notified through normal channels, as soon as possible, of all escapes and of incidents involving wards that will affect the operation of a camp or other departmental activities. The following information should be included in a FAX or telephone message relating to an escape:

The name and number of the ward.

Where and when the escape occurred.

Name of the camp from which the escape was made. If escape was made by vehicle, indicate the type and owner. Indicate whether the escape was through forcible action. Describe any assaults, and type and degree of injuries sustained. Relay any information that may be of media or public concern.

Conclude the message with description of the action taken by the CYA and CDF. Reference Form FC-95.

Superintendent

A Serious Incident Report shall be completed within 24 hours.

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[\(see Forms or Forms Samples\)](#)