

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 12-04</p>	<p align="center">Policy # 8.40</p>
<p>Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References: ACA Standards: 4-JCF-1A-08; 4-JCF-1B-01; 4-JCF-1B-03; 4-JCF-2A-01; 4-JCF-2A-30 NCCHC Juvenile Health Standards, 2011: Y-A-07, Y-A-08, Y-C-03, Y-C-04, Y-E-08, Y-E-11</p>	
<p>Chapter 8: SAFETY, SECURITY, AND CONTROL</p>	<p>Effective Date: 2/1/12 Scheduled Review Date: 2/1/13</p>	
<p>Subject: EMERGENCY MANAGEMENT</p>	<p>APPROVED:</p>	
<p>Attachments: A – Emergency Plans B – Notification Sheets (Staff Recall) C – First Aid Kit Contents D – Razor Wire Extraction Kit Contents E – Drill Report F – Escape Prevention and Notification Procedures</p>	<p align="center">  <hr/> L. Gale Buckner, Commissioner </p>	

I. POLICY:

The Department of Juvenile Justice Emergency Operations Unit shall oversee all emergency management activities for the Department. Department of Juvenile Justice facilities shall maintain current emergency plans that outline emergency response requirements. The facility Director shall designate primary and alternate Facility Emergency Planners to be responsible for emergency plan development, review, updates, training of all staff, coordination of emergency drills, and coordination with external agencies. When a current Department policy specifically addresses an emergency issue, that policy shall be considered the primary source of guidance.

II. DEFINITIONS:

Critical Incident Stress Management: Intervention by a professional counselor to any individual who has been involved in or witnessed a traumatic event. Services may include one-on-one counseling, debriefing, defusing, group education and other specially designed services chosen on a case by case basis.

Director: For the purposes of this policy, the staff member responsible for the operation of a Regional Youth Detention Center (RYDC), Youth Development Campus (YDC), or other DJJ owned or contracted secure facility.

Emergency Operations Director: The individual appointed by the Commissioner to supervise and manage the agency’s emergency management operations. The Emergency Operations Director serves as the official liaison to the Georgia Office of Homeland Security and the Georgia Emergency Management Agency and as the primary contact and Departmental representative during statewide emergency situations and local situations that require state agency response and resources.

Emergency Plans: Actions necessitated by emergency situations to assess vital or vulnerable points, review internal and external resources, and establish command, control, communications and deployment procedures.

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Facility: For the purposes of this policy, any DJJ owned, operated, or contracted facility or program that provides 24-hour care in a secure residential setting (i.e., Regional Youth Detention Center, Youth Development Campus).

Facility Emergency Planner: An individual appointed by the facility Director to develop, review, update and train facility staff in the facility emergency plans.

Regional Emergency Operations Field Officer: An individual assigned to the Emergency Operations Unit with the responsibility of assisting facilities with emergency planning, auditing emergency plans and serving as the Department’s local liaison between the facility and local emergency management agencies.

Threat Level: A system of minimum precautionary measures to be taken by the Department in response to an actual emergency that threatens the safety and security of DJJ facilities and programs. Authority to set or alter these levels rests with the DJJ Emergency Operations Director under the order of the Georgia Office of Homeland Security and the Georgia Emergency Management Agency.

Training Resource Information System (TRIS): The online information system that provides access to DJJ program descriptions, training registrations, and personnel training data.

III. EMERGENCY MANAGEMENT:

- A. The DJJ Emergency Operations Director will be responsible for all emergency management activities within the Department to include, but not be limited to:
- Supervising and managing all emergency management operations;
 - Serving as the official liaison to the Georgia Office of Homeland Security and the Georgia Emergency Management Agency (GEMA); and
 - Serving as the primary contact and Departmental representative during statewide emergency situations and local situations that require state agency response and resources.
- B. The DJJ Emergency Operations Director will supervise Regional Emergency Operations Field Officers who will:
- Assist facilities with emergency planning activities, including training;
 - Audit facility emergency plans at least once per calendar year;
 - Make random inspections related to emergency management;
 - Assist the Facility Emergency Planner with training; and
 - Assist facilities with creating relationships with local emergency operations personnel to ensure that the necessary resources and cooperative agreements are in place.

Results of the audits and inspections will be discussed with the facility Director and the Facility Emergency Planner. A copy of the report will be forwarded to the District Director, Regional Administrator/Director of Secure Campuses and the Deputy Commissioner of Youth Services.

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- C. Each facility Director will appoint a primary and alternate Facility Emergency Planner who will oversee all emergency planning activities for the facility, including training staff and maintaining emergency equipment in operable condition.
- D. The Emergency Operations Director, Regional Emergency Operations Field Officers and all Facility Emergency Planners (primary and alternate) will be required to successfully complete the National Incident Management System (NIMS) training within 90 days of being designated as a Facility Emergency Planner. All facility Directors and Assistant Directors shall successfully complete the NIMS Primary Classes within 6 months of assuming their positions. Every effort will be made for these staff to complete the training during their regular work hours. (See www.training.fema.gov for internet-based independent study classes) The certificates of completion will be maintained in the Facility Emergency Planner's Training Resource Information System (TRIS) training file, with a copy forwarded to the DJJ Emergency Operations Director. The required classes are:

Primary Classes – Professional Development Series

- IS 100 – Incident Command System
- IS 200 – Single Resources and Initial Action Incidents
- IS 700 – National Incident Management System (NIMS) an introduction
- IS 800 – A National Response Plan (NRP), an introduction

Secondary Classes – Professional Development Series

- IS 230 – Principles of Emergency Management
- IS 235 – Emergency Planning
- IS 240 – Leadership & Influence
- IS 241 – Decision Making and Problem Solving
- IS 242 – Effective Communication

IV. EMERGENCY PLANNING:

- A. Each secure facility will maintain detailed emergency plans that cover, at a minimum, the following types of emergencies:
- Evacuation (Plan A);
 - Fires, smoke, and explosions (Plan B);
 - Severe weather, flooding, and industrial accidents (Plan C);
 - Group disturbances (Plan D);
 - Hostage situations (Plan E);
 - Medical problems, including suicide attempts (Plan F);
 - Loss of power or communications (Plan G);
 - Bomb threats (Plan H);
 - Work stoppages (Plan I);
 - Extraction from razor wire (Plan J);
 - Attacks from external sources (Plan K), using established threat level system;

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- Vehicle accidents (Plan L); and
 - Escapes (Plan M).
1. The Work Stoppage Emergency Plan (Plan I) will only be available to administrative staff on a need to know basis. (This plan will only be in the administrative emergency plan books.)
 2. The emergency plans outlined in Attachment A will be used to formulate facility-specific emergency plans. This Attachment is open for editing and each plan should be written specifically for each facility.
 3. Each emergency plan will clearly address, at a minimum:
 - Type of emergency;
 - Staff responsibilities, by title;
 - When notification procedures will begin and who is responsible;
 - Other agencies to be contacted and how to contact them;
 - Specific step-by-step procedures;
 - Equipment needed, when applicable;
 - Location of emergency keys, when applicable;
 - Reporting procedures after the emergency; and
 - Critical incident stress management.
 4. Each plan will be accompanied by alternate Post Orders, if applicable, to be used during the emergency.
 5. The front of each emergency plan book will include one set of Notification Sheets (see Section C) to be used during the emergency.
 6. Prevention and notifications of escapes will be made in accordance with Attachment F.
 7. The Facility Emergency Planner will train facility staff twice per year in emergency plan awareness.
- B. All facility emergency plans will be placed in a red notebook in the control room and clinic. (Each facility Director will determine which control room(s) the facility emergency plans will be located in.)
1. The following staff will also maintain a copy of the facility emergency plans in a red notebook:
 - Facility Director's direct supervisor;
 - Facility Director;
 - Assistant Director; and

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- Administrative Duty Officer; (The Administrative Duty Officer on call will have ready access to emergency plans and egress plans at all times when on call.)
 - 2. The red notebook will be divided by plan and will be marked “For Staff’s Eyes Only.”
 - 3. The emergency plan book located in the control room and clinic will not be removed and will be noted as a “supply/equipment item” in the post orders.
 - 4. Plans will be updated at least once per calendar year and more frequently as needed.
 - 5. Each emergency management plan will be saved on the DJJ Q:Drive by the facility Director or Assistant Director.
- C. Each emergency plan will be accompanied by a Notification Sheet (Attachment B) and staff will be listed in order of priority. The list will include a pager and/or cellular telephone number and a landline telephone number (if applicable).
- 1. Required chain of command notifications will be made immediately. If one person in the chain of command cannot be reached, the next person in the chain will be immediately notified.
 - 2. The Facility Emergency Planner will review the Notification Sheet for accuracy (correct staff names and phone numbers) at least quarterly, or more frequently as needed. Each Notification Sheet will indicate the date of revision.
 - 3. The notification list will indicate when “911” is to be called. In areas without consolidated “911” services, the notification list must individually identify the numbers for the sheriff’s office, police department, fire department, and ambulance.
- D. Each facility will establish a recall system to use when an emergency occurs that requires staff to be called in. Staff phone numbers will be listed on the Staff Recall Sheet (Attachment B).
- E. Each facility will submit a letter of introduction to local agencies to include:
- 911;
 - Fire rescue;
 - Sheriff’s and/or police departments;
 - Emergency Medical Services;
 - Local emergency management agency; and
 - Local hospitals.
- 1. Letters of introduction will include:
 - Function of the facility;

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- Number and type of youth at the facility;
 - Administrative staff contact information;
 - Emergency contact information for notification sheets;
 - Location of access and egress points;
 - Designated staging areas and command information for the local agency; and
 - Annual facility tours, participation in emergency drills, and annual reviews.
2. The local agencies that were provided letters of introduction or have cooperative agreements and who may respond on-site during an emergency will be requested to participate in an annual disaster/emergency drill.
 3. Letters of introduction with local law enforcement will be as specific as possible regarding services that the local agency may provide in the event of an emergency situation.
 4. Each facility will have a cooperative agreement with a primary resource to provide a trained hostage negotiator. Local law enforcement will be requested to provide a field telephone, if available.
- F. Emergency equipment maintained on site will include, at a minimum:
- Automated External Defibrillator;
 - Fire extinguishers, as approved by the local fire marshal;
 - Two-way radios, with batteries charged;
 - National Oceanic and Atmospheric Administration (NOAA) weather radio, with back-up battery;
 - Handcuffs, leg irons, and flex cuffs;
 - First aid kits, with approved contents; (see Attachment C)
 - Blood spill kit;
 - CPR masks;
 - Stretcher;
 - Flashlights, with operable batteries and back-up batteries;
 - Back-up generator / back-up lighting source;
 - Still camera and video camera, with film/videotape and operable batteries;
 - Razor wire extraction equipment; (see Attachment D)
 - Operable fire exit light signs;
 - Operable pull stations;
 - Bullhorn, with operable batteries and back-up batteries;
 - Set of complete floor plans located in an area accessible to local support agencies; and
 - Approved safety (“cut-away”) scissors.
1. All emergency equipment will be checked on each shift to ensure that it is ready for use. This check will be documented in accordance with the facility’s local operating procedure. Equipment found not to be ready for used will be reported to

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the facility Director or Administrative Duty Officer immediately. The shift supervisor will make arrangements to use back-up equipment, if possible, until a replacement is made. If back-up equipment is not available, a contingency plan will be put in place by the Facility Emergency Planner.

2. The Facility Emergency Planner will check all emergency equipment and supplies at least monthly. These inspections will be kept on file for audit purposes. Deficiencies will be forwarded to the facility Director for timely correction.
 3. Staff will receive specific training in the use of all emergency equipment required to properly respond in an emergency.
- G. Emergency generators will be operated weekly and operated under a load monthly with all test results and factory required maintenance documented. Documentation will be maintained by the Facility Emergency Planner and should include the following information: date and time of test, names of staff conducting the test, and time of day the test was concluded.
- H. The Facility Emergency Planner will ensure that all fire hydrants on State property are numbered and flow tested each calendar year, a factory certified vendor inspects food service hood extinguishing systems annually, and all sprinkler systems are flow tested each calendar year. The Facility Emergency Planner will maintain documentation that these inspections/tests are completed.

V. EMERGENCY DRILLS:

- A. In all emergency drills, the appropriate emergency plan will be obtained and used as a guide in the steps to take during the drill. All steps will be documented as to the time the step was taken on the emergency plan. The Drill Report (Attachment E) will be used to review the drill for quality assurance purposes. The facility Director or Assistant Director will store the completed Drill Reports on the DJJ Q:Drive.
- B. Direct care staff, education staff, behavioral health staff, medical staff and administrative support staff will participate in emergency drills to ensure that all staff are familiar with the emergency plan and procedure.
- C. The facility Director will ensure that emergency drills are conducted and documented on a regular basis as follows:
 - Fire drill monthly on each shift;
 - Medical emergency drill quarterly;
 - Therapeutic restraint drills quarterly;
 - Tornado/severe weather drill during the 1st quarter of every year; and
 - Drill using one emergency plan each month. (Each plan must be done at least once per calendar year.)

One of the emergency drills must include outside agencies.

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- D. The Regional Emergency Operations Field Officer will be invited to assist his/her assigned facilities during monthly drills to provide technical assistance. (Each facility will provide the Regional Emergency Operations Field Officer with at least 30 days notice of the drill that includes outside agencies.)
- E. A report of all drills, specifying the type of drill, the scenario planned, problems encountered, staff reactions, etc. will be provided to the Director's supervisor, Regional Emergency Operations Field Officer, and Emergency Operations Director. (See Attachment E) The Facility Emergency Planner will maintain a file of all drill reports.
- F. All emergency plans will be updated based on the post-drill evaluation and corrective action plan, as applicable, within 5 business days. Any updates to the emergency plan will be saved to the DJJ Q:Drive.
- G. Upon approval of the Deputy Commissioner of Youth Services, simulated drills may be used in YDCs on units with a specialized population that pose a special hazard to security.
- H. Emergency keys will be used during all fire and emergency drills, as applicable. (The use of emergency keys will be alternated during drills to ensure that the same set is not used for all drills.) Emergency keys that malfunction will be reported and repaired within 72 hours of the incident. An alternate set of emergency keys will be used while the malfunctioning set is being repaired.

VI. EMERGENCY COORDINATION:

- A. In the event of an emergency, the appropriate emergency plan will be obtained and used as a guide in the steps to take during the emergency. All steps will be documented as to the time the step was taken on the emergency plan. This document will be used to review the incident for quality assurance purposes and attached to any Special Incident Report completed.
- B. In the event of an emergency, only one person will be formally in command.
 - 1. The senior staff member on site will assume interim command until the facility Director or Administrative Duty Officer can arrive at the facility. He/she will determine staff assignments and equipment needs, reassign radios based on need, and direct staff regarding the use of equipment. He/she will remain in charge until properly relieved of these duties and/or the duties are properly relinquished.
 - 2. All possible efforts will be made to contact the Director in the event of an emergency.
 - 3. The senior staff member on site will notify management staff through the chain of command (i.e., District Director, then Regional Administrator/Director of Secure Campuses, then Assistant Deputy Commissioner, then Deputy Commissioner). Required chain of command notifications will be made immediately. If one person

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in the chain of command cannot be reached, the next person in the chain will be immediately notified.

4. The Deputy Commissioner of Youth Services will notify the Department's Emergency Operations Director for coordination of efforts amongst local and state agencies.
 5. A thorough briefing will occur before command responsibilities are changed.
 6. All staff will be aware of the individual in command so that all orders can be executed properly, questions directed properly, and staff are clear regarding delegated responsibilities and assignments. (Command will be clear and never be shared.)
- C. Each facility will designate primary and secondary command posts. In case the control room is not an appropriate location for the operational center, an alternate location will be designated for emergency operations separate from the command post.
1. The primary command post will be within the facility as long as it is an appropriate location for operation.
 2. The secondary command post will be located outside the facility for use when the internal command post cannot be utilized. The alternative command location will allow clear line of site of the facility when possible.
- D. The Director of the Office of Communications will serve as the Emergency Public Information Officer and will govern the release of information to the media and members of the general public. (See DJJ 1.8, Public Information) The facility Director may contact the Director of Legal Services for consultation as needed.
- E. All requests for emergency plans, Drill Reports or other emergency management documentation by non-DJJ staff will be forwarded to the Office of Legal Services for resolution. Outside agencies participating in drills may be provided a copy of Drill Report at the conclusion of an emergency drill, upon request.
- F. In the event of the death of any youth in a DJJ owned, operated or contracted facility or program, or while the youth is in the physical custody of DJJ, the following will be contacted, through the chain of command:
- Commissioner;
 - Assistant Commissioner;
 - Deputy Commissioner of Youth Services;
 - Assistant Deputy Commissioner of Youth Services;
 - Deputy Commissioner of Programs and Education Services;
 - Medical Director;
 - Director of the Office of Behavioral Health Services;
 - Director of Internal Investigations;
 - Office of Communications;

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- Director of Legal Services;
- Community case manager;
- Parents/legal guardians; (The facility Director will coordinate notification of the parent/guardian with the community case manager and District Director, with approval from the Deputy Commissioner of Youth Services.)
- Regional Administrator/Director of Secure Campuses;
- District Director;
- Facility/program/office Director;
- Local coroner;
- Local law enforcement officials; and
- Georgia Bureau of Investigation (GBI).

The facility Director may contact the Director of Legal Services for consultation as needed.

- G. The facility Director will assess the need for critical incident stress management after each emergency. The Office of Behavioral Health Services will provide assistance in critical incident stress management of youth as requested. The Office of Training will coordinate critical incident stress management for staff through the Employee Assistance Program. Critical incident stress management will be required after any emergency that results in serious injury or death of a youth or staff.

VII. LOCAL OPERATING PROCEDURES REQUIRED: YES

The facility Director may implement additional local operating procedures, as needed. The Regional Administrator/Director of Secure Campuses must approve all emergency-related local operating procedures and emergency plans.