

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 12-10	Policy # 10.21
Applicability: { } All DJJ Staff {x} Administration (Transportation Unit) { } Community Services { } Secure Facilities	Related Standards & References: DJJ 1.8	
Chapter 10: TRANSPORTATION UNIT	Effective Date: 4/15/12 Scheduled Review Date: 4/15/14	
Subject: TRANSPORTATION EMERGENCY MANAGEMENT	APPROVED:	
Attachments: None.	 <hr/> L. Gale Buckner, Commissioner	

I. POLICY:

The Department of Juvenile Justice Transportation Unit shall maintain current emergency plans that outline emergency response requirements. The Transportation Captain shall designate an Emergency Planner to be responsible for emergency plan development, review, updates, training of all staff, and to coordinate drills.

II. DEFINITIONS:

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

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 Transportation Unit Captain will function as the primary Emergency Planner and the Lieutenants will function as alternate Emergency Planners. The Emergency Planners will oversee all emergency planning activities for the Transportation Unit, including training staff and maintaining emergency equipment in operable condition.
- B. The 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 Emergency Planner. 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 certificate of completion will be maintained in the Emergency Planner's training file, with a copy forwarded to the DJJ Emergency Management Director. The required classes are:

Primary Classes – Professional Development Series

- IS 100 – Incident Command System
- IS 200 – Single Resources and Initial Action Incidents

Chapter	Subject	Policy #	Page
TRANSPORTATION UNIT	TRANSPORTATION EMERGENCY MANAGEMENT	10.21	2 of 5

- 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. The Transportation Unit will maintain detailed emergency plans that cover, at a minimum, the following types of emergencies:

- Severe weather, flooding, and industrial accidents
- Hostage situations ;
- Medical problems, including suicide attempts;
- Loss of communications;
- Attacks from external sources, using established threat level system;
- Vehicle accidents; and
- Escapes.

1. 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;
- Specific step-by-step procedures;
- Equipment needed, when applicable;
- Reporting procedures after the emergency; and
- Critical incident stress management.

2. The Emergency Planner will train Transportation Unit staff twice per year in emergency plan awareness. All trainings will be documented in the Training Resource Information System (TRIS).

B. All emergency plans will be placed in a red notebook in the Transportation Unit headquarters. Each vehicle will be equipped with a copy of the emergency plans.

1. The notebook will be divided by plan and will be marked “For Staff’s Eyes Only.”

2. The emergency plans located in the Transportation Unit vehicles will not be removed and will be noted as a “supply/equipment item” in the post orders.

Chapter	Subject	Policy #	Page
TRANSPORTATION UNIT	TRANSPORTATION EMERGENCY MANAGEMENT	10.21	3 of 5

3. Plans will be updated at least annually and more frequently as needed.
- C. The Transportation Unit 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.
- D. Emergency equipment maintained in each vehicle will include, at a minimum:
- ABC fire extinguisher;
 - Belly chains (10 sets);
 - Leg irons (10 sets);
 - Blood spill kit;
 - CPR masks;
 - Flashlight, with operable batteries and back-up batteries;
 - Video camera, with film/videotape and operable batteries;
 - Approved safety (“cut-away”) scissors;
 - Tire tool and jack;
 - Roadside safety kit;
 - Reflective safety vest;
 - Gloves (Vinyl and Latex);
 - Face goggles; and
 - First aid kit.
1. All emergency equipment will be checked daily to ensure that it is ready for use. The daily checks will be documented in the vehicle logbook. Equipment found not to be ready for use will be reported to the supervisor immediately. The supervisor will make arrangements to use back-up equipment, if possible, until a replacement is made. If back-up equipment is not possible, a contingency plan will be put in place.
 2. The supervisor 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 Transportation Captain for timely correction.
 3. Staff will receive specific training in the use of all emergency equipment required to respond properly in an emergency.

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. This document will be used to review the drill for quality assurance purposes.

Chapter	Subject	Policy #	Page
TRANSPORTATION UNIT	TRANSPORTATION EMERGENCY MANAGEMENT	10.21	4 of 5

- B. Transportation Unit officers and administrative support staff will participate in emergency drills to ensure that all staff is familiar with the emergency plan and procedure.
- C. The Transportation Captain will ensure that emergency drills are conducted for each emergency plan each calendar year.
- D. A report of all drills, specifying the type of drill, the scenario planned, problems encountered, staff reactions, etc. will be provided to the Transportation Captain. The Emergency Planner will maintain a file of all drill reports.

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 supervisor or Transportation Captain can arrive at the scene. 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 Transportation Captain in the event of an emergency.
 3. The senior staff member on site will notify management staff through the chain of command (i.e., supervisor, then Transportation Captain, then Deputy Commissioner of Support Services). 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.
 4. A thorough briefing will occur before command responsibilities are changed.
 5. 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.)
 6. Radio communication will be restricted to emergency traffic only.

Chapter	Subject	Policy #	Page
TRANSPORTATION UNIT	TRANSPORTATION EMERGENCY MANAGEMENT	10.21	5 of 5

- C. Transportation Officers will call 911 when there is a vehicle accident or a youth being transported experiences a medical emergency. Emergency response personnel that respond to the scene will determine if the youth(s) or staff need to be treated at an outside medical facility. If outside medical attention is necessary, the Transportation Officer will contact their supervisor immediately for assistance via phone.

- D. The Director 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 Transportation Captain may contact the Director of Legal Services for consultation as needed.

VII. LOCAL OPERATING PROCEDURES REQUIRED: YES