

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 15-08</p>	<p align="center">Policy # 20.42</p>
<p>Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References:</p>	
<p>Chapter 20: Case Management</p>	<p>Effective Date: 6/5/15 Scheduled Review Date: 6/5/16</p>	
<p>Subject: EMERGENCY MANAGEMENT FOR COMMUNITY OFFICES</p>	<p><u>New Policy</u> <u>Community Services Division</u> APPROVED:</p>	
<p>Attachments: A –Emergency Plans B – Acknowledgment of Review of Annual Emergency Plan C – Notification Sheet (Staff Recall) D – First Aid Kit content E – Drill Report</p>	<p align="center">  <hr/> Avery D. Niles, Commissioner </p>	

I. POLICY:

Department of Juvenile Justice Community Services offices shall maintain current emergency plans that outline emergency response requirements. When a current Department policy specifically addresses an emergency issue, that policy shall be considered the primary source of guidance.

II. DEFINITIONS:

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 establishment command, control, communications and deployment procedures.

Emergency Plan Coordinator: The person designated by the Juvenile Program Manager to oversee all emergency planning activities for the office, including maintaining equipment in operable condition.

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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:
 - 1. Supervising and managing all emergency management operations;
 - 2. Serving as the official liaison to the Georgia Office of Homeland Security and the Georgia Emergency Management Agency (GEMA); and
 - 3. 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 Coordinators who will:
 - 1. Assist community offices with emergency planning activities, including training;
 - 2. Audit community office emergency plans at least once per calendar year;
 - 3. Make random inspections related to emergency management;
 - 4. Assist the Emergency Plan Coordinator and Juvenile Program Manager (JPM) with training.

- C. Results of the audits and inspections will be discussed with the Juvenile Program Manager and Emergency Plan Coordinator. A copy of the report will be forwarded to the District Director, Regional Administrator and the Deputy Commissioner of Community Services.

- D. Each JPM will designate an Emergency Plan Coordinator who will oversee all emergency planning activities for the office, including maintaining emergency equipment in operable condition. The JPM will be responsible for ensuring that all emergency plans are up to date and that staff is trained on the emergency plans.

- E. The JPM will designate an alternate emergency plan coordinator that will serve in his/her absence.

- F. The designated Emergency Plan Coordinator, alternate, and JPM shall successfully complete the below National Incident Management System (NIMS) Primary Classes within 6 months of assuming their Emergency Plan Coordinator positions. In addition, the JPM must complete the Secondary Class. 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

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maintained in the employee's Training Resource Information System (TRIS) training file, with a copy forwarded to the DJJ Emergency Operations Director and District Director.

1. The required classes are:

a) Primary Classes – Professional Development Series

- IS 100.a. –Introduction to Incident Command System
- IS 200.a. – ICS for Single Resources and Initial Action Incidents
- IS 700 .a– National Incident Management System (NIMS) an introduction

b) Secondary Classes – Professional Development Series

- IS 241.b. – Decision Making and Problem Solving

IV. EMERGENCY PLANNING:

A. Each Community Services Office will maintain detailed emergency plans that cover, at a minimum, the following types of emergencies (Attachment A):

1. Evacuation (Plan A);
2. Fires, smoke, and explosions (Plan B);
3. Severe weather, flooding, and industrial accidents to include gas leaks (Plan C);
4. Group disturbances (Plan D);
5. Hostage situations (Plan E);
6. Medical problems, including suicide attempts (Plan F);
7. Bomb threats (Plan G);
8. Attacks from external sources (Plan H), using established threat level system;
9. Vehicle Accidents (Plan I);
10. Loss of power/communications/other utilities (Plan J)

B. The emergency plans outlined in Attachment A will be used to formulate office-specific emergency plans. This Attachment is open for editing and each plan should be written specifically for each office.

C. Each emergency plan will clearly address, at a minimum:

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1. Type of emergency;
 2. Staff responsibilities, by title;
 3. When notification procedures will begin and who is responsible;
 4. Other agencies to be contacted and how to contact them;
 5. Specific step-by-step procedures (to include exit routes);
 6. Equipment needed and its location, when applicable;
 7. Reporting procedures after the emergency.
- D. The emergency plans will be maintained in a red folder clearly marked EMERGENCY PLANS and kept in a location known and accessible by all staff.
- E. In the event of an emergency, the emergency plan will be obtained and used as a guide in the steps to take during the emergency.
- F. Emergency Plans will be updated at least once per calendar year and more frequently as needed.
- G. The Emergency Plan Coordinator or JPM will train office staff once per year on emergency plan awareness (reviewing the emergency plans with each employee and ensuring that they have knowledge of the plans and emergency equipment's location). The JPM will ensure that each employee understands and signs the Acknowledgement of Review of Annual Emergency Plan (Attachment B).
- H. A copy of each office's emergency plans will be maintained at that office's respective District office. The District Director will ensure that a copy of the Emergency Plan for each office within his/her District is uploaded to the Q Drive (to ensure accessibility by the Director of Emergency Operations).
- I. Each emergency plan will be accompanied by a Notification Sheet. (Attachment C) and staff will be listed in order of priority. The list will include a cellular telephone number and 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 Emergency Plan Coordinator 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 include the date of revision.

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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.

J. Each office 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 C).

K. Emergency equipment maintained on site will include, at a minimum:

1. Fire extinguishers, as approved by the local fire marshal;
2. Weather radio, with back-up battery;
3. Leg irons and handcuffs;
4. (OC) Spray (Oleoresin Capsicum)
5. First aid kits, with approved contents; (see Attachment E)
6. Flashlights, with operable batteries and back-up batteries;
7. Still camera and video camera, with film/videotape and operable batteries;
8. Operable fire exit light signs;
9. Office layout located in an area accessible to local support agencies; and

L. The Emergency Plan Coordinator will check all emergency equipment at least monthly to ensure it is functioning correctly. Emergency equipment checks will be documented on the Emergency Equipment Inventory. Deficiencies will be forwarded to the Juvenile Program Manager for timely correction.

M. Staff will receive specific training in the use of emergency equipment.

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 F) will be used to document and review the drill for quality assurance purposes.

1. A report of all drills, specifying the type of drill, the scenario planned, problems encountered, staff reactions, etc. will be provided to the District Director using the Drill Report.

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2. The District Director will ensure that a copy of the monthly drill report(s) for each office within his/her District is uploaded to the Q Drive (to ensure accessibility by the Director of Emergency Operations).
- B. The JPM will ensure that emergency drills are conducted and documented on a regular basis as follows:
1. Fire drill monthly
 2. Medical emergency drill quarterly;
 3. Tornado/severe weather drill during the 1st quarter of every year; and
 4. Drill using one emergency plan every month (Each plan must be done at least once per calendar year)
- C. All emergency plans will be updated based on the post-drill evaluation. Any updates to the emergency plan will be forwarded to the District Director.

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 purposed 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. He/she will determine staff assignments and equipment needs 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 District Director in an emergency situation.
 3. The senior staff member on site will notify management staff through the chain of command (i.e., District Director, then Regional Administrator, then Assistant Deputy Commissioner, then Deputy Commissioner).
 4. A thorough briefing will occur before command responsibilities are changed. Duties may be relinquished in part or completely. 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.

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5. The Deputy Commissioner of Community Services will notify the Department's Emergency Operations Director for coordination of efforts amongst local and state agencies.
- C. 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 JPM may contact the Director of Legal Services for consultation as needed.
 - D. 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.
 - E. 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, local law enforcement will be contacted immediately. The following will be contacted, through the chain of command:
 1. Commissioner;
 2. Assistant Commissioner;
 3. Deputy Commissioner of Community Services;
 4. Assistant Deputy Commissioner of Community Services;
 5. Deputy Commissioner of Support Services;
 6. Medical Director;
 7. Director of the Office of Behavioral Health Services;
 8. Director of Investigations;
 9. Office of Communications;
 10. Director of Legal Services;
 11. Regional Administrator;
 12. District Director;
 13. Juvenile Program Manager;
 14. Community Case Manager

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15. Parents / Legal Guardians

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

VII. LOCAL OPERATING PROCEDURES REQUIRED: YES

The Regional Administrator must approve all emergency-related local implementing procedures and emergency plans