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:

Planning & Preparedness Director: The individual responsible for supervising and managing the agency’s emergency management operations. The Planning & Preparedness Director serves as the official liaison to the Georgia Emergency Management Agency/Homeland Security 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.

Community Emergency Planner: Individuals (Primary and Back-up) appointed by the JPM to develop, review, update and train staff on community emergency plans. These individuals will receive training such that they will be considered qualified fire and safety officers.

III. EMERGENCY MANAGEMENT:

A. The DJJ Planning & Preparedness 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 Emergency Management Agency/Homeland Security (GEMA/HS); 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 Regional Emergency Operations Coordinators 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; and

4. Assist the Community Emergency Planner and Juvenile Program Manager (JPM) with training.

C. Results of the audits and inspections conducted by the Regional Emergency Operations Coordinator will be discussed with the Juvenile Program Manager and Community Emergency Planner. 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 a primary and alternate Community Emergency Planner 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 designated Community Emergency Planner, alternate, and JPM shall successfully complete the National Incident Management System (NIMS) Classes (Attachment G) within 6 months of assuming their Community Emergency Planner 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 maintained in the employee’s Training Resource Information System (TRIS) training file, with a copy forwarded to the DJJ Planning & Preparedness Director and District Director.

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. Riots/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); and
10. Loss of any utility (e.g. power, water, A/C, sewer, communications, etc.) (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:

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; and
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 Community Emergency Planner 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 shared drive (to ensure accessibility by the Planning & Preparedness Director).

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 Community 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 include 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.

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 state Fire Marshal or his/her designee;

2. National Oceanic and Atmospheric Administration (NOAA) weather radio, with back-up battery;

3. Leg irons and handcuffs;

4. Oleoresin Capsicum (OC) Spray

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 exit light signs and emergency lights where applicable; and
9. Office layout located in an area accessible to local support agencies.

L. The Community Emergency Planner will check all emergency equipment at least monthly to ensure it is functioning correctly. Emergency equipment checks will be documented on the Monthly Fire/Life Safety Assessment Report. 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.

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 Planning & Preparedness Director).

B. The JPM will ensure that emergency drills are conducted and documented on a regular basis as follows:

1. Fire drill annually and/or when a new employee is hired.
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 and the Planning & Preparedness Director.
VI. EMERGENCY COORDINATION:

A. Staff emergency response and management will be in accordance with respective emergency plan in accordance with instruction as provided in Section IV Emergency Drills.

B. 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 the Office of Legal Services for consultation as needed.

C. 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. Any outside public safety agency participating in drills may be provided a copy of Drill Report at the conclusion of an emergency drill, upon request.

D. 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 Commissioner will be notified through the chain of command.

VII. LOCAL OPERATING PROCEDURES REQUIRED: YES

- The Planning and Preparedness Director must approve all emergency-related local operating procedures and emergency plans. Any current plans approved by the State Fire Marshall will remain in effect until the plan is approved by the Planning and Preparedness Director.