

POLICY 1.50 (30) ENSURING EMERGENCY PREPAREDNESS AT JR FACILITIES AND PROGRAMS

Policy Committee Chair

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Approved



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Authorizing Sources

WAC 296-24-567
WAC 296-24-56701
DSHS Administrative Policy 9.11

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I. PURPOSE AND SCOPE

This policy establishes requirements for emergency preparedness, emergency drills, and fire drills at JR facilities and programs.

All staff, contractors, volunteers, and interns working in the Division of Juvenile Institution Programs, Division of Community Programs and Parole, and the Division of Operations and Support Services are responsible for reviewing and complying with JR policies.

II. POLICY

- 1. The JR Capital Facilities Administrator is responsible for coordination of emergency preparedness planning across the administration and development of the JR Headquarters Continuity of Operations Plan in accordance with DSHS Administrative Policy 9.11.**
- 2. Each JR Institution, Parole Office and Community Facility must develop local Emergency Action Plans that include immediate emergency response and long range Continuity of Operations Plans in conjunction with the 2013 DSHS Comprehensive Emergency Management Plan.**
- 3. Local Emergency Action Plans should address emergencies that the agency may reasonably expect, such as a natural disaster (e.g., tornado, flood, earthquake), internal disaster (e.g., riot, arson, chemical spills, kitchen explosion), or external disaster (e.g., mass arrests, bomb threat, power outage).**
- 4. Local Emergency Action Plans must be developed in accordance with WAC 296-24-567.**

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- 5. Superintendents or designees must ensure that the Local Emergency Action Plan includes a current employee contact list and a procedure to account for all employees and youth after an emergency evacuation**
- 6. Continuity of Operations Plans must address the activities each site must take to sustain prolonged (72 hours or longer) delivery of vital services during periods of emergencies or disasters. These procedures will include:**
 - 6.1. Orders of succession, delegation of authority, devolution of control and direction
 - 6.2. Continuity of facility operation and communications
 - 6.3. Vital records management
 - 6.4. Essential roles for employees and work to be completed
 - 6.5. Reconstitution of Operations
 - 6.6. Procedure for those employees who have been selected to remain at the worksite to care for essential plant operations until their evacuation becomes necessary
- 7. Emergency Action Plans for each Region, Residential Facility, and the Central Office must be reviewed and updated at least annually.**
 - 7.1. Updates must be coordinated with the chain of command.
 - 7.2. Copies must be provided to the Capital Facilities Budget Administrator and DSHS Emergency Management.
- 8. All locations are required to enroll in the Government Emergency Telecommunications Service (GETS) program and have at least one card secured on site for use.**
 - 8.1. One manager at each location will carry a card at all times for use during emergencies or disasters.
- 9. Superintendents, Regional Administrators or designees must conduct emergency drills consistent with fire codes, Washington Administrative Code (WAC) and local requirements.**
 - 9.1. Superintendents or designees must ensure “juvenile-down” and “mass disaster” drills are conducted by health care staff at least annually in the institutions, consistent with National Commission on Correctional Health Care (NCCHC) standards.
 - 9.2. Community facilities must conduct drills in coordination with the health care staff or designees at the institutions.
 - 9.3. Drills must be critiqued by health care staff within 14 days of the drill.
- 10. Fire drills of all occupied areas must be conducted at least monthly or at intervals designated by applicable codes, whichever is more frequent.**
- 11. Each location will maintain a fire prevention plan and an alarm system in accordance with WAC 296-24-567.**

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12. Each site must provide staff with training for emergency preparedness. Training plans must include:

- 12.1. Procedures for employee drills to be conducted on at least a quarterly basis.
- 12.2. Schedules for completeing preliminary and ongoing training.

III. DEFINITIONS

Continuity of Operations Plan (COOP): Written procedures that describe the activities an organization must take to sustain the delivery of vital services during periods of emergencies or disaster. A COOP is activated when an emergency or disaster significantly disrupts normal operations necessitating temporary relocation, reassignment of staff, implementation of alternate care standards and/or other actions that must be sustained for 72 hours or longer.

Emergency Preparedness Plan: Documented procedures at a community facility or institution that explain the immediate actions to be taken by employees during an emergency or disaster.

Mass Disaster Drill: a simulated emergency involving multiple casualties that require triage by health staff. It frequently involves a natural disaster (e.g., tornado, flood, earthquake), internal disaster (e.g., riot, arson, kitchen explosion), or external disaster (e.g., mass arrests, bomb threat, power outage).

Juvenile-Down Drill: a simulated emergency affecting at least one individual who needs immediate medical attention. It involves life-threatening situations which may be experienced in correctional situations.

Drill Critique: a review of drills or actual events documenting activities including response times, names and titles of all health staff involved, and the roles and responses of all participants. The critique must contain observations of appropriate or inappropriate staff responses to the drill.

IV. REFERENCES

Uniform Fire Code: 2008, National Fire Protection Association	Local Fire Codes where applicable
Directive by the Governor 13-02	NCCHC Y-A-07, Emergency Response Plan
Government Emergency Telecommunications Service (GETS) program: http://gets.ncs.gov/	2013 DSHS Comprehensive Emergency Management Plan

V. RELATED JR POLICIES

Policy 1.30 (26) - Reporting Serious and Emergent Incidents
