MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	
Subject: **Inventory and Control of Hazardous, Caustic and/or Toxic Materials**	Policy Number: **1**
Number of Pages: **8**	Section: **VIII**
Attachments **A. HAZMAT Log** **B. Emergency Response Directory**	Related Standards & References **ACA 3-JTS-3B-05**
Effective Date: **March 13, 2007**	Approved: **Kathy Pittman, Director**

I. POLICY:

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS), to establish safe practices for the use and control of hazardous, caustic and/or toxic materials that may present a hazard to employees, youth, the community, or the environment. In addition, it's the Division's policy to create a safe and appropriate work and living environment for its staff and for the youth in its care. Furthermore, that Facility Staff at all levels shall ensure strict control and management of the procurement, storage and inventory of all hazardous, caustic and/or toxic materials. DYS shall comply with applicable federal, state and local codes and regulations.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

A. Hazardous. Inventory. Sanitation. (H.I.S.) Manuel: Includes the Local Emergency Phone List, relevant policies, the Hazmat Inventory Form, the Sanitation Housekeeping Unit Inspection Form, Material Safety Data Sheets (MSDS) for all material stored on a unit, the Standard Item Inventory Form, and the Facility Inspection Forms

B. Master Log: A complete list of the inventory of all hazardous, caustic and/or toxic material received, housed, and distributed on the Training School grounds.

C. HAZMAT Log: A form used to maintain inventory of all hazardous, caustic and/or toxic material housed in a specific area or unit of the facility.

D. Flash Point: The minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid or in the vessel used.

E. Flammable Liquid: A substance with a flash point below 100 degrees Fahrenheit (37.8 degrees Centigrade).

F. Combustible Liquid: A substance with a flash point at or above 100 degrees Fahrenheit.

G. Toxic Material: Any substance that, through chemical reaction or mixture, will produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract. The toxicity is dependent on the quantity absorbed and the rate, method, and site of absorption.

H. Caustic Material: A substance capable of destroying or eating away by chemical reaction.

I. Radioactive Material: The property that some elements have of spontaneously disintegrating into another element by emitting alpha particles, beta particles, neutrons or gamma radiation from the nucleus of an atom.

J. Explosive Material: Any chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.

K. Hazardous Material: Any substance or mixture of substances having properties capable of producing adverse effects on the health and safety of a human being. It can be flammable, combustible, toxic, caustic, explosive, or radioactive.

III. PROCEDURE

Any hazardous, caustic and/or toxic material found to be stored or disposed of improperly or otherwise mismanaged, requires immediate corrective action by the Department Head or Shift Supervisor for the respective area. Repeated violations must be reported to the Facility Administrator who shall subsequently contact the Department of Environmental Protection, as required by federal/state regulations.

A. Procurement of Hazardous Material

1. Supplies shall be ordered and replaced as needed by the Director of Operations or designee. Documentation of hazardous, caustic and/or toxic materials (i.e., bills of lading, shipping manifests, etc.) shall be maintained by the Maintenance Manager and the Director of Operations.

2. All administrators or designees responsible for procurement shall ensure the replacement and use of a hazardous substance with a product less likely to be abused or misused in a secure setting (For example, procuring water-based typing correction fluid rather the often abused and toxic, "White-Out" correction fluid). It is possible that a hazardous, caustic and/or toxic material may possess more than one of the properties listed; therefore, the safety requirements for all applicable properties will be considered. *Special care should be exercised by all employees who are involved in the purchase or use of the following products:*

    a. Explosives
    b. Cleaning Fluids
    c. Pharmaceuticals
    d. Paint and Petroleum Products
    e. Agricultural Materials (ex. Fertilizer)

f. Flammable material (With a flash point above 100 degrees Fahrenheit)
g. Pesticides and Herbicides
h. Office Supplies (ex. Toner Cartridges, Glue, Poster Markers)

B. Storage Responsibilities

1. All hazardous, caustic and/or toxic items shall be stored in a designated, secure fire-resistant area that is not accessible to youth. At no time shall youth be allowed to use or handle these types of items. Youth may, however participate in cleaning or vocational education activities, when directly supervised by a staff member. Only cleaning materials used during routine housekeeping and under staff supervision shall be stored in janitorial closets or secured storage cabinets. All other hazardous, caustic and/or toxic substances other than medical or vocational education materials shall be stored under lock and key in the maintenance area. Items shall be stored in locations that meet the storage specifications of the particular item. Each Department Head, Shift Supervisor or designee shall ensure the control and accountability of all hazardous, caustic and/or toxic material used on their respective units.

2. The Director of Operations or designee shall ensure that all units storing hazardous, caustic and/or toxic materials maintain an up-to-date H.I.S. Manuel, which shall be kept readily available to all staff in such units.

3. Any area housing hazardous, caustic and/or toxic materials shall have posted at all times the contact information of all local and state emergency response agencies.

4. The staff using any of the above indicated or defined fluids, substances or chemicals shall comply with this directive and upon request of the superintendent or designee, assist in compliance inspections concerning control of chemicals.

5. The Director of Operations or designee shall inspect all storage areas for control of hazardous, caustic and/or toxic materials on a monthly basis and document such inspection on the HAZMAT Log.

C. Inventory Control:

1. Facility Inventory

a. Each Shift Supervisor or his/her designee shall be responsible for all Hazardous, Caustic and/or Toxic Materials inventory control, daily.

b. The Maintenance Manager shall maintain a master log of all Hazardous, Caustic and/or Toxic Materials received, housed and distributed on

Training School Grounds. The Master Log should include the following:

i. Type and quantity of each material at the beginning of each month.

ii. Quantity distributed throughout the month.

iii. Total use, total received and ending total will be recorded.

c. A tally of such inventory shall be completed on a monthly basis by the Maintenance Manager and documented on the Master Log.

2. Unit Inventory

a. A HAZMAT Log shall be maintained in the locked section of each unit storage room. All hazardous, caustic and/or toxic material shall be issued by the Maintenance Manager on a weekly basis.

b. All department supervisors of units housing hazardous, caustic and/or toxic material shall be responsible for maintaining the inventory and control of all such items stored on the unit.

c. A daily inspection of such inventory shall be completed by the department supervisor and documented on the HAZMAT Log.

D. Storage Facility for Hazardous, caustic and/or toxic Materials

NFPA (National Fire Protection Association) standards shall be closely observed in the storage of flammable, toxic and caustic materials.

The following restrictions shall be followed for the storage of these materials:

1. Hazardous, caustic and/or toxic liquids shall be kept in covered, properly labeled containers when not in use.

2. Flammable and/or combustible liquids to be utilized for maintenance purposes by the maintenance staff shall be maintained in a well ventilated, locked storage locker located outside any building. Materials locked in the storage area should include but not be limited to small amounts of Petroleum products. (ex. gasoline, paint, paint thinner, etc.)

3. Flammable, hazardous, caustic and/or toxic materials (ex. cooking oil and spray, etc.) to be utilized by food service staff shall be maintained on metal storage shelves in a well ventilated area. The location shall be accessible to all food service staff but inaccessible to all youth.

4. Flammable, hazardous, caustic and/or toxic liquids to be used for janitorial and housekeeping purposes shall be maintained in a well ventilated, locked storage closet. Material located in these storage closets shall include but are not limited to floor stripper, window cleaner, furniture polish, aerosol disinfectant, 409, bowl cleaner, bleach, pine sol, stainless steel cleaner, etc.

5. Examples of at-risk hazardous, caustic and/or toxic substances currently used, stored, produced, and transported at the facility in sufficient quantities and concentrations that present significant risk are (but may not be limited to): chlorine, gasoline, liquefied propane (LP), and diesel fuel.

   a) Gasoline should be stored in aboveground, EPA regulated storage tanks. These tanks are located in an open area away from open flames, sparks, heat-producing equipment, and other ignition sources. Two (2) 500-gallon tanks are used to store this product and given the hazards presented, safety requirements are strictly enforced at all times. Diesel fuel is stored in a 250-gallon tank adjacent to the gasoline tanks.

   b) LP gas may be stored for BBQ grills outside state-provided, private residences. LP cans installed for facility use shall be stored in aboveground tanks away from open flames, sparks, heat-producing equipment, and other ignition sources. In the event of a leak/release of LP gas, the immediate vicinity shall be evacuated until the vapors can be dispersed by air currents and the leak/release is effectively contained.

   c) Chlorine is stored in a container as a part of the water treatment unit (at Columbia Training School, only). Although the potential for a chlorine release at this facility has been assessed as low, the consequences of a release would be high. In the event of a chlorine release, evacuation of the facility (or portions thereof) may be necessary until air currents can disperse the fumes/vapors. Additional containment procedures will be provided by the local emergency response network.

   d) Bio-hazardous waste is stored in American Society for Testing Materials (ASTM) approved containers, within the clinic. These wastes are transported from the facilities storage site by state/federal regulated, licensed and contracted transport providers. The likelihood of spill/exposure to these substances, at this facility, is considered low.

   e) Chemical waste shall be stored in a secured area of the maintenance area. Some examples of these wastes are: spent engine oil, used oily rags, and vehicle oil filters. Flammable liquids and combustible materials are also stored in a collection site within the maintenance

area. These wastes are removed from the facility by state/federal regulated, licensed and contracted transporters for disposal.

6. Personal hygiene products that may be caustic and/or toxic in nature may not be stored by youth.

7. A monthly inspection of all facility areas/units housing hazardous, caustic and/or toxic material shall be completed by the Director of Operations or designee to ensure the proper storage and inventory of such material.

E. Use of Flammable, Toxic or Caustic Material

1. **Under no circumstances** shall gasoline be used for cleaning.

2. Standard solvents, kerosene or other cleaning fluids with a flash point above 100 degrees Fahrenheit shall not be used under any circumstances.

3. No youth shall be permitted to use or possess any item listed in Section A or any other material determined hazardous.

4. Individuals may not bring hazardous, caustic and/or toxic materials into the workplace. All hazardous, caustic and/or toxic materials are the responsibility of the person(s) issued the material for authorized use at the facility, and therefore is the responsibility of said person(s) until it is properly disposed of, as provided by this policy.

5. When using any cleaning material or chemical substance it is important to read the labels on each product container prior to opening the container. Warnings and precautionary information must be strictly adhered to. Each Department Head or Shift Supervisor shall be responsible for the proper handling and use of any product used on their assigned unit and for adhering to limitations and label warnings.

6. Substances that are labeled "Keep Out of the Reach of Children" or "May Be Harmful If Swallowed" will be kept and administered under staff supervision.

7. All hazardous, caustic and/or toxic substances used, stored, produced and transported within the facility's boundaries, which are at risk of leaks, spills, and exposure; require consistent and safe practices to reduce the potential for contamination of the environment.

NO HAZARDOUS CHEMICAL SHOULD BE MIXED AS THIS COULD RESULT IN CHEMICAL EXPLOSION OR TOXIC GAS

F. Disposal of Hazardous, caustic and/or toxic Materials

1. The maintenance manger or his/her designee is responsible for properly disposing of poisonous and toxic fluids and chemicals. The disposal of all

hazardous, caustic and/or toxic materials shall be consistent with the manufacturer's guidelines. Items in need of disposal shall be placed in a sealed and marked container labeled "hazardous" and given to the Maintenance Manager or designee for storage in a secured area specifically designated and identified as a storage area for hazardous, caustic and/or toxic materials.

2. Stale gas, diesel fuel and oil can be taken to any County Collection or Disposal Station.

3. The cover should be left off latex paint and allowed to dry. Once dry, latex paint can be disposed of through normal garbage collection procedures.

4. Fluorescent tubes and Mercury light bulbs containing Mercury dust cannot be incinerated or disposed of at a landfill. These and all other toxic chemicals must be disposed of through a contracted toxic waste management provider.

5. Containers shall be maintained in each department and unit for the disposal of used batteries. Department Heads or Shift Supervisors shall notify the maintenance department when these containers are ¾ full. Light fixtures, ballast and other similar items shall be removed from this facility by maintenance staff and disposed of in the appropriate containers at the maintenance area.

6. Transporting of these materials from the facility storage site(s) to the final disposal site shall be performed by contracted, state and federal-regulated transport providers on a regularly scheduled basis.

G. In the event of a hazardous release/spill, the following action shall be taken in order to provide a consistent hazard communication process by assuring timely, accurate, and comprehensive reporting of all incidents involving hazardous/toxic substances:

1. All employees are responsible for immediately notifying the Maintenance Manager and Security Chief of a release/spill of a hazardous/toxic substance.

2. Staff should secure the scene without entering the hazard area, when possible.

3. When notification of a release/spill on lands, grounds, and/or roadways within proximity or adjacent to the facility is received by the Security Supervisor or designee, the facility administrator shall be immediately notified.

4. Maintenance Manager or designee, in consultation with the Director of Operations, shall evaluate the scene of the incident, and obtain assistance from qualified personnel if needed. The hazard area should only be entered when necessary and by staff persons wearing appropriate personal protective equipment.

5. Personal protective equipment shall be located in the maintenance department. Emergency response kits include: gloves, masks, goggles, coveralls, boots, noncombustible absorbent materials, and disposal containers.

6. In the incidence of a fire, spill or leak involving hazardous, caustic and/or toxic substances that exceed the resources and capacity of the facility, the Facility Administrator shall request additional assistance from local, state and federal response agencies.

7. Whenever a fire, spill, or release of a hazardous, caustic and/or toxic substance results in an evacuation of the facility (or portion thereof), evacuees (i.e., youth, visitors, staff, etc.) shall not be allowed to return to the hazard area(s) until the "ALL CLEAR" is given by the Security Supervisor or his/her designee.

8. Any spill, leak, or exposure to hazardous, caustic and/or toxic substances at the facility shall be documented, using an Incident Reporting Form (See Policy VII.3). The first person(s) discovering or identifying the spill, leak, and exposure of a hazardous/toxic substance shall be responsible for initiating the reporting process and provide detailed information related to the incident. The Facility Administrator shall review and complete the Incident Reporting Form and immediately alert the local emergency planning committee and the Department of Environmental Protection (EPA).

J. In-service training needs related to the Inventory and Control of Hazardous, Caustic and/or Toxic Materials shall be determined annually through the Training Needs Assessment process. (See Policy IV. 1 – Training Management.)

Mississippi Department of Human Services/Division of Youth Services
Oakley and Columbia Campuses
HAZMAT LOG (VIII.1A)

POD/COTTAGE/AREA: _____ **DATE:** _____

COMMON NAME (CHEMICAL NAME)	1st SHIFT			2nd SHIFT			3rd SHIFT			COMMENTS
	ON HAND	USED (-) REC'D (+)	END OF SHIFT	ON HAND	USED (-) REC'D (+)	END OF SHIFT	ON HAND	USED (-) REC'D (+)	END OF SHIFT	
AJAX (Calcium Carbonate)										
BATH PLUS/TILEX (Ammonium Bifluoride)										
BLEACH (Sodium Hypochloride/CA2)										
DETERGENT (LAUD) (Sodium Metasilicate)										
DISINFECTANTS (Sodium Ortho Benzyl/Para-chiorophenate)										
DUST MOP TREATMENT										
RING B GONE (Calcium Carbonate)										
WINDEX (Anionic Detergent)										
WAX (Zinc Oxide)										
WAX STRIPPER (Sodium Xylene Sulfonate)										

CAUTION STATEMENT: CONTACT NURSE IF ACCIDENT SHOULD HAPPEN.

Mississippi Department of Human Services/Division of Youth Services
Oakley and Columbia Campuses
HAZMAT MONTHLY CHECK

POD/COTTAGE/AREA: _____ **MONTH:** _____

NAME: _____ **TITLE:** _____

COMMON NAME (CHEMICAL NAME)	QUANTITY ON HAND BEGINNING OF MONTH	QUANTITY ON HAND END OF MONTH	COMMENTS
AJAX (Calcium Carbonate)			
BATH PLUS/TILEX (Ammonium Bifluoride)			
BLEACH (Sodium Hypochloride/CA2)			
DETERGENT (LAUD) (Sodium Metasilicate)			
DISINFECTANTS (Sodium Ortho Benzyl/Para-chiorophenate)			
DUST MOP TREATMENT			
RING B GONE (Calcium Carbonate)			
WINDEX (Anionic Detergent)			
WAX (Zinc Oxide)			
WAX STRIPPER (Sodium Xylene Sulfonate)			

MONTHLY CHECK APPROVED: ☐ **Yes** ☐ **No** (Please note reason below)

COMMENT: _____

_____

_____

_____

SIGNATURE: _____ DATE: _____

EMERGENCY RESPONSE AGENCY DIRECTORY

Local Emergency Response Agencies

Fire	Raymond Fire Department/Learned Volunteer Department	911
	Columbia Fire Department	911
Police	Hinds County Sheriff's Office	911
	Columbia Police Department	911
Ambulance	AMR	911
Hinds County Emergency Management Agency		601-960-1476

Non Emergency Numbers

AMR	601-982-7911
HSCO	601-857-2600
Marion County Sheriff	601 736-2711
Columbia Police Department	601 736-8202
Columbia Fire Department	601 736-2211
Marion County General Hospital	601-736-6303
Central Mississippi Medical Center	601-376-1000

State & Federal Emergency Response Agencies

MS Highway Patrol	601-987-1212
Department of Environmental Quality	601-961-5171
MS Emergency Management Agency (MEMA)	1-800-222-6362
National Response Center (Toxic Chemical/Oil Spills)	1-800-424-8802

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	
Subject: **Emergency and Disaster Drills and Planning**	Policy Number: **2**
Number of Pages: **14**	Section: **VIII**
Attachments A. Emergency and Disaster Drill Form B. Medical Emergency and Suicide Drill Form C. After-Action Critique Report	Related Standards & References ACA 3-JTS-3B-07 ACA 3-JTS-3B-14 ACA 3-JTS-3B-11 ACA 3-JTS-3B-15 ACA 3-JTS-3B-12
Effective Date: **March 8, 2010** **Revised January 26, 2012**	Approved: Kathy Pittman, Director

I. POLICY:

It is the policy of the Mississippi Department of Human Services (MDHS), Division of Youth Services (DYS), that the safety of youth and staff be maintained and provided for at all times. Therefore, a comprehensive emergency and disaster plan shall be implemented and explained to all youth and staff, which includes but is not limited to regularly scheduled emergency drills. Training and Orientation to emergency and safety related protocol shall be documented. As a fully operational, twenty-four (24) hour, seven (7) day a week facility, all essential services, programs and activities shall be maintained and available to youth in the event of a disaster, emergency and/or relocation. Furthermore, sufficient fuel, food and commodities to maintain life support systems shall be ensured.

The State of Mississippi may experience a major disaster, either man-made or natural, that affects services provided by the Mississippi Department of Human Services, Division of Youth Services. The purpose of this document is to establish procedures to continue services to our youth in custody while assuring their safety and well-being during and after such disasters.

Mississippi Emergency Management Agency (MEMA) is the state agency with primary responsibility for emergency planning, preparedness, mitigation, response and recovery. Its mission is to ensure that Mississippi is prepared to respond to emergencies, recover from them and mitigate against their impacts.

The Mississippi Department of Human Services (MDHS) is the state agency with primary responsibilities for emergency support function (ESF) #6, for mass care, housing and human services. Accordingly, MDHS coordinates all state efforts to provide sheltering/temporary housing, feeding and other human needs following a catastrophic earthquake, hurricane, nuclear power plant failure or other significant disaster requiring state mass care assistance.

MDHS' State Office Emergency Operations Center (SOEOC) is activated by the executive director or his designee in times of disaster as prescribed by federal or state declaration. Its purpose is to ensure day-to-day operation of MDHS' programmatic divisions to meet the state's human service needs.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

A. After-Action Critique – Administrative and staff review of emergency and disaster drills and actual incidents to discuss and evaluate aspects of demonstrated practice as meeting expectation or needing improvement as well as to clarify procedural expectations.

B. First Responders – Medical personnel who are designated to go to the scene of an accident or emergency to provide on the spot medical care in case of injury.

C. Emergency Disaster Captain – A staff person designated to account for all persons on campus in an emergency situation.

D. Fire Captain – A staff person designated to clear the area and account for all persons in a specific area during and after fire drills and actual fire emergencies.

E. Safety Officer – a DYS staff person who is responsible for and sufficiently trained to manage and implement the campus safety program, coordinate such operations with local fire and emergency offices and organizations, in addition to ensuring facility compliance with Federal, State and Local codes, standards and regulations.

F. Area Roster – A list of all employees assigned to a given area or building.

III. PROCEDURE

A. Planning – The Facility Administrator shall ensure, at a minimum, the following precautions shall be taken in order to prepare for any unforeseen or expected emergency or disaster:

1. Emergency and Disaster Plan – An evacuation plan, which encompasses all elements of safety, security, medical support, food service and all life support systems shall be established and reviewed annually by the Facility Administrator or Designee, which at a minimum includes the following:

    a. Evacuation plans that notate all exits from all buildings on campus, which shall be posted in conspicuous areas throughout each building.

    b. All possible evacuation routes from the campus.

    c. Alternative locations where youth can be safely housed in case of evacuation until facilities are restored to an environment where youth are protected from harm. (see Appendix A.)

        i. Youth shall be temporarily housed depending on the location and severity of an impending or actual emergency/disaster at a location identified in Appendix A; whichever is closest and least affected.

        ii. Youth Courts shall be informed of the suspension of youth admissions to Oakley Youth Development Center (OYDC) and the

plan to evacuate, parole or transfer youth or via a formal written request from the MDHS Executive Director to the Youth Court Judge or Referee. The DYS Division Director shall direct the OYDC Facility Administrator to work with the DYS Director of Community Services to oversee the smooth transition of youth to their homes or other appropriate placement.

iii. Food services for staff and youth shall be provided via contracted vendor for the duration of the relocation at the satellite location.

iv. Clothing and supplies for youth shall be furnished by the facility and shall be bundled and secured in three (3) day allotments.

v. The Youth Services State Office Emergency Operations Center (SOEOC) representative shall monitor the status of the operations and regular updates shall be provided to the DYS Division Director and the Agency (MDHS) Executive Director for the duration of the evacuation/relocation, no less than daily.

d. The inventory of all vehicles on campus, which lists the condition and capacity of each vehicle.

e. Procedures for collecting, transporting and storing adequate non-perishable food supplies to support staff and youth for the expected duration of the evacuation period.

f. Procedures for collecting, transporting and storing adequate clothing and linen supplies to support youth for the expected duration of the evacuation period.

g. Schedule of emergency and disaster drills

2. Distribution - A copy of the general emergency instructions shall be displayed in a conspicuous place in each building and a copy of the floor plan for that area which reflects the location of fire extinguishers, exits and emergency equipment.

B. Evacuation Procedures – The Facility Administrator shall ensure the existence of emergency evacuation plans which are in-line with national fire safety codes and that the following areas of responsibilities are accomplished.

1. The evacuation plan shall include, at a minimum:

a. The location of building/room floor plans.

b. The route of evacuation and the subsequent placement and housing of youth.

c. The vehicles designated for transport of girls, boys and student/staff clothing and supplies. (Appendix B)

d. The use of exit signs and directional arrows for traffic flow.

e. Provision for medical care and emergency transportation for injured youth and staff

f. Evacuation plans for visiting areas and areas normally accessible to visitors which clearly indicate primary and secondary exits.

g. Notification procedure for contacting law enforcement personnel for assistance.

h. Provisions for immediate release of youth from locked areas.

i. At least quarterly drills on all shifts in all facility locations.

j. Those youth who pose a security and/or safety risk for the Facility shall not be required to be evacuated during drills.

k. The Facility Administrator (or designee) shall personally inform the DYS Director of the situation immediately and justify recommendation to evacuate. Recommend and justify specific evacuation destination based on the type of disaster for all or part of the youth population at OYDC.

l. Receive evacuation order from SOEOC.

m. Determine the number and type of staff needed to supervise the number of youth to meet required staffing ratios and services. (see Appendix C)

n. Initiate deployment/evacuation including calling and briefing designated staff, making a list of staff, transportation, clothing, health and hygiene items; including contingency bags for 3 days, sack lunches and snacks for evacuation (brown bags).

o. Activate site selection area countdown.

p. Ensure that transportation vehicles arrive at staging area.

q. Order transportation movement.

r. The DYS Director of Finance and Administration shall coordinate issuance of emergency credit cards to operations, maintenance and food service supervisory staff.

2. Designated staff will ensure student evacuees comply with the following:

a. Each evacuee is limited to one carry-on size laundry bag and is responsible for the handling and security of their bags at all times.

b. Each evacuee must provide name, home address, if available, and phone number, if available, to community staff.

c. Each evacuee will be searched to prevent any weapons, contraband, alcohol or controlled substances being brought on board.

d. No pets are allowed on the bus.

e. No smoking or use of tobacco products will be allowed on the bus or inside the Evacuation or Staging Areas.

3. Direct-care, security, maintenance, education, food service and professional staff shall be responsible for duties assigned. (Appendix C) Drills for the Evacuation Plan will be assigned quarterly and results posted in the DYS Performance Review, reporting the number of students participating and times completed. This plan can only be activated by the SOEOC (MDHS Executive Director).

C. Communication – The following precautions shall be taken in order to ensure that appropriate and necessary contact can be made with staff, Central Office, the community, and local emergency response entities, in case of emergency or disaster:

1. Emergency telephone numbers shall be posted near the telephone in Central Control and the Security Station on campus.

2. The facility shall have operational cell phones, walkie-talkies and/or a radio base station, receivers, and transmitters or other independent mechanical means of communication in order to maintain constant contact with the outside community if conventional means of communication are disrupted.

3. The Control Center shall be equipped with a National Oceanic and Atmospheric Administration (NOAA) Weather Alert receiver to broadcast National Weather severe weather warnings and watches. The emergency weather radio shall have batteries to provide backup in a power failure. Training shall be given to all staff on this post regarding the national alerts system, methods for notification of alerts to campus staff, and communication of instructions to campus staff.

4. The DYS SOEOC representative shall maintain contact with community Adolescent Offender Programs (AOP) to ensure the resumption of operations in affected areas as soon as possible.

5. If a staff or student is injured during an emergency evacuation or due to fire or smoke exposure/inhalation or any other emergency or disaster related instance, Central Control shall be notified immediately; and Central Control will notify

the Shift Supervisor, Duty Administrator and Facility Administrator as well as the facility Medical Clinic and local emergency response services, if needed.

6. Staff and youth shall be informed of the proper procedures to be taken in an emergency during their Orientation period, which shall be documented. The Student Handbook shall outline the steps that youth are to follow in an emergency situation. Drills in each of the emergency procedures shall be used to ensure that youth are aware of the safety precautions to be taken and evacuation methods.

7. At a minimum, the following general safety rules shall be explained to both staff and youth:

    a. Central Control shall be notified immediately of all emergency and or hazardous events/situations. Central Control shall be responsible for informing the Shift Supervisor or Duty Administrator of the exact location of the fire, other pertinent information and contacting local authorities.

    b. The location of all exits from all buildings on campus.

    c. When in a smoke filled room, staff and youth shall be instructed to crawl close to the floor to the nearest exit.

    d. When exiting a room or building, staff and youth shall be instructed to touch each door before opening it. If the door is hot, staff and youth shall be instructed to not open the door and to try the next exit.

    e. When exiting a building, Staff and youth shall be instructed to walk, rather than run, to ensure the safety of self and others.

    f. If staff or youth notice that another's clothing is on fire, they shall be informed to instruct them to stop, drop on the floor or ground, and roll. In cases where the person is non responsive to these instructions, they shall attempt to cover them with a blanket or other covering, and roll them to extinguish the flames.

D. Fire Related Duties for Central Control – When notified of a fire, Central Control staff shall pay close attention to the fire alarm panel. This is a combined signal consisting of a light and buzzer that is activated by smoke detectors located throughout the facility. Central Control Staff notified of a fire shall initiate the following procedures:

1. Immediately call the fire department through the local emergency number and the Facility Administrator or Duty Administrator, providing all available fire related information and the exact location of the fire.

2. Notify the affected areas, if necessary, to begin evacuation procedures. This notification shall consist of both telephone instructions to the Shift Supervisor, when possible, and verbal instructions via the inter-com system.

3. Advise all radio units of the emergency situation directing available staff to proceed to the affected area to assist in the evacuation of the area.

4. Make all emergency keys available to authorized staff.

5. Alert the Clinic and medical staff.

6. Begin notification of staff on the emergency notification roster.

7. Maintain an accurate record of notifications and times pertaining to the emergency in the emergency log.

E. Fire Related Duties for other Facility Staff –

1. Physical Plant Staff: Maintenance staff shall be notified and placed on stand-by to perform any necessary emergency repair work.

2. Medical: Medical staff shall be placed on standby alert to treat any injuries.

F. Drills – All staff and youth shall be made aware of proper procedures to be taken in case of an emergency or disaster. The following types of drills shall be conducted on a scheduled basis, no less than semi-annually, on all shifts.

1. Fire – At a minimum, fire drills shall be conducted no less than monthly on each shift and on weekends. When conducting drills and in case of fire the following steps shall be taken:

a. The Director of Facilities Maintenance or designee shall sound the alarm.

b. All staff and youth shall evacuate the building, in a single line to the nearest exit.

c. Once clear of an apparent danger, all youth shall be assembled in a designated safe area and instructed to remain seated. Direct care staff assigned to the housing unit or activity area from which they came shall call the roll to insure that all youth are present and accounted for.

d. In the case of a missing youth or staff person, the Shift Supervisor or Duty Administrator shall be notified of the youth's last known location and the approximate time youth was last seen.

e. Staff and youth shall not re-enter the building until the "all clear" has been given by the Director of Facilities Management or Designee. In the case of an actual fire, clearance shall be given by the Facility or Duty Administrator.

f. Central Control must be notified of the exact location of the fire and other pertinent information; and advised if there is a need for other emergency vehicles (ambulance, etc.) or equipment.

2. Suicide Attempts– See policy XIII.13: Suicide Prevention.

3. Emergency Medical –See policy XI.26: Emergency Medical Response and Services.

4. Escapes – See policy VIII.4: Escapes

G. Fire Emergency Protocol – Any staff member first detecting a fire shall notify the Central Control immediately by:

1. Pulling the fire alarm pull station nearest the emergency, if one is available.

2. Call the Central Control to report the emergency with an exact description of the situation including:

a. Severity,

b. Location and movement of smoke and/or fire,

c. Smoke Color - according to color reported Central Control shall make the appropriate announcement and instructions.

i. Yellow: Indicative of toxic gases: evacuate immediately and do not attempt to extinguish.

i. Grey-brown wisps: Indicative of electrical fire, stay clear and evacuate immediately.

ii. Grey-black: Indicative of primary fire. Extinguish if possible after immediate area is evacuated. Do not attempt to extinguish in thick smoke.

3. Release all youth from security rooms in affected area(s).

4. Turn off all electrical switches.

5. Close all windows and doors.

6. Initiate evacuation procedures. If fire occurs after the secure night count, youth shall be evacuated to a designated safe area and remain there until further instruction indicates otherwise.

7. Staff members shall remain at their assigned evacuation posts until all youth have been evacuated.

8. Do not disturb the fire site. If emergency extinguishing equipment is used, short bursts shall be used at the flame base. Do not disturb the extinguished powder by prodding or fanning. Additional extinguishing powders should be used if necessary.

9. Protect the fire scene until an investigation can be conducted.

H. Documentation – All emergency and disaster drills shall be documented and maintained by the Director of Facilities Maintenance or designee using Form A or B. As well, all after-action critiques shall be documented and maintained by the Director of Facilities Maintenance or Duty Administrator using Form C. Documentation of all emergency and disaster related training and materials shall be forwarded to the Training Director.

I. Training – All Staff who come in regular contact with youth shall be trained in standard First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED).

1. All staff at a minimum shall receive training on the following:

    a. Proper procedures to be used in the evacuation of buildings.

    b. Proper use, handling and location of the fire extinguishers, emergency response bag and other safety equipment.

    c. Campus Emergency Plan Procedures.

2. Duty Administrators and Shift Supervisors shall at least quarterly, be involved in a scheduled response and practice session involving a mock demonstration of an actual rescue attempt. All Duty Administrators and Shift Supervisors shall be instructed in the proper procedures and in the use of all safety and emergency equipment available. As well, all Duty Administrators and Shift Supervisors shall be trained on the Oakley Campus Emergency and Disaster Plans. In addition to the standard training provided to all staff, Duty Administrators shall at a minimum participate in training to meet the following expectations:

    a. Be familiar with the correct use of fire equipment.

    b. Be familiar with the correct procedure for search and rescue of youth.

c. Be familiar with the correct procedures regarding disturbance/hostage situations.

d. Be familiar with written disaster plan procedures and diagrams of shut off mains for gas lines.

e. Be familiar with emergency procedures for severe weather and disaster related incidents.

3. First Responders - All First Responders shall participate in extended training sessions and/or courses, which provide information and practice that goes beyond that of training provided to other staff and is provided by instructors trained in the approved curriculum.

Appendix A

Evacuation of Oakley Youth Development Center

Location	Distance from OYDC	Phone
Henry S. Jacobs Camp Utica, Mississippi	13.23 miles; 21 minutes	(601) 885-6042
Hood Boy Scout Camp Hazlehurst, Mississippi	35.94 miles; 53 minutes	(601) 277-3565
Roosevelt State Park Morton, Mississippi	54.67 miles; 59 minutes	(601) 732-6316
Holmes County State Park Goodman, Mississippi	76.82 miles; 1 hour, 19 minutes	(662) 653-3351
Percy Quinn State Park McComb, Mississippi	79.55 miles; 1 hour, 28 minutes	(601) 249-2964
Paul B. Johnson State Park Hattiesburg, Mississippi	126.05 miles; 2 hour, 21 minutes	(601) 582-2031

Appendix B

Evacuation of Oakley Youth Development Center

Evacuees/Items	Number	Transportation
Girls/Staff	10/3	1 van (15 pass.)
Boys/Staff	60/10	1 bus (42 pass.) 3 vans (15 pass.)
Clothing and Supplies	As Needed	1 van (15 pass.) 3 pickup trucks 1 flatbed trailer

Appendix C

Evacuation of Oakley Youth Development Center

Evacuation Organization		
Assignment	**Staffing**	**Responsibilities**
Facility Administrator Director of Operations	OYDC	Coordinates departure and arrival of vehicles. Stocks buses. Maintains records of vehicles. Completes vehicle trip logs.
Maintenance Personnel	OYDC	Conducts fueling. Completes maintenance checks.
Bus Driver	OYDC	Drive vehicles to shelter.
JCW Shift Supervisors (9) Assigned JCWs	OYDC	Assign JCW staff. Maintain order on bus.
Health Services Coordinator Nursing Staff	OYDC & Contract Staff	Administer medications. Performs first aid.
Food Services	OYDC/DYS	Provide meals.
Supervision of Youth	JCW Staff	Supervise youth.
Recreational Activities	Recreation Therapists	Provide recreation.
Educations Activities	Academic Teachers	Provide education.
Mental Health Services	Youth Services Counselors Contract Staff	Provide counseling therapy.

Appendix C (Continued)

Evacuation of Oakley Youth Development Center

Shelter Site Organization		
Assignment	**Staffing**	**Responsibilities**
Receiving Coordinator	OYDC Director V Director of Mental Health & Rehabilitative Services	Assign housing in accordance with DYS classification policy. Assign staff as needed.
Purchasing Coordinator	DYS Director of Administration	Process emergency purchases. Coordinate issuance of credit cards.
Bus Driver	OYDC	Drive vehicles to shelter.
Supervision of Youth	JCW Staff	Supervise youth.
Recreational Activities	Recreation Therapists	Provide recreation.
Educations Activities	Academic Teachers	Provide education.
Mental Health Services	Youth Services Counselors Contract Staff	Provide counseling therapy.

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	
Subject: **Fire Prevention and Safety Program**	**Policy Number:** **3**
Number of Pages: **5**	**Section:** **VIII**
Attachments **A. Fire Prevention & Safety Handout**	**Related Standards & References** **ACA JTS-2A-01 ACA JTS-2A-03** **ACA JTS-2A-04 ACA JTS-3B-11** **ACA JTS-4B-02**
Effective Date: **April 5, 2010**	**Approved:** **Kathy Pittman, Director**

I. POLICY:

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS) that facilities operated by DYS shall comply with applicable federal, state, and local building, safety, and fire codes. Furthermore, DYS facilities shall develop and implement fire prevention plans that provide for fire alarm systems, fire safety guidelines, drills, testing of equipment, and coordination with the local fire department. (3-JTS-2A-01/03)

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

A. **Safety Officer** – a DYS staff person who is responsible and sufficiently trained to manage and implement the campus safety program, and to coordinate such operations with local fire and emergency offices and organizations, in addition to ensuring facility compliance with Federal, State and Local codes, standards and regulations.

B. **Fire Captain** – A staff person designated to clear the area and account for all persons in a specific area during and after fire drills and actual fire emergencies.

III. PROCEDURE

A. Program Responsibility and Authority - The Director of Facility Management shall hold the responsibility and authority to ensure implementation of a comprehensive safety program and shall ensure that those implementing such program are sufficiently trained to do so. The program shall be coordinated by the Facility's Safety Officer and shall at a minimum include the following:

1. Scheduled safety-related inspections in accordance with standards set forth by OSHA, the State of Mississippi, the Fire Marshall and all other regulatory agencies authorized to set such standards.

2. Scheduled fire-related inspections, including at a minimum an annual fire safety inspection conducted by the Fire Marshall and an assessment of all facility fire extinguishers for operability monthly. Additionally, all schools

will hold monthly fire drills in accordance with policies established by the Department of Education.

3. A review of facility evacuation plans, a schedule of evacuation drills, the audit of all caustic and flammable materials, and tools. A schedule of service for emergency generators to ensure operability.

4. The Director of Facility Management shall provide the Facility Director with a corrective action plan for all items and areas found to be out of compliance with Division policy, the previously noted standards and standards of practice maintained at like juvenile justice facilities.

B. Fire Prevention Plan shall be developed by the Safety Officer in coordination with the area fire department, which shall include but not be limited to the following: (3-JTS-3B-11)

1. A written Evacuation Plan that includes preparation for fires and/or other major emergency events, which is reviewed no less than annually and includes the mandates of appropriate codes. (See policy VIII.4: Emergency/Disaster Planning)

2. A requirement that all mattresses, blankets and interior furnishing are made of fire retardant materials;

3. Monthly scheduled fire drills (to be conducted per shift);

4. A scheduled annual fire inspection, testing of equipment, review of the facility's fire drill procedure, by qualified, non-DYS fire inspectors;

5. A specification of the appropriate number and size of fire extinguishers for all designated areas within the facility and in all State vehicles;

6. Plans for proper housekeeping with adequate trash dispensers and disposal (see Policy VI.2: Sanitation);

7. Provisions for paint-covered clothes/rags, oily rags to be stored in covered, metal cans;

8. Non-obstructed doors and walkways;

9. Operable fire exit signs, doors, and locks;

10. Proper mounting and use of extension cords and multi-plug units;

11. Proper preventive maintenance of all electrical circuits with proper fusing;

12. Proper storage of gasoline outside the facility (see policy VIII.1: Inventory and Control of Hazardous, Caustic, and/or Toxic Materials);

13. Proper storage and marking of all chemicals along with current inventories (see policy VIII.1: Inventory and Control of Hazardous, Caustic, and/or Toxic Materials)

14. Provisions for adequate walking room between stacked materials in warehouse/storage areas;

15. Use of an automatic fire alarm system with a monthly inspection to assure proper operations; and

16. Use of a sprinkler system with appropriate distance between sprinkler heads and materials;

17. Any changes to floor plans, entrances, and or emergency equipment.

C. All flammable and combustible liquids shall be stored in approved containers and locked cabinets. (See Policy VIII.1: Inventory and Control of Hazardous, Caustic, and/or Toxic Materials)

D. Fire and Safety Equipment

1. Fire fighting equipment and highly trained personnel are available to the facility through the local fire department. The central emergency number for fire, paramedics and ambulance assistance from the fire department is posted at every phone in the facility. The central emergency dispatcher shall be provided all information necessary to enable dispatch of the unit nearest the facility, by the Safety Officer.

2. Smoke Detectors: All housing units shall be equipped with smoke detection systems designed and installed to provide early warning of smoke within the area of placement. Local alarm systems are connected also to an annunciator panel in the control center in accordance with local fire standards.

3. Automatic Sprinklers: Security-safe automatic sprinklers are installed in all housing units and the main storerooms. Sprinkler systems like smoke detectors are connected to an annunciator panel in the control center. Clearance between sprinkler deflectors and the top of storage shall be in accordance with National Fire Protection Association (NFPA) guidelines for combustible and noncombustible commodities.

4. Emergency Lighting: All housing units and all general program areas shall have emergency lighting installed that provides sufficient illumination to exit areas and stairwells.

5. Generator and Radio Transmitter: An emergency power generator and radio transmitter is located inside the powerhouse to provide essential lights, power and communication during emergencies. This equipment shall be tested at least once monthly by the Safety Officer and a report of findings forwarded to the Director of Facility Management and the Facility Administrator.

6. Hydrants: fire hydrants are accessible and properly maintained. The water supply system is regularly checked to assure that adequate pressure and flow are maintained for operating fire protection equipment.

7. Extinguishers: Fire extinguishers for various types of fires, i.e., water, powder, carbon dioxide, are placed throughout the facility and especially in the control center.

    i. One extinguisher is available for every 3,500 square feet of floor space and not over 75 feet of travel required to reach an extinguisher.

    ii. In all new construction, extinguishers shall be placed in break glass front cabinets or other cabinets which can be opened and should be conspicuously located and mounted where they are readily available.

    iii. Only fire extinguishers, clearly marked as to type of fires they are made to control shall be used.

        a. Carbon Tetrachloride: Carbon tetrachloride fire extinguishers shall not be used under any circumstances.

        b. Soda Acid: Due to the danger sulfuric acid offers as a weapon, soda acid fire extinguishers have been replaced with stored pressure water type extinguishers.

8. Extinguisher Servicing: Portable extinguishers shall be kept in fully charged and operable condition and stored in designated places.

    i. Every extinguisher shall have a current valid inspection tag securely attached showing last maintenance or recharge date.

    ii. Hydrostatic Testing: At intervals not exceeding five years, extinguishers shall be hydrostatically tested; with the exception of dry chemical extinguishers which are hydrostatically tested every 22 years. Testing is generally performed by an extinguisher service company.

    iii. Discharged fire extinguishers shall be immediately replaced and recharged by a National Fire Protection Association certified individual or vendor.

    iv. Each extinguisher shall be inspected monthly and the inspection tag shall be initialed by the person inspecting the extinguisher.

E. Inspections: Where applicable, inspections shall be completed and records of those inspections shall be maintained by the Director of Facility Management. Deficiencies shall be corrected as soon as possible.

1. Fire Inspection – The Safety Officer shall coordinate with the State Fire Marshall's Office to conduct an annual fire/safety inspection of the campus. The report showing compliance or non-compliance with state requirements

shall be submitted by the Safety Officer to the Division Director thru the Chain of Command.

2. Public Service Commission – The Safety Officer shall coordinate with the Public Service Commission to schedule an annual inspection of gas lines; in order to identify possible or actual leaks in the natural gas system.

F. Smoking: Oakley Training School is a smoke-free campus; smoking is strictly prohibited. Staff persons and visitors shall not carry lighters, matches, cigarettes, cigars, pipes or tobacco while on campus.

G. Training: Familiarity with the fire plan and safety procedures to be followed in the event of a fire or other emergency shall be included in the orientation process for all new staff as well as youth. Provisions for follow-up and supplemental training in fire procedures shall be made in coordination with the local fire department.

Fire Prevention & Safety Handout (VIII.3)

Fire Plan

- Evacuation plan
- Fire retardant materials
- Scheduled drills
- Operable equipment
- Preventive maintenance
- Proper storage- HAZMAT

Equipment

The facility shall be equipped with:
- Smoke Detectors
- Automatic Sprinklers
- Emergency Lighting
- Generator/Radio Transmitter
- Hydrants
- Fire Extinguishers

Inspections

- Fire Marshall - Campus, annually
- Public Service Commission – gas lines, annually

Drills

Conduct and document scheduled drills no less than monthly (per shift)

Attachment A

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	Policy Number 4	Section VIII page 1 of 18
SUBJECT: EMERGENCY PLAN	DATE: April 1, 2004	

POLICY

It is a policy of the Mississippi Department of Human Services, Division of Youth Services, that the appropriate Emergency Plan be followed in the event of an emergency situation on the Oakley/Columbia Campuses. In addition, the counties of each facility's Comprehensive Emergency Management Plan will be followed where applicable.

PROCEDURE

It is required that the orientation of new employees and students to the campus include appropriate and essential training in the action to be taken in various types of emergency situations.

Any response which includes show of force or use of physical force must be approved in advance by the administrator unless it is in response to an immediate life threatening situation.

Practice drills will be scheduled with a frequency that insures all staff and students are thoroughly familiar with the action to be taken in all emergency situations. Documentation is required.

Emergency telephone numbers will be posted at each telephone.

Kathy Pittman

Kathy H. Pittman, Director
Division of Youth Services

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES

EMERGENCY PLAN

General Rules

If an emergency situation occurs at Oakley Campus/Columbia Campus, any employee(s) present should immediately:

1. Evacuate the problem area
2. Account for all students
3. Notify duty personnel, giving nature of problem and place of occurrence
4. Maintain security

Duty personnel who have been notified of an emergency situation should take the following steps:

1. Notify the proper authorities (fire department, police department, local utility company, etc.)

2. Proceed in search and rescue operation

Emergency Personnel Roster

In the event of an emergency of any nature, all on-campus duty personnel will assemble at the Administration Building.

SEE ATTACHED LIST

Local Emergency Response Agencies

Fire	Raymond Fire Department/Learned Volunteer Department	911
	Columbia Fire Department	911
Police	Hinds County Sheriff's Office	911
	Columbia Police Department	911
Ambulance	AMR	911
Hinds County Emergency Management Agency		601-960-1476

Non Emergency Numbers

AMR	601-982-7911
HSCO	601-857-2600
Marion County Sheriff	601 736-2711
Columbia Police Department	601 736-8202
Columbia Fire Department	601 736-2211
Marion County General Hospital	601-736-6303
Central Mississippi Medical Center	601-376-1000

State & Federal Emergency Response Agencies

MS Highway Patrol	601-987-1212
Department of Environmental Quality	601-961-5171
MS Emergency Management Agency (MEMA)	1-800-222-6362
National Response Center (Toxic Chemical/Oil Spills)	1-800-424-8802

EMERGENCY PLAN
GENERAL RULES

JUVENILE INSTITUTIONS

Unanticipated Emergencies

In emergency situations where advance preparations cannot be made (e.g., fire), the evacuation, safety and security of students and staff will be the primary concern.

Removal of agency property, or any other action intended to protect files, equipment, materials, etc. will only be taken when all students have been evacuated and secured. Such action will not be taken if/when it threatens the physical well-being of any parties.

General Rules

If an emergency situation occurs on campus, any employee(s) present should immediately:

1. Evacuate the problem area.
2. Account for all students and staff.
3. Notify duty personnel, giving nature of problem and place of occurrence.
4. Maintain security

Duty personnel who have been notified of an emergency situation should take the following steps:

1. Notify the proper authorities of the problem (fire department, police/sheriff department, local utility company, etc.).
2. Proceed in search and rescue operation, if necessary.
3. Determine what immediate actions need to be taken to reduce potential for further damage or injuries, and to prevent recurrence.
4. Take necessary action to return to conditions that are conductive to normal operation.

At the earliest possible opportunity, the Administrator on duty will notify the Director of the nature of the emergency, steps already taken, current conditions, and projected actions to be taken. The director will advise if any additional actions are necessary.

EMERGENCY PLAN
PROCEDURE FOR GAS LINE EMERGENCIES

If gas is escaping from a gas line or a leak, use meter stops to shut off the flow of gas to the area affected.

If gas is feeding a fire, shut the gas off to the affected area and let the fire burn out.

Notify the appropriate utility company of the problem

Turn Off Procedure:

1. Using a wrench, turn off the control valve located upstream of the meter regulation set.

2. Check the foot hand of the check meter to be sure that the valve has been completely closed.

3. Repair leaks using proper jointing procedures

4. Do not turn on any valves until all leaks have been repaired.

Turn On Procedure:

1. Ventilate building adequately to eliminate gas accumulation and potential for explosion and/or fire.

2. Check all affected appliances, shutting off the appliance control valve.

3. Turn the control valve on and check for leaks; repair all leaks found.

4. If no leaks are found, purge and re-light each appliance after all odor is clear.

EMERGENCY PLAN
WEATHER EMERGENCIES

Thunderstorms & Lightning:

1. Move all students inside as quickly as possible in an orderly fashion.

2. Make sure that all students stay away from open doors, windows, electrical outlets and appliances.

3. Unplug electrical appliances, if possible.

4. Seek shelter immediately if outside and unable to get into building.

5. Stay away from trees and fences.

6. If shelter cannot be reached, crouch on knees in open area with hands over head.

Tornadoes

TORNADO WATCH means that conditions are favorable for the development of a tornado.

TORNADO WARNING means a tornado has actually been sighted.

If a tornado warning is issued:

1, Move to the designated area in the closest building.

2. Have the students sit down, and check the number of students.

3. If all students are not accounted for, notify the designated personnel.

If a tornado strikes:

1. Assemble students in a safe area. If it is unsafe to remain in the building, move students to a safer location; always move in a group, never individually.

2. Check the number of students and the extent of any injuries. Administer first-aid if necessary.

3. Notify the administrator of conditions

Hurricanes/Severe Weather Warnings (Advance Preparation)

When official weather predictions give reason to believe that the Campus will be experiencing severe conditions, there may be some opportunity for advance preparation. After the protection of students has been provided for, special steps may be taken to safeguard agency property.

Staff, as assigned by the administrator on duty, will be responsible for securing and protecting buildings as appropriate (boarding windows, placing of sand bags, turning off utilities, etc.). If sufficient time exists, as soon as the administrator on duty determines that severe weather of major proportions presents a reasonable threat to agency property, the director will be notified and will then begin coordinating the removal of vital records and equipment to a place of safety. If time permits, assistance may be requested from staff members in other locations. In such circumstances, MDHS vehicles may be used.

EMERGENCY PLAN
FIRE EMERGENCIES

The following steps are to be taken in case of fire:

1. Sound the alarm.

2. Evacuate the building; move in a single line to the nearest exit.

3. Assemble the students in a safe area and have the students sit down. Call the roll to insure proper count.

4. If a student is missing, determine when and where the student was last seen. Be prepared to give as much information as possible to duty personnel.

5. Notify the administrator on duty and report the exact location of the fire and other pertinent information. Advise if there is a need for other emergency vehicles (ambulance, etc.).

6. Do not re-enter the building until an "all clear" has been given by the administrator on duty.

General Safety Rules to Follow in a Fire Emergency:

1. Know all exits from the building.

2. Walk, don't run, when leaving the building.

3. In a smoke filled room, crawl close to the floor to the nearest exit.

4. Touch each door before opening it. If the door is hot, do not open it; try the next exit.

5. If anyone's clothing is on fire, instruct them to stop, drop on the floor or ground, and roll. If the person does not respond to these instructions, attempt to cover them with a blanket or other covering, and roll them to extinguish the flames.

EMERGENCY PLAN
PROCEDURE FOR A RIOT SITUATION

In the case of any emergency, it is essential that all personnel remain calm and alert and avoid impulsive actions that might endanger human life or alienate the riot leaders, thereby reducing the possibility of dialogue or negotiation.

As in all written procedures, it should be understood that the director or administrator may at times alter these procedures to adapt to special circumstances.

The following steps should be taken in case of a riot in order to resolve the situation with the least probability of injury or loss of life:

1. Notify duty personnel at once.

   - The Administrator on duty will head the unit and notify the Director of the Division of Youth Services. The Director or designee will notify the Executive Director of the Department of Human Services.

   - The psychologist, or in the psychologist's absence, the counselor will be notified to assist in the negotiations, if necessary.

   - A staff person will be assigned the responsibility of recording all actions taken and coordinating communication.

2. Secure the area where the disturbance is taking place in order to contain the riot and prevent it from spreading.

3. At the same time, secure all students not involved, removing them to an area away from the riot area. Isolate and contain the situation as soon as possible. Secure the rest of the unit.

4. Notify law enforcement officials and inform them of as many details as possible.

5. Determine who is involved (name and number of students, and/or others), type and number of weapons in the possession of the rioters, and other details.

6. If it is determined that hostages have been taken and are being held, refer to procedures covering hostage situation.

7. Once sufficient staff have been assembled with proper authorized equipment (handcuffs, authorized, safety-approved chemical agents), attempt to subdue rioters.

8. If #7 is successful, proceed to #18.

9. Determine if possible, the precipitating cause of the riot and what demand/requests are being made by the rioters.

10. Establish communication through a staff contact (neighbor). There will be at least two negotiators, a primary negotiator and a back up.

11. Staff nurses and physician(s) will be on alert.

12. Negotiations will not result in the release of any student from the institution, the acquisition of weapons by the rioters, or the strategic improvement of their situation.

13. Concessions should not be made without receiving something in return.

14. Develop profile(s) of riot leaders.

15. Procedures from this point on are determined by the response of the rioters to the negotiations. Patience is of the utmost importance since time is usually on the side of the negotiator, not the rioters.

16, The Director or Administrator will take whatever action deemed necessary to end the riot.

18. When the incident has been resolved and control has been re-established, the institution will revert to an operation level consistent with the existing situation.

18. Deactivation: All equipment mobilized in response to the emergency incident will be returned to its proper storage area. All employees will be returned to their original assignments or released to return to their homes.

19. The Administrator will have specific responsibility for compiling a comprehensive report of the riot as well as assuring that all paperwork incidental to the emergency, including student Incident Reports, etc., is completed.

20. Debriefing: As soon as practical after resolution of the riot, all staff will be debriefed and an evaluation will be conducted on the response to the riot. Also included in the debriefing will be an analysis of how to prevent future riots. Included in such analysis will be a review of possible indicators or signs of tension, if responded to could have prevented escalation to the point of a riot. The psychologist will be included in the debriefing in order to assess the need for therapy/treatment of students/staff to overcome any emotional or psychological problems resulting from their involvement in the riot.

EMERGENCY PLAN
PROCEDURE FOR HOSTAGE SITUATION

In the case of an emergency involving hostage(s), it is essential that all personnel remain calm and alert and avoid impulsive actions that might endanger human life or alienate the hostage takers, reducing the possibility of dialogue and negotiation.

As in all written procedures, it is to be understood that the director or administrator may at times alter these procedures to adapt to special circumstances.

The following steps are to be taken to resolve the situation with the least probability of injury or loss of life.

1. Notify duty personnel at once.

   - The administrator on duty will head the unit and notify the Director of the Division of Youth Services. The Director or designee will notify the Executive Director of the Department of Human Services.

   - The psychologist, or in the psychologist's absence, a counselor will be notified to assist in negotiations, if necessary.

2. Determine who is involved (names and number of students, staff and/or others), type and number of weapons in the possession of the hostage takers, and other details.

3. Secure all students not involved, removing them to a building away from the area. Isolate and contain the situation as soon as possible. Secure the rest of the campus to prevent the emergency from spreading.

4. Notify law enforcement officials to be on alert. Inform them of as many details as possible.

5. Establish communication with the hostage takers through a staff contact (negotiator). There should be at least two negotiators, a primary negotiator and a back up. A staff person will be assigned the responsibility of recording all actions taken and coordinating communication.

6. Determine, if possible, the precipitating cause of the incident and what demands/requests are being made by the hostage takers.

7. Negotiation will not result in the release of any student from the institution, the acquisition of weapons by the hostage takers, or the strategic improvement of their situation.

8. Concessions should not be made without receiving something in return.

9. No hostage will be exchanged for a different hostage.

10. Staff nurses and a physician will be on alert.

11. Develop profile(s) of hostage taker(s).

12. Identify hostage(s) - their physical condition, medical history, etc.

13. Procedures from this point on are determined by the response of the hostage takers to the negotiations. Patience is of the utmost importance since time is usually on the side of the negotiators, not the hostage takers.

14. The Director or Administrator will take whatever action deemed necessary to end the hostage situation.

15. When the incident has been resolved and control has been reestablished, the institution will revert to an operation level consistent with the existing situation.

16. Deactivation; All equipment mobilized in response to the emergency incident will be returned to its proper storage area. All employees will be returned to their original assignments or released to return to their homes.

17. The Administrator will have specific responsibility for compiling a comprehensive report of the incident as well as assuring that all paperwork incidental to the emergency, including Student/Employee Incident Reports, etc., is completed properly.

18. Debriefing: As soon as practical after resolution of the emergency, all staff will be debriefed and an evaluation will be conducted of the response to the situation. Also included in the debriefing will be an analysis of how to prevent similar future emergencies. Included in such analysis will be a review of possible indicators or signs of tension that, if responded to, could have prevented escalation to the point of an emergency situation.

    The psychologist will be included in the debriefing in order to assess the need for therapy/treatment of students/staff to overcome any emotional or psychological problems resulting from their roles in the resolution of the emergency.

EMERGENCY PLAN
EVACUATION OF FACILITY

In the event of a disaster/emergency situation that necessitates the evacuation of students from the Facility(s), the administrator will be responsible for contacting the Director of the Division of Youth Services.

Any evacuation of the facility(s) will be in accordance with the local County Civil Defense Comprehensive Emergency Management Plan.

If the disaster/emergency conditions exist beyond the local area, and/or local housing alternatives are inadequate at the respective facility, students and available staff will be transported to other facility (MYCC/Columbia) in the Division of Youth Services vehicles and in vehicles secured from other resources, i.e., school buses, church buses, chartered commercial buses, etc.

Medical records and student medication will be transported with students.

As soon as possible after student relocation, emergency early paroles will be instituted.

EMERGENCY PLAN
MAINTENANCE/RECONSTRUCTION OF RECORDS

Any Oakley/Columbia Campuses' financial records destroyed or damaged in a disaster/emergency situation can be reconstructed by use of MDHS, Division of Budget and Accounting records and/or records from the Department of Finance and Administration (Statewide Automated Accounting System (SAAS).

Case files of Oakley/Columbia Campuses students are maintained in the Administration Building. A list of students on campus can be obtained from statistical information on file in the Central Office. Individual cases is available from Community Services' records.

Oakley/Columbia Campuses' personnel files destroyed or damaged in a disaster/emergency situation can be at least partially reconstructed from MDHS, Division of Human Resources personnel records.

EMERGENCY PLAN
TRAINING

Training of All Employees:

All employees will be fully instructed in the appropriate procedures to be used in the event of an emergency situation occurring on campus.

1. All employees will be trained in American Red Cross Standard First Aid.

2. All employees will participate in training sessions covering the proper procedures to be used in the evacuation of buildings.

3. All employees will be trained in the proper use and handling of the fire extinguishers.

4. All employees will be trained on the Oakley/Columbia Campuses' Emergency Plan Procedures.

Training of Duty Personnel:

At least every three months, duty personnel will be involved in a scheduled response and practice session involving a mock demonstration of an actual rescue attempt. All duty personnel will be instructed in the proper procedures and in the use of all equipment available. All duty personnel will

be trained on the Oakley/Columbia Campuses' Emergency Plan and the applicable portions of the Hinds County, Marion - Jefferson Davis County Comprehensive Emergency Management Plan. Training will also include:

1. Certification in American Red Cross Standard First Aid.

2. Correct use of fire equipment.

3. Correct procedure for search and rescue.

4. Correct procedures to follow in case of riot/hostage situations.

6. Study of written disaster plan procedures for all incoming help to a disaster area, and diagrams of shut off mains for gas lines.

Documentation of all of the above training, practice and educational guides will be kept to verify that such requirements have been met and that an ongoing process is maintained for life safety.

EMERGENCY PLAN
SAFETY DRILLS

It is required that each Counselor Aide/JCO perform one cottage/unit fire drill and one cottage/unit disaster drill each month. Counselor Aides/JCOs will perform these drills with the guidance of their supervisor.

The academic school principal is responsible for having one fire drill and one disaster drill conducted each month in the Academic School Building.

Fire Drills will include:

1. Student/staff evacuation procedures.

2. Review of location of fire extinguishers.

3. Completion of the Disaster Drill form.

FIRE DRILL

Cottage/Building _____

Date of Drill _____ Time of Drill _____ A.M. P.M.

Employee Conducting the Drill _____
Employee Supervising Drill _____

Time Taken To Evacuate _____ Exits Used _____

Place Students Assembled _____ Location of Fire _____

SUPERVISOR'S COMMENTS:

1. Was evacuation calm/orderly? _____

2. Did students follow instructions? _____

3. Did students know location(s) of exit(s)? _____

4. Did students assemble at designated area? _____

5. How many students were you responsible for? _____

6. Did you bring a student roster or check list and call each student's name to insure that all students were present? _____

7. Did you check fire extinguisher for charge and location ? _____

OTHER COMMENTS: _____

_____

_____

_____

DISASTER DRILL

Time of Drill _____ A.M. P.M. Date of Drill _____

Cottage/Building _____ Time Taken to Move to Safety _____

Employee Supervising Drill _____

Place Students Assembled _____

SUPERVISOR'S COMMENTS:

1. Was movement calm/orderly? _____
2. Did students follow instructions ? _____
3. Did students know where to assemble? _____
4. How many students were you responsible for? _____
5. Did you bring a check list or student roster and call each student's name to insure all students were present? _____

OTHER COMMENTS: _____

_____

_____

_____

_____

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	
Subject: **Suicide Cut Down Kits**	Policy Number: **5**
Number of Pages: **2**	Section: **VIII**
Attachments **A. Cut Down Kit Equipment Log** **B. Acknowledgment Form**	Related Standards & References **ACA 3JTS-4C-37E**
Effective Date: **March 15, 2007**	Approved: **Kathy Pittman, Director**

I. POLICY:

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS), that direct care staff will be prepared to handle a suicide attempt by carrying the tools necessary to respond and intervene.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

A. Cut Down Kit – A pouch carried on a direct care staff person while on duty which contains a cut down kit and other items that may be useful when dealing with a suicide attempt.

B. Acknowledgment Form – A form signed by staff acknowledging they have received a cut down kit and understand they are to carry the cut down kit on their person at all times when on duty.

III. PROCEDURE

As part of the Division's suicide prevention program, all direct care staff on duty will wear a cut down kit while on duty. This kit will contain items which can be used by staff if they encounter a youth who is attempting to commit suicide.

A. Issuing of Cut Down Kit – At a point following hiring, and before training in suicide prevention and the use of the cut down kits, staff will be issued a cut down kit. No direct care staff person will be assigned to work a shift until they have been issued a cut down kit and trained in its use.

B. Kit Contents – The cut down kit will consist of a pouch work on the belt or a fanny pack that is worn around the waist. The kit will contain the following items:

1. Cut down tool,

2. Air passageway devices, and

3. Surgical gloves.

C. Training: All direct care staff will receive training on the use of the cut down kits. This may include both pre-service and in-service training. (For more information about training see policy IV.1 – Training Management.)

1. Pre-service Training – Pre-service training will be provided to all new direct care staff concerning the cut down kits. This will include information about the use of the kits and the requirement to carry them while on duty.

2. In-service Training - In-service training requirements will be determined annually through the training needs assessment process.

D. Documentation: Documentation will be maintained which can be audited to assure this policy and procedure is being implemented. This documentation will include the following:

1. Cut Down Equipment Log – Each facility will maintain a running log which lists employees who have been hired at the facility the date they were hired, and the date they were issued a cut down kit.

2. Acknowledgment Form – At the time a cut down kit is issued to a staff member, the staff member will sign the form acknowledging receipt of the cut down kit and the requirement to carry it at all times while on duty.

OAKLEY & COLUMBIA CAMPUSES
CUT DOWN KIT EQUIPMENT LOG

KIT #	NAME OF EMPLOYEE	POSITION OF EMPLOYEE	DATE OF HIRE	DATE KIT ISSUED	DATE KIT RETURNED

created 3/7/2007

ACKNOWLEDGMENT FORM

(Suicide Cut Down Kit)

I, _____, acknowledge that I have been issued a suicide cut down kit which contains the following:

1. Pouch or fanny pack,
2. Cut down tool,
3. Airway passage device, and
4. Surgical gloves.

I understand that I am responsible for the kit that has been issued to me. It is to be considered part of my uniform. I am to wear it when I report to work and that it is to be worn at all times when I am on duty. If I report for work and am not wearing the cut down kit, I will be declared unfit to work and sent home. I will be subject to disciplinary action for failing to report to work prepared to assume my duties.

If I lose the cut down kit that has been assigned to me, I am to immediately complete and submit an incident report describing how the cut down kit was lost. I will be issued a new kit, and charged for the cost of replacing the kit that I have lost.

I understand the cut down kit will be returned to the facility if my employment with the Division of Youth Services ends, or if I transfer to another position where I am not required to have and wear the cut down kit.

Signed:

_____ _____

Employee Staff Person Issuing Kit

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	
Subject: **Requests for Protection**	Policy Number: **6**
Number of Pages: **2**	Section: **VIII**
Attachments	Related Standards & References **ACA**
Effective Date: **June 7, 2007**	Approved: Kathy Pittman **Kathy Pittman, Director**

I. POLICY:

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS), in the event of a genuine threat to a youth's life or in the event of a youth requesting protection from harm will be afforded a safe, secure and constitutional living condition.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

A. Protection – ensuring youth a safe, secure and constitutional living condition, beyond routine care, custody and supervision

B. Genuine Threat – a determination reached by the Shift Supervisor that supports a threat exists. This determination may be reached temporarily based on presenting facts or conclusively based on the collection of written statements and other evidence.

C. Temporary – up to and not to exceed forty eight (48) hours.

D. Close Supervision – line of sight supervision for the first twenty four hours following the placement in an alternative housing unit

III. PROCEDURE

All requests for reclassification of a youth to an alternative living unit must be forwarded and arranged by the respective treatment team. Placement of any youth in a temporary alternative housing unit must be approved by the Shift Supervisor and the Duty Administrator; and only after a determination that a need for *protection* exists.

A. **General** – The following general requirements apply to requests for protection.

1. All personnel, counselors, i.e. teachers, direct care staff, etc. must be ever vigilant to ensure safe, secure and constitutional living conditions for all youth.

2. All personnel receiving any request for protection must immediately report the circumstance to their immediate supervisor, or in the case of the absence of their immediate supervisor, the Shift Supervisor.

B. **Shift Supervisor** - Prior to authorizing the temporary placement of any youth in an alternative housing unit, the Shift Supervisor must:

1. Consider all alternative housing units for the one most appropriate to the youth's risk need level. Placing a youth in the Observation Management Unit should be considered the least desirable alternative.

2. Obtain a written statement from the youth (and witnesses, if any) documenting the circumstances supporting the determination of a need for protection.

3. Consult with the Duty Administrator and obtain the Duty Administrator's approval.

4. Complete an Incident Report, document the request, determination and/or placement in an alternative living unit.

C. **Care, Custody and Supervision of Youth Requesting Protection** – If a youth is moved for protection purposes, the following must be followed:

1. Youth placed in an alternative housing unit will be afforded close (line of sight) supervision during the first twenty-four (24) hours.

2. Youth placed in an alternative housing unit will be afforded all rights, services and programs.

3. Should the OMU be selected as the appropriate, temporary alternative housing unit for a youth in need of protection, he or she may not be confined in a locked room at anytime other than during sleep hours.

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	
Subject: **Bomb Threats**	**Policy Number:** **7**
Number of Pages: **3**	**Section:** **VIII**
Attachments **A. Bomb Threat Checklist** **B. Suspicious Package Assessment Guide** **C. Decision Matrix**	**Related Standards & References**
Effective Date: **March 08, 2010**	**Approved:** **Kathy Pittman, Director**

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that any threat of injury or harm by an explosive device to person or property on Oakley Training School Campus shall be taken seriously, handled appropriately and reported to local law enforcement authorities. All precautions shall be taken to maintain security and to protect all youth and staff from harm. All staff shall be trained on the proper procedures for handling a bomb threat and shall participate in scheduled drills.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

A. None

III. PROCEDURE

A. Precautions

1. After a bomb threat has been received, staff and youth shall be evacuated from the threatened area. All youth present in that area shall be accounted for by staff.

2. Searches of the threatened area shall be conducted by local law enforcement personnel.

3. An Incident Report shall be completed and used to document the details of any situation involving the threat of a bomb or other explosive device, which should be submitted to Central Control immediately following the threat received verbally, in writing or via suspicious package or delivery.

B. Verbal Threat - In the event of a bomb threat via telephone, the staff member receiving the threat shall remain on the phone with the caller to gather pertinent information and should pay particular attention and record the following information on an Incident Report :

1. Exact words of the caller and resulting conversation.

2. Exact date and time the call was received and ended.

3. The telephone number and location from which call is being made.

4. Specifics about the bomb or explosive device.

    i. When is the bomb going to explode?

    ii. Where is it right now? Try to get specifics.

    iii. What type of bomb is it?

    iv. What does it look like?

    v. What will trigger an explosion?

    vi. Who placed the bomb?

5. Details about the caller.

    i. Description of the caller's voice and any apparent accent or distinction.

    ii. The caller's name, address, telephone number and current location.

    iii. The callers perceived sex, race, nationality, ethnicity or age

    iv. The caller's temperament (calm, rushed, angry, irritated, etc)

6. Any observed background sounds or noise (static, voices, running motor, music, beeping, animals, machinery, etc).

7. When a threatening call is received or a call by someone with information about a believed or apparent threat is received, the caller should be kept on the line as long as possible and as much information as possible should be solicited.

8. If possible or when other staff persons are present, the staff person receiving the call should seek assistance to listen to the call and substantiate the apparent threat and any evidence.

9. Report the call to Central Control immediately, when call is terminated.

10. Central Control shall report the threat to the Facility or Duty Administrator, who shall report the incident to local law enforcement.

C. Written Threat - In the event of a bomb threat via letter or note, the staff member shall save all the material including any envelope or container.

1. Contact Central Control and handle the material as little as possible, to preserve possible finger prints.

2. Central Control shall turn over all material immediately and report threat to the Facility or Duty Administrator, who shall report the incident to local law enforcement.

D. Suspicious Package- If a suspicious package is received at the facility (based on assessment guide-Attachment A or other apparent evidence) and an explosive device is suspected, the following protocol shall be followed:

1. The package should not be handled at all. The package should not be opened, smelled or shaken by staff not trained in the detection of explosive devices.

2. Central Control shall be contacted to notify the Facility or Duty Administrator and local law enforcement.

3. If the presence of an explosive device is apparent, Central Control shall then call for the evacuation of all areas of the campus or facility within 50 meters of the device and contact the Facility Administrator or Duty Administrator, who shall contact local law enforcement.

4. The Shift Supervisor shall verify that all personnel are cleared from the threatened area.

5. Staff and youth shall not be permitted to return to the threatened area until threat of an explosion has been eliminated or verified as false by local law enforcement.

E. Drills – Staff shall participate in regularly scheduled drills, which shall take place no less than semi-annually. All drills shall be appropriately documented in the approved format.

MDHS/DYS Oakley Training School
Telephone Bomb Threat Checklist – VIII.7.A

Instructions: Be calm, courteous, and listen. Do not interrupt the caller; get as much information as possible.

Your Name:		**Date of Call:**
Start time of Call:	**End time of Call:**	**Origin of Call:** Local __ Long Distance __ Cell Phone __ Unknown __

Caller Detail: If another staff person is available or near, seek their assistance in documenting call details whenever possible.

What is the believed sex of the caller? ☐ Male ☐ Female ☐ Indiscernible

How old is caller? If unsure or unable to determine, approximate range Age: _____ Years

What is the caller manner? ☐ Calm ☐ Rational ☐ Coherent ☐ Deliberate ☐ Righteous ☐ Angry ☐ Irrational ☐ Incoherent ☐ Emotional ☐ Laughing

What does the caller's voice sound like? ☐ Loud ☐ High Pitch ☐ Raspy ☐ Intoxicated ☐ Soft ☐ Deep ☐ Pleasant ☐ Other _____

How is the caller's speech? ☐ Fast ☐ Distinct ☐ Stutter ☐ Slurred ☐ Slow ☐ Distorted ☐ Nasal ☐ Other _____

Does the caller have an accent? ☐ Local ☐ Not Local ☐ Unfamiliar ☐ Foreign _____ ☐ Region _____ ☐ Race _____

What type of language is the caller using? ☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Foul

Are there any background noises? ☐ Static ☐ Machinery ☐ Music ☐ Office ☐ Traffic ☐ Beeping ☐ Trains ☐ Animals ☐ Voices ☐ Planes ☐ Children ☐ None

Questions: Pretend difficulty hearing - Keep caller talking – If caller seems cooperative, asks questions.

Where is the bomb? Building _____ Area _____

When will it go off? __:___ Time remaining? _____

What kind of bomb is it? _____ What kind of package is it? _____

What does it look like? _____ What will trigger an explosion? _____

Who placed the bomb? _____ What is your Name? _____

Address? _____ Where are you now? _____

How do you know so much about the bomb? _____

-TURN OVER –

MDHS/DYS Oakley Training School
Telephone Bomb Threat Checklist – VIII.7.A

*Note: If caller seemed familiar with the building/Campus (by the description of the bomb location), write out the message or threat in its entirety and any other comments, indicators or details below.
Notify Central Control immediately.

Details:

MDHS/DYS Oakley Training School
Suspicious Package Assessment Guide – VIII.7.B

The following questions are guidelines to be used to discern legitimate letters and packages from potential letter or package bombs. This information is by no means complete or foolproof, and letters and packages exhibiting the characteristics below should be handled according to the protocol noted in the policy, and considered as potentially dangerous and possibly including an explosive device:

Weight	**Postage**
Is weight unevenly distributed?	Is there more than enough postage or stamps?
Is it heavier than usual for its size?	Is the postmark from a foreign or unusual city or location?
Is it heavier than usual for its postal class?	
Envelope	**Address**
Does it have a peculiar odor?	Is there no return address?
Does it have oil stains?	Is it hand printed?
Is there an inner sealed enclosure?	Marked: "Personal", "Private", "eyes only", or "Confidential"?
Is there excessive sealing material?	Is it poorly typed or hand written?
Is there wire, string, or foil stuck to it?	Is the title for the recipient incorrect?
Are there ink stains?	Is it addressed to a high-ranking recipient by name, title, or department?
Thickness	
For medium sized envelopes, is the thickness similar to that of a small book?	
Is the package or letter not uniform or does it have bulges?	
For large envelopes, is it bulky or does it have more than an inch in thickness?	
Writing	**Rigidity**
Is the writing style foreign?	Is there springiness to the package?
Are the words misspelled?	Is it unusually firm(especially along its center length)?
Marked: "Air mail", "Registered", "Certified", "Special Delivery Certified", or "Special Delivery"?	