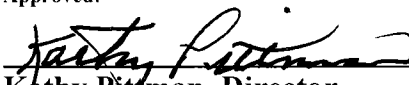


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Emergency and Disaster Drills and Planning		Policy Number: 2	
Number of Pages: 14		Section: VIII	
<p style="text-align: center;">Attachments</p> <p>A. Emergency and Disaster Drill Form B. Medical Emergency and Suicide Drill Form C. After-Action Critique Report</p>		<p style="text-align: center;">Related Standards & References</p> <p>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</p>	
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:

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- 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

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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.

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- 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:

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- 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

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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.

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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.

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- 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.

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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.

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- 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.