

YOUTH SERVICES OFFICIAL COPY

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 H. Pittman, Director
 Division of Youth Services

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**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

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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 conducive 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

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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.

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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.

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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.

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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.

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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

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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.