


GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 23-4	Policy # 8.40
Applicability: { } All DJJ Staff { } Administration { } Community Services {x} Secure Facilities	Related Standards & References: ACA Standards: 4-JCF-1A-08, 4-JCF-1B-02, 4-JCF-1B-03, 4-JCF-2A-01, 4-JCF-2A-13, 4-JCF-2A-30, 4-JCF-4C-43, 4-JCF-4C-58, 3-JDF-2A-03, 3-JDF-3A-01, 3-JDF-3A-12, 3-JDF-3B-01, 3-JDF-3B-02, 3-JDF-3B-03, 3-JDF-3B-06, 3-JDF-3B-07, 3-JDF-3B-09, 3-JDF-3B-10, 3-JDF-3B-11, 3-JDF-3B-12, 3-JDF-3B-13 NCCHC Juvenile Health Standards, 2011: Y-A-07, Y-A-08, Y-C-03, Y-C-04, Y-E-08, Y-E-11 DJJ 1.8, 8.5, 8.12, 8.41, 11.17	
Chapter 8: SAFETY, SECURITY, AND CONTROL	Effective Date: 8/8/23 Scheduled Review Date: 8/8/24 Replaces: 3/19/20 Operations and Compliance Division APPROVED:  Shawanda Reynolds-Cobb, Commissioner	
Subject: EMERGENCY MANAGEMENT		
Attachment: A – National Incident Management System Training B – Emergency Plans C – Escape Prevention and Notification Procedures D – Notification Sheets (Staff Recall) E – First Aid Kit Contents F – Razor Wire Extraction Kit Contents G – Drill Report		

I. POLICY:

The Department of Juvenile Justice Office of Professional Development & Standards shall oversee all emergency management activities for the Department. DJJ secure facilities shall maintain current emergency plans that outline emergency response requirements. The facility Director shall designate primary and secondary Facility Emergency Planners to be responsible for emergency plan development, review, updates, training of all staff, coordination of emergency drills, and coordination with external agencies. When a current Department policy specifically addresses an emergency issue, that policy shall be considered the primary source of guidance.

II. DEFINITIONS:

Critical Incident Stress Management: Intervention by a professional counselor to an individual who has been involved in or witnessed a traumatic event. Services may include one-on-one counseling, debriefing, defusing, group education and other specially designed services chosen on a case by case basis.

Emergency Management Director: The individual responsible for supervising and managing the agency's emergency management operations. The Emergency Management Director serves as the official liaison to the Georgia Emergency Management Agency/Homeland Security and as the primary contact and departmental representative during statewide emergency situations and local situations that require state agency response and resources.

Emergency Plans: Actions necessitated by emergency situations to assess vital or vulnerable points, review internal and external resources, and establish command, control, communications and deployment procedures.

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Facility Emergency Planner: Individuals (Primary and Secondary) appointed by the facility Director to develop, review, update and train facility staff on facility emergency plans. These individuals will receive training such that they will be considered qualified fire and safety officers.

Regional Emergency Management Coordinator: An individual assigned to the Office of Professional Development & Standards Emergency Management Unit with the responsibility of assisting facilities with emergency planning, auditing emergency reports, and conducting safety assessments and inspections. This individual also serves as the Department's local liaison between the facility and local emergency management agencies.

Threat Level: A system of minimum precautionary measures taken by the Department in response to an actual emergency that threatens the safety and security of DJJ facilities and/or programs. Authority to set or alter these levels rests with the DJJ Commissioner or the DJJ Emergency Management Director under the order of the Georgia Emergency Management Agency/Homeland Security (GEMA/HS).

The HUB: The online information system that provides access to DJJ program descriptions, training registrations, and personnel training data.

III. EMERGENCY MANAGEMENT:

- A. The DJJ Emergency Management Director will be responsible for all emergency management activities within the Department.
- B. Each facility Director will appoint a primary and a secondary Facility Emergency Planner who will oversee all emergency planning activities for the facility, including training staff and maintaining emergency equipment in operable condition.
- C. The Emergency Management Director, Regional Emergency Management Coordinators and all Facility Emergency Planners (primary and secondary) will be required to successfully complete the National Incident Management System (NIMS) training (Attachment A) within 90 days of being designated.
- D. All facility Directors and Assistant Directors shall successfully complete the NIMS Primary Classes within 6 months of assuming their positions. Every effort will be made for these staff to complete the training during their regular work hours. (See www.training.fema.gov for internet-based independent study classes). The certificates of completion will be maintained in the employee's training file, with a copy forwarded to the DJJ Emergency Management Director and Regional Coordinator.
- E. All Emergency Planners (Primary and Secondary) are required to attend and complete the DJJ Emergency Planners Course (Fire & Safety Officers Course on the HUB) within 90 days of being designated.

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IV. EMERGENCY PLANNING:

A. Each secure facility will maintain an emergency manual (Red Book) with detailed emergency plans that cover, at a minimum, the following types of emergencies:

- Evacuation (Plan A) (to include means of immediate release of juveniles from locked areas and a backup release system);
 - Fires, smoke, and explosions (Plan B);
 - Severe weather, flooding, and industrial accidents (Plan C);
 - Riots/ group disturbances (Plan D);
 - Hostage situations (Plan E);
 - Medical conditions, including suicide attempts (Plan F);
 - Hunger Strikes (DJJ 11.17);
 - Loss of any utility (e.g. power, water, A/C, sewer, etc.) (Plan G);
 - Bomb threats (Plan H);
 - Work stoppages (Plan I);
 - Extraction from razor wire (Plan J);
 - Attacks from external sources (Plan K), using established threat level system;
 - Vehicle accidents (Plan L); and
 - Escapes (Plan M).
1. The Riots/ group disturbances (Plan D) and Work Stoppage Emergency Plan (Plan I) will only be maintained in the administrative emergency plan books (Red Book) for staff on a need to know basis.
 2. Each facility will use the provided template (Attachment B) for all of their emergency plans. The Facility Emergency Planner will also designate specific officers/employees to evacuate or care for any youth with special needs/disabilities or in high security locations. This information should be added in each template.
 3. Each emergency plan will clearly address, at a minimum:
 - Type of emergency;

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- Staff responsibilities, by title;
 - When notification procedures will begin and who is responsible;
 - Other agencies to be contacted and how to contact them;
 - Specific step-by-step procedures;
 - Special instructions for disabled, incapacitated, and high security juveniles;
 - Equipment needed, when applicable;
 - Location of emergency keys, when applicable;
 - Reporting procedures after the emergency; and
 - Critical incident stress management.
4. Each plan will be accompanied by alternate Post Orders to be used during the emergency, if needed.
 5. Prevention and notifications of escapes will be made in accordance with Attachment C.
- B. All facility emergency plans will be placed in a red notebook in the control room and clinic. (Each facility Director will determine which control room(s) the facility emergency plans will be located in.)
1. The following staff will also maintain a copy of the facility emergency plans in a red notebook:
 - a. Facility Director's direct supervisor (Regional Administrator);
 - b. Facility Director; and
 - c. Assistant Director.
 2. The Administrative Duty Officer on call will have ready access to emergency plans and egress plans at all times when on call.
 3. The red notebook will be divided by plan and will be marked "For Staff Eyes Only."
 4. The front of each emergency plan book will include one set of Notification Sheets (see Section C) to be used during the emergency.

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5. The emergency plan book located in the control room and clinic will not be removed and will be noted as a “supply/equipment item” in the post orders.
 6. The manual is available to all staff. The Plans will be updated at least once per calendar year or more frequently as needed.
 7. Each emergency management plan will be saved on the DJJ Q: Drive by the facility Director or Assistant Director.
- C. A Notification Sheet (Attachment D) will be placed at the beginning of the emergency plans manual and staff will be listed in order of priority. The list will include cellular telephone number and a landline telephone number (if applicable).
1. Required chain of command notifications will be made immediately. If one person in the chain of command cannot be reached, the next person in the chain will be immediately notified.
 2. The Facility Emergency Planner will review the Notification Sheet for accuracy (correct staff names and phone numbers) at least quarterly, or more frequently as needed. The Notification Sheet will indicate the date of revision.
 3. The notification list will indicate when “9-1-1” is to be called. In areas without consolidated “9-1-1” services, the notification list must individually identify the numbers for the sheriff’s office, police department, fire department, and ambulance.
- D. Each facility will establish a staff recall system that requires staff to come in when an emergency occurs. Staff phone numbers will be listed on the Staff Recall Sheet (Attachment D).
- E. The Facility Emergency Planner will train facility staff twice per year in emergency plan awareness. Documentation of the training will be kept for audit purposes.
- F. Each facility will submit a letter of introduction to local agencies to include:
- 9-1-1;
 - Fire rescue;
 - Sheriff’s and/or police departments;
 - Emergency Medical Services;
 - Local emergency management agency;
 - Local hospitals; and

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- Local utility companies.
1. Letters of introduction will include:
 - Function of the facility;
 - Number and type of youth at the facility;
 - Administrative staff contact information;
 - Emergency contact information for notification sheets;
 - Location of access and egress points;
 - Designated staging areas and command information for the local agency; and
 2. Annual facility tours, participation in emergency drills, and annual reviews. Letters of introduction with local law enforcement will be as specific as possible regarding services that the local agency may provide in the event of an emergency situation.
 3. All local agencies (except the utility companies) that are provided letters of introduction with the facility and who may respond on-site during an emergency will be requested to participate in an annual disaster/emergency drill.
 4. Each facility will have a cooperative agreement with a primary resource to provide a trained hostage negotiator. Local law enforcement will be requested to provide a field telephone, if available.
 5. Applicable emergency plans will be provided to the local public safety agencies and/or other responding agencies annually or upon revision.

Documentation of the signed or sent letters of introduction will be kept for audit purposes.

- G. Emergency equipment is stored in a secure but readily accessible depository outside of juvenile housing and activity areas. Emergency equipment will include, at a minimum:
 - Automated External Defibrillator (AED);
 - Fire extinguishers, as approved by the Agency State Fire Marshal or his/her designee;
 - Two-way radios, with batteries charged;

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- National Oceanic and Atmospheric Administration (NOAA) weather radio, with back-up battery;
 - Handcuffs, leg irons, and flex cuffs;
 - First aid kits, with approved contents (see Attachment E);
 - Blood spill kit;
 - CPR masks;
 - Flashlights, with operable batteries and back-up batteries;
 - Back-up generator/back-up lighting source;
 - Still camera and video camera, with film/videotape and operable batteries;
 - Razor wire extraction equipment; (see Attachment F);
 - Operable exit light signs and emergency lights, where applicable;
 - Operable fire alarm systems and, where applicable, sprinkler systems maintained by a third party;
 - Bullhorn, with operable batteries and back-up batteries;
 - Set of complete floor plans located in an area accessible to local support agencies; and
 - Approved safety (“cut-away”) scissors.
1. All emergency equipment will be checked according to training to ensure that it is ready for use. This check will be documented in accordance with the facility’s local operating procedure.
 - a. Equipment that is not ready for use will be immediately reported to the facility Director or Administrative Duty Officer.
 - b. The shift supervisor will make arrangements to use back-up equipment, if possible, until a replacement is made.
 - c. If back-up equipment is not available, the Facility Director & Emergency Planner will put a contingency plan in place.

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2. The Facility Emergency Planner will check all emergency equipment and supplies at least monthly. These inspections will be kept on file for audit purposes. Deficiencies will be forwarded to the facility Director for timely correction.
 3. Results of the audits and inspections will be discussed with the facility Director and the Facility Emergency Planner. A copy of the report will be forwarded to the Regional Administrator, and respective Deputy Commissioner.
 4. All staff members will be trained to use emergency equipment.
- H. Emergency generators will be inspected and operated under a load weekly with all test results and factory required maintenance documented. Documentation will be maintained by the facility maintenance personnel (CGL) and should include the date and time of test, name of staff conducting the test, and time of day the test was concluded.
- I. Facility Maintenance Personnel (CGL) & DJJ Maintenance Engineers will ensure that all fire suppression systems are inspected according to the schedule below and will maintain documentation that these inspections/tests are completed.
1. All fire hydrants on State property are numbered and flow tested annually.
 2. All fire extinguishers are tested annually.
 3. A factory certified vendor inspects the fire suppression hood systems semi-annually.
 4. The fire alarm system and sprinkler system are serviced and tested on an annual basis by a state certified company.

V. EMERGENCY DRILLS:

- A. During an emergency drill, the appropriate emergency plan will be used as a guide in the steps to take during the drill. The beginning time for each step will be documented on the emergency plan. The Drill Report (Attachment G) will be used to review the drill for quality assurance purposes. The facility Director or Assistant Director will store the completed Drill Reports on the DJJ Q: Drive.
- B. Direct care staff, education staff, behavioral health staff, medical staff and administrative support staff will participate in emergency drills to ensure that all staff are familiar with emergency plans and procedures.
- C. The facility Director will ensure that emergency drills are conducted and documented on a regular basis as follows:
 - Fire drill conducted monthly on each shift per rotation;

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- Medical emergency drill conducted quarterly;
 - Therapeutic restraint drills conducted quarterly;
 - Tornado/severe weather drill conducted during the 1st & 3rd quarters of every year;
 - One severe weather drill may replace the regularly scheduled fire drill for that month.
 - Drill using one emergency plan each month. (Each plan must be done at least once per calendar year.); and
 - –One emergency drill, conducted annually, must include outside agencies.
- D. The Regional Emergency Management Coordinator will be invited to provide technical assistance to their assigned facilities during monthly drills. Each facility will provide the Regional Emergency Management Coordinator with at least 30 days' notice of any drill that includes outside agencies.
- E. After each drill the Emergency Drill Report (Attachment E) will be completed and provided via email to the Secured Campus Regional Administrator, , Regional Emergency Management Coordinator, and the Emergency Management Director. The Facility Emergency Planner will maintain a file of all drill reports. All emergency plans will be updated based on the post-drill evaluation and corrective action plan, as applicable, within 5 business days. Any updates to the emergency plan will be saved to the DJJ Q: Drive.
- F. The Deputy Commissioner of Secure Campuses may approve conducting simulated drills in YDCs on units with a specialized population that pose a special hazard to security.
- G. Emergency keys will be used during all fire and emergency drills, as applicable. (The use of emergency keys will be alternated during drills to ensure that the same set is not used for all drills.) Emergency keys that malfunction will be reported and repaired according to DJJ 8.12, Key Control. An alternate set of emergency keys will be used while the malfunctioning set is being repaired.

VI. EMERGENCY COORDINATION:

- A. Staff emergency response and management will be in accordance with respective emergency plan in accordance with instruction as provided in section IV Emergency Drills.
- B. Each facility will designate primary and secondary command posts. In case the control room is not an appropriate location for the operations center, an alternate location will be designated for emergency operations separate from the command post.

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1. The primary command post will be within the facility, as long as it is an appropriate location for operation.
 2. The secondary command post will be located outside the facility for use when the internal command post cannot be utilized. The alternate site must be in a safe location and still allow emergency traffic to access the facility.
- C. The DJJ Director of Communications will serve as the Emergency Public Information Officer and will govern the release of information to the media and members of the general public. (See DJJ 1.8, Public Information.) The facility Director may contact the Office of Legal Services for consultation as needed.
- D. All requests for emergency plans, Drill Reports or other emergency management documentation by non-DJJ staff will be forwarded to the Office of Legal Services for resolution. Any outside public safety agency participating in drills may be provided a copy of Drill Report at the conclusion of an emergency drill, upon request.
- E. The facility Director will assess the need for critical incident stress management after each emergency. The Office of Behavioral Health Services will provide any requested assistance to youth in critical incident stress management. The Office of Human Resources will coordinate critical incident stress management for staff through the Employee Assistance Program. Critical incident stress management will be required after any emergency that results in serious injury or death of a youth or staff. The Office of Victim Services may also be contacted as an employee resource.
- F. For specified critical incidents, a debriefing will be conducted in accordance with DJJ 8.5, Special Incident Reporting.

VII. LOCAL OPERATING PROCEDURES REQUIRED: YES

- The facility Director may implement additional local operating procedures, as needed. The Emergency Management Director or his/her designee must approve all emergency-related local operating procedures and emergency plans.