

 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>	<p><b><u>POLICY NUMBER:</u></b> <b>322.00</b></p>	<p><b><u>PAGES:</u></b> <b>3</b></p>
<p><b><u>CHAPTER:</u></b> <b>Institutional Operations</b></p>	<p><b><u>REFERENCE AND RELATED STANDARDS:</u></b> <b>WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; ACA 3-JTS-3B-12/13/14; ACA 3-JDF-3B-11/12; and ACA 3-JCRF-3B-06, 3B-08/09 and 3B-12</b></p>	
<p><b><u>SUBJECT:</u> Emergency Plans, Shelter-in-Place and Evacuation Procedures</b></p>		
<p><b><u>DATE:</u> July 1, 2013</b></p>		

## POLICY

It is the policy of the West Virginia Division of Juvenile Services to maintain a mechanism that ensures that each facility has written emergency plans to include shelter-in-place, work stoppage, riot/disturbances and evacuation of residents to be used in the event of fire or major emergency.

## CANCELLATION

This policy has been reviewed and supersedes Policy dated April 1, 2010.

## APPLICABILITY

This Policy applies to ALL Division of Juvenile Services' Facilities.

## PROCEDURES

1. Each facility's emergency plan will consist of both evacuation and shelter-in-place procedures that are approved by a person trained in the application of appropriate codes and are reviewed annually, updated if necessary, and reissued to the local fire jurisdiction and/or other appropriate agencies.
  - a. All plans shall include, but not be limited to:
    - i. Location of building/room floor plans.
    - ii. Use of exit signs and directional arrows for traffic flow.
    - iii. Location of publicly posted plan.

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- iv. Evacuation routes
  - v. Subsequent disposition and housing of residents
  - vi. Provisions for medical care or hospital transportation for injured residents and/or staff will be developed with input from the medical provider
  - vii. Emergency release of residents from locked areas with provisions for a backup system
- b. Fire evacuation plans shall also include
- i. At least monthly fire drills in all facility locations, including administrative areas.
  - ii. A provision for staff only drills that may be used when evacuation of extremely dangerous residents cannot be included.
  - iii. A requirement that residents will be made aware of fire evacuation routes during orientation.
- c. Shelter-in-place plans shall include
- i. Designated areas to be utilized as a safe harbor for residents and staff
  - ii. Instructions to staff on the method and location to render inoperative air handlers or other similar equipment that could contaminate the shelter in place area.
  - iii. Designated spaces for the influx of additional staff and/or residents or other persons from non-DJS entities (only with prior approval from the Division Director or Deputy Director).
- d. Work stoppage and riot/disturbance plans shall include
- i. A designation of the personnel who shall implement the procedures
  - ii. When and which authorities and media shall be notified and by whom,
  - iii. How the problem shall be contained, and
  - iv. Procedures to be followed after the incident is quelled.

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e. Facility Lockdowns

- i. The shift supervisor can order that residents be confined to their room or area for the safety and security of the facility whenever a lockdown is determined to be necessary.
- ii. Residents will be released from this lockdown as soon as the need for the facility lockdown is no longer necessary.
- iii. Lockdowns will be documented in the appropriate database.

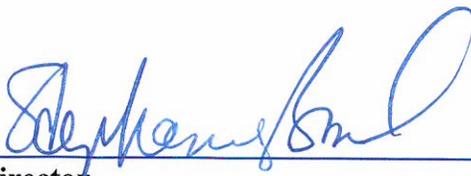
2. Implementation

- a. The responsibilities of personnel in emergencies shall be clearly defined.
  - b. Staff shall be aware of the location and identification of keys, and be knowledgeable about all evacuation routes.
  - c. Residents should receive instructions during emergency procedures from staff.
  - d. Notification procedures of key personnel
3. All emergency plans shall be maintained and labeled within a separate binder in each facility's central control.
  4. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

**RIGHTS RESERVED**

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:

  
 \_\_\_\_\_  
 Director

7/1/13  
 \_\_\_\_\_  
 Date