WEST VIRGINIA DIVISION OF JUVENILE SERVICES	POLICY NUMBER: 322.01	PAGES: 2
CHAPTER: Institutional Operations	**REFERENCE AND RELATED STANDARDS:** WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; ACA 3-JTS-3B-06 thru 3B-11; ACA 3-JDF-3B-06 thru 3B-10; ACA 3-JCRF-3B-06	
SUBJECT: Emergency Power and Communications		
DATE: October 1, 2007		

POLICY

It is the policy of the West Virginia Division of Juvenile Services to maintain a mechanism that ensures appropriate guidelines and procedures are disseminated concerning emergency power and communications within Division of Juvenile Services facilities.

CANCELLATION

This is a new policy.

APPLICABILITY

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

PROCEDURES

1. Each facility shall have the equipment necessary to maintain essential lights, power, and communications in an emergency.

2. Each facility shall maintain a communication system within the facility and between the facility and the community in the event of urgent, special, or unusual incidents or emergency situations.

3. Each facility shall have a written plan for preventive maintenance of the physical plant; the plan shall include provisions for emergency repairs or replacement in life-threatening situations.

4. Emergency equipment and systems shall be tested at least quarterly. Power generators shall be inspected weekly and load tested quarterly at a minimum or in accordance with

manufacturers' recommendations and instruction manuals.

5. 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: Dale Humphreys Oct 1, 2007

Director **Date**