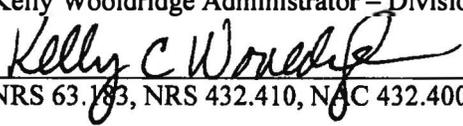


DISASTER PLAN

DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE POLICY	
SUBJECT:	Disaster Plan
POLICY NUMBER:	300.10
EFFECTIVE DATE:	11/1/2016
APPROVED BY:	Ross Armstrong Deputy Administrator – Juvenile Justice Services
DATE:	
SUPERSEDES:	None
APPROVED BY:	Kelly Wooldridge Administrator – Division of Child and Family Services
DATE:	
REFERENCES:	NRS 63.183, NRS 432.410, NAC 432.400 ACA: 4-JCF-1B-03
ATTACHMENTS:	None

I. SUMMARY

To ensure the safety of the youth, staff, contractors and all other occupants in a state juvenile correctional facility in the event of a disaster. To develop guidelines to remove all persons from one area of the facility to another or if necessary to transport all persons to a safe and secure location off property. In the event of an emergency an orderly response must be organized to reduce the risk of impact to all persons, equipment and other assets.

II. DEFINITIONS

As used in this document the following definition shall apply:

Disaster Plan: A plan that provides for the continuity of the essential functions of the program in the event of an emergency prevents occupancy at the primary facility.

Disaster:

As used in NRS 432.400, 432.410 and 432.420, unless the context otherwise requires, “disaster” means a fire, flood, earthquake, explosion, civil disturbance or any other occurrence or threatened occurrence that, regardless of cause results in, or may result in, widespread or severe damage to property or injury to, or the death of, children in the custody of an agency which provides child welfare services; or as determined by the Division, requires immediate action to protect the health, safety and welfare of children in the custody of an agency which provides child welfare services.

Essential Functions: Essential functions are those functions that enable the facilities to provide program services, exercise authority, maintain the safety and security of youth and staff.

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Point of Contact: The person at each work location responsible for the response to the emergency and coordination of the evacuation plan.

III. DEVELOPMENT OF EMERGENCY EVACUATION PLAN

- A. Each state operated correctional facility and each parole office shall develop a disaster plan under the supervision of the Superintendent or Chief of Parole.
- B. The plan must include sections compliant with NAC 432.400 including
 - 1. Identifying temporary shelter locations
 - 2. Procedure for evacuating the youth which shall include:
 - a. Identification of potential routes for evacuation
 - b. Transportation plan
 - c. Procedures for communicating with emergency personnel
 - d. Special provisions for evacuating youth with special needs
 - e. Communication with employees
 - 3. Caring for youth with special needs includes but is not limited to:
 - a. Access to the most recent treatment plan
 - b. Ensuring a list of any medication needed by the youth is available
 - c. Information on how to refill medications if needed
 - d. Identification of temporary shelters that can meet the youth's needs
 - 4. Communicating with the parole counselor, the legal guardian, and the juvenile court for each youth
 - 5. Procedures to obtain services to address the emotional or other effects of the disaster
 - 6. Procedures for return to the facility
 - 7. Procedures for communicating with the Division Public Information Officer in order to respond to any media inquiries.
- C. The Superintendent or Chief of Parole will create a response team that will be assigned to specific duties.
- D. Each response team will have a point of contact.

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- E. Each plan shall be developed and maintained at a high-level of readiness.
- F. The Superintendent and Chief of Parole will ensure that the response team is capable of implementation of an evacuation plan with or without warning.
- G. The Disaster Plan shall attempt to reduce disruptions of normal programming/operations if relocation is required for an extended period of time.
- H. Each plan shall include essential functions i.e. school, groups, medical and therapy in the event the temporary relocation is for an extended period of time.
- I. Each plan shall include guidelines to protect facility equipment, youth records and other state assets.
- J. The Disaster plan shall be PREA compliant.
- K. The Disaster plan shall be reviewed and submitted to the Deputy Administrator annually.

IV. RESPONSIBILITY AND DUTIES

- A. It shall be the responsibility of the supervisor on duty to contact the Superintendent or designee of each facility if the disaster or emergency occurs when they are not on property.
- B. The youth parole Unit Manager will contact the Chief of Parole if he/she is not on property if the emergency occurs at a Youth Parole location.
- C. The Superintendent or Chief of Parole will implement the evacuation plan.
- D. The Superintendent and Chief of Parole or designee will contact the Deputy Administrator by phone immediately.
- E. The Points of Contacts will provide status updates to the Superintendent and Chief of Parole or designee as directed by the program Standard Operating Procedures (SOP).
- F. The Superintendent or Chief of Parole will provide updates to the Deputy Administrator as directed.
- G. The Superintendent or Chief of Parole shall appoint a staff member to contact parents or legal guardians as directed by the Deputy Administrator.

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V. STAFF TRAINING

- A. The Superintendent, Chief of Parole, or designee shall ensure that each employee is trained on the Disaster Plan. The training records shall be submitted annually to the Juvenile Justice Programs Office.
- B. Facility training officer will develop a mock drill that will be conducted at least twice a year.
- C. Training Officers will ensure that all information concerning emergency evacuations is located in an easy access central location.

IV. RETURN TO FACILITY

- A. All persons shall return to the facility once deemed safe by the appropriate authority and the Deputy Administrator.
- B. Normal operations shall begin as soon as possible.
- C. The Juvenile Justice Programs Office staff shall review the implementation of the evacuation plan and make recommendations if necessary to Deputy Administrator.
- D. An analysis of the emergency occurrence will be reviewed by a team as determined by the Deputy Administrator.

I. PROCEDURES

- A. Each institution shall develop SOPs consistent with this policy.
- B. Youth Parole shall develop SOPs consistent with this policy.