

## Emergency Planning and Response

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<b>DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE POLICY</b>	
<b>SUBJECT:</b>	Emergency Planning and Response
<b>POLICY NUMBER:</b>	DCFS/JJS 300.10
<b>EFFECTIVE DATE:</b>	10/18/2021
<b>APPROVED BY: DATE:</b>	Kathryn Roose, Deputy Administrator, Division of Child and Family Services 10/11/2021
<b>SUPERSEDES:</b>	DCFS/JJS 300.10 Disaster Plan effective November 2016
<b>APPROVED BY: DATE:</b>	Ross Armstrong, Administrator – Division of Child and Family Services 10/11/2021 
<b>REFERENCES:</b>	NRS 62B.220, NRS 432.400, NAC 432.400; Quality Assurance (DCFS/JJS 100.11) Youth Release (DCFS/JJS 500.10) Staff Development and Training (DCFS/JJS 100.05) Statewide Emergency Plan
<b>ATTACHMENTS:</b>	No Attachments

### I. SUMMARY

The Division of Child and Family Services (DCFS) shall ensure all juvenile justice staff are prepared in the event of an emergency to ensure:

- an orderly response to reduce the risk of impact to all persons, infrastructure, and other assets, and
- continuation of essential functions required to maintain the safety and security of youth and staff.

### II. PURPOSE

To outline requirements for responding to an emergency.

### III. DEFINITIONS

As used in this document, the following definition shall apply:

- A. **Emergency:** Emergency has the same meaning as “disaster” as outlined in Nevada Revised Statutes NRS 62B.220, which adopts NRS 432.400 and NAC 432.400.
- B. **Emergency Plan:** A statewide plan providing for the continuity of the essential functions of the program in the event of an emergency.
- C. **Essential Functions:** Functions enabling facilities to operate and provide supervision of youth.

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- D. **Disaster:** Pursuant to NRS 432.400, means a fire, flood, earthquake, explosion, civil disturbance or any other occurrence or threatened occurrence that, regardless of cause:
1. Results in, or may result in, widespread or severe damage to property or injury to, or the death of, youth in the custody of a facility, or
  2. As determined by the Division, requires immediate action to protect the health, safety, and welfare of youth in a facility.

#### **IV. DEVELOPMENT OF EMERGENCY PLANS (FACILITY)**

- A. The Juvenile Justice Programs Office shall maintain an approved Statewide Emergency Plan.
- B. Each facility shall use the Statewide Emergency Plan as a template to create a Facility Emergency Plan.
- C. Pursuant to NRS 62B.220, each Emergency Plan must include sections compliant with NRS 432.400 and NAC 432.400:
1. Identifying temporary shelter locations and providing shelter during an emergency
  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. Procedure for obtaining emergency electrical power for any needed medical equipment
    - e. Identification of temporary shelters which can meet the youth's needs
  4. Communicating with the persons or entities which have physical custody of the youth before, during, and after the emergency (e.g., parent/guardian, parole counselor) to include:
    - a. The most recent contact information for the employees, director, or superintendent of each foster home or facility in which the youth are placed
    - b. The name, address, and telephone number of the parent/legal guardian
    - c. The name, address, and telephone number of any provider of health care who is treating the youth.
  5. Coordinating with other emergency management entities and juvenile courts during an emergency.

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6. Providing services to address the emotional impact of the emergency, which must include the procedure by which youth will have access to mental health services.
- D. Additionally, the Emergency Plan must include:
1. Procedures for returning to the facility.
  2. Procedures for communicating with the Division Public Information Officer to respond to media inquiries.
- E. The Superintendent, with assistance from the Chief of Parole if necessary, shall create a response team which shall be assigned to specific duties as outlined in the Statewide Emergency Plan.
- F. The Superintendent shall ensure the response team is capable of facility evacuation or sheltering in place with or without warning.
- G. Each Emergency Plan shall be reviewed annually to consider:
1. The results of any drills or exercises conducted in preparation for a disaster.
  2. The response to a past disaster.
  3. Any changes to federal, state, and local laws and regulations governing disasters and disaster response.
  4. Best practices governing disasters and disaster response used by other state and local agencies.
  5. Any other new information relevant to disasters and disaster response.

### **V. NOTIFICATIONS IN AN EMERGENCY (FACILITY)**

- A. The supervisor on duty shall contact the Superintendent or designee by phone if the emergency occurs when they are not on property.
- B. The Superintendent shall determine if the facility will evacuate or shelter in place, as outlined in the Emergency Plan. Once the determination has been made, the Superintendent shall implement the plan.
- C. The Superintendent shall notify the Deputy Administrator of Residential Services about the emergency by phone immediately.
- D. Emergency coordinators (reference the Emergency Plan) shall provide status updates to the Superintendent, or their designee, as outlined in the Facility Emergency Plan.
- E. The Superintendent shall provide updates to the Deputy Administrator as directed or needed.
- F. The Superintendent, with assistance from the Chief of Parole if necessary, shall appoint staff member(s) to contact parents or legal guardians.

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## **VI. EMERGENCY PLANNING (YOUTH PAROLE BUREAU)**

- A. Youth Parole Bureau staff may be utilized to assist affected facilities in notification of families, participate in response teams, assist with emergency releases (DCFS/JJS 500.10 Youth Release Policy), and participate in additional tasks for affected facilities as identified by the Chief of Parole or requested by the Division Administrator or any Deputy Administrator. Therefore, all Youth Parole Bureau Staff shall be familiar with the Statewide Emergency Plan.
- B. The Youth Parole Bureau shall maintain a Parole Emergency Plan that outlines procedures for sheltering in place and for evacuating Youth Parole Bureau offices.
- C. All Youth Parole Bureau offices shall post in common areas clearly outlined evacuation routes and the location of emergency items.
- D. Each Youth Parole Bureau building shall identify a building coordinator as assigned by the Chief of Parole. The name of the coordinator shall be in common areas.
- E. In the event of an emergency, the Chief of Parole, building coordinator, or designee shall determine if staff shall evacuate or shelter in place.
- F. The assigned building coordinator shall contact the Chief of Parole by phone if the emergency occurs at a Youth Parole Bureau location when they are not on property.
- G. The Chief of Parole shall notify the Deputy Administrator of Community Services about the emergency by phone immediately.

## **VII. STAFF TRAINING**

- A. All staff shall be trained on the use of fire extinguishers, basic first aid, and the use of defibrillators (DCFS/JJS Training and Staff Development)
- B. The Superintendent and Chief of Parole shall ensure each employee is trained on their Emergency Plan annually (NRS 62B.220).
- C. Each facility shall conduct a minimum of four drills per shift, per year, for a total of 12 drills as outlined in their Emergency Plan.
- D. The Chief of Parole shall ensure that building evacuation drills are conducted biannually, at a minimum, as outlined in their Emergency Plan.

## **VIII. RETURN TO FACILITY OR PAROLE OFFICE**

- A. All facility staff shall return to the facility once deemed safe by the appropriate authority and the Deputy Administrator of Residential Services.

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- B. All parole staff shall return to their assigned parole office once deemed safe by the appropriate authority and the Deputy Administrator of Community Services.
- C. Normal operations shall begin as soon as possible after the emergency has passed.

### **IX. REVIEW OF EMERGENCY RESPONSE**

- A. The Administrator or the Deputy Administrator may require an analysis of any emergency occurrence and response.
- B. The Review Team shall consist of:
  - 1. Superintendent or Assistant Superintendent from an unaffected facility/program. If all facilities are affected by the same emergency, then this position may be vacant or an emergency response review. The Division Administrator or designee may assign another facility staff if necessary.
  - 2. Clinical Program staff member
  - 3. Facility representative designated by the Superintendent
  - 4. Youth Parole Bureau representative
  - 5. Juvenile Justice Programs Office representative
- C. The Review Team shall identify a Team Lead.
- D. The Review Team shall develop a review process which includes a schedule of interviews for staff and youth, a tour of the facility, and a review of any necessary documentation.
- E. If possible, the review shall be conducted on site. However, not all team members may be required on site, and if necessary, the entire review may be conducted virtually.
- F. The Review Team may utilize the services of outside agencies to assist in the review process or in conducting investigative efforts.
- G. The Team Lead shall meet with the Superintendent as needed throughout the review to:
  - 1. Request access to materials needed.
  - 2. Requires access to staff and youth for interviews.
  - 3. Provide a daily briefing of progress; and
  - 4. Provide an exit briefing.
- H. The Review Team shall develop an official report.
- I. The report shall include, but is not limited to:
  - 1. A general summary/discussion of the emergency and the response.
  - 2. Whether the actions taken in response to the emergency were consistent with the facility Emergency Plan.

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3. What actions should be taken to avoid future emergencies or to better handle future emergencies.
4. Recommendations for improvement to the Emergency Plan and/or response to an emergency to include:
  - a. Staffing concerns, problems, analysis of staffing patterns
  - b. Policies, procedures, and/or post orders
  - c. Training
  - d. Operational practices
  - e. Equipment
  - f. Physical plant needs, issues, problems
  - g. Outside influences
  - h. Other issues unique to the incident
- J. Within 45 calendar days of the completion of the review of the incident, the Review Team shall submit their report to the Deputy Administrator of Residential Services or Community Services, the Deputy Administrator of Quality and Oversight, the Division Administrator, the Superintendent, and the Deputy Attorney General.
- K. The facility/YPB shall develop an Improvement Plan in response to the report (DCFS/JJS 100.11 Quality Assurance).
- L. The Juvenile Justice Programs Office shall review the report to revise the Statewide Emergency Plan, as necessary.

### **X. REVIEW OF EMERGENCY PLAN**

- A. The Plan shall be reviewed annually and changed/revised as needed.
  1. Non-facility specific sections of the Plan are the responsibility of the Juvenile Justice Programs Office.
  2. Facility specific sections are the responsibility of the facility Superintendent.
  3. Parole specific section are the responsibility of the Chief of Parole.
- B. Revised Plans require signatures of approval, effective date, and posting to the DCFS website.
- C. Annual Training Plans, Training Reports, and Quality Assurance Reviews may be used as part of the annual review of the Plan.

### **XI. EMERGENCY EQUIPMENT**

- A. Each facility shall have first aid kits placed in locations outlined in their Emergency Plan.
- B. The YPB shall have the locations of first aid kits outlined in posted material in common areas.

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- C. First aid kits may include, but are not limited to:
  - 1. Gauze pads and rolls (assorted sizes)
  - 2. Adhesive tape
  - 3. Cold pack
  - 4. Plastic bags
  - 5. Gloves
  - 6. Band aids (assorted sizes)
  - 7. Hand cleaner
  - 8. Triangular bandage
  - 9. Scissors
  - 10. Tweezers
  - 11. Alcohol wipes
  
- D. Each facility shall have fire extinguishers placed throughout the facility to meet the requirements of their local Fire Marshall, and outlined in their Emergency Plan.
  
- E. The YPB shall have fire extinguishers placed throughout their buildings to meet the requirements of their local Fire Marshall, and identified in posted materials in common areas.
  
- F. All fire extinguishers, first aid kits, and defibrillators shall be in good working order, stocked, and not outdated.
  - 1. For facilities, the person responsible for this task shall be identified in the facility Emergency Plan.
  - 2. For the YPB, each building coordinator is responsible for this task.

### **XII. INDIVIDUALIZED EMERGENCY PLANS**

- A. Each facility shall include the following in their individualized Emergency Plan:
  - 1. Identification of building coordinators, if applicable.
  - 2. The number of first aid kits and the identification of where they are placed.
  - 3. The number of fire extinguishers and the identification of where they are placed.
  - 4. Staff assigned to ensure emergency items are stocked, not expired, and in good working order, and timeline to review kits.
  - 5. Staff assigned, and timeline for verification, to ensure the fire extinguisher is not expired and in good working order.
  
- B. The Youth Parole Bureau shall develop a Parole Emergency Plan to include:
  - 1. Instructions for sheltering in place.
  - 2. Instructions for evacuation of office buildings.
  - 3. A process for contacting all youth under parole supervision following a natural disaster.

No Standard Operating Procedure is required for this policy.