

Chapter: Safety & Emergency Procedures
Subject: Disaster Preparedness Plan
Section: 9.5
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ODJFS Rule: 5101: 2-5-13.1
Reviewed/
Revised: 3/20/20

The following areas are addressed in NRTC's disaster preparedness plan:

1. Identification of essential personnel needed for the operation of the NRTC.
 - The Director, Managers, Supervisors and Youth Specialists, Kitchen support staff are essential personnel at NRTC.
2. Identification of an alternative physical work location including provisions for temporary work sites.
 - The alternative physical location for NRTC youth will be the Montgomery County Juvenile Court's Corrections facility in the Juvenile Justice Center.
3. Communication plan for Center staff with or without e-mail, internet or telephone access.
 - NRTC maintains a current list of staff phone numbers. In the event staff members cannot be reached by phone, supervisors will be responsible for making personal contact with their personnel.
4. Identification of essential work activities that must continue in order to ensure youth safety.
 - NRTC maintains supervision of the youth and the appropriate staff-to- youth ratios in order to ensure safety and security.
5. Procedures for tracking youth.
 - For those youth who are not at NRTC, supervisors will make contact with them to ensure their safety. The Probation Department can be used as a resource for contact information, if necessary.
6. Continuity of services to youth.
 - Essential services will continue to be provided at the alternative work location.
7. Maintenance and security of agency records.
 - Current youth files are maintained in a locked cabinet. Backup files are available through the Probation Department and the Court's electronic database.