

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Safety and Emergency Procedures
Subject: Fire Safety
Policy: Regulations of State and Local Fire Authority
Page: 1 of 1
Standards: 3-JCRF-3B-01
Issue Date: 12/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. Policy:** Written policy, procedure, and practice provide that the facility complies with the regulations of the state or local fire safety authority, whichever has primary jurisdiction over the facility.
- II. Procedure**
- A. The facility shall comply with the regulations from the local New Lebanon Fire Department, which has local fire and emergency jurisdiction.
 - B. Inspections
 - 1. Quarterly
 - a. Testing of equipment and automatic detection system is conducted on a quarterly basis by a qualified contractor.
 - 2. Annual
 - a. The Village of New Lebanon Fire Department has local jurisdiction and completes an annual fire inspection.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Safety and Emergency Procedures
Subject: Fire Prevention Regulations and Practice
Policy: 3B-02
Page: 1 of 5
Standards: 3-JCRF-3B-02
Issue Date: 12/2001
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Authorized by: Mike Garrett, Director

- I. Policy:** Written policy, procedure and practice provide specify fire prevention regulations and practices to ensure the safety of staff, juveniles, and visitors. These include but are not limited to the following:
- A. Provision for an adequate fire protection service;
 - B. A system of fire inspections and testing of equipment at least quarterly;
 - C. An annual inspection by local or state fire officials or other qualified person(s);
 - D. Availability of fire protection equipment at appropriate locations throughout the facility.

II. Definitions

- A. Weekly Inspection/Unoccupied Areas and Fire Prevention: Document detailing areas inspected within the facility, specific concern(s), and if a work order was completed.
- B. Fire Drill: The total evacuation of all persons from the building. Fire drills are practice sessions designed to teach participants the best means to escape in case of fire. The Program Manager(s) or designee shall develop a calendar of fire drills and a log of all drills and evacuations shall be maintained.

III. Procedure

- A. Fire Prevention
 - 1. Facility staff should always be on the lookout for fire hazards such as altered electrical outlets, over-loaded electrical units, expended fire extinguishers and improper trash storage. It is essential that all staff make fire prevention a basic part of their daily activities.
 - 2. All staff shall be attentive to maintaining good housekeeping standards to augment fire safety.
 - 3. The Program Manager(s) or designee will conduct quarterly inspections.
 - 4. The Program Manager(s) or designee will obtain an annual inspection by the New Lebanon Fire Department and will comply with all of their local regulations.
 - 5. All staff is trained in fire, storm, and emergency procedures. A designated staff member(s) undergoes Fire Inspection Training.
 - 6. The CAS Program Manager(s) shall develop and maintain a **Fire Drill Log** that includes the date of the test, results and any action taken with assigned staff signing off. The following shall be part of ongoing procedures:
 - a. Fire Drill procedures (Secure and non-secure areas) will be posted in Control for staff to review.
 - b. Prior notification of the drill shall be limited so as to increase drill effectiveness.
 - c. The Program Manager(s) or designee will monitor drill operations and will be responsible for taking corrective measures for any violations.

- d. The drills will be conducted under various conditions and during hours when a majority of juveniles are present in the facility.
- e. Drills shall be timed to measure effectiveness and efficiency of the fire plan and a record shall be maintained on a year-by-year basis to include month, date, hour and time.
- f. Each unit's resident count will be verbally communicated to the Control Desk Staff when the building is clear,
- g. Control Desk Staff will issue an 'all clear' and all persons shall return to their assigned area when all unit counts are provided.

7. Emergency Plan

- a. The Director and the Program Manager shall ensure the adequacy of the facility emergency plan.
- b. The facility shall comply with the regulations of the local fire department.
- c. Fire emergency plan and evacuation procedures shall be reviewed annually by a qualified fire official from the local fire department.
- d. A copy of the general emergency evacuation instructions shall be displayed in a conspicuous place in each section and living area and copy of the floor plan for that area which reflects the location of fire extinguishers and exits.
- e. Exit signs shall be distinctly and permanently marked and shall be visible at all times.
- f. Written emergency plans are disseminated annually to the New Lebanon Fire Department and local law enforcement agencies.
- g. Written emergency plans are communicated to all employees and juveniles and are reviewed and updated, if needed, at least annually.
- h. In the event of an emergency that prohibits the return of residents to the facility, staff will follow the CAS Evacuation Procedure

8. Smoking

- a. The facility maintains a smoke-free environment. The use of tobacco products by staff and residents is prohibited in the building.
- b. Noncombustible receptacles for smoking materials are located outside the main entrance and the loading dock.

9. Open Burning Prohibited

- a. Candle burning is prohibited in the facility.
- b. The burning of any waste material on CAS campus is prohibited.
- c. All waste is emptied daily into the dumpster and disposed of through a contract with a garbage disposal company.

10. Firefighting equipment and firefighting personnel are available to the facility by the local jurisdiction, the New Lebanon Fire Department.

11. Emergency Equipment Related to Fire Control

- a. The Program Manager(s) or designee will have the responsibility for ensuring that adequate emergency equipment is located throughout the facility and is kept in good repair.

- b. Testing of equipment by local fire officials or manufactures shall be conducted on a quarterly basis, supported through the utilization of monthly drills by the Program Manager(s) or designee.
- c. Equipment maintained in the building with frequency of inspection shall include the following:
 - 1. Fire Alarm System: Quarterly and Monthly
 - 2. Fire Suppression System (Sprinkler System): Quarterly
 - 3. Pull stations throughout the building: Monthly Fire Drills
 - 4. Fire extinguishers: Annually
 - 5. Emergency Lighting: Quarterly and Monthly

12. Flammable Materials/Substances

- a. Flammable materials shall be stored in accordance with the manufacturer's instructions, in locked storage spaces.
- b. A "Flammable, Toxic and Caustic Materials Inventory", form is maintained by facility staff to ensure appropriate control and use of these materials.
- c. Material Safety Data Sheets (MSDS) are maintained for reference purposes. These sheets are located in the loading dock area.

13. Selection and Purchase of Facility Furnishing

- a. It shall be the written policy, procedure and practice of the Center for Adolescent Services to require that specifications meet fire safety performance requirements when purchasing facility furnishing.
- b. It shall be our policy, through Montgomery County Contract and/or direct purchase, to insure that all facility furnishings meet fire performance characteristics as tested per ATSM methods and approved by Underwriters Laboratories, Inc. or other testing and inspecting agency acceptable to authorities having jurisdiction.

B. Storm Emergency Procedures

- 1. It shall be the policy of the Center for Adolescent Services to have a written storm emergency plan.
- 2. The plan shall be approved by an independent outside inspector certified in the application of the appropriate procedures.
- 3. The storm emergency and drill procedure shall be practiced, documented and critiqued annually.
- 4. One storm drill per quarter shall be required, except during the storm season month of the year. During the months of March, April, May and June, July, one (1) storm drill per month shall be initiated by the Program Manager(s) or designee.
- 5. Storm drills shall be conducted under varied conditions and during hours when a majority of the juveniles and employees are present. A building wide storm warning alarm / horn shall be sounded.
- 6. The following procedure is to be followed by all juvenile(s) and staff members upon hearing a storm warning, observing a storm, hearing that a dangerous storm is approaching the area and/or to initiate a storm drill:
 - a. Release any juvenile secured in their secure room.
 - b. Occupants of all unit(s)/room(s) shall move to any inside wall which does not contain glass.
 - c. Upon reaching the "safe zone" of the area, immediately assume the storm safety position by sitting on the floor, draw knees up and rest head on their knees and clasp hands over their neck and head.

- d. All individuals outdoors are to be immediately moved inside to a “safe zone”.
 - e. Avoid the gymnasium, center hallway, and the visitors waiting area due to either glass exposure and/or high ceilings.
 - f. The on-duty Program Manager(s) or designee will contact the New Lebanon Fire Department in the event of dangerous storm conditions requiring emergency procedures for a safety assessment and recommendations.
 - g. Staff and residents shall return to normal activity when approved by Administration and announced by Control Desk.
 - h. All involved staff will be required to complete storm drill reports and Special Incident Reports.
7. Copies of the storm drills shall be submitted to the Program Manager(s) or designee by the end of shift.
 8. The Program Manager(s) or designee will maintain a current file on all storm drills.
 9. Storm Drill Procedures are a part of the New Employee Orientation Training Checklist and are disseminated by the CAS Program Manager(s) or designee.
 10. Written emergency plans are communicated to all employees and juveniles and are reviewed and update, if needed, at least annually.

C. Emergency Evacuation and Disaster Plan

1. It shall be the policy of the Center for Adolescent Services to have a written evacuation plan prepared in the event of fire, major emergency and medical emergency.
2. The plan shall be approved by an independent outside inspector certified in the application of the appropriate codes, the Medical Director and the Agency Director.
3. The plan shall include the following:
 - a. Location of each room on a floor plan.
 - b. Use and location of exit signs and directional arrows for traffic flow.
 - c. Location of posted evacuation plans.
 - d. Policies and procedures for Medical/Health Care Services that include triage procedures and telephone numbers for calling health care staff, ambulance and hospital, evacuation of patients from the facility, specific roles of health care personnel, and a back-up plan.
 - e. In case injuries must be treated on-site, separate emergency supplies shall be planned, stored and regularly checked.
4. In the event that it becomes necessary to evacuate the entire facility in an extreme emergency the following procedure shall apply:
 - a. The Director or designee shall immediately make the contacts to gain access to Court sites and/or alternative sites in the immediate area
 - b. The Director or designee shall issue the order to evacuate all residents and personnel through the chain of command.
 - c. Staff and residents will be directed to evacuate by using a shuttle system of County vehicles to the Nicholas Residential Treatment Center and the Montgomery County Detention Center.
 - d. Staff is required to have a radio during the evacuation to ensure communication is maintained throughout the entire process.
 - e. Staff will log the names of the residents and total number of residents under their supervision upon arrival to either Nicholas Residential Treatment Center and/or the Montgomery County Detention Center for safety and accountability purposes. This information is communicated to the CAS Administration via radio.

- f. Residents will not be released from the safety of either the Nicholas Residential Treatment Center or Montgomery County Detention Center without Court authorization.
- g. Designated Supervisor and/or Unit Staff shall be responsible for transporting bedding and all current resident file information to the designated site(s).
- h. Medical / Health Care Services personnel shall insure that medicines and medical supplies are transported to the designated site(s).

D. Storage of hazardous materials

- 1. It shall be the policy, procedure and practice of the Center for Adolescent Services to maintain onsite only those poisonous, toxic, or flammable materials and substances that are required.
- 2. Poisonous and toxic materials and substances, except laundry supplies, shall be stored in accordance with the manufacturer's storage instructions in a locked storage spaces separate and apart from the residents and food areas, and shall be clearly labeled.
- 3. In cases where poisonous and toxic materials are transferred from their original containers to substitute containers, the substitute containers shall be clearly labeled as to their contents.
- 4. Keys to storage spaces shall be available only to authorized staff.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Safety and Emergency Procedures
Subject: Flammable, Toxic, and Caustic Materials
Policy: Furnishings
Page: 1 of 5
Standards: 3-JCRF-3B-03
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Authorized by: Mike Garrett, Director

- I. Policy:** Written policy, procedure and practice provide that the specifications for the selection and purpose of facility furnishings meet fire safety performance requirements.

The facility will comply with the regulations for the New Lebanon Fire Department, which has local jurisdiction.

II. Definition

- A. ANSUL- An automatic, pre-engineered, fire suppression system designed to discharge wet chemical, cartridge operated, regulated pressure type with a fixed nozzle agent distribution network.
- B. ANSUL Wet Chemical Agent- A mixture of organic salts designed for rapid flame knockdown and foam securement of grease related fires.
- C. Fire Drill Report- Document detailing monthly fire drill procedures and outcomes including but not limited to the following: obtaining the REIB binder; Code Yellow; emergency medical supplies; evacuation & head count of residents, personnel and all other parties; and, obtaining an all clear.
- D. Flammable, Toxic and Caustic Materials Inventory- Document(s) detailing the contents of the secure Flammable and Chemical Cabinets. Inventories are conducted on a monthly frequency.

III. Procedure

- A. Fire Prevention
 - 1. Facility staff should always be on the lookout for fire hazards such as altered electrical outlets, over-loaded electrical units, expended fire extinguishers and improper trash storage. It is essential that all staff make fire prevention a basic part of their daily activities.
 - 2. All staff shall be attentive to maintaining good housekeeping standards to augment fire safety.
 - 3. The Program Manager(s) or designee will conduct quarterly inspections.
 - 4. The Program Manager(s) or designee will obtain an annual inspection by the New Lebanon Fire Department and will comply with all of their local regulations.
 - 5. All staff is trained in fire, storm, and emergency procedures. A designated staff member(s) undergoes Fire Inspection Training.
 - 6. The Program Manager(s) will develop and maintain a Fire Drill Log that includes the date of the test, results and any action taken with assigned staff signing off. The following shall be part of ongoing procedures:
 - a. Fire Drill procedures (Secure and non-secure areas) will be posted in Control for staff to review.
 - b. Prior notification of the drill shall be limited so as to increase drill effectiveness.

- c. The Program Manager(s) or designee will monitor drill operations and will be responsible for taking corrective measures for any violations.
- d. The drills will be conducted under various conditions and during hours when a majority of juveniles are present in the facility.
- e. Drills shall be timed to measure effectiveness and efficiency of the fire plan and a record shall be maintained on a year-by-year basis to include month, date, hour and time.
- f. Each unit's resident count will be verbally communicated to the Control Desk Staff when the building is clear,
- g. Control Desk Staff will issue an 'all clear' and all persons shall return to their assigned area when all unit counts are provided.

7. Emergency Plan

- a. The Director and the Program Manager will ensure the adequacy of the facility emergency plan.
- b. The facility will comply with the regulations of the local fire department.
- c. Fire emergency plan and evacuation procedures will be reviewed annually by a qualified fire official from the local fire department.
- d. A copy of the general emergency evacuation instructions will be displayed in a conspicuous place in each section and living area and copy of the floor plan for that area which reflects the location of fire extinguishers and exits.
- e. Exit signs will be distinctly and permanently marked and will be visible at all times.
- f. Written emergency plans are disseminated annually to the New Lebanon Fire Department and local law enforcement agencies.
- g. Written emergency plans are communicated to all employees and juveniles and are reviewed and updated, if needed, at least annually.
- h. In the event of an emergency that prohibits the return of residents to the facility, staff will follow the CAS Evacuation Procedure as detailed within policy 3B-08.

8. Smoking

- a. The facility maintains a smoke-free environment. The use of tobacco products by staff and residents is prohibited in the building.
- b. Noncombustible receptacles for smoking materials are located outside the main entrance and the loading dock.

9. Open Burning Prohibited

- a. Candle burning is prohibited in the facility.
- b. The burning of any waste material on CAS campus is prohibited.
- c. All waste is emptied daily into the dumpster and disposed of through a contract with a garbage disposal company.

10. Firefighting Equipment and Personnel

- a. Firefighting equipment and firefighting personnel are available to the facility via the local jurisdiction, the New Lebanon Fire Department
- b. Fire Extinguishers are located on each living unit and throughout the facility.
- c. The kitchen is equipped with an ANSUL fire protection system.

11. Emergency Equipment Related to Fire Control

- a. The Program Manager(s) or designee will have the responsibility for ensuring that adequate emergency equipment is located throughout the facility and is kept in good repair.
- b. Testing of equipment by local fire officials or manufactures will be conducted on a quarterly basis, supported through the utilization of monthly drills by the Program Manager(s) or designee.
- c. Equipment maintained in the building with frequency of inspection shall include the following:
 1. Fire Alarm System: Quarterly and Monthly
 2. Fire Suppression System (Sprinkler System): Quarterly
 3. Pull stations throughout the building: Monthly Fire Drills
 4. Fire extinguishers: Annually
 5. Emergency Lighting: Quarterly and Monthly

12. Flammable Materials/Substances

- a. Flammable materials shall be stored in accordance with the manufacturer's instructions, in secure storage spaces.
- b. The Flammable, Toxic and Caustic Materials Inventory form is maintained by facility staff to ensure appropriate control and use of these materials.
- c. Material Safety Data Sheets (MSDS) are maintained for reference purposes. These sheets are located in the loading dock area.

13. Selection and Purchase of Facility Furnishing

- a. Furnishings purchased are required to meet the specifications for fire safety performance requirements. Furnishings are purchased by the Business Manager under the direct supervision of the facility Director.
- b. The Business Manager will ensure through Montgomery County Contract and/or direct purchase, that all facility furnishings meet fire performance characteristics as tested per ATSM methods and approved by Underwriters Laboratories, Inc. or other testing and inspecting agency acceptable to authorities having jurisdiction.

B. Storm Emergency Procedures

1. Written storm emergency plans are reviewed and approved annually by an independent outside inspector certified in the application of the appropriate procedures.
2. The storm emergency and drill procedure shall be practiced, documented and critiqued annually.
3. One storm drill per quarter shall be required, except during the storm season month of the year. During the months of March, April, May and June, July, one (1) storm drill per month shall be initiated by the Program Manager(s) or designee.
4. Storm drills shall be conducted under varied conditions and during hours when a majority of the juveniles and employees are present. A building wide storm warning alarm / horn shall be sounded.
5. The following procedure is to be followed by all juvenile(s) and staff members upon hearing a storm warning, observing a storm, hearing that a dangerous storm is approaching the area and/or to initiate a storm drill:
 - a. Release any juvenile secured in their secure room.
 - b. Occupants of all unit(s)/room(s) shall move to any inside wall which does not contain glass.
 - c. Upon reaching the "safe zone" of the area, immediately assume the storm safety position by sitting on the floor, draw knees up and rest head on their knees and clasp hands over their neck and head.

- d. All individuals outdoors are to be immediately moved inside to a “safe zone”.
 - e. Avoid the gymnasium, center hallway, and the visitors waiting area due to either glass exposure and/or high ceilings.
 - f. The on-duty Program Manager(s) or designee will contact the New Lebanon Fire Department in the event of dangerous storm conditions requiring emergency procedures for a safety assessment and recommendations.
 - g. Staff and residents shall return to normal activity when approved by Administration and announced by Control Desk.
 - h. All involved staff will be required to complete storm drill reports and Special Incident Reports.
- 6. Copies of the storm drills will be submitted to the Program Manager(s) or designee by the end of shift.
 - 7. The Program Manager(s) or designee will maintain a current file on all storm drills.
 - 8. Storm Drill Procedures are a part of the New Employee Orientation Training Checklist and are disseminated by the CAS Program Manager(s) or designee.
 - 9. Written emergency plans are communicated to all employees and juveniles and are reviewed and update, if needed, at least annually.

C. Emergency Evacuation and Disaster Plan

- 1. Written evacuation plans are prepared in the event of fire, major emergency and medical emergency. The plan shall be approved by an independent outside inspector certified in the application of the appropriate codes, the Medical Director and the Agency Director.
- 2. The plan shall include the following:
 - a. Location of each room on a floor plan.
 - b. Use and location of exit signs and directional arrows for traffic flow.
 - c. Location of posted evacuation plans.
 - d. Policies and procedures for Medical/Health Care Services that include triage procedures and telephone numbers for calling health care staff, ambulance and hospital, evacuation of patients from the facility, specific roles of health care personnel, and a back-up plan.
 - e. In case injuries must be treated on-site, separate emergency supplies shall be planned, stored and regularly checked.
- 3. In the event that it becomes necessary to evacuate the entire facility in an extreme emergency the following procedure shall apply:
 - a. The Director or designee will immediately make the contacts to gain access to Court sites and/or alternative sites in the immediate area
 - b. The Director or designee will issue the order to evacuate all residents and personnel through the chain of command.
 - c. Staff and residents will be directed to evacuate by using a shuttle system of County vehicles to the Nicholas Residential Treatment Center and the Montgomery County Detention Center.
 - d. Staff is required to have a radio during the evacuation to ensure communication is maintained throughout the entire process.
 - e. Staff will log the names of the residents and total number of residents under their supervision upon arrival to either Nicholas Residential Treatment Center and/or the Montgomery County Detention Center for safety and accountability purposes. This information is communicated to the CAS Administration via radio.

- f. Residents will not be released from the safety of either the Nicholas Residential Treatment Center or Montgomery County Detention Center without Court authorization.
- g. Designated Supervisor and/or Unit Staff shall be responsible for transporting bedding and all current resident file information to the designated site(s).
- h. Medical / Health Care Services personnel shall insure that medicines and medical supplies are transported to the designated site(s).

D. Storage of hazardous materials

- 1. It will be the policy, procedure and practice of the Center for Adolescent Services to maintain onsite only those poisonous, toxic, or flammable materials and substances that are required.
- 2. Poisonous and toxic materials and substances, except laundry supplies, will be stored in accordance with the manufacturer's storage instructions in a locked storage spaces separate and apart from the residents and food areas, and shall be clearly labeled.
- 3. In cases where poisonous and toxic materials are transferred from their original containers to substitute containers, the substitute containers shall be clearly labeled as to their contents.
- 4. Keys to storage spaces shall be available only to authorized staff.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Safety and Emergency Procedures
Subject: Flammable, Toxic, and Caustic Materials
Policy: 3B-04
Page: 1 of 2
Standards: 3-JCRF-3B-04
Issue Date: 12/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. Policy:** It is written policy, procedure, and practice provide that where smoking is permitted, noncombustible receptacles for smoking materials and separate containers for other combustible refuse are accessible at locations throughout living quarters.

Special containers are provided for flammable liquids and for rags used with flammable liquids. All receptacles and containers are emptied and cleaned daily.

II. Definition

- A. Flammable, Toxic and Caustic Materials Inventory- Document(s) detailing the contents of the secure Flammable and Chemical Cabinets. Inventories are conducted on a monthly frequency.

III. Procedure

- A. Flammable, Toxic, and Caustic Materials

1. Smoking

- a. The facility maintains a smoke-free environment. The use of tobacco products by staff and residents is prohibited in the building.
- b. Noncombustible receptacles for smoking materials are located outside the main entrance and the loading dock.

2. Flammable Materials/Substances

- a. Flammable materials will be stored in accordance with the manufacturer's instructions, in locked storage spaces.
- b. The Flammable, Toxic and Caustic Materials Inventory form is maintained by facility staff to ensure appropriate control and use of these materials.
- c. Material Safety Data Sheets (MSDS) are maintained for reference purposes. These sheets are located in the loading dock area.

- B. Storage of hazardous materials

1. It is policy, procedure and practice of the Center for Adolescent Services to maintain onsite only those flammable, toxic, and caustic materials that are required for the functions within the facility.
2. Poisonous and toxic materials and substances, except laundry supplies, will be stored in accordance with the manufacturer's storage instructions in a locked storage spaces separate and apart from the residents and food areas, and shall be clearly labeled.

3. In cases where poisonous and toxic materials are transferred from their original containers to substitute containers, the substitute containers shall be clearly labeled as to their contents.

C. Disposal

1. All solvent waste, oily rags and flammable liquids shall be kept in fire resistant covered containers, (i.e., Oily Rag Container), until removed from worksite.
2. The oily rag container is maintained by Maintenance staff and is located on the mobile maintenance cart. The oily rag container is emptied daily, prior to the end of shift.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Facility Operations
Subject: Use of Flammable, Toxic and Caustic Materials
Policy: 3B-05
Page: 1 of 3
Standards: ACA-3-JCRF-3B-05
Issue: 12/2001
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Authorized by: Mike Garrett, Director

- I. **Policy:** It is the written policy, procedure and practice of the Center for Adolescent Services to govern the control and use of all flammable, toxic and caustic materials.

II. Definition

- A. Perpetual Chemical Control Inventory Log- Document detailing the contents of the secure chemical and flammable cabinets. Document details the following: Specific chemical/flammable product, volume of individual chemicals/flammable products, location of the chemical/flammable product, date & time chemical/flammable product is inventoried and/or issued, starting balance, amount of chemical/flammable product out, amount of chemical/flammable product in, ending balance of chemical/flammable product, staff member the chemical/flammable product is issued to and initials of staff member accessing the chemical/flammable product.
- B. Toxic Material- A substance that through which chemical reaction or mixture can produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract. The toxicity is dependent on the quantity absorbed and the rate, method, and site of absorption and the concentration of the chemical.
- C. Caustic Material: A substance capable of destroying or eating away by chemical reaction.
- D. Flammable Liquid: Any liquid having a flash point below 100°F (37.8°C), except any mixture having components with flashpoints of 100°F (37.8°C) or higher, the total of which make up 99 percent or more of the total volume of the mixture. Flammable liquids shall be known as Class I liquids.
- E. Flash Point: The minimum temperature at which a liquid gives off vapor within a test vessel in sufficient concentration to form an ignitable mixture with air near the surface of the liquid. The flash point is normally an indication of susceptibility to ignition.
- F. Label: A printed or graphic material displayed on or affixed to containers of chemicals.
- G. Material Safety Data Sheet, MSDS: A document required by government regulations for all hazardous chemical substances produced and/or sold in the United States. Each MSDS sheet shall be in English and will contain the following information: the identity used on the label, physical and chemical characteristic (vapor pressure, flash point, and so forth), physical and health hazards, primary routes of entry, exposure limits, precautions for safe handling and use,

control measures, emergency and first aid procedures, and the chemical manufacturer's name, address and telephone number.

H. Secondary Container: A portable container into which chemicals are transferred for use.

III. Procedure

A. Limiting the use of caustic, toxic and flammable materials whenever possible will result in the best method of ensuring the highest degree of safety for residents and staff.

B. All chemical and flammable storage cabinets are controlled by key access and all keys are restricted by user and access level.

C. Material Safety Data Sheets

1. Material Safety Data Sheets (MSDS) sheets are located on the loading dock and within the Medical Department.

D. Chemical Control- All residents will be instructed on the proper use of cleaning chemicals and will be supervised by staff at all times.

1. Toxic and Caustic Chemical Inventory & Identification

- a. All toxic and caustic chemicals are inventoried on the Toxic/Caustic/Flammable Perpetual Chemical Inventory Log.
- b. Perpetual Chemical Inventory Logs are located on the Loading Dock and Garage Workshop.
- c. Inventory frequency is conducted each time a chemical is accessed/issued from the Chemical Control Cabinet. In addition, weekly inventories are conducted by the Food Service Manager and Facility Support Staff. The Maintenance Supervisor conducts weekly inventory for the Chemical Control Cabinet located in the Garage Workshop.
- d. Chemicals are identified as toxic and/or caustic chemicals by manufacturer label notation.
- e. Additional chemicals used in the normal performance of custodial maintenance will be obtained from the secure chemical cabinet and returned upon end of use. Residents are not permitted to use agents outside of GFS's Apple Cider Vinegar, ECOLAB's diluted Neutral Citrus All-Purpose Cleaner and Industrial Strength Glass Cleaner.

2. Chemical Storage

a. Administration

i. Concentrated cleaning chemicals are stored in the Administrative Custodial Closet.

b. Living Units

- i. The facility utilizes ECOLAB dispensing equipment to dilute chemicals to a safe level for use by the residents and staff. Diluted cleaning chemicals for the living units are stored in the unit's custodial closet.
- ii. Diluted cleaning chemicals, (i.e., ECOLAB, bleach, etc), are placed into approved secondary container.
- iii. Secondary containers are clearly labeled to indicate the internal contents.
- iv. The chemicals issued to the living units are as follows:
 1. Neutral Citrus All-Purpose Cleaner
 2. Industrial Strength Glass Cleaner
 3. Apple-Cider Vinegar

- v. No other chemicals are permitted to be stored in the unit's custodial closet.
- vi. Residents will not have unsupervised access to the unit custodial closet(s).

c. Chemical Cabinet Location(s)

- i. Loading Dock
- ii. Garage Workshop

d. Kitchen / Dining Room

- i. The facility utilizes ECOLAB dispensing equipment to dilute chemicals to a safe level for use by the residents and staff.
- ii. The chemicals issued to the kitchen and dining room for usage are as follows:
 - 1. Geo Solid Hi-Chlor Machine Detergent
 - 2. R/O Free Rinse Additive
 - 3. Scout Pot and Pan Detergent
 - 4. Oasis 144 Quaternary Ammonium Sanitizer
 - 5. Dawn Dish Detergent
 - 6. Neutral Citrus All-Purpose Cleaner

E. Flammable Materials- No resident will have access to flammable material(s).

1. Flammable Inventory & Identification

- a. All flammable materials are inventoried on the Toxic/Caustic/Flammable Perpetual Chemical Inventory Log.
- b. Perpetual Chemical Inventory Logs are located on the Loading Dock and Garage Workshop.
- c. Inventory frequency is conducted each time a flammable material is accessed/issued from the Flammable Control Cabinet. In addition, weekly inventories are conducted by the Food Service Manager, Facility Support Staff and Maintenance Supervisor (Garage Flammables).
- d. Items are identified as flammable by manufacturer label notation.

2. Flammable Storage

- a. Flammable materials are stored in the secure flammable storage cabinet(s).
 - i. Flammable Cabinet Locations:
 - 1. Loading Dock
 - 2. Garage Workshop
- b. The only permitted location flammable materials are stored or maintained within the secure perimeter of the facility is the loading dock.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Safety and Emergency Procedures
Subject: Emergency Plans
Policy: 3B-06
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I. Policy: Written policy, procedure and practice govern that a written evacuation plan prepared in the event of a fire or major emergency that is certified by an independent, outside inspector trained in the application of national fire safety codes. The plan is reviewed annually, updated if necessary, and re-issued to the local authorities. This plan includes the following:

- A. Location of building/room floor plan.
- B. Use of exit signs and directional arrows for traffic flow.
- C. Location of publicly posted plan.
- D. Monthly drills in all facility locations.
- E. Bomb Threats
- F. Active Shooter

II. Definitions

- A. Fire Evacuation & Monthly Drill(s): The total evacuation of all persons from the building. Fire drills are practice sessions designed to teach participants the best means to escape in case of fire.
- B. Storm Procedure & Monthly Drill(s): Building occupants immediately move to any inside wall which does not contain any glass and assume a storm safe position.
- C. Code Grey: Staff code communicating severe weather (i.e. tornado, strong winds, lightning strike, etc.)
- D. Code Yellow: Staff code communicating fire and/or smoke within or around building
- E. Code Black: Staff code communicating bomb threat.
- F. Bomb Threat: the communication through the use of mail, telephone, telegram, or other instrument of commerce; the willful making of any threat; or the malicious conveyance of false information knowing the same to be false which concerns an attempt being made, or to be made; to kill, injure, intimidate any individual; or unlawfully to damage or destroy any building, vehicle, or other real or personal property by means of an explosive.
- G. Code Green: Staff code communicating active shooter.
- H. Active Shooter - one or more subjects who participate in a random or systematic shooting spree demonstrating their intent to continuously harm or kill others. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and limit harm or loss of life to innocent victims.
- I. Storm Safe Zone(s): Any interior wall which does not contain glass. If a desk is available then assume Storm Safe Position under the desk.
- J. Storm Safe Position: Sit on the floor, draw knees up, rest head on knees and clasp hands over neck.
- K. Safety Zone A: Non-Secure safety zone outside of the fence, at the emergency gate exit of the secure perimeter fence.

- L. Safety Zone B: Secure safety zone within the fence, at the rear of the secure perimeter.
- M. Resident Emergency Information Binder (REIB): Collection of documents specific to each resident. The documents are as follows:
 - 1. Resident Face Sheet
 - 2. MCJC Medical Consent and Release Form
 - 3. Medical Insurance Verification
 - 4. Medical Intake Screening
 - 5. Picture(s)
 - a. Picture of resident's face.
 - b. Picture(s) of any identifying marks, scars, and/or tattoos.

III. Plan(s)

A. Location(s) of Publically Posted Emergency Plan

- 1. Control Desk
- 2. Lobby

B. Emergency Plan

- 1. The Center for Adolescent Services has a written evacuation plan prepared in the event of a fire or major emergency that is certified by an independent, outside inspector trained in the application of national fire safety codes.
- 2. The plan is reviewed annually, updated if necessary, and reissued to local jurisdictions.
- 3. The plan includes the following:
 - i. Location of building/room floor plan.
 - ii. Use of exit signs and directional arrows for traffic flow.
 - iii. Location of publically posted plan.
 - iv. Monthly drills in all facility locations.
 - 1. Prior notification of the drill shall be limited so as to increase drill effectiveness.
 - 2. The Director or designee will monitor drill operations and will be responsible for taking corrective measures for any violations.
 - 3. The drills will be conducted under various conditions and during hours when a majority of juveniles are present in the facility.
 - 4. Drills shall be timed to measure effectiveness and efficiency of the fire plan and a record shall be maintained on a year-by-year basis to include month, date, hour and time.
 - v. Policies and procedures for Medical/Health Care Services that include triage procedures and telephone numbers for calling health care staff, ambulance and hospital, evacuation of patients from the facility, specific roles of health care personnel, and a back-up plan.
 - vi. Bomb Threat procedures
 - vii. Active Shooter procedures
 - viii. Youth Temporary Housing

- IV. Location of Emergency Exits**
- A. Unit(s): Bay, Dock, Pier, Harbor
 - B. Outside Recreation Door
 - C. Gymnasium
 - D. Intake
 - E. Loading Dock
 - F. Lobby
 - G. Administration Suite

V. Location of Emergency Equipment

- A. First Aid Equipment
 - 1. Unit(s): Bay, Dock, Pier, and Harbor
 - 2. Control Desk
 - 3. Mezzanine(s): North, South, and East
 - 4. Gymnasium
 - 5. Classroom 1047
 - 6. Administration
 - 7. Kitchen
 - 8. Loading Dock: Mechanical Room
 - 9. Intake
 - 10. Garage/Maintenance Shop
 - 11. Van
 - 12. Car
- B. Automated External Defibrillator Location
 - 1. Control Desk
- C. Emergency Medical Supplies (i.e. Trauma Pack)
 - 1. Control Desk
- D. Location of Fire Extinguishers: Twenty (20) Total Extinguishers
 - 1. Control Desk
 - 2. Residential Unit: Bay;
 - 3. Residential Unit: Dock;
 - 4. Residential Unit: Pier;
 - 5. Residential Unit: Harbor;
 - 6. Gymnasium (2-Qty);
 - 7. Loading Dock Area: Loading Dock;
 - 8. Loading Dock Area: Laundry Room;
 - 9. Loading Dock Area: Mechanical Room;
 - 10. Kitchen (2-Qty);
 - 11. Administration Suite;
 - 12. Garage Storage;
 - 13. Garage Maintenance Shop;
 - 14. Car;
 - 15. Van;
 - 16. Mezzanine: Main Hallway;
 - 17. Mezzanine: Bay/Dock; and
 - 18. Mezzanine: Pier/Harbor

VI. Storm Drill and Storm Safe Zones

1. Storm safe zones are designated by Storm Safe signage.
2. The following areas identified as storm safe zones:
 - a. Bay Unit:
 1. Within interior wall along the following room numbers: 1153, 1154, and 1155-10.
 - b. Dock Unit:
 1. Within interior wall along the following room numbers: 1139, 1138-15, and 1138-14.
 - c. Bay/ Dock Unit Hallway: Along the interior wall between Mezzanine Rm. # 1145 and Lan Closet Rm. 1070.
 - d. Pier Unit:
 1. Within interior wall along the following room numbers: 1100, 1098, and 1099.
 - e. Harbor Unit:
 1. Within interior wall along the following rooms: Storage Rm. #1088, Custodial Closet Rm.# 1087, Rm. #1086 and 1085.
 - f. Pier/Harbor Unit Hallway: Along wall by Rm # 1091.
 - g. Classroom Rm # 1047: Interior wall, along sink.
 - h. Classroom Rm # 1052: Interior wall, along cabinetry and sink.
 - i. Classroom Rm # 1053: Interior wall, along cabinetry and sink.
 - j. Classroom Rm # 1058: Interior wall, along cabinetry and sink.
 - k. Classroom Rm # 1020: Along interior wall, beneath dry erase board.
 - l. Medical Office, Rm. #1059: Interior wall along cabinetry and sink.
 - m. Dining Room: Along interior wall, directly underneath the metal serving counter.
 - n. Kitchen: Along interior walls of Rm. # 1044.
 - o. Loading Dock: Along interior hallway between Electrical Room and Laundry Room.
 - p. Mechanical Room: Along interior wall, beneath desk.
 - q. Laundry Room: Along interior wall beside commercial dryer.
 - r. Intake: Along interior corner wall near bathroom.
 - s. Administration Suite: Along interior wall outside of male and female bathrooms.
 - t. Lobby: Along interior wall outside of male and female bathroom(s).
 - u. Garage/Maintenance Shop: Along wall beneath workbench.

VII. Emergency Procedures:

A. DOK Emergency Key Release

1. In the event of an emergency that requires all keys to be removed from the Key Watcher Cabinet (CAS I), there is a function that allows for quick removal of all keys.
2. All staff members have the ability to execute Emergency Key Release, from Key Watcher Cabinet (CAS I), using their assigned USER ID and PIN.
 - a. Staff members may perform this function with supervisory and/or administrative approval during emergency situations.
3. The Emergency Release can be canceled at any time by simply closing the door.
4. To remove all keys via Emergency Release, perform the following steps:
 - a. Press any key on the keypad to activate the system.
 - b. Enter your 4-digit user ID number, followed by your 4-digit PIN, followed by the number 9, and press ENT. For example, if your user code is 1520, and your PIN is 4585, you would press 1520-45859 ENT.

- c. Staff member positioned at Key Watcher Cabinet (CAS I) will open door upon lock release.
 - d. Staff will manually remove all DOK keys from Key Watcher Cabinet (CAS I) and immediately place all DOK keys in Emergency Key Lock Box I.
 - e. Staff will close and secure the Emergency Key Lock Box.
 - f. Staff will immediately provide the On-Duty Supervisor with Emergency Lock Box I.
 - g. On-Duty Supervisor maintains Emergency Key Lock Box I until an 'all-clear' is obtained from responding fire/emergency agencies prior to re-entering the facility.
 - h. Upon receipt of 'all-clear,' On-Duty Supervisor will return all DOK to the Key Watcher Cabinet (CAS I).
5. In the event that the DOK Emergency Key Release process does not work using the keypad, please use the Key Watcher Cabinet (CAS I) spare key located in the lock box at Control Desk. This combination lock box is labeled CAS I Key Release. The combination to the lockbox is 2001.

B. Storm Drill

1. Facility Storm Drills- The following shall be part of ongoing procedures:
 - a. When severe weather (i.e. tornado, strong winds, lightening strike, etc.) is observed around the building a Code Grey is immediately announced by observer.
 - b. The On-Duty Supervisor or designee will call local emergency agencies.
2. Department Storm Drill Process
 - a. On-Duty Supervisor
 1. On-Duty Supervisor will obtain the Emergency Resident Information Binder and Air Horn from the Control Desk Clerk.
 2. On-Duty Supervisor will sound air-horn and Code Grey within facility on radio.
 3. It is the responsibility of the Unit Supervisor to ensure all residents, personnel, and all other parties are in storm safe positioning within the building.
 4. On-Duty Supervisor will obtain the resident head count from each Unit Counselor and head counts of all designated personnel and all other party locations.
 5. On-Duty Supervisor will confirm the resident head count with Control Desk Clerk.
 6. On-Duty Supervisor will obtain a 'storm all-clear' from responding fire/emergency agencies (i.e. New Lebanon Police/Fire Department) prior to announcing 'storm all-clear.'
 7. On-Duty Supervisor will radio 'storm all-clear,' to all personnel.
 - b. Control Desk
 1. Control Desk Clerk announces Code Grey.
 2. Control Desk Clerk will unlock each unit's resident room doors.
 3. Control Desk Clerk is responsible for opening the outdoor recreation door so any residents and staff may immediately enter the facility and report to the nearest, safest storm safe zone.
 4. Control Desk is responsible for supplying the CAS Resident Emergency Information Binder and air horn to the On-Duty Supervisor or Program Manager(s).

5. Control Desk Clerk is responsible for providing the Nurse, CSO, and/or Medical Director with the emergency medical supplies (i.e. Trauma Pack).
6. Control Desk Clerk is responsible for providing the total resident facility count to the On-Duty Supervisor.
7. Control Desk Clerk will assume storm safe positioning to the nearest, safest storm safe zone.

c. Unit

1. All unit assigned Unit Counselors will maintain possession of their unit's clipboard, w/ resident information through the storm drill.
2. It is the responsibility of the Unit Counselor to make sure each resident is accounted for before escorting residents to the nearest, safest storm safe zone.
3. Unit Counselor will complete a head count to verify that all residents are present.
4. Unit Counselor will instruct residents to assume storm safe position.
5. Unit Counselor will report the resident and personnel head count to the On-Duty Supervisor via radio.
6. Unit Counselor will assume storm safe position.

d. Medical Department

1. The Nurse, Medical Director, and/or CSO will obtain the emergency medical supplies (i.e. Trauma Pack) from the Control Desk.
2. Nurse, Medical Director, and/or CSO are responsible for providing the provisions for medical care.
3. Storm Procedure with Resident(s)
 - i. Nurse, Medical Director, and/or CSO escort resident(s) to the nearest, safest storm safe zone.
 - ii. Nurse, Medical Director, and/or CSO will instruct resident(s) to assume storm safe position.
 - iii. Nurse, Medical Director, and/or CSO will report the resident(s) and personnel head count to the On-Duty Supervisor via radio.
 - iv. Nurse, Medical Director, and/or CSO will assume storm safe positioning.
4. Storm Procedure without Resident(s)
 - i. Nurse, Medical Director, and/or CSO will proceed to the nearest, safest storm safe zone.
 - ii. Nurse, Medical Director, and/or CSO will report personnel head count to the On-Duty Supervisor via radio.
 - iii. Nurse, Medical Director, and/or CSO will assume storm safe positioning.

e. Intake

1. Storm Procedure with Resident(s)
 - i. Staff will escort resident(s) and all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct resident(s) and all other parties to assume storm safe position.
 - iii. Staff will report the resident(s), personnel, and all other parties head count to the On-Duty Supervisor via radio.

- iv. Staff will assume storm safe positioning.
 - 2. Storm Procedure without Resident(s)
 - i. Staff will escort all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct all other parties to assume storm safe position.
 - iii. Staff will report the personnel and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.
- f. Academy Classrooms
 - 1. Teacher(s) will obtain their classroom radio and grade/attendance books.
 - 2. Storm Procedure with Resident(s)
 - i. Teacher(s) will escort resident(s) by classroom section to the nearest, safest storm safe zone.
 - ii. Teacher(s) will instruct resident(s) to assume storm safe position.
 - iii. Teacher(s) will report the resident(s) head count to the On-Duty Supervisor via radio.
 - iv. Principal and/or Lead Teacher will report personnel head count to On-Duty Supervisor.
 - v. Teacher(s), Principal, and Lead Teacher will assume storm safe positioning.
 - 3. Storm Procedure without Resident(s)
 - i. Teacher(s) will proceed to the nearest, safest storm safe zone.
 - ii. Principal and/or Lead Teacher will report personnel head count to On-Duty Supervisor.
 - iii. Teacher(s), Principal, and Lead Teacher will assume storm safe positioning.
- g. Gymnasium Area: Gymnasium, Weight Room, Locker Room(s), and Staff Office
 - 1. Storm Procedure with Resident(s)
 - i. Staff will escort resident(s) and all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct resident(s) and all other parties to assume storm safe position.
 - iii. Staff will report the resident(s), personnel, and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.
 - 2. Storm Procedure without Resident(s)
 - i. Staff will escort all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct all other parties to assume storm safe position.
 - iii. Staff will report the personnel and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.
- h. Supervisor's Office , i.e., Rm. 1019
 - 1. Storm Procedure with Resident(s)
 - i. Staff will escort resident(s) and all other parties to the nearest, safest storm safe zone.

- ii. Staff will instruct resident(s) and all other parties to assume storm safe position.
 - iii. Staff will report the resident(s), personnel, and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.
 - 2. Storm Procedure without Resident(s)
 - i. Staff will escort all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct all other parties to assume storm safe position.
 - iii. Staff will report the personnel and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.
- i. Treatment Offices
 - 1. Storm Procedure with Resident(s)
 - i. Staff will escort resident(s) and all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct resident(s) and all other parties to assume storm safe position.
 - iii. Staff will report the resident(s), personnel, and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.
 - 2. Storm Procedure without Resident(s)
 - i. Staff will escort all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct all other parties to assume storm safe position.
 - iii. Staff will report the personnel and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.
- j. Kitchen and Dining Room
 - 1. Kitchen Staff, Kitchen Supervisor, and/or other staff will turn off all kitchen equipment and obtain kitchen radio.
 - 2. Kitchen Staff, Kitchen Supervisor, and/or other staff will close and secure serving gate(s).
 - 3. Storm Procedure with Resident(s)
 - i. Staff will escort resident(s) and all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct resident(s) and all other parties to assume storm safe position.
 - iii. Staff will report the resident(s), personnel, and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.
 - 4. Storm Procedure without Resident(s)
 - i. Staff will escort all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct all other parties to assume storm safe position.
 - iii. Staff will report the personnel and all other parties head count to the On-Duty Supervisor via radio.

iv. Staff will assume storm safe positioning.

k. Administration and Lobby

1. Staff will obtain the following:
 - i. Radio from Administration Suite Office(s).
 - ii. The employee sign-in/sign-out binder from Administration.
2. Storm Procedure with Resident(s)
 - i. Staff will escort resident(s) and all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct resident(s) and all other parties to assume storm safe position.
 - iii. Staff will report the resident(s), personnel, and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.
3. Storm Procedure without Resident(s)
 - i. Staff will escort all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct all other parties to assume storm safe position.
 - iii. Staff will report the personnel and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.

l. Loading Dock Area: Maintenance Mechanical Room(s) and Laundry Room.

1. Staff will turn off all gas powered equipment (i.e. commercial dryer).
2. Storm Procedure without Resident(s)
 - i. Staff will escort all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct all other parties to assume storm safe position.
 - iii. Staff will report personnel and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.

m. Garage and Maintenance Shop

1. Staff will turn off all power tool equipment.
2. Storm Procedure without Resident(s)
 - i. Staff will escort all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct all other parties to assume storm safe position.
 - iii. Staff will report personnel and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.

C. Fire Evacuation and Monthly Fire Drill Procedures

1. Facility Fire Evacuation and Drills- The following shall be part of ongoing procedures:
 - a. When fire and/or smoke is observed within or around the building a Code Yellow is immediately announced by observer.
 - b. The On-Duty Supervisor or designee will call 911
 - c. Director or designee will issue the order to evacuate all residents and personnel to Safety Zones A and/or B.

2. Department Evacuation Processes

a. On-Duty Supervisor

1. On-Duty Supervisor will obtain the Emergency Resident Information Binder.
2. Safety Zone A: Non-Secure
 - i. On-Duty Supervisor must ensure youth evacuating to Safety Zone A are immediately expedited to Safety Zone B.
3. Safety Zone B: Secure
4. Youth will evacuate to Safety Zone B and proceed to the area(s) identified by unit signage. Personnel will report to their designated area.
5. It is the responsibility of the On-Duty Supervisor to ensure all youth and personnel are evacuated from the building.
6. On-Duty Supervisor will obtain the resident head count from each Unit Counselor and head count of all designated personnel locations.
7. On-Duty Supervisor will confirm the resident head count with Control Desk Clerk.
8. On-Duty Supervisor will radio 'evacuation all-clear,' meaning all youth and personnel are present.
9. On-Duty Supervisor will obtain an 'all-clear' from responding fire/emergency agencies prior to re-entering the facility.

b. Control Desk

1. All locked doors to the living units and the unit doors to the main hallway will be released once the alarm is activated AND a 'Code Yellow' is called.
2. The Control Desk is responsible for supplying the CAS Resident Emergency Information Binder.
3. The Control Desk Clerk is responsible for providing the Nurse, CSO, and/or Medical Director with the emergency medical supplies (i.e. Trauma Pack).
4. The Control Desk Clerk is responsible for providing the total resident facility count to the On-Duty Supervisor.
5. The Control Desk Clerk will obtain the Control Desk Keys and the additional Facility Master Key set.
6. The Control Desk Clerk evacuates to Safety Zone B: Secure, upon total evacuation of building.

c. Unit

1. All unit assigned Unit Counselors will maintain possession of their unit's clipboard, w/ resident information through the fire drill and/or fire evacuation.
2. It is the responsibility of the Unit Counselor to make sure each resident is accounted for before leaving the unit.
3. Evacuation-Safety Zone A: Non-Secure
 - i. Unit Counselor will escort their youth to Safety Zone A.
 - ii. Unit Counselor will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.

- iii. Unit Counselor will complete a head count to verify that all youth are out of the building.
 - iv. The resident and personnel head count will be reported to On-Duty Supervisor via radio.
 - 4. Evacuation- Safety Zone B: Secure
 - i. Unit Counselor will escort their youth to Safety Zone B. Youth will proceed to the area(s) identified by unit.
 - ii. The Unit Counselor will complete a head count to verify that all residents are out of the building.
 - iii. The resident and personnel head count will be reported to On-Duty Supervisor via radio.
- d. Medical Department
 - 1. Prior to evacuation the Nurse, Medical Director, and/or CSO will obtain the emergency medical supplies (i.e. Trauma Pack) from the Control Desk.
 - 2. Nurse, Medical Director, and/or CSO are responsible for providing the provisions for medical care and/or the coordination of hospital transportation for injured juveniles, personnel, and all other parties.
 - 3. Evacuation-Safety Zone A: Non-Secure
 - i. Without Resident(s)
 - 1. Nurse, Medical Director, and/or CSO will evacuate to Safety Zone A.
 - ii. With Resident(s)
 - 1. Nurse, Medical Director, and/or CSO will escort resident(s) from medical office to Safety Zone A.
 - 2. Nurse, Medical Director, and/or CSO will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - 3. The Nurse, Medical Director, and/or CSO and Unit Counselor(s) will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
 - 4. The Nurse, Medical Director, and/or CSO will move to their designated area upon completion of resident head count.
 - 5. The Nurse, Medical Director, and/or CSO will report the personnel head count to On-Duty Supervisor via radio.
 - 4. Evacuation-Safety Zone B: Secure
 - i. Without Resident(s)
 - 1. Nurse, Medical Director, and/or CSO will evacuate to Safety Zone B.
 - ii. With Resident(s)
 - 1. Nurse, Medical Director, and/or CSO will escort resident(s) from medical office to Safety Zone B. Youth will proceed to the area(s) identified by unit.
 - 2. The Nurse, Medical Director, and/or CSO and Unit Counselor(s) will complete a head count to verify that all

residents are out of the building. The Unit Counselor is responsible for reporting the resident head count.

3. The Nurse, Medical Director, and/or CSO will move to their designated area upon completion of resident head count.
4. The Nurse, Medical Director, and/or CSO will report the personnel head count to Supervisor via radio.

e. Intake

1. Safety Zone A: Non-Secure

- i. Staff will escort youth and all other parties to Safety Zone A.
- ii. Staff will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
- iii. The staff and Unit Counselor(s) will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
- iv. Staff will move to their designated area upon completion of resident head count.
- v. Staff will report personnel and all other parties head counts to On-Duty Supervisor.

2. Safety Zone B: Secure

- i. Staff will escort resident(s) and all other parties from Intake to Safety Zone B. Youth will proceed to the area(s) identified by unit.
- ii. The staff and Unit Counselor will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
- iii. Staff will move to their designated area upon completion of resident head count.
- iv. Staff will report personnel and all other parties head counts to On-Duty Supervisor.

f. Academy

1. Teacher(s) will obtain their classroom radio and grade/attendance books.

2. Evacuation-Safety Zone A: Non-Secure

- i. Teacher(s) will escort resident(s) by classroom section to Safety Zone A.
- ii. All classroom assigned Unit Counselor(s) are responsible for escorting any youth remaining on the unit during school hours to the Safety Zone A.
- iii. Teacher(s) will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
- iv. The Teacher and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count.
- v. Teacher(s) will move to their designated area, upon completion of resident head count.

- vi. Principal and/or Lead Teacher will report personnel head count to On-Duty Supervisor.
- 3. Evacuation-Safety Zone B: Secure
 - i. Teacher(s) will escort resident(s) by classroom section to Safety Zone B.
 - ii. All classroom assigned Unit Counselor(s) are responsible for escorting any youth remaining on unit during school hours to Safety Zone B. Youth will proceed to the area identified by unit.
 - iii. The Teacher and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count.
 - iv. Teacher(s) will move to their designated area, upon completion of resident head count.
 - v. Principal and/or Lead Teacher will report personnel head count to On-Duty Supervisor.
- g. Gymnasium Area: Gymnasium, Weight Room, Locker Room(s) and Treatment Office.
 - 1. Safety Zone A: Non-Secure
 - i. Staff will escort youth and all other parties to Safety Zone A.
 - ii. Staff will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - iii. The staff and Unit Counselor(s) will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
 - iv. Staff will move to their designated area upon completion of resident head count.
 - v. Staff will report to their personnel and all other parties head count to On-Duty Supervisor.
 - 2. Safety Zone B: Secure
 - i. Staff will escort resident(s) and all other parties from Intake to Safety Zone B. Youth will proceed to the area(s) identified by unit.
 - ii. The staff and Unit Counselor will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
 - iii. Staff will move to their designated area upon completion of resident head count. Staff will report their personnel and all other parties head count to On-Duty Supervisor.
- h. Supervisor's Office, i.e., Rm. 1019
 - 1. Safety Zone A: Non-Secure
 - i. Staff will escort youth and all other parties to Safety Zone A.
 - ii. Staff will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - iii. The staff and Unit Counselor(s) will complete a head count to verify that all residents are out of the building. The Unit Counselor

- is responsible for reporting the resident head count to the On-Duty Supervisor.
- iv. Staff will move to their designated area upon completion of resident head count.
 - v. Staff will report to their personnel and all other parties head count to On-Duty Supervisor.
2. Safety Zone B: Secure
 - i. Staff will escort resident(s) and all other parties from Intake to Safety Zone B. Youth will proceed to the area(s) identified by unit.
 - ii. The staff and Unit Counselor will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
 - iii. Staff will move to their designated area upon completion of resident head count. Staff will report their personnel and all other parties head count to On-Duty Supervisor.
- i. Treatment Offices
 1. Safety Zone A: Non-Secure
 - i. Staff will escort youth and all other parties to Safety Zone A.
 - ii. Staff will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - iii. Staff will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count.
 - iv. Staff will move to their designated area, upon completion of resident head count.
 - v. Staff will report personnel and other parties head count to On-Duty Supervisor.
 2. Safety Zone B: Secure
 - i. Staff will escort resident(s) and all other parties to Safety Zone B. Youth will proceed to the area(s) identified by unit.
 - ii. Staff will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count.
 - iii. Staff will move to their designated area, upon completion of resident head count.
 - iv. Staff will report personnel and other parties head count to On-Duty Supervisor.
- j. Kitchen and Dining Room
 1. Kitchen Staff, Kitchen Supervisor, and/or other staff will turn off all kitchen equipment and obtain kitchen radio.
 2. Kitchen Staff, Kitchen Supervisor, and/or other staff will close and secure serving gate(s).
 3. Safety Zone A: Non-Secure
 - i. Kitchen Staff, Kitchen Supervisor, and/or other staff will escort youth and all other parties to Safety Zone A.

- ii. Kitchen Staff, Kitchen Supervisor, and/or other staff will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - iii. Kitchen Staff, Kitchen Supervisor, and/or other staff and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
 - iv. Kitchen Staff, Kitchen Supervisor, and/or other staff will move to their designated area upon completion of resident head count.
 - v. Kitchen Staff, Kitchen Supervisor, and/or other staff will report personnel and all other parties head count to On-Duty Supervisor.
4. Safety Zone B: Secure
- i. Kitchen Staff, Kitchen Supervisor, and/or other staff will transport youth and all other parties to Safety Zone B. Youth will proceed to the area(s) identified by unit.
 - ii. Kitchen Staff, Kitchen Supervisor, and/or other staff and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
 - iii. Kitchen Staff, Kitchen Supervisor, and/or other staff will move to their designated area upon completion of resident head count.
 - iv. Kitchen Staff, Kitchen Supervisor, and/or other staff will report personnel and all other parties head count to On-Duty Supervisor.
- k. Administration and Lobby
- 1. Staff will obtain the following:
 - i. Facility Master from KeyWathcer (CAS II)
 - ii. Radio(es) from Administration Suite Office(s).
 - iii. The employee sign-in/sign-out binder from Administration.
 - 2. Safety Zone A: Non-Secure
 - i. Staff will escort youth and all other parties to Safety Zone A.
 - ii. Staff will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - iii. Staff and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
 - iv. Staff will move to their designated area upon completion of resident head count.
 - v. Staff will report personnel and all other parties head count to On-Duty Supervisor.
 - 3. Safety Zone B: Secure
 - i. Staff will transport youth to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - ii. Staff and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.

- iii. Staff will move to their designated area upon completion of resident head count.
 - iv. Staff will report personnel and all other parties head count to On-Duty Supervisor.
 - 1. Loading Dock Area: Maintenance Mechanical Room(s) and Laundry Room.
 - 1. Staff will turn off all gas powered equipment (i.e. commercial dryer).
 - 2. Safety Zone A: Non-Secure
 - i. Staff will escort and all other parties to Safety Zone A.
 - ii. Staff will move to their designated area.
 - iii. Staff will report personnel and all other parties head count to On-Duty Supervisor.
 - 3. Safety Zone B: Secure
 - i. Staff will escort and all other parties to Safety Zone A.
 - ii. Staff will move to their designated area.
 - iii. Staff will report personnel and all other parties head count to On-Duty Supervisor.
 - m. Garage and Maintenance Shop
 - 1. Staff will turn off all power tool equipment.
 - 2. Safety Zone A: Non-Secure
 - i. Staff will escort all other parties to Safety Zone A.
 - ii. Staff will move to their designated area.
 - iii. Staff will report personnel and all other parties head count to On-Duty Supervisor.
 - 3. Safety Zone B: Secure
 - i. Staff will escort all other parties to Safety Zone A.
 - ii. Staff will move to their designated area. Staff will report personnel and all other parties head count to On-Duty Supervisor.
- 3. Bomb Threat Procedures
 - a. Bombs can enter the facility in several ways including the mail, in deliveries and on individuals. Everything that can be done to reduce the chance of a bomb entering the facility will be done.
 - b. Mail Bombs: Most mail-bombs are set to explode when opened. The following characteristics may indicate the presence of a mail bomb:
 - 1. Fictitious or no return address; foreign, priority or special delivery mail; poorly typed or handwritten addresses; addressed to a high ranking official; job titles are incorrect; misspelling of common words; restrictive endorsements, including "private," "confidential," "personal," "registered," "certified," or "special," to be opened by addressee only;" excessive postage (usually postage stamps); the postmark is foreign or from some unusual place; oily stains, discolorations or a peculiar odor; evidence of opening and resealing; wires, strings, screws or other metal parts sticking out; excessive or uneven weight distribution; thickness is that of a small book or greater than one inch; excessive binding material; masking, electric or strapping tape, string twine; a feeling of springiness on the sides, bottom or top; a feeling of rigidity beyond normal, especially in the center.

2. Save all the material including any envelope or container. Handle the material as little as possible, to preserve possible finger prints. Turn over all material to the local law enforcement.
 - c. Telephone Call: There should be a bomb threat card located by each telephone, which lists the various things to do if a bomb threat is called in. Use the card to refresh your memory. The following procedures should be followed, if an employee receives a telephone call that involves a threat of violence or bomb threat:
 1. If the caller appears ready to hang up without giving vital information, the employee should try gently, but persuasively, to obtain it. The employee should encourage the caller to continue talking and not hang up the phone.
 2. Write down certain information on the bomb threat card while on the phone, including the time, the caller's exact words, background noises, gender of caller, tone of voice (calm or excited), probable mental state, age, accent and speech impediments.
 3. Try to get the caller to identify the location of the bomb and the time the event will occur.
 4. If still on the telephone, signal another employee to notify the On-Duty Supervisor or to call 911. If you cannot get anyone's attention, make the notification as soon as possible after hanging up.
 - d. Any type of bomb threat is to be immediately reported to the On-Duty Supervisor via radio by announcing "Code Black." The On-Duty Supervisor or designee immediately calls 911.
 - e. The On-Duty Supervisor will immediately announce via radio the need to immediately evacuate to Safety Zone B: Secure.
 - f. The On-Duty Supervisor communicates emergency evacuation to Director or designee.
4. Active Shooter
- a. How you respond to an active shooter will be dictated by the specific circumstances of the encounter, keeping in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, remain calm and use these guidelines to help you plan a strategy for survival.
 - b. Any type of active shooter(s) is to be immediately reported to the On-Duty Supervisor via radio by announcing "Code Green."
 - c. The On-Duty Supervisor or designee immediately calls 911. Advise 911 Operator on what's taking place, and inform him/her of your location.
 - d. Code Green procedures
 1. Proceed to a location that can be locked or secured by some other means such as a door wedge, tables or chairs. Lock all doors and turn off the lights. If possible, get everyone down on the floor and ensure no one is visible from outside the room.
 2. If you cannot secure the room, determine if there is a nearby location that can be reached safely and secured.
 3. If an active shooter enters your location: try to remain calm. If there is absolutely no opportunity of escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort and only after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place. Do not touch anything that was in the area of the shooter because of possible explosives being left and crucial evidence being lost.

4. No matter what the circumstances, if you decide to flee during an active shooter situation, make sure you have a plan and escape route in mind. Do not attempt to carry anything in your hands while fleeing; move quickly, keep your hands visible and follow instructions given by any police officers you may encounter. Do not try to move any injured people; leave them where they are and notify authorities of their location as soon as possible.
5. Police officers responding to an active shooter are trained to proceed immediately to the area where the shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will form a contact team ideally consisting of four (4) persons; they will possibly be from different agencies and dressed in different uniforms. They may even be in civilian clothes and wearing an external bulletproof vest. Some officers may be dressed in Kevlar helmets and other tactical equipment. The officers may be armed with rifles, shotguns or handguns and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm. Do as the officers tell you, do not be afraid of them, do not touch, grab or call out to the officers. Put down any bags or packages you are carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured victims; rescue teams composed of other officers and emergency medical personnel will follow the first team into secured areas to treat and remove injured persons. Keep in mind, once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is under control and witnesses have been identified. Until you have been released, remain at whatever assembly point authorities designate.

5. Youth Temporary Housing

- a. In the event that it becomes necessary to evacuate the entire facility in an extreme emergency the following procedure shall apply:
 1. The Director or designee shall immediately make the contacts to gain access to Court sites and/or alternative sites in the immediate area.
 2. Director or designee will secure handcuffs and shackles prior to transportation of youth to temporary housing locations, if possible.
 3. Staff and residents will be directed to evacuate by using a shuttle system of County vehicles to the Nicholas Residential Treatment Center and/or the Montgomery County Juvenile Court Detention Center.
 4. Staff is required to have a radio during the evacuation to ensure communication is maintained throughout the entire process.
 5. Staff will log the names of the residents and total number of residents under their supervision prior to and upon arrival to either Nicholas Residential Treatment Center and/or the Montgomery County Juvenile Court Detention Center for safety and accountability purposes. Total resident count prior to and upon arrival is communicated via radio to On-Duty Supervisor.
 6. On-Duty Supervisor will confirm total number of youth being transported prior to and upon arrival at temporary housing location(s).

7. Residents will not be released from the safety of either the Nicholas Residential Treatment Center or Montgomery County Juvenile Court Detention Center without Court authorization.
8. Designated staff will be responsible for transporting bedding and all current resident file information to the designated site(s).
9. Medical Director, Nurse, and/or designee will insure that medicines and medical supplies are expedited to temporary housing.

**Montgomery County Juvenile Court
Center for Adolescent Services**

Chapter: Safety and Emergency Procedures
Subject: Fire Drills and Prevention
Policy: 3B-07
Page: 1 of 13
Standards: ACA 3-JCRF-3B-07
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: It is the written policy, procedure and practice of the Center for Adolescent Services to conduct fire drills at least monthly.

II. Definitions

- A. Fire Evacuation & Monthly Drill(s): The total evacuation of all persons from the building. Fire drills are practice sessions designed to teach participants the best means to escape in case of fire.
- B. Code Yellow: Staff code communicating fire and/or smoke within or around building
- C. Safety Zone A: Non-secure safety zone outside of the fence, at the emergency gate exit of the secure perimeter fence.
- D. Safety Zone B: Secure safety zone within the fence, at the rear of the secure perimeter.
- E. Resident Emergency Information Binder (REIB): Collection of documents specific to each CAS resident. The documents are as follows:
 - 1. Resident Face Sheet
 - 2. Emergency Medical Authorization (s)
 - 3. Medical Insurance Verification (If applicable).
 - 4. Medical Intake Screening
 - 5. Picture(s)
 - a. Resident's picture.
 - b. Picture(s) of any identifying marks, scars, and/or tattoos. (If applicable).

III. Emergency Plan

- A. The Center for Adolescent Services has a written evacuation plan prepared in the event of a fire or major emergency that is certified by an independent, outside inspector trained in the application of national fire safety codes.
- B. The plan is reviewed annually, updated if necessary, and reissued to local fire jurisdictions.
- C. The plan includes the following:
 - 1. Location of building/room floor plan.
 - 2. Use of exit signs and directional arrows for traffic flow.
 - 3. Location of publically posted plan.
 - 4. Monthly drills in all facility locations.
 - a. Prior notification of the drill shall be limited so as to increase drill effectiveness.
 - b. The Program Manager(s) or designee will monitor drill operations and will be responsible for taking corrective measures for any violations.
 - c. The drills will be conducted under various conditions and during hours when a majority of juveniles are present in the facility.
 - d. Drills shall be timed to measure effectiveness and efficiency of the fire plan and a record shall be maintained on a year-by-year basis to include month, date, hour and time.
 - 5. Policies and procedures for Medical/Health Care Services that include triage procedures and telephone numbers for calling health care staff, ambulance and hospital,

evacuation of patients from the facility, specific roles of health care personnel, and a back-up plan.

IV. Location of Emergency Exits

- A. Unit(s): Bay, Dock, Pier, Harbor
- B. Outside Recreation Door
- C. Gymnasium
- D. Intake
- E. Loading Dock
- F. Lobby
- G. Administration Suite

V. Location of Emergency Equipment

- A. First Aid Equipment
 - 1. Unit(s): Bay, Dock, Pier, and Harbor
 - 2. Control Desk
 - 3. Mezzanine(s): North, South, and East
 - 4. Gymnasium
 - 5. Classroom 1047
 - 6. Administration
 - 7. Kitchen
 - 8. Loading Dock: Mechanical Room
 - 9. Intake
 - 10. Garage/Maintenance Shop
 - 11. Van
 - 12. Car
- B. Automated External Defibrillator Location
 - 1. Control Desk
- C. Emergency Medical Supplies (i.e. Trauma Pack)
 - 1. Control Desk
- D. Location of Fire Extinguishers
 - 1. Control Desk
 - 2. Unit(s): Bay, Dock, Pier, and Harbor
 - 3. Gymnasium
 - 4. Loading Dock Area: Loading Dock, Laundry Room, and Mechanical Room
 - 5. Kitchen (2-Qty)
 - 6. Administration Suite
 - 7. Garage/Maintenance Shop
 - 8. Car
 - 9. Van

VI. Procedure(s)

A. Fire Evacuation and Monthly Fire Drill Procedures

- 1. Facility Fire Evacuation and Drills- The following shall be part of ongoing procedures:
 - a. When fire and/or smoke is observed within or around the building a Code Yellow is immediately announced by observer.
 - b. The on-duty Supervisor or designee will call 911

- c. Director or designee will issue the order to evacuate all residents and personnel to Safety Zones A and/or B. Department Evacuation Processes

d. Supervisor On-Duty

1. Supervisor on-duty will obtain the Emergency Resident Information Binder and the Secure Perimeter Fence Gate Key from the Control Desk Clerk.
2. Safety Zone A: Non-Secure
 - i. Supervisor on-duty must ensure youth evacuating to Safety Zone A are immediately expedited to Safety Zone B.
3. Safety Zone B: Secure
 - i. Youth will evacuate to Safety Zone B and proceed to the area(s) identified by unit. Personnel will report to their designated area.
4. It is the responsibility of the Unit Supervisor to ensure all youth and personnel are evacuated from the building.
5. Supervisor on-duty will obtain the resident head count from each Unit Counselor and head count of all designated personnel locations.
6. Supervisor on-duty will confirm the resident head count with Control Desk Clerk.
7. Supervisor on-duty will radio 'evacuation all-clear,' meaning all youth and personnel are present.
8. Supervisor on-duty will obtain an 'all-clear' from responding fire/emergency agencies prior to re-entering the facility.

e. Control Desk

1. All locked doors to the living units and the unit doors to the main hallway will be released once the alarm is activated AND a 'Code Yellow' is called.
2. The Control Desk Clerk is responsible for opening the outdoor recreation door so all residents and staff may exit to designated Safety Zone B: Secure.
3. The Control Desk is responsible for supplying the CAS Resident Emergency Information Binder and the Secure Perimeter Fence Gate Key to the Supervisor on-duty or Program Manager(s).
4. The Control Desk Clerk is responsible for providing the Nurse, EMT-B, and/or Medical Director with the emergency medical supplies (i.e. Trauma Pack).
5. The Control Desk Clerk is responsible for providing the total resident facility count to the Supervisor on-duty.
6. The Control Desk Clerk will obtain the Control Desk Keys, (i.e. key box keys) and the additional Facility Master Key set.
7. The Control Desk Clerk evacuates to Safety Zone B: Secure, upon total evacuation of building.

f. Unit

1. All unit assigned Unit Counselors will maintain possession of their unit's clipboard, w/ resident information through the fire drill and/or fire evacuation.
2. It is the responsibility of the Unit Counselor to make sure each resident is accounted for before leaving the unit.
3. Evacuation-Safety Zone A: Non-Secure

- i. Unit Counselor will escort their youth to Safety Zone A.
 - ii. Unit Counselor will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - iii. Unit Counselor will complete a head count to verify that all youth are out of the building.
 - iv. The resident and personnel head count will be reported to Supervisor on-duty via radio.
4. Evacuation- Safety Zone B: Secure
 - i. Unit Counselor will escort their youth to Safety Zone B. Youth will proceed to the area(s) identified by unit.
 - ii. The Unit Counselor will complete a head count to verify that all residents are out of the building.
 - iii. The resident and personnel head count will be reported to Supervisor on-duty via radio.

g. Medical Department

1. Prior to evacuation the Nurse, Medical Director, and/or EMT-B will obtain a radio and the emergency medical supplies (i.e. Trauma Pack) from the Control Desk.
2. Nurse, Medical Director, and/or EMT-B are responsible for providing the provisions for medical care and/or the coordination of hospital transportation for injured juveniles, personnel, and all other parties.
3. Evacuation-Safety Zone A: Non-Secure
 - i. Without Resident(s)
 1. Nurse, Medical Director, and/or EMT-B will evacuate to Safety Zone A.
 - ii. With Resident(s)
 1. Nurse, Medical Director, and/or EMT-B will escort resident(s) from medical office to Safety Zone A.
 2. Nurse, Medical Director, and/or EMT-B will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 3. The Nurse, Medical Director, and/or EMT-B and Unit Counselor(s) will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the Supervisor on-duty.
 4. The Nurse, Medical Director, and/or EMT-B will move to their designated area upon completion of resident head count.
 5. The Nurse, Medical Director, and/or EMT-B will report the personnel head count to Supervisor on-duty via radio.
4. Evacuation-Safety Zone B: Secure
 - i. Without Resident(s)
 1. Nurse, Medical Director, and/or EMT-B will evacuate to Safety Zone B.
 - ii. With Resident(s)
 1. Nurse, Medical Director, and/or EMT-B will escort resident(s) from medical office to Safety Zone B. Youth will proceed to the area(s) identified by unit.
 2. The Nurse, Medical Director, and/or EMT-B and Unit Counselor(s) will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count.
 3. The Nurse, Medical Director, and/or EMT-B will move to their designated area upon completion of resident head count.
 4. The Nurse, Medical Director, and/or EMT-B will report the personnel head count to Supervisor via radio.

h. Intake

1. Safety Zone A: Non-Secure
 - i. Staff will escort youth and all other parties to Safety Zone A.

- ii. Staff will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - iii. The staff and Unit Counselor(s) will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the Supervisor on-duty.
 - iv. Staff will move to their designated area upon completion of resident head count.
 - v. Staff will report personnel and all other parties head counts to Supervisor on-duty.
- 2. Safety Zone B: Secure**
- i. Staff will escort resident(s) and all other parties from Intake to Safety Zone B. Youth will proceed to the area(s) identified by unit.
 - ii. The staff and Unit Counselor will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the Supervisor on-duty.
 - iii. Staff will move to their designated area upon completion of resident head count.
 - iv. Staff will report personnel and all other parties head counts to Supervisor on-duty.

i. Academy

1. Teacher(s) will obtain their classroom radio and grade/attendance books.
2. The Principal and/or lead Teacher will obtain the Academy member sign-in/sign-out sheet.
3. Evacuation-Safety Zone A: Non-Secure
 - i. Teacher(s) will escort resident(s) by classroom section to Safety Zone A.
 - ii. All classroom assigned Unit Counselor(s) are responsible for escorting any youth remaining on the unit during school hours to the Safety Zone A.
 - iii. Teacher(s) will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - iv. The Teacher and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count.
 - v. Teacher(s) will move to their designated area, upon completion of resident head count.
 - vi. Principal and/or Lead Teacher will report personnel head count to Supervisor on-duty.
4. Evacuation-Safety Zone B: Secure
 - i. Teacher(s) will escort resident(s) by classroom section to Safety Zone B.
 - ii. All classroom assigned Unit Counselor(s) are responsible for escorting any youth remaining on unit during school hours to Safety Zone B. Youth will proceed to the area identified by unit.

- iii. The Teacher and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count.
- iv. Teacher(s) will move to their designated area, upon completion of resident head count.
- v. Principal and/or Lead Teacher will report personnel head count to Supervisor on-duty.

j. Gymnasium Area: Gymnasium, Weight Room, Locker Room(s) and Staff Office.

1. Safety Zone A: Non-Secure

- i. Staff will escort youth and all other parties to Safety Zone A.
- ii. Staff will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
- iii. The staff and Unit Counselor(s) will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the Supervisor on-duty.
- iv. Staff will move to their designated area upon completion of resident head count.
- v. Staff will report to their personnel and all other parties head count to Supervisor on-duty.

2. Safety Zone B: Secure

- i. Staff will escort resident(s) and all other parties from Intake to Safety Zone B. Youth will proceed to the area(s) identified by unit.
- ii. The staff and Unit Counselor will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the Supervisor on-duty.
- iii. Staff will move to their designated area upon completion of resident head count. Staff will report their personnel and all other parties head count to Supervisor on-duty.

k. Conference Room (Rm. 1019)

1. Safety Zone A: Non-Secure

- i. Staff will escort youth and all other parties to Safety Zone A.
- ii. Staff will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
- iii. The staff and Unit Counselor(s) will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the Supervisor on-duty.
- iv. Staff will move to their designated area upon completion of resident head count.
- v. Staff will report to their personnel and all other parties head count to Supervisor on-duty.

2. Safety Zone B: Secure

- i. Staff will escort resident(s) and all other parties from Intake to Safety Zone B. Youth will proceed to the area(s) identified by unit.
- ii. The staff and Unit Counselor will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the Supervisor on-duty.
- iii. Staff will move to their designated area upon completion of resident head count. Staff will report their personnel and all other parties head count to Supervisor on-duty.

1. Family Specialist(s), Family Specialist Supervisor, Principal, and Unit Program Manager Offices

1. Safety Zone A: Non-Secure

- i. Family Specialist(s), Family Specialist Supervisor, Principal, and Unit Program Manager will escort youth and all other parties to Safety Zone A.
- ii. Family Specialist(s), Family Specialist Supervisor, Principal, and Unit Program Manager will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
- iii. Family Specialist(s), Family Specialist Supervisor, Principal, Unit Program Manager and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count.
- iv. Family Specialist(s), Family Specialist Supervisor, Principal, and Unit Program Manager will move to their designated area, upon completion of resident head count.
- v. Family Specialist(s), Family Specialist Supervisor, Principal, and Unit Program Manager will report personnel and other parties head count to Supervisor on-duty.

2. Safety Zone B: Secure

- i. Family Specialist(s), Family Specialist Supervisor, Principal, and Unit Program Manager will escort resident(s) and all other parties to Safety Zone B. Youth will proceed to the area(s) identified by unit.
- ii. Family Specialist(s), Family Specialist Supervisor, Principal, Unit Program Manager and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count.
- iii. Family Specialist(s), Family Specialist Supervisor, Principal, and Unit Program Manager will move to their designated area, upon completion of resident head count.
- iv. Family Specialist(s), Family Specialist Supervisor, Principal, and Unit Program Manager will report personnel and other parties head count to Supervisor on-duty.

m. Kitchen and Dining Room

1. Kitchen Staff, Kitchen Supervisor, and/or other staff will turn off all kitchen equipment and obtain kitchen radio.
2. Kitchen Staff, Kitchen Supervisor, and/or other staff will close and secure serving gate(s).
3. Safety Zone A: Non-Secure
 - i. Kitchen Staff, Kitchen Supervisor, and/or other staff will escort youth and all other parties to Safety Zone A.
 - ii. Kitchen Staff, Kitchen Supervisor, and/or other staff will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - iii. Kitchen Staff, Kitchen Supervisor, and/or other staff and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the Supervisor on-duty.
 - iv. Kitchen Staff, Kitchen Supervisor, and/or other staff will move to their designated area upon completion of resident head count.
 - v. Kitchen Staff, Kitchen Supervisor, and/or other staff will report personnel and all other parties head count to Supervisor on-duty.
4. Safety Zone B: Secure
 - i. Kitchen Staff, Kitchen Supervisor, and/or other staff will transport youth and all other parties to Safety Zone B. Youth will proceed to the area(s) identified by unit.
 - ii. Kitchen Staff, Kitchen Supervisor, and/or other staff and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the Supervisor on-duty.
 - iii. Kitchen Staff, Kitchen Supervisor, and/or other staff will move to their designated area upon completion of resident head count.
 - iv. Kitchen Staff, Kitchen Supervisor, and/or other staff will report personnel and all other parties head count to Supervisor on-duty.

n. Administration and Lobby

1. Staff will obtain the following:
 - i. Secure Perimeter Fence Gate Key, from the from the LAN Closet (Rm. 1013)
 - ii. Radio, from the Director's Office.
 - iii. The employee sign-in/sign-out binder from Administration.
2. Safety Zone A: Non-Secure
 - i. Staff will escort youth and all other parties to Safety Zone A.
 - ii. Staff will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - iii. Staff and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the Supervisor on-duty.
 - iv. Staff will move to their designated area upon completion of resident head count.
 - v. Staff will report personnel and all other parties head count to Supervisor on-duty.
3. Safety Zone B: Secure
 - i. Staff will transport youth to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - ii. Staff and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the Supervisor on-duty.
 - iii. Staff will move to their designated area upon completion of resident head count.
 - iv. Staff will report personnel and all other parties head count to Supervisor on-duty.

o. Loading Dock Area: Maintenance Mechanical Room(s) and Laundry Room.

1. Staff will turn off all gas powered equipment (i.e. commercial dryer).
2. Safety Zone A: Non-Secure
 - i. Staff will escort and all other parties to Safety Zone A.
 - ii. Staff will move to their designated area.
 - iii. Staff will report personnel and all other parties head count to Supervisor on-duty.
3. Safety Zone B: Secure
 - i. Staff will escort and all other parties to Safety Zone A.
 - ii. Staff will move to their designated area.
 - iii. Staff will report personnel and all other parties head count to Supervisor on-duty.

p. Garage and Maintenance Shop

1. Staff will turn off all power tool equipment.
2. Safety Zone A: Non-Secure
 - i. Staff will escort all other parties to Safety Zone A.
 - ii. Staff will move to their designated area.
 - iii. Staff will report personnel and all other parties head count to Supervisor on-duty.
3. Safety Zone B: Secure
 - i. Staff will escort all other parties to Safety Zone A.
 - ii. Staff will move to their designated area. Staff will report personnel and all other parties head count to Supervisor on-duty.

2. Youth Temporary Housing

- a. In the event that it becomes necessary to evacuate the entire facility in an extreme emergency the following procedure shall apply:
 1. The Director or designee shall immediately make the contacts to gain access to Court sites and/or alternative sites in the immediate area.
 2. Director or designee will secure handcuffs and shackles prior to transportation of youth to temporary housing locations, if possible.
 3. Staff and residents will be directed to evacuate by using a shuttle system of County vehicles to the Nicholas Residential Treatment Center and/or the Montgomery County Juvenile Court Detention Center.
 4. Staff is required to have a radio during the evacuation to ensure communication is maintained throughout the entire process.
 5. Staff will log the names of the residents and total number of residents under their supervision prior to and upon arrival to either Nicholas Residential Treatment Center and/or the Montgomery County Juvenile Court Detention Center for safety and accountability purposes. Total resident count prior to and upon arrival is communicated via radio to Supervisor on-duty.
 6. Supervisor on-duty will confirm total number of youth being transported prior to and upon arrival at temporary housing location(s).
 7. Residents will not be released from the safety of either the Nicholas Residential Treatment Center or Montgomery County Juvenile Court Detention Center without Court authorization.
 8. Designated staff will be responsible for transporting bedding and all current resident file information to the designated site(s).
 9. Medical Director, Nurse, and/or EMT-B will insure that medicines and medical supplies are expedited to temporary housing location(s).

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Safety and Emergency Procedures
Subject: Evacuation Procedures
Policy: 3B-08
Page: 1 of 18
Standards: ACA 3-JCRF-3B-08
Issue Date: 12/2001
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Authorized by: Mike Garrett, Director

- I.** Policy: Written policy, procedure, and practice govern that written emergency plans that are disseminated to appropriate local authorities. Directions to and the locations of exits, fire extinguishers, first aid equipment, and other emergency equipment are posted in the facility.

This plan includes the following:

- A. Location of building/room floor plan.
- B. Use of exit signs and directional arrows for traffic flow.
- C. Location of publicly posted plan.
- D. Monthly drills in all facility locations.

II. Definitions

- A. Fire Evacuation & Monthly Drill(s): The total evacuation of all persons from the building. Fire drills are practice sessions designed to teach participants the best means to escape in case of fire.
- B. Storm Procedure & Monthly Drill(s): Building occupants immediately move to any inside wall which does not contain any glass and assume a storm safe position.
- C. Code Grey: Staff code communicating severe weather (i.e. tornado, strong winds, lightning strike, etc.)
- D. Code Yellow: Staff code communicating fire and/or smoke within or around building
- E. Code Black: Staff code communicating bomb threat.
- F. Bomb Threat: the communication through the use of mail, telephone, telegram, or other instrument of commerce; the willful making of any threat; or the malicious conveyance of false information knowing the same to be false which concerns an attempt being made, or to be made; to kill, injure, intimidate any individual; or unlawfully to damage or destroy any building, vehicle, or other real or personal property by means of an explosive.
- G. Code Green: Staff code communicating active shooter.
- H. Active Shooter: Active Shooter - one or more subjects who participate in a random or systematic shooting spree demonstrating their intent to continuously harm or kill others. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and limit harm or loss of life to innocent victims.
- I. Storm Safe Zone(s): Any interior wall which does not contain glass. If a desk is available then assume Storm Safe Position under the desk.
- J. Storm Safe Position: Sit on the floor, draw knees up, rest head on knees and clasp hands over neck.
- K. Safety Zone A: Non-Secure safety zone outside of the fence, at the emergency gate exit of the secure perimeter fence.
- L. Safety Zone B: Secure safety zone within the fence, at the rear of the secure perimeter.

M. Resident Emergency Information Binder (REIB): Collection of documents specific to each resident. The documents are as follows:

1. Resident Face Sheet
2. MCJC Medical Consent and Release Form
3. Medical Insurance Verification
4. Medical Intake Screening
5. Picture(s)
 - a. Picture of resident's face.
 - b. Picture(s) of any identifying marks, scars, and/or tattoos.

III. Plan(s)

A. Location(s) of Publically Posted Emergency Plan

1. Control Desk
2. Lobby

B. Emergency Plan

1. The Center for Adolescent Services has a written evacuation plan prepared in the event of a fire or major emergency that is certified by an independent, outside inspector trained in the application of national fire safety codes.
2. The plan is reviewed annually, updated if necessary, and reissued to local fire jurisdictions.
3. The plan includes the following:
 - i. Location of building/room floor plan.
 - ii. Use of exit signs and directional arrows for traffic flow.
 - iii. Location of publically posted plan.
 - iv. Monthly drills in all facility locations.
 1. Prior notification of the drill shall be limited so as to increase drill effectiveness.
 2. The Director or designee will monitor drill operations and will be responsible for taking corrective measures for any violations.
 3. The drills will be conducted under various conditions and during hours when a majority of juveniles are present in the facility.
 4. Drills shall be timed to measure effectiveness and efficiency of the fire plan and a record shall be maintained on a year-by-year basis to include month, date, hour and time.
 - v. Policies and procedures for Medical/Health Care Services that include triage procedures and telephone numbers for calling health care staff, ambulance and hospital, evacuation of patients from the facility, specific roles of health care personnel, and a back-up plan.

IV. Location of Emergency Exits

- A. Unit(s): Bay, Dock, Pier, Harbor
- B. Outside Recreation Door
- C. Gymnasium
- D. Intake
- E. Loading Dock
- F. Lobby
- G. Administration Suite

V. Location of Emergency Equipment

A. First Aid Equipment

1. Unit(s): Bay, Dock, Pier, and Harbor
2. Control Desk
3. Mezzanine(s): North, South, and East
4. Gymnasium
5. Classroom 1047
6. Administration
7. Kitchen
8. Loading Dock: Mechanical Room
9. Intake
10. Garage/Maintenance Shop
11. Van
12. Car

B. Automated External Defibrillator Location

1. Control Desk

C. Emergency Medical Supplies (i.e. Trauma Pack)

1. Control Desk

D. Location of Fire Extinguishers: Twenty (20) Total Extinguishers

1. Control Desk
2. Residential Unit: Bay;
3. Residential Unit: Dock;
4. Residential Unit: Pier;
5. Residential Unit: Harbor;
6. Gymnasium (2-Qty);
7. Loading Dock Area: Loading Dock;
8. Loading Dock Area: Laundry Room;
9. Loading Dock Area: Mechanical Room;
10. Kitchen (2-Qty);
11. Administration Suite;
12. Garage Storage;
13. Garage Maintenance Shop;
14. Car;
15. Van;
16. Mezzanine: Main Hallway;
17. Mezzanine: Bay/Dock; and
18. Mezzanine: Pier/Harbor

VI. Storm Drill and Storm Safe Zones

1. Storm safe zones are designated by Storm Safe signage.
2. The following areas identified as storm safe zones:
 - a. Bay Unit:
 1. Within interior wall along the following room numbers: 1153, 1154, and 1155-10.
 - b. Dock Unit:
 1. Within interior wall along the following room numbers: 1139, 1138-15, and 1138-14.

- c. Bay/ Dock Unit Hallway: Along the interior wall between Mezzanine Rm. # 1145 and Lan Closet Rm. 1070.
- d. Pier Unit:
 - 1. Within interior wall along the following room numbers: 1100, 1098, and 1099.
- e. Harbor Unit:
 - 1. Within interior wall along the following rooms: Storage Rm. #1088, Custodial Closet Rm.# 1087, Rm. #1086 and 1085.
- f. Pier/Harbor Unit Hallway: Along wall by Rm # 1091.
- g. Classroom Rm # 1047: Interior wall, along sink.
- h. Classroom Rm # 1052: Interior wall, along cabinetry and sink.
- i. Classroom Rm # 1053: Interior wall, along cabinetry and sink.
- j. Classroom Rm # 1058: Interior wall, along cabinetry and sink.
- k. Classroom Rm # 1020: Along interior wall, beneath dry erase board.
- l. Medical Office, Rm. #1059: Interior wall along cabinetry and sink.
- m. Dining Room: Along interior wall, directly underneath the metal serving counter.
- n. Kitchen: Along interior walls of Rm. # 1044.
- o. Loading Dock: Along interior hallway between Electrical Room and Laundry Room.
- p. Mechanical Room: Along interior wall, beneath desk.
- q. Laundry Room: Along interior wall beside commercial dryer.
- r. Intake: Along interior corner wall near bathroom.
- s. Administration Suite: Along interior wall outside of male and female bathrooms.
- t. Lobby: Along interior wall outside of male and female bathroom(s).
- u. Garage/Maintenance Shop: Along wall beneath workbench.

VII. Emergency Procedures:

A. DOK Emergency Key Release

1. In the event of an emergency that requires all keys to be removed from the Key Watcher Cabinet (CAS I), there is a function that allows for quick removal of all keys.
2. All staff members have the ability to execute Emergency Key Release, from Key Watcher Cabinet (CAS I), using their assigned USER ID and PIN.
 - a. Staff members may perform this function with supervisory and/or administrative approval during emergency situations.
3. The Emergency Release can be canceled at any time by simply closing the door.
4. To remove all keys via Emergency Release, perform the following steps:
 - a. Press any key on the keypad to activate the system.
 - b. Enter your 4-digit user ID number, followed by your 4-digit PIN, followed by the number 9, and press ENT. For example, if your user code is 1520, and your PIN is 4585, you would press 1520-45859 ENT.
 - c. In the event that the DOK Emergency Key Release process does not work using the keypad, please use the Key Watcher Cabinet (CAS I) spare key located in the lock box at Control Desk. This combination lock box is labeled CAS I Key Release. The combination to the lockbox is 2001.
 - d. Staff member positioned at Key Watcher Cabinet (CAS I) will open door upon lock release.
 - e. Staff will manually remove all DOK keys from Key Watcher Cabinet (CAS I) and immediately place all DOK keys in Emergency Key Lock Box I.
 - f. Staff will close and secure the Emergency Key Lock Box.
 - g. Staff will immediately provide the On-Duty Supervisor with Emergency Lock Box I.

- h. On-Duty Supervisor maintains Emergency Key Lock Box I until an 'all-clear' is obtained from responding fire/emergency agencies prior to re-entering the facility.
- i. Upon receipt of 'all-clear,' On-Duty Supervisor will return all DOK to the Key Watcher Cabinet (CAS I).

B. Storm Drill

1. Facility Storm Drills- The following shall be part of ongoing procedures:
 - a. When severe weather (i.e. tornado, strong winds, lightning strike, etc.) is observed around the building a Code Grey is immediately announced by observer.
 - b. The on-duty Supervisor or designee will call local emergency agencies.
2. Department Storm Drill Process
 - a. On-Duty Supervisor
 1. On-Duty Supervisor will obtain the Emergency Resident Information Binder and Air Horn from the Control Desk Clerk.
 2. On-Duty Supervisor will sound air-horn and Code Grey within facility on radio.
 3. It is the responsibility of the Unit Supervisor to ensure all residents, personnel, and all other parties are in storm safe positioning within the building.
 4. On-Duty Supervisor will obtain the resident head count from each Unit Counselor and head counts of all designated personnel and all other party locations.
 5. On-Duty Supervisor will confirm the resident head count with Control Desk Clerk.
 6. On-Duty Supervisor will obtain a 'storm all-clear' from responding fire/emergency agencies (i.e. New Lebanon Police/Fire Department) prior to announcing 'storm all-clear.'
 7. On-Duty Supervisor will radio 'storm all-clear,' to all personnel.
 - b. Control Desk
 1. Control Desk Clerk announces Code Grey.
 2. Control Desk Clerk will unlock each unit's resident room doors.
 3. Control Desk Clerk is responsible for opening the outdoor recreation door so any residents and staff may immediately enter the facility and report to the nearest, safest storm safe zone.
 4. Control Desk is responsible for supplying the CAS Resident Emergency Information Binder and air horn to the On-Duty Supervisor.
 5. Control Desk Clerk is responsible for providing the Nurse, EMT-B, and/or Medical Director with the emergency medical supplies (i.e. Trauma Pack).
 6. Control Desk Clerk is responsible for providing the total resident facility count to the On-Duty Supervisor.
 7. Control Desk Clerk will assume storm safe positioning to the nearest, safest storm safe zone.
 - c. Unit
 1. All unit assigned Unit Counselors will maintain possession of their unit's clipboard, w/ resident information through the storm drill.
 2. It is the responsibility of the Unit Counselor to make sure each resident is accounted for before escorting residents to the nearest, safest storm safe zone.

3. Unit Counselor will complete a head count to verify that all residents are accounted for.
4. Unit Counselor will instruct residents to assume storm safe position.
5. Unit Counselor will report the resident and personnel head count to the On-Duty Supervisor via radio.
6. Unit Counselor will assume storm safe position.

d. Medical Department

1. The Nurse, Medical Director, and/or EMT-B will obtain the emergency medical supplies (i.e. Trauma Pack) from the Control Desk.
2. Nurse, Medical Director, and/or EMT-B are responsible for providing the provisions for medical care.
3. Storm Procedure with Resident(s)
 - i. Nurse, Medical Director, and/or EMT-B escort resident(s) to the nearest, safest storm safe zone.
 - ii. Nurse, Medical Director, and/or EMT-B will instruct resident(s) to assume storm safe position.
 - iii. Nurse, Medical Director, and/or EMT-B will report the resident(s) and personnel head count to the On-Duty Supervisor via radio.
 - iv. Nurse, Medical Director, and/or EMT-B will assume storm safe positioning.
4. Storm Procedure without Resident(s)
 - i. Nurse, Medical Director, and/or EMT-B will proceed to the nearest, safest storm safe zone.
 - ii. Nurse, Medical Director, and/or EMT-B will report personnel head count to the On-Duty Supervisor via radio.
 - iii. Nurse, Medical Director, and/or EMT-B will assume storm safe positioning.

e. Intake

1. Storm Procedure with Resident(s)
 - i. Staff will escort resident(s) and all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct resident(s) and all other parties to assume storm safe position.
 - iii. Staff will report the resident(s), personnel, and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.
2. Storm Procedure without Resident(s)
 - i. Staff will escort all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct all other parties to assume storm safe position.
 - iii. Staff will report the personnel and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.

f. Academy Classrooms

1. Teacher(s) will obtain their classroom radio and grade/attendance books.
2. Storm Procedure with Resident(s)
 - i. Teacher(s) will escort resident(s) by classroom section to the nearest, safest storm safe zone.

- ii. Teacher(s) will instruct resident(s) to assume storm safe position.
 - iii. Teacher(s) will report the resident(s) head count to the On-Duty Supervisor via radio.
 - iv. Principal and/or Lead Teacher will report personnel head count to On-Duty Supervisor.
 - v. Teacher(s), Principal, and Lead Teacher will assume storm safe positioning.
 - 3. Storm Procedure without Resident(s)
 - i. Teacher(s) will proceed to the nearest, safest storm safe zone.
 - ii. Principal and/or Lead Teacher will report personnel head count to On-Duty Supervisor.
 - iii. Teacher(s), Principal, and Lead Teacher will assume storm safe positioning.
- g. Gymnasium Area: Gymnasium, Weight Room, Locker Room(s), and Staff Office
 - 1. Storm Procedure with Resident(s)
 - i. Staff will escort resident(s) and all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct resident(s) and all other parties to assume storm safe position.
 - iii. Staff will report the resident(s), personnel, and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.
 - 2. Storm Procedure without Resident(s)
 - i. Staff will escort all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct all other parties to assume storm safe position.
 - iii. Staff will report the personnel and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.
- h. Supervisor's Office , i.e., Rm. 1019
 - 1. Storm Procedure with Resident(s)
 - i. Staff will escort resident(s) and all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct resident(s) and all other parties to assume storm safe position.
 - iii. Staff will report the resident(s), personnel, and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.
 - 2. Storm Procedure without Resident(s)
 - i. Staff will escort all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct all other parties to assume storm safe position.
 - iii. Staff will report the personnel and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.
- i. Family Specialist(s), Family Specialist Supervisor, Principal, and Coordinator of Unit Operations Office(s)
 - 1. Storm Procedure with Resident(s)

- i. Staff will escort resident(s) and all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct resident(s) and all other parties to assume storm safe position.
 - iii. Staff will report the resident(s), personnel, and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.
 - 3. Storm Procedure without Resident(s)
 - i. Staff will escort all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct all other parties to assume storm safe position.
 - iii. Staff will report the personnel and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.
- 1. Loading Dock Area: Maintenance Mechanical Room(s) and Laundry Room.
 - 1. Staff will turn off all gas powered equipment (i.e. commercial dryer).
 - 2. Storm Procedure without Resident(s)
 - i. Staff will escort all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct all other parties to assume storm safe position.
 - iii. Staff will report personnel and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.
- m. Garage and Maintenance Shop
 - 1. Staff will turn off all power tool equipment.
 - 2. Storm Procedure without Resident(s)
 - i. Staff will escort all other parties to the nearest, safest storm safe zone.
 - ii. Staff will instruct all other parties to assume storm safe position.
 - iii. Staff will report personnel and all other parties head count to the On-Duty Supervisor via radio.
 - iv. Staff will assume storm safe positioning.

C. Fire Evacuation and Monthly Fire Drill Procedures

- 1. Facility Fire Evacuation and Drills- The following shall be part of ongoing procedures:
 - a. When fire and/or smoke is observed within or around the building a Code Yellow is immediately announced by observer.
 - b. The on-duty Supervisor or designee will call 911
 - c. Director or designee will issue the order to evacuate all residents and personnel to Safety Zones A and/or B.
- 2. Department Evacuation Processes
 - a. On-Duty Supervisor
 - 1. On-Duty Supervisor will obtain the Emergency Resident Information Binder.
 - 2. Safety Zone A: Non-Secure
 - i. On-Duty Supervisor must ensure youth evacuating to Safety Zone A are immediately expedited to Safety Zone B.

3. Safety Zone B: Secure
 - i. Youth will evacuate to Safety Zone B and proceed to the area(s) identified by unit signage. Personnel will report to their designated area.
 4. It is the responsibility of the On-Duty Supervisor to ensure all youth and personnel are evacuated from the building.
 5. On-Duty Supervisor will obtain the resident head count from each Unit Counselor and head count of all designated personnel locations.
 6. On-Duty Supervisor will confirm the resident head count with Control Desk Clerk.
 7. On-Duty Supervisor will radio 'evacuation all-clear,' meaning all youth and personnel are present.
 8. On-Duty Supervisor will obtain an 'all-clear' from responding fire/emergency agencies prior to re-entering the facility.
- b. Control Desk
1. All locked doors to the living units and the unit doors to the main hallway will be released once the alarm is activated AND a 'Code Yellow' is called.
 2. The Control Desk is responsible for supplying the CAS Resident Emergency Information Binder.
 3. The Control Desk Clerk is responsible for providing the Nurse, EMT-B, and/or Medical Director with the emergency medical supplies (i.e. Trauma Pack).
 4. The Control Desk Clerk is responsible for providing the total resident facility count to the On-Duty Supervisor.
 5. The Control Desk Clerk will obtain the Control Desk Keys and the additional Facility Master Key set.
 6. The Control Desk Clerk evacuates to Safety Zone B: Secure, upon total evacuation of building.
- c. Unit
1. All unit assigned Unit Counselors will maintain possession of their unit's clipboard, w/ resident information through the fire drill and/or fire evacuation.
 2. It is the responsibility of the Unit Counselor to make sure each resident is accounted for before leaving the unit.
 3. Evacuation-Safety Zone A: Non-Secure
 - i. Unit Counselor will escort their youth to Safety Zone A.
 - ii. Unit Counselor will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - iii. Unit Counselor will complete a head count to verify that all youth are out of the building.
 - iv. The resident and personnel head count will be reported to On-Duty Supervisor via radio.
 4. Evacuation- Safety Zone B: Secure
 - i. Unit Counselor will escort their youth to Safety Zone B. Youth will proceed to the area(s) identified by unit.
 - ii. The Unit Counselor will complete a head count to verify that all residents are out of the building.

- iii. The resident and personnel head count will be reported to On-Duty Supervisor via radio.

d. Medical Department

1. Prior to evacuation the Nurse, Medical Director, and/or EMT-B will obtain the emergency medical supplies (i.e. Trauma Pack) from the Control Desk.
2. Nurse, Medical Director, and/or EMT-B are responsible for providing the provisions for medical care and/or the coordination of hospital transportation for injured juveniles, personnel, and all other parties.
3. Evacuation-Safety Zone A: Non-Secure
 - i. Without Resident(s)
 1. Nurse, Medical Director, and/or EMT-B will evacuate to Safety Zone A.
 - ii. With Resident(s)
 1. Nurse, Medical Director, and/or EMT-B will escort resident(s) from medical office to Safety Zone A.
 2. Nurse, Medical Director, and/or EMT-B will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 3. The Nurse, Medical Director, and/or EMT-B and Unit Counselor(s) will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
 4. The Nurse, Medical Director, and/or EMT-B will move to their designated area upon completion of resident head count.
 5. The Nurse, Medical Director, and/or EMT-B will report the personnel head count to On-Duty Supervisor via radio.
4. Evacuation-Safety Zone B: Secure
 - i. Without Resident(s)
 1. Nurse, Medical Director, and/or EMT-B will evacuate to Safety Zone B.
 - ii. With Resident(s)
 1. Nurse, Medical Director, and/or EMT-B will escort resident(s) from medical office to Safety Zone B. Youth will proceed to the area(s) identified by unit.
 2. The Nurse, Medical Director, and/or EMT-B and Unit Counselor(s) will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count.
 3. The Nurse, Medical Director, and/or EMT-B will move to their designated area upon completion of resident head count.

4. The Nurse, Medical Director, and/or EMT-B will report the personnel head count to Supervisor via radio.

e. Intake

1. Safety Zone A: Non-Secure

- i. Staff will escort youth and all other parties to Safety Zone A.
- ii. Staff will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
- iii. The staff and Unit Counselor(s) will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
- iv. Staff will move to their designated area upon completion of resident head count.
- v. Staff will report personnel and all other parties head counts to On-Duty Supervisor.

2. Safety Zone B: Secure

- i. Staff will escort resident(s) and all other parties from Intake to Safety Zone B. Youth will proceed to the area(s) identified by unit.
- ii. The staff and Unit Counselor will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
- iii. Staff will move to their designated area upon completion of resident head count.
- iv. Staff will report personnel and all other parties head counts to On-Duty Supervisor.

f. Academy

1. Teacher(s) will obtain their classroom radio and grade/attendance books.

2. Evacuation-Safety Zone A: Non-Secure

- i. Teacher(s) will escort resident(s) by classroom section to Safety Zone A.
- ii. All classroom assigned Unit Counselor(s) are responsible for escorting any youth remaining on the unit during school hours to the Safety Zone A.
- iii. Teacher(s) will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
- iv. The Teacher and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count.
- v. Teacher(s) will move to their designated area, upon completion of resident head count.
- vi. Principal and/or Lead Teacher will report personnel head count to On-Duty Supervisor.

3. Evacuation-Safety Zone B: Secure

- i. Teacher(s) will escort resident(s) by classroom section to Safety Zone B.

- ii. All classroom assigned Unit Counselor(s) are responsible for escorting any youth remaining on unit during school hours to Safety Zone B. Youth will proceed to the area identified by unit.
 - iii. The Teacher and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count.
 - iv. Teacher(s) will move to their designated area, upon completion of resident head count.
 - v. Principal and/or Lead Teacher will report personnel head count to On-Duty Supervisor.
 - g. Gymnasium Area: Gymnasium, Weight Room, Locker Room(s) and Treatment Office.
 - 1. Safety Zone A: Non-Secure
 - i. Staff will escort youth and all other parties to Safety Zone A.
 - ii. Staff will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - iii. The staff and Unit Counselor(s) will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
 - iv. Staff will move to their designated area upon completion of resident head count.
 - v. Staff will report to their personnel and all other parties head count to On-Duty Supervisor.
 - 2. Safety Zone B: Secure
 - i. Staff will escort resident(s) and all other parties from Intake to Safety Zone B. Youth will proceed to the area(s) identified by unit.
 - ii. The staff and Unit Counselor will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
 - iii. Staff will move to their designated area upon completion of resident head count. Staff will report their personnel and all other parties head count to On-Duty Supervisor.
 - h. Supervisor's Office, i.e., Rm. 1019
 - 1. Safety Zone A: Non-Secure
 - i. Staff will escort youth and all other parties to Safety Zone A.
 - ii. Staff will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - iii. The staff and Unit Counselor(s) will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
 - iv. Staff will move to their designated area upon completion of resident head count.
 - v. Staff will report to their personnel and all other parties head count to On-Duty Supervisor.
 - 2. Safety Zone B: Secure

- i. Staff will escort resident(s) and all other parties from Intake to Safety Zone B. Youth will proceed to the area(s) identified by unit.
 - ii. The staff and Unit Counselor will complete a head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
 - iii. Staff will move to their designated area upon completion of resident head count. Staff will report their personnel and all other parties head count to On-Duty Supervisor.
 - i. Family Specialist(s), Family Specialist Supervisor, Principal, and Coordinator of Unit Operations Office(s)
 - 1. Safety Zone A: Non-Secure
 - i. Family Specialist(s), Family Specialist Supervisor, Principal, and Coordinator of Unit Operations will escort youth and all other parties to Safety Zone A.
 - ii. Family Specialist(s), Family Specialist Supervisor, Principal, and Coordinator of Unit Operations will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - iii. Family Specialist(s), Family Specialist Supervisor, Principal, Coordinator of Unit Operations and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count.
 - iv. Family Specialist(s), Family Specialist Supervisor, Principal, and Coordinator of Unit Operations will move to their designated area, upon completion of resident head count.
 - v. Family Specialist(s), Family Specialist Supervisor, Principal, and Coordinator of Unit Operations will report personnel and other parties head count to On-Duty Supervisor.
 - 2. Safety Zone B: Secure
 - i. Family Specialist(s), Family Specialist Supervisor, Principal, and Coordinator of Unit Operations will escort resident(s) and all other parties to Safety Zone B. Youth will proceed to the area(s) identified by unit.
 - ii. Family Specialist(s), Family Specialist Supervisor, Principal, Coordinator of Unit Operations and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count.
 - iii. Family Specialist(s), Family Specialist Supervisor, Principal, and Coordinator of Unit Operations will move to their designated area, upon completion of resident head count.
 - iv. Family Specialist(s), Family Specialist Supervisor, Principal, and Coordinator of Unit Operations will report personnel and other parties head count to On-Duty Supervisor.
- j. Kitchen and Dining Room
 - 1. Kitchen Staff, Kitchen Supervisor, and/or other staff will turn off all kitchen equipment and obtain kitchen radio.

2. Kitchen Staff, Kitchen Supervisor, and/or other staff will close and secure serving gate(s).
 3. Safety Zone A: Non-Secure
 - i. Kitchen Staff, Kitchen Supervisor, and/or other staff will escort youth and all other parties to Safety Zone A.
 - ii. Kitchen Staff, Kitchen Supervisor, and/or other staff will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - iii. Kitchen Staff, Kitchen Supervisor, and/or other staff and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
 - iv. Kitchen Staff, Kitchen Supervisor, and/or other staff will move to their designated area upon completion of resident head count.
 - v. Kitchen Staff, Kitchen Supervisor, and/or other staff will report personnel and all other parties head count to On-Duty Supervisor.
 4. Safety Zone B: Secure
 - i. Kitchen Staff, Kitchen Supervisor, and/or other staff will transport youth and all other parties to Safety Zone B. Youth will proceed to the area(s) identified by unit.
 - ii. Kitchen Staff, Kitchen Supervisor, and/or other staff and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
 - iii. Kitchen Staff, Kitchen Supervisor, and/or other staff will move to their designated area upon completion of resident head count.
 - iv. Kitchen Staff, Kitchen Supervisor, and/or other staff will report personnel and all other parties head count to On-Duty Supervisor.
- k. Administration and Lobby
1. Staff will obtain the following:
 - i. Facility Master from KeyWatchcer (CAS II)
 - ii. Radio(es) from Administration Suite Office(s).
 - iii. The employee sign-in/sign-out binder from Administration.
 2. Safety Zone A: Non-Secure
 - i. Staff will escort youth and all other parties to Safety Zone A.
 - ii. Staff will transport youth from Safety Zone A: Non-Secure to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.
 - iii. Staff and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
 - iv. Staff will move to their designated area upon completion of resident head count.
 - v. Staff will report personnel and all other parties head count to On-Duty Supervisor.
 3. Safety Zone B: Secure
 - i. Staff will transport youth to Safety Zone B: Secure. Youth will proceed to the area(s) identified by unit.

- ii. Staff and Unit Counselor will complete a resident head count to verify that all residents are out of the building. The Unit Counselor is responsible for reporting the resident head count to the On-Duty Supervisor.
 - iii. Staff will move to their designated area upon completion of resident head count.
 - iv. Staff will report personnel and all other parties head count to On-Duty Supervisor.

- 1. Loading Dock Area: Maintenance Mechanical Room(s) and Laundry Room.
 - 1. Staff will turn off all gas powered equipment (i.e. commercial dryer).
 - 2. Safety Zone A: Non-Secure
 - i. Staff will escort and all other parties to Safety Zone A.
 - ii. Staff will move to their designated area.
 - iii. Staff will report personnel and all other parties head count to On-Duty Supervisor.
 - 3. Safety Zone B: Secure
 - i. Staff will escort and all other parties to Safety Zone A.
 - ii. Staff will move to their designated area.
 - iii. Staff will report personnel and all other parties head count to On-Duty Supervisor.

- m. Garage and Maintenance Shop
 - 1. Staff will turn off all power tool equipment.
 - 2. Safety Zone A: Non-Secure
 - i. Staff will escort all other parties to Safety Zone A.
 - ii. Staff will move to their designated area.
 - iii. Staff will report personnel and all other parties head count to On-Duty Supervisor.
 - 3. Safety Zone B: Secure
 - i. Staff will escort all other parties to Safety Zone A.
 - ii. Staff will move to their designated area. Staff will report personnel and all other parties head count to On-Duty Supervisor.

- 3. Bomb Threat Procedures
 - a. Bombs can enter the facility in several ways including the mail, in deliveries and on individuals. Everything that can be done to reduce the chance of a bomb entering the facility will be done.
 - b. Mail Bombs: Most mail-bombs are set to explode when opened. The following characteristics may indicate the presence of a mail bomb:
 - 1. Fictitious or no return address; foreign, priority or special delivery mail; poorly typed or handwritten addresses; addressed to a high ranking official; job titles are incorrect; misspelling of common words; restrictive endorsements, including "private," "confidential," "personal," "registered," "certified," or "special," to be opened by addressee only; excessive postage (usually postage stamps); the postmark is foreign or from some unusual place; oily stains, discolorations or a peculiar odor; evidence of opening and resealing; wires, strings, screws or other metal parts sticking out; excessive or uneven weight distribution; thickness is that of a small book or greater than

- one inch; excessive binding material; masking, electric or strapping tape, string twine; a feeling of springiness on the sides, bottom or top; a feeling of rigidity beyond normal, especially in the center.
2. Save all the material including any envelope or container. Handle the material as little as possible, to preserve possible finger prints. Turn over all material to the local law enforcement.
 - c. Telephone Call: There should be a bomb threat card located by each telephone, which lists the various things to do if a bomb threat is called in. Use the card to refresh your memory. The following procedures should be followed, if an employee receives a telephone call that involves a threat of violence or bomb threat:
 1. If the caller appears ready to hang up without giving vital information, the employee should try gently, but persuasively, to obtain it. The employee should encourage the caller to continue talking and not hang up the phone.
 2. Write down certain information on the bomb threat card while on the phone, including the time, the caller's exact words, background noises, gender of caller, tone of voice (calm or excited), probable mental state, age, accent and speech impediments.
 3. Try to get the caller to identify the location of the bomb and the time the event will occur.
 4. If still on the telephone, signal another employee to notify the On-Duty Supervisor or to call 911. If you cannot get anyone's attention, make the notification as soon as possible after hanging up.
 - d. Any type of bomb threat is to be immediately reported to the On-Duty Supervisor via radio by announcing "Code Black." The On-Duty Supervisor or designee immediately calls 911.
 - e. The On-Duty Supervisor will immediately announce via radio the need to immediately evacuate to Safety Zone B: Secure.
 - f. The On-Duty Supervisor communicates emergency evacuation to Director or designee.
4. Active Shooter
- a. How you respond to an active shooter will be dictated by the specific circumstances of the encounter, keeping in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, remain calm and use these guidelines to help you plan a strategy for survival.
 - b. Any type of active shooter(s) is to be immediately reported to the On-Duty Supervisor via radio by announcing "Code Green."
 - c. The On-Duty Supervisor or designee immediately calls 911. Advise 911 Operator on what's taking place, and inform him/her of your location.
 - d. Code Green procedures
 1. Proceed to a location that can be locked or secured by some other means such as a door wedge, tables or chairs. Lock all doors and turn off the lights. If possible, get everyone down on the floor and ensure no one is visible from outside the room.
 2. If you cannot secure the room, determine if there is a nearby location that can be reached safely and secured.
 3. If an active shooter enters your location: try to remain calm. If there is absolutely no opportunity of escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort and only after all other options have been exhausted. If the shooter leaves the area, proceed immediately

- to a safer place. Do not touch anything that was in the area of the shooter because of possible explosives being left and crucial evidence being lost.
4. No matter what the circumstances, if you decide to flee during an active shooter situation, make sure you have a plan and escape route in mind. Do not attempt to carry anything in your hands while fleeing; move quickly, keep your hands visible and follow instructions given by any police officers you may encounter. Do not try to move any injured people; leave them where they are and notify authorities of their location as soon as possible.
 5. Police officers responding to an active shooter are trained to proceed immediately to the area where the shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will form a contact team ideally consisting of four (4) persons; they will possibly be from different agencies and dressed in different uniforms. They may even be in civilian clothes and wearing an external bulletproof vest. Some officers may be dressed in Kevlar helmets and other tactical equipment. The officers may be armed with rifles, shotguns or handguns and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm. Do as the officers tell you, do not be afraid of them, do not touch, grab or call out to the officers. Put down any bags or packages you are carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured victims; rescue teams composed of other officers and emergency medical personnel will follow the first team into secured areas to treat and remove injured persons. Keep in mind, once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is under control and witnesses have been identified. Until you have been released, remain at whatever assembly point authorities designate.

5. Youth Temporary Housing

- a. In the event that it becomes necessary to evacuate the entire facility in an extreme emergency the following procedure shall apply:
 1. The Director or designee shall immediately make the contacts to gain access to Court sites and/or alternative sites in the immediate area.
 2. Director or designee will secure handcuffs and shackles prior to transportation of youth to temporary housing locations, if possible.
 3. Staff and residents will be directed to evacuate by using a shuttle system of County vehicles to the Nicholas Residential Treatment Center and/or the Montgomery County Juvenile Court Detention Center.
 4. Staff is required to have a radio during the evacuation to ensure communication is maintained throughout the entire process.
 5. Staff will log the names of the residents and total number of residents under their supervision prior to and upon arrival to either Nicholas Residential Treatment Center and/or the Montgomery County Juvenile Court Detention Center for safety and accountability purposes. Total resident count prior to and upon arrival is communicated via radio to On-Duty Supervisor.
 6. On-Duty Supervisor will confirm total number of youth being transported prior to and upon arrival at temporary housing location(s).

7. Residents will not be released from the safety of either the Nicholas Residential Treatment Center or Montgomery County Juvenile Court Detention Center without Court authorization.
8. Designated staff will be responsible for transporting bedding and all current resident file information to the designated site(s).
9. Medical Director, Nurse, and/or EMT-B will insure that medicines and medical supplies are expedited to temporary housing.

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Safety and Emergency Procedures
Subject: Evacuation Plan Training
Policy: 3B-09
Page: 1 of 1
Standards: ACA 3-JCRF-3B-09
Issue Date: 12/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure and practice that all facility personnel are trained in the implementation of written emergency plans.

II. Procedure

A. Orientation

- a. All new employees will participate in training in Emergency Plan Procedures, (i.e. Storm Drill(s), Fire Drill(s), and Evacuation) as part of the New Employee Orientation Training Curriculum

B. Annual

- a. All employees will participate in training in Emergency Plan Procedures, (i.e. Storm Drill(s), Fire Drill(s), and Evacuation).
- b. Review of all Emergency Plans may be conducted as necessary during scheduled staff meetings.

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Safety and Emergency Procedures
Subject: Fire Alarm System
Policy: 3B-10
Page: 1 of 1
Standards: ACA 3-JCRF-3B-10
Issue Date: 12/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure and practice that the facility has a fire alarm system and an automatic detection system that is approved by the authority having jurisdiction. All system elements are tested on a quarterly basis; adequacy and operation of the system are approved by a state fire official or other qualified authority annually.

II. Procedure

- A. The facility shall comply with the regulations from the local New Lebanon Fire Department, which has local fire and emergency jurisdiction.
- B. The Business Manager will have the responsibility for ensuring that adequate emergency equipment is located throughout the facility, is kept in good repair, and inspections occur as required.
- C. Inspections
 - 1. Quarterly
 - a. Testing of equipment and automatic detection system is conducted on a quarterly basis by a qualified contractor.
 - 2. Annual
 - a. The Village of New Lebanon Fire Department has local jurisdiction and completes an annual fire inspection.

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Safety and Emergency Procedures
Subject: Safety Inspections
Policy: 3B-11
Page: 1 of 1
Standards: ACA 3-JCRF-3B-11
Issue Date: 6/22/06
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. **Policy:** Written policy, procedure and practice provide that an annual safety inspection and preventive maintenance program for all mass-transport vehicles that are used to transport residents and staff.
- II. **Procedure**
 - A. This standard is not applicable to the Center for Adolescent Services.
 - B. The Center for Adolescent Services does not use mass transportation vehicles.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Facility Operation
Subject: Threats to Security
Policy: Work Stoppage
Pages: 1 of 3
Standards: ACA 3-JCRF-3B-12
Issue Date: 12/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide that a developed written plan that provides for continuous facility operation in the event of employee work stoppage or other job action. Copies of this plan are available to all supervisory personnel who are required to familiarize themselves with its content.

II. Procedure

- A. The Director will develop a plan to provide for the continuing operation of the facility in the event of a work stoppage, slowdown or other job action that impairs the ability of the facility to operate in a safe and secure fashion. The plan will include the following:
1. Guidance and direction concerning the personnel policies of the Montgomery County Juvenile Court (MCJC).
 2. Specific assignment of supervisory personnel to posts in the facility.
 3. Procedures for exempt and Supervisory personnel reporting to work.
 4. Means to access the building if there is a picket line impeding normal entrance into the building.
- B. The Director will distribute this plan to all exempt and Supervisory personnel.
1. Exempt and Supervisory personnel are required to study and become familiar with the content of the plan.
 2. Exempt and Supervisory personnel will acknowledge receipt and understanding of Emergency Plan and Continuations Facility Operation by signing and dating.
 - a. The signed and dated plan is maintained within the personnel files.

C. Emergency Plan for Continuous Work Stoppage

- i. In the event of any action on the part of CAS employees that threaten to disrupt the ability of the facility to operate continuously in a safe and secure manner, exempt employees and supervisory staff are responsible for maintaining the operation of the facility. Actions that employees might take would include, but not be limited to, the following:
 1. Work stoppage;
 2. Mass use of sick leave;
 3. Work slowdown;
 4. Attempts to unionize and form a picket line.
- ii. The issues involved in maintaining continuous operation include the following:
 1. Minimal coverage to maintain safety and security.
 2. Maintaining delivery of service(s)
 3. Minimal coverage to maintain provision of food.
 4. Rapid training of replacement staff.
 5. Rapid transfer of trained staff from other court facilities.

iii. Exempt and Supervisory Positions at CAS

1. Director
2. Program Manager
3. Coordinator of Unit Operations
4. Quality Assurance Officer
5. Business Manager
6. Unit Supervisor(s)
7. Family Specialist Supervisor
8. Family Specialist(s)
9. Registered Nurse
10. Kitchen Manager
11. Lead Teacher
12. Teacher(s)
13. Treatment Specialist

iv. Minimal Facility Coverage

1. Maintaining a person at the Control Desk is a fundamental necessity. This person has the ability and control to manage potentially dangerous and risky situations without exposing him/her self to any possible harm. This also is the only post in the building that has control over certain doors that are needed for daily operation.
2. During the hours of 6:00 a.m. and 10:00 p.m. when youth are awake, we must maintain a youth/staff ratio of 16 to 1, we will not house more than 25 youth on one unit and will not double bunk. Therefore, during these hours it will be necessary to have one (1) staff member on each living unit.
3. During the hours of 10:00 p.m. and 6:00 a.m. when youth are asleep, we must maintain a youth/staff ratio of 16 to 1. Therefore, during these hours it will be necessary to have two (2) staff members in the building.
4. The minimal coverage posts would include the following:
 - a. Dock Unit
 - b. Pier Unit
 - c. Harbor Unit
 - d. Bay Unit
 - e. Control Desk
 - f. Medical
 - g. Kitchen
5. Supervisory and exempt employees will be assigned to posts as follows:
 - a. First and Second Shift
 - i. Dock Unit: Unit Supervisor and Coordinator of Unit Operations
 - ii. Pier Unit: Unit Supervisor and Family Specialist
 - iii. Harbor Unit: Unit Supervisor and Family Specialist Supervisor
 - iv. Bay Unit: Unit Supervisor and Family Specialist
 - v. Control Desk: Business Manager
 - vi. Kitchen Manager- Kitchen or as needed
 - vii. Registered Nurse- Medical
 - viii. Teacher(s)/Principal: Classroom(s)
6. Third Shift
 - a. Unit Supervisor(s)
7. Provision for Food
 - a. If the work stoppage/slowdown/"sick-out" has not affected other MCJC facilities, we will make arrangements with Nicholas Residential Treatment

- Center either to have meals transported to the facility from their kitchen or to share their kitchen staff.
- b. We will make arrangements to have meals purchased from local merchants or catered until such time that we are able to restore our usual staff or replace staff if the difficulties are Court-wide.
8. Reporting to Work
 - a. In the absence of a picket line or other disturbance outside the building, staff should report to work in the usual way at least ten minutes before the beginning of your shift.
 - b. If there is a picket line or other disturbance outside the building, notify the control desk of your imminent arrival and the local New Lebanon Police Department will be called to provide an escort into the building.
 9. Plan for Recovery and Return to Normal Operations
 - a. MCJC employees are not unionized at this time. Instead, they are either classified or non-classified employees. Classified employees are protected by Civil Service regulations.
 - b. MCJC policy and procedure provide for the following:
 - i. Termination of employment if an employee is absent from work 3 consecutive days without cause and authorization.
 - ii. Documentation from a physician if sick leave is requested for 3 or more consecutive days.
 - iii. The right to require documentation from a physician for each day of sick leave requested if you have reason to suspect that the employee may be abusing the sick leave policy.
 - iv. A system of progressive discipline that allows discretion in the application of disciplinary measures. Not following the direct order of a Supervisor or facility Director is considered a very serious violation and would merit the highest level of disciplinary action.
 10. If the action is limited to CAS the Director immediately will notify the Court Administrator of the need for line staff at the facility. Director will work with the Court Administration to transfer MCJC employees to CAS temporarily until replacement staff can be hired and trained.
 11. Regardless of the scope of the action, Director will immediately post all positions that have chosen the work action and will commence the process of interviewing and hiring replacement staff. Positions will be filled as staff are terminated and new hires are trained.
 12. When new hires are available for training, the Director or designee will be relieved of his coverage assignment to spend his/her time focusing on training new staff as quickly as possible. The use of overtime to accomplish this rapidly will be authorized.
 13. During this time, staff covering units will make every attempt to maintain the daily schedules and routines as much as reasonably possible.
 14. During this time it also critical that covering staff report facility problems, building issues, environmental issues, and the like, to the facility Director or designee as soon as possible.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Facility Operations
Subject: Threats to Security
Debriefing Staff after a Critical Incident
Policy: 3B-13
Pages: 1 of 2
Standards: ACA 3-JCRF-3B-13
Revised: January 2003
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice define critical incidents for the facility and provide for a debriefing to be conducted after each such incident. The debriefing process includes coordination and feedback about the incident with designated staff of the facility as soon as possible after the incident. A debriefing includes, but is not limited to:

- A. A review of staff and juvenile actions during the incident;
- B. A review of the incident's impact on staff and juveniles;
- C. A review of corrective actions taken and still needed; and,
- D. Plans for improvement to avoid another incident.

II. Definitions

- A. Critical/Unusual Incident(s): Any event or situation that is likely to have a serious negative impact at or beyond the program level that adversely affects the health, safety and/or security of youth, staff, or community, or has serious impact on the facility.
- B. De-Briefing: the process of documenting and reviewing an incident with designated staff prior to end of shift. A debriefing includes, but is not limited to: a review of staff and juvenile actions during the incident, a review of the incident's impact on staff and juveniles, and a review of corrective plans of action taken and still needed.
- C. Special Incident De-Briefing Form: Document detailing the information ascertained in a debriefing.
- D. Special Incident Report (SIR): a written document and/or report used to report all events of unusual or extreme incidents.

III. Guidelines

- A. Established critical/unusual incidents to include, but not be limited to, the following:
 - 1. The death of any individual on facility property (youth, staff, visitor, etc.)
 - 2. An actual suicide attempt, not to include threats or ideation.
 - 3. Serious, life threatening injury or a medical condition requiring emergency treatment and/or hospitalization.
 - 4. Self-inflicted injury or an incident in which a youth inflicts serious harm on himself in a non-life threatening way.
 - 5. Unusual group disturbances that result in injury or disruption of established facility activities (hunger strike, program stoppage, riot, etc.)
 - 6. Sexual misconduct by a youth with anybody, including but not limited to, another youth, staff, visitor, volunteer, or contractor.

7. Any escape or attempt to escape from the facility.
8. Destruction, theft or loss of property in the amount of \$500 or more.
9. Assault on staff or youth that causes physical harm requiring medical attention.
10. Use of force.
11. Negative events in the community that relate to the facility.
12. Any incident that jeopardizes the safety and security of facility operations, including but not limited to bomb threats, hostage situation, loss of facility keys, loss of tools, and work stoppage.
13. Fire or natural disaster that impairs the operation of the facility.

IV. Procedure

A. Special Incident Debriefing

1. The On-duty Supervisor will conduct and organize a debriefing prior to end of shift
 - i. The debriefing will include:
 1. Name of Resident
 2. Date/Time of Incident
 3. Location of Incident
 4. Detailed description of the critical/unusual incident including staff involvement and actions.
 5. Detailed description of the critical/unusual incident including resident involvement and actions.
 6. A detailed review of the critical/unusual incident including the impact on staff and juveniles.
 7. Continuum of care outlined for juvenile's need.
 8. Notification
 - a. Assigned Probation Officer
 - b. Youth's parent(s)/guardian(s)
 - c. Medical Department
 - i. The medical department must be immediately notified of any use of force.
 - ii. The medical department will determine level of medical response required.
 - iii. Medical department notifies On-duty supervisor of required medical response.
 - iv. Medical notification is documented on Special Incident Report (SIR), Supervisor Shift Report, and Special Incident De-Briefing Form.
2. The de-briefing form is submitted to Use of Force Instructor for review and approval prior to end of shift.
 - ii. The Use of Force Instructor reviews the Special Incident De-Briefing form, video footage, and documents compliance with policy and procedure relating to MYR.
 - iii. The Special Incident De-Briefing form is submitted to On-call Administrator for review and approval within 72 hours of special incident.
 - iv. The Director reviews and approves all completed Special Incident and Special Incident De-Briefing forms.
 - v. All completed Special Incident De-Briefing forms are maintained in Special Incident De-Briefing binder located in Administration.
3. A two (2) week follow-up review of all critical incidents will be completed collectively by all Supervisors and Administrators.