

Chapter: Safety & Emergency Procedures  
Subject: Emergency Planning & Evacuation Plan  
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Section: 9.1  
ODJFS Rule: 5101: 2-9-07  
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NRTC has developed and implemented a set of written procedures for staff and youth to follow in emergencies and disasters. These procedures are developed in consultation with, and approved by, a local or state fire inspector, and include specific instructions and procedures for the following:

1. Procedures for the evacuation of buildings: Youth Specialists and/or teachers will direct the youth to walk quietly to the nearest exit. Youth and staff members are to assemble at the back of their fenced area and await further instructions, depending on the nature of the emergency.  
\*Female Unit-all youth and staff members will exit through the dorm hall, to the back of the unit, leave through the door to the grass area, assemble at the gate at the rear of the fenced area and await further instructions.  
\*AOD Unit-all youth and staff members will exit through the dorm hall, to the back of the unit, leave through the door to the grass area, assemble at the gate at the rear of the fenced area and await further instructions.  
\*Nicholas/CSD Male Unit-all youth and staff members will exit through the dorm hall, into the therapy room, leave through the therapy room door, to the grass area, assemble at the gate in the rear of the fenced area and await further instructions.  
\*Educational Unit- all youth and staff members will exit through the classroom hallway, toward the library, exit through the door to the left of the library, into the grass area, assemble near the gate at the rear of the fenced area and await further instructions.  
\*Gym-all youth and staff members will exit through the East gym door, into the parking lot, assemble on the North side of the parking lot and await further instructions.
2. Assignment of staff during emergencies: During school hours, the Youth Leaders will assist the teachers in implementing emergency procedures. After school hours, the Youth Leaders are responsible for implementing the proper procedures. Supervisors will assist where necessary, and the on-call supervisor/manager should be notified if the event occurs after normal business hours.
3. Contingency plan for the care of youth who have been evacuated: In the event that youth are evacuated from the facility during an emergency, staff will contact the Director to arrange for temporary housing and to implement a plan for the youth to return to their parents/guardians.

During emergencies or disasters, staff will provide one on one, individual assistance to youth with minor physical or emotional disabilities that would require such assistance.

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Safety & Emergency Procedures

NRTC has written Safety & Emergency Procedures which include detailed instructions on dealing with the following emergency situations:

1. Fire
2. Medical emergencies
3. Heating, electrical or plumbing emergencies
4. Chemical spills
5. Behavioral emergencies
6. Tornados and severe storms
7. Bomb threats
8. Evacuation
9. Lock-down procedures
10. Use of the AED (Automated External Defibrillator)

Location of First Aid Kits:

NRTC will have First Aid kits located in the following areas:

1. Female Unit
2. AOD Male Unit
3. Nicholas/CSD Male Unit
4. Gym

The Safety & Emergency Procedures are reviewed annually by the local fire inspector (Jefferson Township Fire Department) and the Montgomery County Sheriff.

NRTC ensures that all staff and youth are familiar with its emergency procedures.

1. Staff members receive annual training to review the Safety & Emergency Procedures. Youth are familiarized with the procedures during Orientation Phase as they prepare to take the Orientation test, in addition to participating in regularly scheduled evacuation drills.

NRTC has, in consultation with state or local fire personnel, develop and implement a calendar of periodic fire drills and emergency evacuations. A log of all such drills or evacuations shall be maintained. The evacuation plan has been approved by a fire inspector and clearly posted in each facility so that it may be easily seen by all children. Fire drills shall occur at least once each month or in accordance with the calendar of periodic drills developed with fire personnel.

1. Fire drills / emergency evacuations are scheduled in advance and are conducted monthly. Each drill is logged on the Record of Emergency Evacuation Drills form, which is submitted to the state Fire Marshal twice annually. The evacuation plan is reviewed and approved annually by the local fire inspector (JTFD) and the Montgomery County Sheriff. The evacuation plan is posted in several places each hallway for easy reference.