

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Physical Plant
Subject: Building Codes
Policy: Applicable State and Local Building Codes
Page: 1 of 1
Standard(s): ACA-3-JCRF-2A-01
Issue Date: 2/23/06
Reviewed: September 2020, April 2021, August 2022
Authorized by: William Shaffer, Director

I. Policy: The facility conforms to all applicable state and local building codes.

Building and physical plant will conform to all applicable State and Local Building Codes and Local Zoning Ordinances.

II. Procedure

- A. The Director or his designee will schedule appropriate inspections of the building, physical plant and all equipment contained therein in accordance with State and Local regulations and laws.
- B. Certificates, licenses, letters of compliance and/or other indications of compliance shall be displayed, if appropriate, and/or maintained on file in administration and made available for inspection by any authorized persons.

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Physical Plant
Subject: Zoning Ordinances
Policy: 2A-02
Pages: 1 of 1
Standards: ACA 3-JCRF-2A-02
Issue Date: 12/2001
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Authorized by: William Shaffer, Director

I. Policy: It is the written policy, procedure, and practice of the Center for Adolescent Services (CAS) that the facility will conform to all applicable zoning ordinances or, through legal means, is attempting to comply with or change such laws, codes, or zoning ordinances.

II. Procedure

- A. The Center for Adolescent Services (CAS) is located in the municipality of New Lebanon, Ohio within the Montgomery County limits.
- B. CAS conforms to all applicable zoning ordinances.
- C. CAS Certificate of Occupancy was issued January 10, 2001.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Safety and Emergency Procedures
Subject: Fire Safety Codes
Policy: 2A-03
Page: 1 of 5
Standards: 3-JCRF-2A-03
Issue Date: 12/2001
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Authorized by: William Shaffer, Director

I. Policy

Juveniles, staff and visitors are provided with a safe environment through the effective use of fire prevention and safety procedures.

- A. Under the guidance of the Director and Program Coordinator, or designee, specific procedures to be followed in emergencies shall be developed and copies made available to all staff members.
- B. There shall be on-going training programs, and emergency procedures shall be reviewed by a qualified fire and safety officer and updated at least annually.
- C. There shall be an adequate fire protection system that is inspected on a quarterly basis, along with monthly inspections through monthly fire drills, and a qualified person(s) shall complete an annual fire inspection.
- D. Fire protection equipment shall be located at appropriate locations throughout the building.
- E. The facility shall comply with the regulations for the New Lebanon Fire Department, which has local jurisdiction.

II. Definitions

- A. 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 Coordinator, 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 Coordinator, designee, and/or ODYS Trained Fire Safety Staff conduct quarterly inspections.
 4. The facility will obtain an annual inspection by the New Lebanon Fire Department and will comply with all of their local regulations.
 5. The facility will provide appropriate training on a regular basis for all staff, as well as specialist training sanctioned by ODYS for identified staff on an annual basis.

6. The CAS Program Coordinator, or designee, 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 Coordinator, 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. When the building is clear, a count shall be conducted.
- g. When the count is clear, all persons shall return to their regularly assigned area.

7. Training

- a. Fire Drill Procedures are a part of the New Employee Orientation Training Curriculum and are disseminated by the CAS Program Coordinator, or designee.
- b. Annual Fire Safety training is conducted with all staff members.
- c. Reviews of Fire Drill and safety procedures may be conducted as necessary during scheduled staff meetings.

8. Emergency Plan

- a. The Director, Program Coordinator, or designee, shall ensure the adequacy of the facility emergency plan.
- b. The facility shall comply with the regulations of the local fire department.
- c. The facility's 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 continuously 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

9. 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 to be used by parents entering the building and/or awaiting visitation and or family sessions.

10. Open Burning Prohibited
 - a. Candle burning is prohibited in the facility.
 - b. There will be no open burning of any waste material on the CAS campus.
 - c. All waste is emptied daily into the dumpster and disposed of through a contract with a garbage disposal company.

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

12. Emergency Equipment Related to Fire Control
 - a. The CAS Business Manager, 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 CAS Business Manager, 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

13. 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 also kept on file for reference purposes.

14. 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 CAS Program Coordinator, or designee, or under their immediate direction.
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. Upon hearing the storm warning, indicating, observing or hearing that a dangerous storm is approaching the area or to initiate a storm drill, the following procedure is to be followed by all juvenile and staff:
 - a. Release any juvenile secured in their secure room.
 - b. Occupants of any Unit / room 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. If a desk is available then assume this position under the desk.
 - d. All individuals outdoors are to be immediately moved inside to a “safe zone” as available.
 - e. Avoid the gymnasium, center hallway, and the visitors waiting area due to either glass exposure and/or high ceilings.
 - f. When the all clear is announced by Control, staff and residents shall return to normal activity.
 - g. Selected staff will be required to complete storm drill reports and Special Incident Reports, as appropriate.
7. Copies of the storm drills shall be submitted to the Program Coordinator, or designee, through the chain of command within 24 hours.
8. The Program Coordinator, or designee, will maintain and keep a current file on all storm drills and shall maintain an accountability document assuring compliance with local laws and standards.
9. Storm Drill Procedures are a part of the New Employee Orientation Training Curriculum and are disseminated by the CAS Program Coordinator, or designee.
10. Written emergency plans are communicated to all employees and juveniles and are reviewed and updated, if needed, at least annually.

C. Storage of Hazardous Materials

1. It shall be the policy, procedure and practice of the Center for Adolescent Services to maintain on-site only those poisonous, toxic, or flammable materials and substances that is required to maintain the Center for Adolescent Services.
2. Poisonous and toxic materials and substances, except laundry supplies shall be stored in accordance with the manufacturer’s storage instructions in 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.

D. Emergency Evacuation and Disaster Plan

1. It is 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 will 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 will 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 require on-site treatment, 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 issue the order to evacuate all residents and personnel through the chain of command.
 - b. Staff and residents will be directed to evacuate by using a shuttle system of County vehicles to the Nicholas Treatment Center and the Montgomery County Detention Center.
 - c. Staff will be required to have a radio during the evacuation to ensure communication is maintained throughout the entire process.
 - d. Upon arrival, staff will login the names of the residents under their supervision for safety and accountability purposes.
 - e. Residents will not be released from the safety of the Nicholas Treatment Center facility without administrative authorization of the Juvenile Detention Center.
 - f. Designated Supervisor and/or Unit Staff shall be responsible for transporting bedding and all current resident file information to the site.
 - g. Medical / Health Care Services personnel shall insure that medicines and medical supplies are transported to these sites.
 - h. The Director or designee shall immediately make the contacts to gain access to Court sites and/or alternative sites in the immediate area.