Chapter:	Safety & Emergency Procedures
Subject:	Emergency Planning & Evacuation Plan
Section:	9.1
Page:	1 of 2
ODCY Rule:	5180: 2-9-07
COA Standard:	ASE; RPM; HR
Revised:	4/14/10; 3/30/20; 4/28/21; 4/19/23; 1/14/26

NRTC has developed and implemented a set of written procedures for staff and youth to follow in emergencies and disasters. These procedures are 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 grassy 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 grassy 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 grassy 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 grassy 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 Specialists will assist the teachers in implementing emergency procedures. After school hours, the Youth Specialists 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.

Safety & Emergency Procedures

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

1. Fire and evacuation
2. Medical emergencies (Use of AED; Opioid overdoes; suicide prevention)
3. Heating, electrical or plumbing emergencies
4. Chemical spills
5. Behavioral emergencies (physical interventions)
6. Tornados and severe storms
7. Facility Maintenance
8. Bomb Threat
9. School Safety and lock-down procedures
10. Facility Service Providers

Location of First Aid Kits:

First Aid kits are located in the following areas:

1. Female Unit
2. AOD Male Unit
3. Nicholas/CSD Male Units
4. Gym
5. NRTC Vehicles used to transport youth
6. Medical room

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

1. Staff members are trained on the Safety & Emergency Procedures during their initial orientation training. 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, in consultation with state or local fire personnel, develops and implements a calendar of periodic fire drills and emergency evacuations at varying times and shifts. A log of all such drills or evacuations shall be maintained. The evacuation plan has been approved by a fire inspector and is clearly posted throughout the facility so that it may be easily seen by all youth. 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 conducted monthly. Each drill is logged on the Record of Emergency Evacuation Drills form, which is submitted to the state Fire Marshal. The evacuation plan is reviewed and approved by the local fire inspector (JTFD) and the Montgomery County Sheriff. The evacuation plan is posted in several places each hallway for easy reference.

Chapter:	Safety & Emergency Procedures
Subject:	General Safety & General Maintenance
Section:	9.2
Page:	1 of 2
ODCY Rule:	5180: 2-9-06; 5180: 2-9-04
COA Standard:	ASE
Revised:	4/27/20; 3/3/21; 4/22/24

NRTC assesses its safety and security needs and complies with ODJFS general maintenance rules of a residential facility. NRTC takes appropriate measures to protect the safety of all persons who are in the facility and has develop safety and communication procedures for staff (see NRTC Safety and Emergency Procedures Plan).

1. NRTC prohibits the presence of any explosives, pyrotechnics, firearms, chemical weapons, or other similar devices or substances anywhere on the grounds of NRTC.
2. NRTC prohibits any staff person, youth or security personnel to bear any firearm, chemical weapon, or other weapon or similar device while such person is anywhere on the grounds of the facility. Nothing in this paragraph shall be construed as prohibiting law enforcement authorities from bearing arms when they are present at NRTC in conjunction with their official responsibilities.
3. The facility is to be free of peeling or chipping paint.
4. All porches and patios more than thirty-six inches above ground level, elevated walkways, and elevated play areas on the grounds of NRTC shall be enclosed with barriers designed to prevent falls.
5. All workshop or outdoor power-driven equipment used by NRTC are maintained and operated in accordance with manufacturer's instructions. Such equipment may be used by youth as permitted by law but only when under the supervision of a staff person.
   - These types of equipment are not stored on the grounds of NRTC, as facility maintenance is performed by the County Public Works Department and/or outside contractors.
6. Smoking is not permitted in the presence of youth. Smoking is prohibited on the grounds and inside NRTC. There is no smoking in vehicles while transporting youth at the facility.
7. All stairways accessible to youth within or on the grounds of NRTC which contain more than four steps are to be equipped with a railing.
8. Outdoor areas on the grounds of or immediately adjacent to NRTC which are potentially hazardous to residents are safeguarded considering the age and functioning level of the youth.
9. Pets or other animals in or on the premises of NRTC are to be kept in a safe and sanitary manner in accordance with the state and local laws. Pet vaccinations will be required to be maintained current at all times.
10. All youth residing at NRTC are protected from animals in and on the premises of the facility which are potentially dangerous to their health and safety.

11. All locks on at least one door to any room or storage area in which a youth could be confined in at NRTC are the type which permit the door to be unlocked from either side of the door and be unlocked from the inside of the room without a key. A door or a separate entrance to a portion of the residential facility, such as a basement or outside storage room that is not accessible from within the facility, or a door on a separate building such as a garage, barn or storage shed on the grounds of the facility does not need a lock that can be unlocked from either side of the door. Keys to such locks are kept in the control room, accessible only to staff or the operations managers office.
12. All doors on toilet stalls or shower stalls ar the type which permit the door to be unlatched from either side of the door unless the stall is of such construction as to permit emergency access by climbing over or crawling under the partitions.
13. Any poisonous, toxic or flammable materials and substances maintained for any purpose on the grounds of the facility are maintained in locked storage areas and according to the manufacturer's instructions.
14. All structures, grounds, furnishings or equipment used by or located on the grounds of NRTC are continuously maintained in good repair and in clean condition.
15. All rooms, corridors and stairways at NRTC are equipped with operable electric illumination.
16. NRTC has working exterior electrical illumination for operable entrances and stairways to occupied buildings.

Chapter:	Safety & Emergency Procedures
Subject:	Alcohol & Tobacco
Section:	9.3
Page:	1 of 1
ODCY Rule:	5180: 2-9-06(F)
COA Standard:	ASE
Revised:	10/15/19; 7/2/202; 1/1/2026

NRTC strictly prohibits the use of alcohol, tobacco, tobacco products, and vaping by staff and youth, both inside the facility and anywhere on the grounds. Smoking shall not be permitted in the presence of a youth, and smoking in vehicles while transporting youth residing at NRTC is prohibited. Youth are prohibited from the use of alcohol, tobacco, tobacco and vaping products at any time, in compliance with state and local ordinances. NRTC shall not use alcohol, tobacco, tobacco products, or vaping to influence or control the behavior of a youth.

1. Staff members who smoke or vape are required wash their hands prior to the start of their shift.
2. If a staff member has an approved break, they must leave the premises to smoke or vape. Prior to returning back on duty they must wash their hands.
3. Staff are not permitted to smoke or vape during off campus trips when supervising youth.

NRTC has secure a JFS 01200 "Fire Inspection Report Child Care Facilities Licensed/Certified by the Ohio Department of Job and Family Services" (rev. 10/2000) fire safety approval or other form used for a local or state fire inspection in each of the following instances:

1. Within six months prior to initial certification.
2. At the time of any major modification or alteration of any existing structure, unless the structure will no longer be in use and is inaccessible to children.
3. Not more than twelve months following the date of the previous inspection.

All fire safety approvals are secured from the state fire marshal or from a township or municipal fire department which has personnel certified to inspect and approve the fire and building code use group applicable to the residential facility.

1. The Center's fire inspections are completed by members of the Jefferson Township Fire Department.

NRTC has smoke detectors located according to instructions of the local fire safety inspector or state fire marshal. Each smoke detector at NRTC is tested at least twice annually at regularly spaced intervals. Such testing shall be documented in a log which indicates the date of the test, the results, and action taken if the result of the test indicated that the smoke detector was inoperable or malfunctioning. If the Center has a combined smoke detector and fire alarm system, a fire alarm inspection shall be conducted by a company approved to test such equipment at least twice annually at regularly spaced intervals, or approved by a local or state fire inspector. NRTC obtains annual alarm system testing and has documentation of testing.

1. NRTC's smoke detector & fire alarm system is tested and maintained by Rankin and Houser. Testing occurs twice annually in March and September. Rankin and Houser will provide NRTC with a Fire Alarm Inspection Report for each test, and the information is documented on the Fire Alarm Tests form.

NRTC has fire extinguishers in specific locations as required by the certified fire inspector. Fire extinguishers are inspected as required by the fire inspector and documentation maintained.

1. NRTC's fire extinguishers are maintained by Silco, and they are inspected on an annual basis. The fire extinguishers are tagged with the date of inspection, and the invoice is maintained on file.

NRTC does not allow candles to be burned in sleeping areas, and free-standing wood-burning stoves and unvented heaters shall not be used. Portable heaters may be used and maintained in accordance with manufacturer's instructions, if the heater has been approved by the Underwriter's Laboratory, and if they are not prohibited by any local or state ordinances, or by a fire inspector.

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

1. Identification of essential personnel needed for the operation of the NRTC.
    - The Director, Managers, Supervisors and Youth Specialists, Food Service staff are essential personnel at NRTC.

2. Identification of an alternative physical work location including provisions for temporary work sites.
    - The alternative physical location for NRTC youth will be the Montgomery County Juvenile Court's Corrections facility in the Juvenile Justice Center.

3. Communication plan for Center staff with or without e-mail, internet or telephone access.
    - NRTC maintains a current list of staff phone numbers. In the event staff members cannot be reached by phone, supervisors will be responsible for making personal contact with their personnel.

4. Identification of essential work activities that must continue to ensure youth safety.
    - NRTC maintains supervision of the youth and the appropriate staff-to-youth ratios to ensure safety and security.

5. Procedures for tracking youth.
    - For those youth who are not at NRTC, supervisors will contact them to ensure their safety. The Probation Department can be used as a resource for contact information, if necessary.

6. Continuity of services to youth.
    - Essential services will continue to be provided at the alternative work location.

7. Maintenance and security of agency records.
    - Current youth files are maintained in a locked cabinet. Backup files are available through the Probation Department and the Court's electronic database.

NRTC maintains onsite only those poisonous, toxic or flammable materials and substances that are used to maintain the facility.

NRTC stores poisonous and toxic materials in accordance with the manufacturer's storage instructions in locked storage spaces or in the basement, separate and apart from food and all materials are clearly labeled. Laundry supplies, except bleach, are stored in an unlocked storage space in the basement or storage closets. In cases where poisonous and toxic materials are transferred from their original containers to substitute containers, the substitute containers they are clearly labeled as to their contents. Keys to storage spaces are available only to authorized staff.

Flammable substances are stored and vented in accordance with the manufacturer's instructions and instructions of the local or state fire inspector.

Chapter:	Administration
Subject:	Firearms
Section:	9.7
Page:	1 of 1
ODCY Rule:	5180: 2-9-06(B)
COA Standard:	ASE
Revised:	4/24/20; 1/1/2026

NRTC prohibits the presence of firearms of any kind within the facility or on facility grounds by staff members, youth, volunteers, interns and other visitors. In addition, under ORC 2923.126, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance onto the premises of government buildings or into school safety zones. Nothing in this policy shall be construed as prohibiting law enforcement authorities from bearing arms when they are present at the facility in conjunction with their official responsibilities.

No staff member may possess or have access to firearms while on the grounds of NRTC or while on duty. Any staff member found to be in violation of this policy will be subject to disciplinary actions up to, and including, termination of employment.

No youth may possess or have access to firearms at any time. Youth and visitors are subject to metal detector screening and/or a security wanding upon entering the facility. In the event that there is sufficient reason to believe that there is an accessible firearm on campus, all activity will cease and all movement will be restricted until the firearm is located and removed. All visitors will be required to leave or move to a place of safety. Staff members will contact the Montgomery County Sheriff's Office (MCSO). If a firearm is located, it is to be turned over to the MCSO for appropriate action.

Information to be Provided by NRTC

Within ten days of recertification, NRTC shall provide to the Montgomery County Sheriff's Office and the Jefferson Township Fire Department updated copies of the following:

1. A copy of NRTC's procedures for emergencies & disasters.
2. A copy of NRTC's medical emergency plan.
3. A copy of NRTC's community engagement plan.

Community Engagement Plan

Nicholas Residential Treatment Center (NRTC) is a 24-hour residential treatment facility, which is licensed by The Ohio Department Children and Youth is a Department of the Montgomery County Court of Common Pleas, Juvenile Division.

In addition, and in effort to earn and sustain public access and trust through open and transparent operations, facility information is available and accessible to the public.

This transparency is demonstrated though the public distribution and/or website access to the Annual Report (financial reports, statistical and goal information), Court and facility websites (mission/vision statements, virtual tour, policies, contact information and program information), posted program handbooks, and ODCY licensure verifications. The various methods of availability described above and listed in procedure below are meant to alleviate any access barriers. The website is administered by the Montgomery County Information and Technology department. Information is updated as needed in a timely manner as requested by NRTC. NRTC Leadership team and Board will review the website yearly to ensure accurate and updated information is posted on-line. Additionally; the ODCY "It Takes A Village" flyer has been attached to this plan.

All matters of public concern for pertinent information shall be directed to the facility and/or Montgomery County Juvenile Court by the following procedure.

Procedure

The community may find information about or make contact with the Nicholas Residential Treatment Center by using the following methods;

1. Explore the official Montgomery County Juvenile Court web site at www.mcjcohio.org
2. Write a request or submit documentation to:
   Nicholas Residential Treatment Center
   Montgomery County Juvenile Court
   593 Infirmary Rd.
   Dayton, Ohio 45417
   Attn: William Shaffer, Director
3. Telephone the facility 24-hours a day, 7 days per week at 937-496-7100.
4. Contact the Director, William Shaffer, between the hours of 8:30am and 4:30pm Monday through Friday by calling 937-496-7100 or by email at wshaffer@mcjcohio.org
5. All requests for information, or for those who wish to communicate pertinent information to our facility, will be responded to within 10 business days, unless the Director is away from the facility for longer than that time frame. In such an event, the Director will respond within 24 hours of return to the facility. These protocols, along with contact information, shall be provided upon request to an individual.
6. Nicholas Residential Treatment Center staff will be trained on the implementation of the community engagement plan at the time of orientation of employment.
7. NRTC shall ensure staff are trained on procedures for responding to incidents involving a child at the facility and neighbors or the police as part of orientation training.
   a. In the event of an incident involving a child at the facility and neighbors or the police, NRTC staff should follow the procedures for Notification & Documentation of Critical Incidents outlined in Policy 12.11.

Preventative Maintenance Program

To provide for emergency repairs, replacement of equipment and general upkeep, there is a written plan for preventative and on-going maintenance of the physical plant.

Maintenance and Custodial Responsibility

The Department of Facilities Management of Montgomery County is responsible for the maintenance of NRTC. The Facilities Management department monitors daily the HVAC system remotely. NRTC has on site daily, or as needed, a Senior Facility Maintenance Technician who is responsible for the maintenance request and ongoing review of facility operations. Additionally, NRTC has a Facility Support position that is responsible for all custodial duties.

Scheduling and Maintenance of the Physical Plant

The Operations Manager is responsible for the inventory and performance of all items of work and preventative maintenance. The Operations Manager prioritizes all requests for maintenance and communicates such to NRTC assigned Senior Facility Maintenance Technician. To ensure that NRTC functions properly, a monthly review of the facilities operations is conducted for building systems, equipment, lighting, fire safety and fire extinguisher. This review is logged and kept with the Senior Facility Maintenance Technician.

Procedure for Requesting Maintenance:

NRTC staff will communicate in person or email building issues or needs as they arise. The Operations Manager communicates daily in person, by phone, or email with the Senior Facility Maintenance Technician regarding ongoing or new maintenance needs.

In the event that a maintenance problem is considered to be life threatening, it is to be brought to the immediate attention of emergency personnel as needed and the Building Maintenance Supervisor II .

Safety Hazards

NRTC has a quick response procedure for emergency maintenance issues and potentially hazardous conditions. Staff are to report emergency issues to the Operations Manager immediately who will contact the Building Maintenance Supervisor or a designee as required. Staff are to report any of the following safety hazards immediately:

Obstructed aisles, doorways, emergency exits

Broken lights and exit signs

Faulty electrical outlets

Overloaded electrical outlets

Frayed electrical cords

Stacks of paper and empty boxes/trash