



**JUSTICE AND PUBLIC  
SAFETY CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**AUTHORITY and  
REFERENCES:**

<b>CHAPTER: Health and Safety Services</b>	<b>AUTHORITY:</b>
<b>SUBJECT: Emergency Plans for Central Office</b>	<b>KRS 15A.065</b>
<b>POLICY NUMBER: 424.1</b>	
<b>TOTAL PAGES: 3</b>	
<b>EFFECTIVE DATE: October 5, 2018</b>	
<b>APPROVAL: Carey D. Cockerell , COMMISSIONER</b>	

**I. POLICY**

The Department of Juvenile Justice (DJJ) Central Office shall develop an Emergency Plan delineating procedures to cover situations including: fire, escapes, chemical spills, natural disasters, medical emergencies, riot control, toxic spills, bomb threats, hostage situations, notification of death, and other emergency situations.

**II. APPLICABILITY**

This policy shall apply to the DJJ Central Office.

**III. DEFINITIONS**

Reference DJJPP 400.

**IV. PROCEDURES**

- A. The DJJ Central Office shall have a written Emergency Plan. The plan shall include at least the following:
1. Provisions for emergency equipment and supplies shall include:
    - a. Access to building and room floor plans.
    - b. Fire Extinguishers that are kept in fully charged and operable condition. Every extinguisher shall have a current valid inspection tag securely attached showing last maintenance or recharge date.
    - c. A fire alarm system including all heat and smoke detectors and a sprinkler system that is inspected by a qualified outside vendor per federal, state, or local regulations. The Fire Safety Officer (FSO) staff member shall maintain copies of these inspections.
    - d. A communications system within the Central Office (CO) and community based services, if conventional means of communications are disrupted.
    - e. Emergency lighting shall be inspected monthly. Documentation of these tests shall be submitted to the FSO.
    - f. Exit signs and directional arrows for traffic flow.

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2. Evacuation plans shall be conspicuously posted in all areas where visitors and staff routinely congregate.
  - a. Evacuation plans shall include the following items:
    - i. Primary and secondary routes of escape shall be noted with each type of route clearly marked; and
    - ii. Locations of fire alarm pull stations, fire extinguishers, and first aid kits with each item clearly marked so that it is easy to differentiate between the items.
  - b. The FSO shall ensure the emergency evacuation plans have been approved by the Franklin County Fire Department.
  - c. If any changes or modifications occur in any evacuation routes because of new construction, renovations, or modifications of the facility, the revised evacuation plan shall be approved by the Franklin County Fire Department.
3. Delegation of authority during an emergency situation. The highest ranking staff member on duty shall have absolute and total authority for decisions made affecting the Central Office, the emergency, and security of the premises. Notice to the Commissioner shall be immediate upon completing evacuation of all staff and visitors.
4. Procedures for notification to law enforcement and emergency medical personnel.
5. Conduct of fire, earthquake, and tornado drills. Documentation of all drills including the scenario and real world events (including elapsed time to complete the evacuation), staff response, identified problems, and a corrective action plan shall be maintained.
  - a. Fire, tornado, and earthquake drills shall be conducted on the following frequency:
    - i. Fire drills shall be conducted twice per year.
    - ii. A severe weather drill shall be conducted once per year in the month of March.
    - iii. An earthquake drill shall be conducted once per year.
  - b. Procedures for a head count of all staff and visitors. Staff and visitors shall be evacuated to a pre-designated safe area where a count will be conducted as soon as possible following evacuation. Any staff or visitor not accounted for shall be reported immediately to the staff in charge. All staff and visitors shall remain in the pre-designated safe area until directed otherwise by the staff person conducting the drill or by the first responder incident commander in the event of an actual emergency.
6. Provision for medical care and emergency transportation for injured staff and visitors shall include:
  - a. Location and contents of first aid kits.
  - b. On-site first aid and crisis intervention;

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- c. Use of a designated hospital emergency room or other appropriate health facility.
- d. Use of an emergency medical vehicle.
- e. Training of employees to respond to health-related situations within a four-minute response time.
- 7. Procedures for work stoppages that shall include the continued operation of the Central Office.
- 8. Provision for the immediate notification of an employee's family or designated contact in case of death.
- 9. Procedures for hostage situations.
- 10. Procedures for instances of juvenile escape from a facility (reference DJJPP Chapter 3 and Chapter 7).
- 11. Procedures for Central Office staff roles during a facility riot.
- 12. Procedures for instances of chemical spills and other catastrophic situations.
- B. The Commissioner or his designee shall ensure that all personnel are trained in the implementation of the Emergency Plan. New staff shall be oriented according to DDJPP Chapter 5. The Emergency Plan shall be available for staff review at all times.
- C. The Commissioner or his designee shall ensure that the Emergency Plan is reviewed annually by the FSO and local fire authority, updated as necessary, and issued to the local fire jurisdiction and other responding agencies whenever changes are made, but at least annually.

**V. STAFF TRAINING**

Staff shall be trained annually on the emergency plan and designated staff shall maintain current CPR and First Aid certification.

**VI. MONITORING MECHANISM**

The Quality Assurance Branch shall monitor annually.