

# 2022 Juvenile Justice Emergency Planning Technical Assistance Program

## APPLICATION FOR SITES

**Application Due Date: August 19, 2022**

### Background and Purpose

Emergencies can strike anytime and anywhere; wildfires, floods, hazardous material spills, hurricanes, earthquakes, mudslides and tornadoes are just a few examples. The number of annual federal disaster declarations has more than doubled over the past few decades.<sup>1</sup> All juvenile justice residential facilities need plans to prepare for, respond to, and recover from natural catastrophes so that they can provide essential services during the event, as well as after the emergency strikes. Emergency planning for these facilities takes on even greater significance because children are often the most vulnerable population in disasters and protecting them from physical harm and trauma is essential.

In October 2009, the National Commission on Children and Disasters (NCCD) recommended that the Office of Juvenile Justice and Delinquency Prevention (OJJDP) assess emergency preparedness among State, county, and local juvenile justice systems. In its subsequent assessment, OJJDP found that the plans that it examined predominantly focused on basic continuity of operations rather than on comprehensive emergency planning, response, and recovery.

As a result of this finding, in October 2011, OJJDP developed the guide *Emergency Planning for Juvenile Justice Residential Facilities* in collaboration with NCCD; multiple federal agencies, including the Federal Emergency Management Agency and the U.S. Departments of Health and Human Services and Education; and State and local juvenile justice and emergency management practitioners. A copy of *Emergency Planning for Juvenile Justice Residential Facilities* can be found at [www.ncjrs.gov/pdffiles1/ojjdp/234936.pdf](http://www.ncjrs.gov/pdffiles1/ojjdp/234936.pdf).

The Council of Juvenile Justice Administrators (CJJA) and American Institutes of Research (AIR) has been awarded funding by OJJDP to assist up to four sites in their development and implementation of an emergency plan for juvenile residential facilities, in alignment with the principles outlined in OJJDP's *Emergency Planning for Juvenile Justice Residential Facilities Guide*.

The goal of the **2022 Emergency Planning Technical Assistance (TA) Program** will be to provide training and TA for selected sites to facilitate their development of comprehensive emergency

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<sup>1</sup> Office of Juvenile Justice and Delinquency Prevention. (2011). *Emergency planning for juvenile justice residential facilities*. Washington DC: Author.

plans that address the specific needs of children, youth, and families involved in the justice system, including preparation for an emergency, immediate response to an emergency, and recovery from an emergency.

States, tribes, jurisdictions, and individual facilities that meet the eligibility criteria and are committed to enhancing their emergency planning are encouraged to apply.

## Eligibility

Eligible applicants include States, tribes, or jurisdictions that oversee juvenile justice residential facilities, as well as individual juvenile justice residential facilities (publicly or privately operated). The term “State” means any State of the United States, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands.

## Application Process and Deadlines

- All applications are due by **11:59 p.m. Eastern Time on August 19, 2022**. Applications may be delivered via email to: [natalie.walker@cjja.net](mailto:natalie.walker@cjja.net).

**Application Subject Line must read: EP Application 2022**

For questions or assistance with any other requirements of this application, please send an e-mail to [natalie.walker@cjja.net](mailto:natalie.walker@cjja.net).

*There will be open office hours to provide opportunities for any questions regarding the Emergency Planning TTA application. Office hours will be on **July 18, 2022 at 3-5 pm EST** and **July 25, 2022 at 3-5 pm EST**.*

*Please utilize the following link to connect with TA providers during the open office hours*  
<https://us06web.zoom.us/j/6079725131?pwd=TmlTelI4SkhZTWZiRklxaVFkV0FnZz09>

- Application review will be conducted by CJA and AIR between August 22<sup>nd</sup> and September 2<sup>nd</sup>, 2022.

Subject line must read: EP Application Notification of Intent

- All sites will be notified by September 9, 2022

## Awards and Expectations for Emergency Planning Technical Assistance

### Training for Sites

Up to four States, tribes, jurisdictions or facilities will be selected to participate in the CJA/AIR Emergency Planning Technical Assistance Program. TA for each site/jurisdiction will include:

- A review and feedback of the site’s current emergency preparedness plans;

- Determination of the steps to be taken to align the site’s plan with the key principles and recommendations with OJJDP’s *Emergency Planning for Juvenile Justice Residential Facilities*, with consideration of the unique requirements and needs of the site;
- A timeline and oversight of milestones for plan development;
- An in-person 2-day training event held onsite at selected jurisdictions
- An in-person site visit to provide additional support and technical assistance; and
- Virtual TA (webinars) and facilitated “community” calls to allow for peer-to-peer sharing across sites.

The anticipated timeline for these training activities will be between October 2022 and June 2023. Sites having a comprehensive plan developed by August 2023 will be reviewed by CJA and AIR TA providers and comments will be provided by September 1, 2023.

### Site Outcomes

Through participation in the TA program, sites will: (1) receive an assessment of their existing emergency plan; (2) develop a comprehensive emergency plan that aligns with the principles of *Emergency Planning for Juvenile Justice Residential Facilities*; and (3) receive copies of the training materials that can be used for further training and expansion of emergency plans within or across the State, tribe, or other jurisdictions or peer facilities.

### Site Expectations

Selected sites are expected to provide the following:

- *Current plan:* The site must have an existing emergency plan and conduct a self-assessment on the status of the plan (see Requirements section and Appendix A).
- *Team identification and site commitment:* Sites, within the application, must identify a team of at least three or four individuals who will collaborate on the development of the plan and be able to dedicate time to the meeting and training activities as well as complete the activities within the given timeframe.

### Submission Requirements

Applications must include the information outlined below. Letters and plans may be attached as separate documents, as necessary. Text should be single-spaced, using a standard 12-point font (e.g., Times New Roman), with 1-inch margins.

#### 1. Statement of interest

Applications should include a statement (maximum of four pages) describing the:

- **Site**—Provide a brief description of the type of site that is interested in receiving the training (State, tribe, jurisdiction, facility, detention, corrections, etc.).
- **Site need and self-assessment**—Provide a statement explaining why the site feels participation in this program is important, and identify the strengths and weaknesses of

current emergency planning for juvenile justice facilities. A portion of this section may include a summary of the site's self-assessment, using the checklist provided in Appendix A (see item 2).

- **Site commitment and goals**—Provide a brief summary of the site's long-term emergency planning goals (beyond the program period) and its ability to commit to emergency planning in the coming year. This commitment description should be supported by the team identification (item 3) and letter of commitment (item 4) as well as future planning and agency/facility action based on the TA provided, work completed during the program period (TA cycle) and a statement for the sustainability of this effort inclusive of reviewing, revising and maintaining the plan and continued training on emergency preparedness.
2. **Self-assessment checklist**—Fill out a copy of the checklist in Appendix A to identify the areas in which the site's existing emergency plan content is comprehensive, moderate, or not developed, and submit a copy of this completed checklist with the application.
  3. **Team members and contact information**—Applications should specify a core team of three or four individuals, by name and role, who will comprise the emergency planning team that will work with CJJA/AIR staff, attend meetings, communicate back to the larger group, and be responsible for the development of the final plan. Identify the person who will be the main point of contact for further communications in relation to this application.
  4. **A signed letter/statement of commitment and letter of support**—Provide a letter from the relevant governing authority confirming the site's commitment to and resources for this effort and assuring that time will be made available for team members to participate.
  5. **A copy of the current emergency plan for juvenile facilities**

## **Selection Criteria and Review Process**

### Selection criteria

- Existence of a plan;
- Thoughtful completion of self-assessment checklist;
- Statement of need/importance for the site;
- Demonstrated commitment of site buy-in, partners' time, personnel, and ability to host one training event for staff; and
- Demonstrated ability to implement the plan and provide training beyond the CJJA/AIR training and TA and plan-development period.

Final awards will be at the discretion of OJJDP.

## Appendix A: Emergency Planning in Juvenile Justice Facilities Self-Assessment Checklist

This checklist identifies the major components of a comprehensive emergency plan. Sites are asked to identify where they believe their emergency plan is in relation to each of these areas:

- Comprehensive—Little to no work is needed in this area.
- Moderate—This area is addressed, but it could use more work.
- Not developed—The current emergency plan does not address this area at this time.

Sites are not expected or required to have high ratings throughout. This information will assist the TA team in reviewing applications and should also serve sites as a tool in thinking through the amount of work and commitment time that will be required to move current plans to a comprehensive plan.

If more information is needed in relation to each of these areas, refer to *Emergency Planning for Juvenile Justice Residential Facilities*, which can be found at [www.ncjrs.gov/pdffiles1/ojdp/234936.pdf](http://www.ncjrs.gov/pdffiles1/ojdp/234936.pdf).

Self-Assessment Rating			Area of Planning
Compre- hensive	Moderate	Not Developed	
			<b>Purpose, Scope, Goals, and Objectives of Plan</b>
			Statement of Purpose
			Scope
			Situation Overview (location and demographics)
			Goals and Objectives of Plan
			Overall Approach to Plan Development and Maintenance
			<b>Vulnerability Assessment</b>
			Identification of Potential Hazards
			Partnership with Local/Jurisdictional Emergency Management Agency
			<b>Identification of Essential Functions</b>
			Key Critical Functions of Facility and Prioritization of Functions
			Identification of Key Staff and Resources Needed to Maintain Critical Functions
			<b>Concept of Operation (CONOPS)</b>
			Listing of Tasks That Need to Be Completed for Effective Response
			Logical Flow of Responses to Emergency Inclusive of Timeline

Self-Assessment Rating			Area of Planning
Compre-hensive	Moderate	Not Developed	
			Method/Procedure to Assess Threat(s) Due to Emergency Event
			Protective Action Selection and Implementation
			Guardian and Public Notification
			Information Sharing Process and Technology to Be Utilized to Share Information and Communicate
			Short-Term Needs
			Long-Term Needs
			<b>Budgeting and Administering for Emergency Planning and Response</b>
			Description of Administration, Finance, and Logistics Policies that Support the Plan and Its Implementation (Including Drills and Exercises)
			Hierarchy of Decisions Is Apparent
			Funding and Accountability Across Phases of Response to Emergency
			Records and Reports
			<b>Allocation of Responsibilities to Staff</b>
			Method to Ensure Current Staff Contact Information Is on File
			List of Organizations/Agencies That Should Be Involved in an Emergency
			Significant Roles During the Emergency Response Identified and Appropriate Staff Assigned with Backup (Description of Roles Included)
			Description of Incident Command System and Responsibilities Including Coordination and Collaboration With Outside Organizations/Agencies
			Information Collection and Analysis
			<b>Communication Procedures Established (Internal and External)</b>
			Dissemination of Information Procedures Across Facility (Internal)
			Dissemination of Information Procedures External to Facility, Including Media
			<b>Plans to Protect Critical Infrastructure</b>
			Vital Physical Infrastructure-Safeguard Plans
			Vital Virtual Infrastructure-Safeguard Plans
			<b>Shelter in Place</b>
			Listing of Situations That Require Sheltering in Place
			Ensuring Availability of Adequate Supplies/Storage
			Specific Locations for Sheltering in Place and Diagrams to Support Movement To and From Immediate Shelter, If Necessary

Self-Assessment Rating			Area of Planning
Compre- hensive	Moderate	Not Developed	
			<b>Evacuate</b>
			Listing of Situations That Require Evacuation
			Staffing Patterns for Evacuation
			Selecting an Evacuation Site and Backup Site
			Addressing Transportation Issues
			Formal Agreements with Evacuation Host
			Protocols for Releasing Youth Courts/Family
			Ensuring Availability of Adequate Services/Supplies/Storage While at Host Facility
			Supporting Staff After an Evacuation
			<b>Central Office Relocation</b>
			Listing of Situations That Require Relocation
			Staffing Patterns during Relocation
			Selecting a Relocation Site and Backup Site
			Addressing Transportation Issues
			Formal Agreements with Relocation Host
			Ensuring Availability of Adequate Services/Supplies/Storage While at Relocation Site
			Supporting Staff During Relocation
			<b>Medical and Mental Health Service Provision</b>
			Triage Procedure to Determine Well Being (Physical and Emotional)
			Staffing Patterns to Support Medical and Mental Health Services During and Following Event
			Process for Integrating Emergency-Related Interventions into Programming for Youth
			Pandemic Planning and Response
			<b>Process to Approve Plan</b>
			Position/Individual Responsible for Developing, Revising, Maintaining, and Approving the Plan and Supplements
			Description of Plan-Approval Process as the Official Plan for the Facility
			Identification of Important Facility/Jurisdiction Documents that Support the Plan
			<b>Exercising the Plan and Evaluating the Plan's Effectiveness</b>
			Process Described for Drills and Exercises to Test Plan
			Debriefing Concerning the Drill/Exercise and Assess Adherence to Plan

Self-Assessment Rating			Area of Planning
Compre- hensive	Moderate	Not Developed	
			<b>Reviewing, Revisiting, and Maintaining Plan</b>
			Process Described for Reviewing Plan
			Timeline for Reviewing and Revising Plan
			Formal and Informal Method(s) in Place for Staff, Deepening Their Understanding of Plan
			<b>Training Staff in Basic Emergency Care</b>
			Process For Training Front-line Staff in First Aid, Cardiopulmonary Resuscitation, and Brief Supportive Interventions to Address Emotional Trauma
			Description for Inclusion in Annual Staff Development Curriculum
			<b>Offering Support to Youth and Their Families</b>
			Process for Keeping Families Informed about the Safety and Whereabouts of Their Child
			Process for Helping Youth Contact Their Family Members
			Provisions for Providing Structured Activities for Youth Following an Emergency
			<b>Meeting the Needs of Staff and Their Families</b>
			Process for Addressing Staff Member's Needs Who Have Been Impacted by the Emergency
			<b>Managing Volunteers</b>
			Framework for Utilizing Volunteers Following an Emergency
			<b>Total Number of X's in Each Category</b>