



**NEVADA DIVISION OF CHILD AND FAMILY SERVICES
EMERGENCY PLAN FOR JUVENILE JUSTICE FACILITIES**

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Effective: Upon Completion/Approval of Facility Specific Information

CHANGE MANAGEMENT:

Record of Changes Made to the Plan:

Change Number	Section of Plan	Date of Change	Individual Making the Change	Description of Change
1				
2				
3				
4				
5				
6				

REVIEW MANAGEMENT:

Record of Review:

Review Number	Date of Review	Reviewed by:	Comments or Needed Updates/Revisions to Plan (Include Section)
1			
2			
3			
4			
5			
6			

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SECTION 1: INTRODUCTION

Nevada is the seventh largest state in the United States consisting of 109,826 square miles, 16 counties, and one independent city, which is its own county, for a total of 17 counties. The state's long western border is shared with California, the most populous state in the Union. On its northern and eastern borders are the states of Oregon, Idaho, Utah, and Arizona. The state's longest distance from the northwest corner to the southern tip is approximately 600 miles. At the widest point it is nearly 350 miles.

The geography of the state consists of rugged desert and mountain terrain, with the highest mountain peak (Boundary Peak in Esmeralda County) having an elevation of 13,146 feet above sea level and the lowest point on the Colorado River having an elevation of 490 feet. Nevada's 17 counties range in size from 153 square miles for the state capitol of Carson City to over 18,000 square miles for Nye County, one of the largest counties in the United States. Nevada has a four-season climate, with wide variations between its northern and southern latitudes. Low temperatures in the north can go well below zero in the winter months, while high temperatures in the south can climb well over 100° Fahrenheit in the summer. It is the most arid state in the country, receiving an average of less than ten inches of precipitation annually.

Nevada, under the operation of the Division of Child and Family Services, (DCFS), operates three juvenile state facilities. The Division is creating this Emergency Plan as an outline and overview of what each facility shall do in the event of an emergency. It should also be noted that each facility is responsible for facility specific procedures, as outlined within this Plan. The three (3) facilities under the operation of DCFS are:

Nevada Youth Training Center (NYTC) is a staff secure facility in Northeastern Nevada. It houses males only. During the legislative session of 2013, NYTC's capacity was decreased from 110 to 60 male youth. As of July 1, 2021, the facility's budgeted bed capacity is 64.

NYTC and its grounds are situated on 642 acres in the foothills of a small mountain range on the north side of the valley, approximately 300 feet in elevation above the valley floor and the Humboldt River. Interstate 80 runs east and west approximately $\frac{3}{4}$ of a mile south of the Center with East Idaho Street (access to Elko) just beyond the interstate. The GPS coordinates for the NYTC Administration Building are North $40^{\circ}52.83'$ West $115^{\circ}43.20'$. NYTC is nearly a self-sufficient operation with its own water source, generator, solar electricity, warehouse, gymnasium, academic building, kitchen and individual cottages or living units.

The Union Pacific and Western Pacific Railroad both run east and west approximately 1 mile south of the facility with the rail yard approximately $\frac{1}{2}$ mile beyond that. Due to the presence of the major gold mines in the Northeast Nevada area, numerous caustics, corrosive, and hazardous materials are transported through the area by train.

Caliente Youth Center (CYC) is located in Caliente, Nevada. Established in 1962 and nestled up against the mountains, CYC provides a unique atmosphere for correctional care. It is typical to see deer around the campus, which is surrounded by large cottonwood trees, a creek, and many of the older buildings in town are mission-style. Cargo trains run through Caliente several times a day and at night. Located in Lincoln County in Southeastern Nevada, Caliente is home to approximately 1000 residents and is about two-and-a-half-hours from Las Vegas by car. The facility is located at a longitude of $37^{\circ}61.92'$ North and a latitude of $114^{\circ}50.32'$ West.

For over 50 years, the Caliente Youth Center has assisted in helping Nevada's at-risk youth change their life's course. CYC's mission is to promote positive value change through a balanced, team-centered and strength-based approach. CYC is a low to medium security level, staff-secured facility. CYC is the only state facility that houses female youth, along with male youth, ages 12 to 18. On site, in addition to the seven separate housing units (cottages), there is an administration building, an infirmary, a full-service kitchen and laundry, maintenance, a high school, a

gymnasium, a football/soccer field, a baseball/softball diamond, and a workout room for aerobic, weightlifting, and cardio fitness.

The facility currently has five active cottages, three for male youth and two for female youth. As of July 1, 2021, CYC's budgeted bed capacity is 112.

CYC operates a full-time accredited high school, C.O. Bastian High School, in cooperation with the Lincoln County School District. CYC also offers vocational certifications, substance abuse treatment, individual counseling, psychiatric care, and rehabilitative programming, including Forward Thinking and the VOICES program for female youth.

Summit View Youth Center (SVYC) reopened on February 23, 2016 under DCFS management and has a capacity of 48 beds. The facility houses the highest at-risk male youth. SVYC specializes in services for High School aged or older males between 14 and 19. This facility, in cooperation with the Clark County School District, operates educational programs that offer both required and elective academic subjects, remedial programs, special education programs, vocational programs, and interscholastic activities.

Summit View Youth Center (SVYC) and its grounds are situated on 13 acres in an industrial area in North Las Vegas near Nellis Air Force Base, approximately 2,000 feet in elevation. Interstate 15 runs north and south approximately $\frac{3}{4}$ of a mile north of the facility. The GPS coordinates for the SVYC Administration Building are Latitude - 36°15'53" N and Longitude - 115°03'17" W. SVYC is nearly a self-sufficient operation with its own generator, warehouse, gymnasium, academic building, kitchen and individual living units.

History illustrates natural disasters have been rare to the area. Flooding on the valley floor has occurred. In July 2019, the Ridgecrest earthquakes, consisting of three main shocks of magnitudes 6.4, 5.4, and 7.1, were felt across the Las Vegas valley. Ridgecrest is approximately 220 miles from Las Vegas and the valley itself does not normally have significant earthquakes.

High winds do occasionally cause damage to the valley, but not normally enough to cause a major or lengthy disruption of services.

[Facility may modify introduction to be facility specific.]

SECTION 2: OVERVIEW OF PLANNING PROCESS

- A. Purpose: The purpose of the Emergency Operation Plan (EOP) is to ensure the state facilities under the operation of the Division of Child and Family Services (DCFS), Caliente Youth Center (CYC), Nevada Youth Training Center (NYTC), and Summit View Youth Center (SVYC) are prepared to manage all hazards/emergencies. This Plan shall address three phases of emergency management: 1) Preparation, 2) Response, and 3) Recovery. Specifically, this plan will outline how DCFS state facilities will:
1. Prepare to respond to any emergency and recover from those emergencies, and
 2. Continue to provide essential services/functions in an environment that may be diminished or incapacitated due to an emergency, or
 3. Evacuate an uninhabitable location.
- B. Scope: The scope of this plan applies to:
1. The three (3) state facilities in Nevada listed in Section 2.A,
 2. All facility staff, and
 3. Various administrative staff located within the Central Office.
- C. Objective/s: The objectives are to ensure that a viable capability exists to continue critical mission functions across a wide range of potential emergencies, specifically when the program is either threatened or inaccessible. Specifically:
1. Ensure the safety and accountability of staff, youth, volunteers, contractors and visitors
 2. Ensure continuous critical mission operations during an emergency
 3. Protect state property, equipment, and records
 4. Minimize damage, injuries, and loss of life

5. Identify and designate staff duties during an emergency to include a method to bring in additional staff as needed
6. To streamline decision making and communication to youth, family, and the media
7. To recover and resume to full operations.

D. Planning Assumptions: In a major emergency, it is assumed that:

1. There will be medical emergencies for both youth and staff
2. There will be security issues with the facility
3. The facility may need to sustain itself without outside help for up to 72 hours
4. The facility must maintain a high level of readiness.
5. The facility must be capable of implementation of emergency procedures with or without warning.
6. Facility staff have been trained in how to respond to emergencies based on this document, policy, and procedure

E. Development, Review, and Approval Process

1. The Juvenile Justice Services Programs Office staff shall make up the Core Group who will develop, review, and revise this Plan. The Core Group includes the following individuals:
 - a. Deputy Administrator of Quality and Oversight
 - b. Social Services Chief
 - c. Quality Assurance Specialist
 - d. Program Officer III
2. An Auxiliary Group shall be created to include the following, but not limited to:

- a. Facility Maintenance
 - b. Facility Food Service
 - c. Facility Medical
 - d. Facility Operations
 - e. Facility Training
 - f. Facility Mental Health
 - g. Communications (Division and Facility)
 - h. IT (Division)
 - i. Budget Staff (Division)
3. The Core group shall develop and/or review the entire plan and make sections available to subject matter experts within the Auxiliary Group.
 4. Once both the Core Group and the Auxiliary Group have completed their review and changes are incorporated, the document shall be made available for review by the following staff:
 - a. Superintendent of each facility
 - b. Deputy Administrator of Residential Services
 - c. Deputy Administrator of Fiscal
 - d. Administrator of the Division
 5. The Core Group is responsible for changes/revisions based on the expanded review.
 6. Once completed, the Deputy Administrator of Quality and Oversight shall sign this Plan and ensure it is also signed by the following Executive Team members:
 - a. Administrator of the Division
 - b. Deputy Administrator of Residential Services

c. Deputy Administrator of Administrative Services

7. Once signed by the Executive Team, each facility shall input facility specific data in several places within this document. Those areas include, but are not limited to, the following:

- a. Identified evacuation sites (Primary and two secondary), to include at least two (2) mapped routes to each site
- b. Photographs of campus
- c. Floor plans for each building inclusive of shelter in place locations for each building
- d. Evacuation plans for facility buildings
- e. Photographs of utility on/off valves (water, gas, electric) and instructions on how to turn each on/off
- f. Description of where extra supplies are kept and who oversees verification that supplies are up to date, sufficient, and are in good working order
- g. Incident team members and at least one back up, identified by position and name
- h. Emergency response team and at least one back up for each, identified by position and name
- i. Staff contact list (within 3 months)
- j. Emergency Drills – Facilities shall identify how they will conduct emergency drills, which can be a combination of tabletop drills, partial facility drills, or full facility drills. At a minimum, each facility shall have one drill per quarter, per shift. These drills shall be documented,

including the parts of the plan that worked well, and the parts that did not work well. This requirement is outlined in the Emergency Planning and Response Policy. (Attachment 11)

F. Guardian and Public Notification:

1. Evacuation notification to the public shall be made by the Division Public Information Officer.
2. Notification in an emergency is outlined in Section V of the Emergency Planning and Response Policy. (Attachment 11)

[Facility may add additional information the notification process as necessary.]

G. Change Management: This plan is a living document and requires review no less than annually. “The Threat and Hazard Identification and Risk Assessment (THIRA)” is assessed every three years by the Nevada Division of Emergency Management. Changes and revisions shall be made on an as needed basis. The following change management processes shall be followed:

1. A DCFS Juvenile Services Programs Office staff member shall review the document annually and indicate the review on the “Review Management” table. If no changes or revisions are required, review is completed. This review shall include:
 - a. A review of the annual facility Quality Assurance Review which shall include information on facility drills such as fire drills or Nevada specific hazards identified in Section 3.
 - b. A review of the annual facility Training Report which shall include information on training requirements for disaster planning, and

- c. A report from each facility Training Officer on the percent of staff who are current on their first aid and cardiopulmonary resuscitation training.
2. Only a Juvenile Services Programs Office staff may make changes/revisions to this document. All changes/revisions shall be documented on the “Change Management” table.
3. Changes/revisions shall be reviewed by facility staff and DCFS administrative staff. Once completed, the document shall be given a new effective date and signed by the Executive Team (DCFS administrator and deputy administrators).
4. All previous plans shall be kept for reference.

H. Quality Assurance:

1. The Quality Assurance Specialist shall:
 - a. Ensure facilities have completed their required emergency drills during the annual facility review.
 - b. Obtain documentation of each drill during the annual facility reviews.
 - c. Create a list of revisions/changes needed to the Plan based on the results of the facility drills.
 2. See Quality Assurance Policy (Attachment 1).
- I. This entire plan shall be compliant with the Prison Rape Elimination Act (PREA) Policy found here:
http://dcfs.nv.gov/uploadedFiles/dcfsvgov/content/Programs/JJS/State_PREA_Policy.pdf
- J. Refer to Emergency Planning and Response Policy for requirement to have an Emergency Plan (Attachment 11).

SECTION 3: VULNERABILITY ASSESSMENT

The Nevada Division of Emergency Management – Homeland Security (EMHS) updated their threats and hazards information in 2020. The official title of this threat assessment is “The Threat and Hazard Identification and Risk Assessment (THIRA)”. The THIRA process helps communities identify capability targets and resource requirements necessary to address anticipated and unanticipated risks. THIRA is a three-step risk assessment completed every three (3) years and helps to answer the following questions:

- What threats or hazards can affect Nevada communities?
- What would the impact be for those hazards?
- If a hazard occurred, what capabilities should the community have?

The updated assessment includes the following hazards for Nevada communities:

- COVID-19/Pandemic
- Active Shooter
- Cybersecurity
- Earthquake
- Extreme Heat
- Flood
- Radiological Information
- Thunderstorms and Lightning
- Tornados
- Wildland Fire

Each hazard identified was evaluated by each facility to determine the likelihood of occurrence.

The plans for shelter in place and evacuation will be based on the perceived threats by each facility, as indicated below.

Table 1: Nevada Youth Training Center (NYTC) Potential Hazards

		Frequency	Warning time	Severity
1.	COVID-19/Pandemic	Often	Minimal	Major
2.	Active Shooter	Rarely	Minimal	Severe
3.	Flood	Never	24+ hours	Negligible
4.	Earthquake	Sometimes	None	Negligible
5.	Wildland Fire	Sometimes	1-5 hours	Moderate
6.	Cybersecurity	Sometimes	Hours	Moderate
7.	Extreme Heat	Sometimes	24+ hours	Minor
8.	Radiological Information/Hazardous Materials	Rarely	Hours	Minor
9.	Tornados	Rarely	Minimal	Minor
10.	Thunderstorms and Lightening	Sometimes	Minimal	Moderate

Table 2: Caliente Youth Center (CYC) Potential Hazards

		Frequency	Warning time	Severity
1.	COVID-19/Pandemic	Often	None	Major
2.	Active Shooter	Rarely	None	Severe
3.	Flood	Rarely	Hours	Negligible
4.	Earthquake	Rarely	None	Negligible
5.	Wildland Fire	Rarely	Hours	Moderate
6.	Cybersecurity	Sometimes	None	Minor
7.	Extreme Heat	Rarely	Days	Minor
8.	Radiological Information/Hazardous Materials	Possible	None	Minor
9.	Tornados	Never	Hours	Minor
10.	Thunderstorms and Lightening	Sometimes	Hours	Moderate

Table 3: Summit View Youth Center (SVYC) Potential Hazards

		Frequency	Warning time	Severity
1.	COVID-19/Pandemic	Often	Minimal	Major
2.	Active Shooter	Rarely	Minimal	Severe
3.	Flood	Rarely	24+ hours	Negligible
4.	Earthquake	Rarely	None	Negligible
5.	Wildland Fire	Never	1-5 hours	None
6.	Cybersecurity	Sometimes	Hours	Moderate
7.	Extreme Heat	Sometimes	24+ hours	Minor
8.	Radiological Information/Hazardous Materials	Rarely	Hours	Moderate
9.	Tornados	Never	Minimal	None
10.	Thunderstorms and Lightening	Sometimes	Minimal	Moderate

[Facility may modify this section to be facility specific.]

SECTION 4: MISSION CRITICAL FUNCTIONS

A. Mission critical functions are those functions that are required to maintain the safety of youth and staff, the protection of the public, and the safeguarding of property. The following are considered mission critical functions:

1. Facility: Ensure the facility, or a portion of the facility, is safe for staff and youth to remain during the duration of the emergency.

[Facility specific: Identify, by position, the number and type of staff needed for safe operation.]

2. Staffing: Ensure an adequate number of staff are available to supervise youths—as well as any support staff required for food service, maintenance, medical/mental health, or other critical facility operations. The number of staff required may be impacted by the nature of the emergency. Ensure essential personnel are available 24/7 as the emergency event dictates. Already established volunteers may be utilized as needed. Non-essential personnel may be required to telework from home.

[Facility specific: Identify, by position, essential and non-essential staff by position.]

3. Food Service: Ensure there is adequate staffing to provide food service for both staff and youth for the duration of the emergency. Volunteers may be utilized as needed.

[Facility specific: Identify food services staff, by position, and if volunteers will be needed.]

4. Food/Water: Ensure there is adequate food and drinkable water for staff and youth for a minimum of 72-hours, and processes are in place for deliveries if a situation lasts longer than 72-hours. Those processes include identified vendors, MOU's, and service agreements.

[Facility specific: Include MOUs/contracts/service agreements with vendors to replenish water and food supplies during an emergency.]

5. Utilities: Maintain utilities (communications, electric, water, sewage) as operational so that youth and staff can remain in their present facility without the need for evacuation. A generator is available on-site to provide emergency power for a minimum of 72-hours.

[Facility specific: Identify, by position, those trained in utility on/off valves and safe generator usage and storage.]

6. Records: Ensure youth records (paper records) are in a safe location and are transported along with facilities supplies in the case of an evacuation.

[Facility specific: Identify, by position, those responsible for removing medical and/or mental health records from on site. Note: General youth records are cloud based within Tyler Supervision.]

7. Media Coordination: The facility Incident Commander or designee shall notify DCFS administrative staff who will coordinate a media response through the Public Information Officer within the Central Office. Facility staff shall not talk with media on site and shall refer all inquiries to the DCFS Public Information Officer.

[Facility specific: Identify, by position, the incident commander or designee responsible for this task.]

SECTION 5: BUDGETING FOR EMERGENCY PLANNING AND RESPONSE

A. The Federal Emergency Management Agency (FEMA) recommends certain emergency supplies be on hand, both for shelter in place and evacuation scenarios, at each facility. Those minimum recommended items include:

Table 4: FEMA Recommendations for Shelter in Place and Evacuation

Sheltering in Place	Evacuating
<ul style="list-style-type: none"> • 72 hours of food and drinking water • First Aid Supplies • Generators • Space heaters • Chemical toilets • Flashlights • Batteries • Phones/Communication devices • Weather radios 	<ul style="list-style-type: none"> • Food and drinking water • First aid supplies • Portable medical records • Medications • Portable emergency generators • Clothing • Hygiene supplies • Bedding and tents • Charged communication equipment (cell phones, satellite phones, radios) • Flashlights • Batteries • Charged laptops • Additional fuel for vehicles

B. In April 2021, each facility completed an inventory of supplies on-hand, based on FEMA recommended supplies, and the results are as follows:

Table 5: Caliente Youth Center (CYC) supplies on hand

Sheltering in Place	Evacuating
<ul style="list-style-type: none"> • 8 weeks of food and drinking water (in storage) • First Aid Supplies • Generators (with 2 weeks of fuel) • Space heaters • Flashlights • Batteries • Phones/Communication devices • Weather radios 	<ul style="list-style-type: none"> • 8 weeks of food and drinking water (in storage) • First aid supplies • Portable medical records • Medications • Portable emergency generators • Clothing • Hygiene supplies • Charged communication equipment (cell phones, satellite phones, radios) • Flashlights • Batteries

Table 6: Caliente Youth Center (CYC) needs

Sheltering in Place	Evacuating
<ul style="list-style-type: none"> • Storage units (6) • Chemical Toilets (2 per cottage = 12) 	<ul style="list-style-type: none"> • Bedding and Tents (126 sleeping bags and 21 6-person tents) • Charged laptops (at least one) • Additional Fuel • Wheeled storage containers and/or backpacks

Table 7: Nevada Youth Training Center (NYTC) supplies on hand

Sheltering in Place	Evacuating
<ul style="list-style-type: none"> • 24-hour supply of water • 24-hour supply of food • First aid supplies • Generator with two (2) weeks of diesel fuel • Flashlights and extra batteries • Phones/Communication • Weather radio • Kerosene heaters 	<ul style="list-style-type: none"> • 24-hour supply of drinking water • 24-hour supply of food • First Aid Supplies • Portable medical records • Medication • Flashlights and extra batteries • Phones/Communication • Weather radio • Hygiene supplies • 80 sleeping bags • Clothing • Laptop • Transportation • Extra fuel

Table 8: Nevada Youth Training Center (NYTC) needs

Sheltering in Place	Evacuating
<ul style="list-style-type: none"> • An additional 48 hours of water • An additional 48 hours of food • Chemical toilets (2 per cottage) • Additional flashlights and extra batteries • Additional Kerosene heaters • Storage units (4) 	<ul style="list-style-type: none"> • 48 hours of additional drinking water • 48 hours of additional food/ Meals Ready to Eat (MRE) • Tents (12 6-person tents) • Wheeled storage container and/or backpacks

Table 9: Summit View Youth Training Center (SVYC) supplies on hand

Sheltering in Place	Evacuating
<ul style="list-style-type: none"> • 24-hour supply of food • First aid supplies • Generators and fuel – Generator has fuel for approximately 16-24 hours. Unable to store additional fuel onsite. • Rechargeable Flashlights • Phones/Communication Devices • Heaters/fans – 4 fans 	<ul style="list-style-type: none"> • 24-hour supply of food • First aid supplies • Portable medical records • Medication • Rechargeable Flashlights • Phones/Communication • Weather radio • Hygiene supplies • Bedding – could take mattresses and blankets • Laptop

Table 10: Summit View Youth Training Center (SVYC) needs:

Sheltering in Place	Evacuating
<ul style="list-style-type: none"> • 72-hour supply of drinking water • An additional 48 hours supply of food • Chemical toilets (2 per living unit=8) • Additional heaters 	<ul style="list-style-type: none"> • 72 hours of additional drinking water • 48 hours of additional food/ Meals Ready to Eat (MRE) • Sleeping bags (54)

<ul style="list-style-type: none"> • Additional fans • Storage 	<ul style="list-style-type: none"> • Additional fuel and storage • Wheeled storage container and/or backpacks
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Note: *All facilities are authorized to increase food and drinking water supplies as required. There are funds to cover these expenses and these supplies shall be in place by the time this Plan is finalized.*

C. Purchasing and Budgeting Supplies: All supplies, not including food and drinking water, needed for shelter in place and evacuations shall be quoted, prioritized, budgeted, and purchased with the approval of the Deputy Administrator of Fiscal.

- a. For food and water supplies, each facility will work with David Anderson (Administrative Services Officer II) and kitchen staff to purchase needed items immediately utilizing Budget Category 04 GL 7200, including the purchase of drinking water and Meals Ready to Eat (MRE) to be stored in each living unit.
- b. The Core Emergency Planning Group, with assistance from Fiscal staff, shall obtain quotes for all needed items and provide a list of those items, broken down by facility, and their costs to the Deputy Administrator of Administrative Services for prioritization, budgeting, and purchasing.
- c. Estimated cost for all purchases is outlined in Attachment 14.

D. Shelter in Place Supplies: Each facility will 1) establish a list of supplies they will keep in each living unit, for shelter in place scenarios, that will allow for youth to stay in the living units for up to 72 hours, 2) purchase any needed items, and 3) place these supplies in each living unit in storage containers/unit within a secure location (all supplies need to be placed in the same location). Staff will be trained on supply location and contents. If the facility does not have storage containers/unit, the facility will make this purchase.

[Facility specific: Identify where shelter in place items are to be stored, living units and/or storage units]

E. Evacuation Supplies: Each facility will 1) establish a list of supplies they will keep on hand for evacuation purposes, 2) purchases any needed items, and 3) place these supplies in wheeled containers or backpacks within a secure location (all supplies need to be placed in the same location). Staff will be trained on supply location and contents.

The supplies the facility chooses to take for any evacuation will be dependent on the evacuation site. If the evacuation site has food and water, only minimal food and water would be needed to cover travel time, dependent on how long it would take to get to the destination. As well, if the evacuation site has bedding, tents would not be needed and the need for sleeping bags may be minimized.

[Facility specific: Identify where evacuation items are to be stored, living units and/or storage units]

F. Supply Inventory: A list of on hand shelter in place and evacuation items shall be developed by the facility and this list shall be placed with the supplies. A facility staff shall be designated to complete an inventory of supplies on a biannual basis. Any missing supplies shall be requested for purchase from the assigned facility Administrative Services Officer (ASO).

[Facility specific: List vendors, where inventory list is kept, and who is responsible]

G. Fuel vendor: For shelter in place preparedness, each facility shall choose a preferred vendor for generator fuel and additional fuel for vehicles using the State of Nevada approved vendors, found here:

[https://purchasing.nv.gov/Contracts/Documents/Bulk_Fuels/#Amerigas%20Propane,%20LP%20\(99SWC-NV20-4281\)](https://purchasing.nv.gov/Contracts/Documents/Bulk_Fuels/#Amerigas%20Propane,%20LP%20(99SWC-NV20-4281))

[Facility specific: List primary and secondary locations to obtain fuel. Identify where extra fuel is stored]

H. Generators: In the event of utility loss, generators shall be used to keep the main refrigerator and freezer running. Portable generators should be used to keep any refrigerator that stores medications running and to provide power to the Command Center. If the facility's current generators cannot meet these requirements, the facility shall budget for the purchase of new generators in FY24/25. Facilities may write into their plan a process for running generators in 3 hours on and 3 hours off rotational schedule, to conserve fuel.

[Facility specific: How many generators, where are they stored, and identify staff who are qualified to operate them].

I. Transportation MOU: For evacuation preparedness, each facility will enter into a Memorandum of Understanding (MOU) with at least one local transportation supplier of vans or buses. Best practice would be to have two MOUs with two different vendors in cases where the first choice is not available. Transportation partners could include the local school district, faith-based organizations, a local Boys and Girls Club, and the Nevada Department of Corrections (SVYC only). The MOU will be submitted to the DAG for review before signature, to ensure all state requirements are met within the agreement.

[Facility specific: List facility vehicles, if applicable. If facility vehicles are not sufficient for evacuation, identify transportation plan and MOU].

J. Basic First Aid/CPR Staff Training/Mental Health First Aid/Phycological First Aid: Each facility shall provide staff training related to Basic First Aid, Cardiopulmonary Resuscitation (CPR), Mental Health First Aid and Phycological First Aid. If not currently budgeted for within Budget Category 30 (Training), the facility will reallocate existing training funds to ensure this training is conducted. The facility will secure this training either by 1) contracting with a qualified trainer (i.e. Red Cross or the Public Health Preparedness Program with the Division of Public and Behavioral Health) to train all

staff or 2) certifying designated facility staff(s) to provide this training to all staff, per the Medical Services policy. Additionally, if not currently budgeted, the Deputy Administrator of Residential Services will request an increase to facility training budgets for FY24/25.

[Facility specific: Identify training sources for each required training and how facility will verify each staff member is up to date in all requirements.]

K. Defibrillators: An inventory in May 2021 of emergency use defibrillators found that Caliente Youth Center has 2, Nevada Youth Training Center has 8, and Summit View Youth Center has 5. If not currently budgeted, the facility shall add funding into their budgets to replace any associated supplies for this equipment, including pads and batteries. Caliente Youth Center should also budget for purchasing 4 additional defibrillators to cover each living unit and the Education and Administration building.

[Facility specific: Identify number, location, and qualified staff.]

L. Federal Emergencies: If the event(s) that result in sheltering in place and/or evacuating are declared a federal emergency, DCFS will request all available federal financial assistance for reimbursement of expenses. These requests will be led by the Deputy Administrator of Administrative Services and Fiscal and Grant Management staff.

M. Capital Improvement Project (CIP): SVYC is secured by perimeter fencing and is the only facility that has one entrance and exit. The Deputy Administrator of Residential Services will lead the effort to request a Capital Improvement Project (CIP) through State Public Works when this agency next takes CIP requests in April of 2022, to request the construction of an additional entrance/exit.

SECTION 6: CONCEPT OF OPERATION (CONOPS)

- A. All facilities shall be prepared for a potential emergency which will allow for the continuation of mission critical functions and appropriate staffing for the duration of the emergency.

All facility shall have supplies on hand to maintain operations for a minimum of 72 hours.

- B. All facilities shall have a plan for both youth and staff to prepare for emergencies. This includes training, conducting drills, maintaining needed supplies, and ensuring all equipment is in good working order.

1. All staff shall be trained within 90 days of hire and annually thereafter on Emergency Planning and Response.

[Facility Specific: Training requirement and curriculum]

2. Newly admitted youth shall receive orientation on all facility rules and regulations, including the facility's emergency planning and response.

[Facility Specific: Training requirement for youth]

3. Evacuation plans and shelter in place plans shall be posted for youth throughout all units, school, gymnasium, and dining areas.

[Facility Specific: Identify locations]

4. Drills shall be conducted quarterly (monthly for each shift) which is equivalent to 12 drills per year. Drills can tabletop, partial, or full facility and developed based on the facility specific vulnerabilities.

[Facility Specific: Description of drills, type of drills, drill schedule, documentation for drills]

5. All equipment scheduled for utilization during planned activation will be subject to normal testing and validation which includes vehicles, emergency bags, first aid kits, chemical toilets, computers, phones, radios (handheld and battery operated),

flashlights, etc. This shall occur no later than every six (6) months. The SOP shall identify the staff person responsible for this task.

[Facility Specific: Identify how used supplies will be resupplied, and how to ensure items are periodically checked and are in good working order].

C. When an emergency occurs, a Command Center shall be established.

1. The Incident Commander or designee shall set up an Incident Command Center at the facility during shelter in place or at the evacuation site, if applicable. Each facility shall identify a primary location and a secondary location in their SOP. The Command Center may be anywhere on campus, including the parking lot with a tent enclosure.
2. The Incident Commander or designee shall establish and utilize mobile communications, if necessary, until communications can be re-established at the facility or the alternative site.
3. The Command Center shall be designed to provide the Incident Commander or designee and assigned staff with a secure, controlled, and equipped area from which to manage the incident.
4. The Incident Commander or designee shall maintain command until the incoming Incident Commander or designee is fully briefed and knowledgeable of the situation and a period of overlap has occurred. When the Command Center is opened, the Incident Commander or designee shall notify the Central Office Incident Commander or designee, which shall be the Administrator or designee.
5. The Incident Commander or designee shall ensure the Central Office Incident Commander or designee is kept fully informed of events and decisions related to the emergency.

6. Once activated, the Command Center shall be operated continuously until the emergency is officially deactivated.
7. The Incident Commander or designee shall be responsible for ensuring a schedule is developed for staffing that provides adequate coverage to limit staff burnout or fatigue.
8. Responding outside agencies may be provided workspace separate from the Command Center.
9. The Incident Commander or designee, Recorder, Communication Coordinator, and the Outside Contact Coordinator's (see Section 7 for definitions of these roles) primary duty placement is the Incident Command Center during an emergency. Access to the Command Center shall be restricted to authorized persons and entry may be controlled by a designated staff member, identified by job title in the SOP.

[Facility Specific: Assigned roles for facility staff]

10. Family members (both staff and youth), youth, and members of the press are not allowed in the Command Center.
11. Central Office staff may arrive and be allowed in the Command Center.
12. Handheld radios shall be used for communication between team members. These radios shall be placed in several locations throughout the campus which are accessible to team members. Radios shall be kept in good working order (charged or battery operated). Note: Radios may be part of daily staff equipment based on facility operations.
13. The Recorder shall have a recording device, in good working order (charged or battery operated).
14. The Incident Commander or designee may set up a Support Center adjacent to or near the Command Center which shall be designed to provide a functional area where

assigned staff can manage logistical support. Each facility shall identify a primary location and a secondary location in their SOP. It may be anywhere on campus, including the parking lot with a tent enclosure.

[Facility Specific: Locations of Command Center and Support Center]

15. Command Center Equipment is outlined in Attachment 13.

D. Shelter in Place or Evacuate:

1. The decision to shelter in place or evacuate shall be made the Superintendent or their designee. The Superintendent or designee shall assess the threat and safety of staff and youth and decide to shelter in place or evacuate to an alternative site. The facility SOP shall identify and outline how this decision will be made, and if approval from the Deputy Administrator – Facilities is required.
2. Incident Commander or designee may utilize facility lockdown procedures for staff and youth counts and to assess damage. (Attachment 9)

[Facility Specific: Locations of Command Center and Support Center]

3. Decision to Shelter in Place: All staff and youth may remain at the facility. Available resources such as gas, power, water, and facility equipment may continue to be utilized during shelter in place.
4. Decision to Evacuate: Facilities shall have a primary location and at least two (2) secondary locations. The facility shall have an MOU or letter of agreement with each selected/identified location. Ground travel will be the primary mode of transportation for the emergency relocation of youth.

[Facility Specific: Locations for evacuations]

5. Noncritical functions or operations may be discontinued for the duration of the emergency.

6. During an emergency or disaster, facility staff shall assume roles and responsibilities which may differ from their current roles and responsibilities no matter the day or the week or time of day.

E. Preparing for Emergencies/Training on the Emergency Plan:

1. Facility Superintendent, or designee, is responsible for scheduling and conducting training exercises/drills to test the viability of the plan.
2. Testing shall occur no less often than quarterly, by shift, which is equivalent to 12 drills per year.
3. All roles shall be assigned to staff on duty, with at least one back up for each role. Testing may include 2 or more times to ensure both the primary and the backup participate in the roles.
4. With an actual emergency, there shall be one recorder located in the Command Center, however, during drills, multiple recorders are needed to document the process and identify any shortfalls or weaknesses. These recorders shall be strategically placed in multiple locations, as identified by the parameters of the drill.
5. Shortfalls or weakness shall be shared with Central Office staff, specifically the Juvenile Justice Programs Office.
6. The Training Officer shall incorporate a training session for both new hires and existing staff on the highlights of the plan, to include the vulnerabilities of the area, the command and commination structure, the meaning of shelter in place, and the basic processes for evacuation. Staff shall always have a heightened sense of awareness. (Training and Staff Development Policy; Attachment 2)
7. The facility shall incorporate disaster/emergency planning and procedures into youth orientation and shall post evacuation plans through the facility.

F. Early facility release in the event of evacuation:

1. Facility Superintendent, or designee, may release youth who are ready into the community on parole as part of preparation for an emergency or disaster (warning provided) or during a shelter in place or evacuation.
2. Early release of youth means:
 - i. Less youth to evacuate
 - ii. Less staff needed to monitor youth at evacuation site
 - iii. Decrease in mental health issues, especially for those youth diagnosed with a MH issue
 - iv. Safety/security issues lessen
3. A decision tool is available to determine if a youth can be released. (Attachment 3 & Attachment 4)
4. Families of youth who can be released should be contacted as soon as possible and instructed to retrieve their children from the facility. However, families may not be able to travel to the facility in a major emergency that affects the larger community; ideally, emergency planning should establish procedures for the facility to transport youth to their families.

[Facility Specific: Early release protocols to include transportation].

G. Activation of Emergency Plan (Refer to Section 7 for Incident Command Structure):

1. Upon notification that an emergency or disaster is going to occur, or has occurred, each facility shall begin activation of emergency procedures in the following manner:
2. All key personnel involved (Emergency Response Team Members) shall carry a cell phone or handheld radio. Hand-held radios are the recommended tool as they are battery operated or charged and can be used in the event of cell phone station damage.

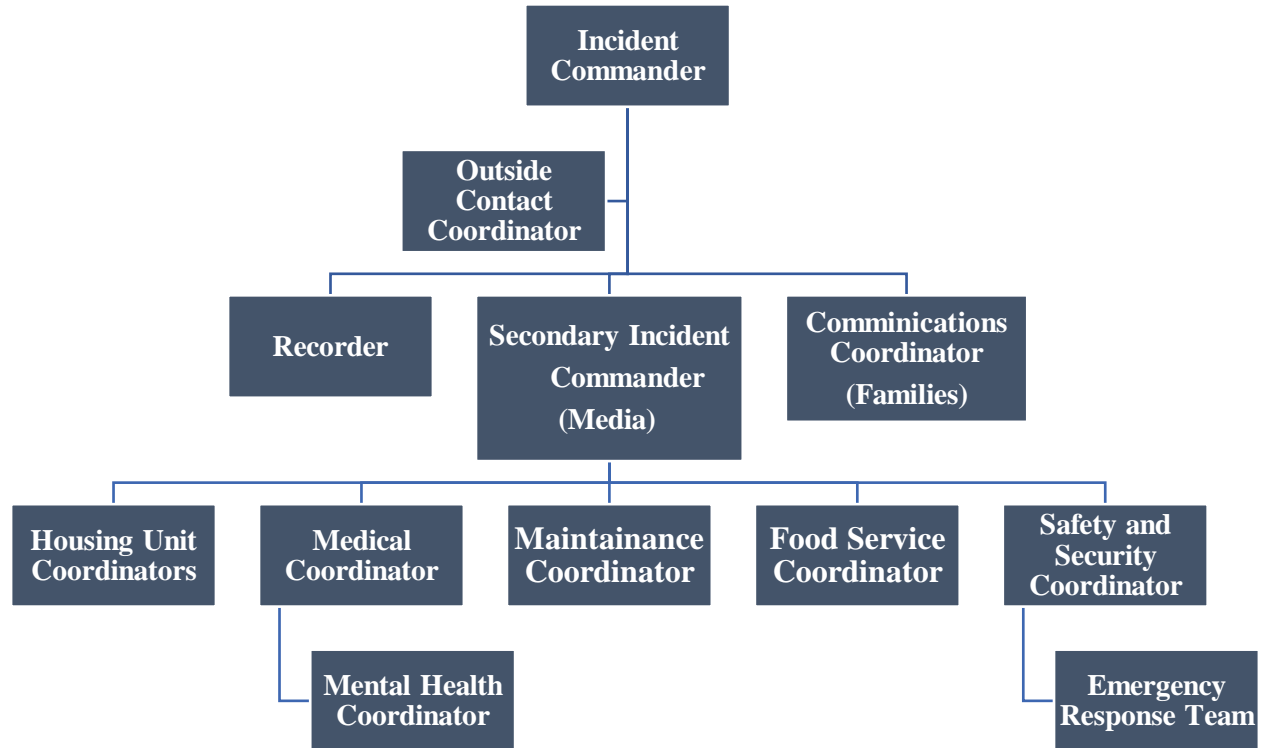
3. Each facility shall maintain an organizational chart to indicate line of succession of who is in charge at all times.
4. Each facility shall maintain a current listings of home addresses, home telephone numbers, work numbers, and cell phone numbers of all staff. The Superintendent shall identify a staff person to review/update this list no less often than quarterly
5. The highest-level staff on duty at the time of the incident occurrence or notification from local authorities or State Emergency Management shall notify key personnel to facilitate the appropriate actions based on the situation. If the Superintendent is not on site, he/she will be notified immediately and once he/she arrives, will take over as the Incident Commander or designee.
6. Additional staff may be required to come to work to conduct emergency procedures and maintain safe operations. Each facility shall identify this process in their SOP.
7. The Incident Commander or designee or designee alerts the Deputy Administrator of Facilities of the status and begins preparation for potential mobilization of the emergency plan.
8. The Secondary Incident Commander or designee, the Housing Unit Coordinators, and Maintenance Coordinator shall assess the safety of the facility, equipment, and records at risk during a warning, and assesses the damage to the facility, utilities, and equipment if something already occurred. The Secondary Incident Commander or designee shall report the findings to the Incident Commander or designee who will determine if the facility will shelter in place or evacuate based on the assessment provided.
9. The Emergency Response Team will activate and start preparation for evacuation/relocation in an event so severe that normal operations are interrupted,

or if such an incident appears imminent and it would be prudent to evacuate as a precaution. Refer to section on Evacuation.

[Facility Specific: Activation of Emergency Plan, list of Emergency Response Team members, staff contact lists, and staff notification procedures].

SECTION 7: INCIDENT COMMAND STRUCTURE

A. The general incident command structure shall be set up as follows. Facility specific information shall be outlined in the Facility Standard Operating Procedure (SOP).



10. Incident Commander or designee: This role shall initiate the Emergency Plan, make the decision to shelter in place or evacuate, and establish a command center either at the facility or off site if an evacuation is ordered. The Command Center is the communication hub for the facility and information from the facility will flow into the command center from various facility staff and out of the command center to central office staff. Decisions will be made in the command center, as required, throughout the duration of the emergency.

- The Incident Commander or designee shall report directly to the Deputy Administrator of Facilities or designee at Central Office.

- The Deputy Administrator of Facilities and the Division Administrator shall work with the Public Information Officer (PIO) on media notifications.
- This role shall be the facility superintendent or highest ranked individual on site at the time of the incident. The superintendent shall take over when he/she arrives.

[Facility specific: Identify the primary, the secondary and at least one back up by position and name.]

11. Secondary Incident Commander or designee: This role shall be the link between the Incident Commander or designee and the other facility staff by being the eyes and ears of the Incident Commander or designee regarding facility, staffing, and youth.

This role may:

- a. assign duties to the next qualified supervisors or staff in living units
- b. inspect facility for damage
- c. move staff/youth to other locations within the facility if some areas are not deemed safe
- d. inspect utilities (water, gas, electric, etc) order the shut off of any or all utilities as required
 - This is to be the second highest ranked individual on site at the time of the incident.
 - The Assistant Superintendent shall take over when he/she arrives.
 - This role shall also be the facility public information officer and coordinate communication with the Central Office PIO.
 - This role reports directly to the Incident Commander or designee.

[Facility specific: Identify the primary, the secondary and at least one back up by position and name.]

12. Housing Unit Leads: This role shall oversee their housing unit no matter where the unit is on campus at the time of the emergency or disaster. This role shall assess safety of the location they are in presently and assess injuries to staff and youth.

- Housing Unit Leads shall always remain with the youth. Their roles are to provide information to the Secondary Incident Commander or designee and to keep the youth calm and informed of the situation.
- These roles shall be filled by assistant head group supervisors or correctional sergeants as identified in the SOP.
- There may be multiple housing unit leads, all reporting to the Secondary Incident Commander or designee.
- This role shall report directly to the Secondary Incident Commander or designee.

[Facility specific: Identify the primary, the secondary and at least one back up by position and name.]

13. Medical Coordinator: This role shall set up a medical triage, assemble medical supplies, and assist nursing staff if they are on site. If no nursing staff are present, this role shall gather available staff to handle triage responsibilities until nursing staff or medical responders arrive.

- The Director of Nursing (DON), if duty station is on site (Summit View), shall assume this role.
- The lead nurse at NYTC and CYC shall assume this role.

- This role shall report directly to the Secondary Incident Commander or designee.

[Facility specific: Identify the primary, the secondary and at least one back up by position and name.]

14. Safety and Security Coordinator: This role may inspect of the facility for damage and assess the utilities at the request of the Secondary Incident Commander or designee. This role has two differing functions depending on shelter in place versus evacuation.

1. If the decision is to shelter in place, the primary responsibility of or this role is to protect critical infrastructure. This may include providing perimeter security, command center security, and medical triage area security. It may also involve the safeguarding of facility's equipment and youth paper files. A secondary responsibility of this role is to retrieve any needed supplies from storage.
2. If the decision is to evacuate, the primary responsibility of this role is to initiate and complete evacuation by: obtaining keys and preparing the facility vehicles, calling for other transportation as needed (MOUs already in place), gathering supplies, obtaining all youth medications and medication logs, and obtaining all youth paper files.
 - This role shall be assumed by a correctional lieutenant, correctional sergeant, or head group supervisor, as identified in the SOP.
 - This role shall report directly to the Secondary Incident Commander or designee.
 - The Emergency Response Team shall be made up of members to assist in these tasks.

- The facility SOP shall outline the support staff required for these tasks. The SOP shall also outline the number of staff and youth per vehicle and how supplies will be moved.

[Facility specific: Identify the primary, the secondary and at least one back up by position and name.]

15. Food Service Coordinator: This role shall inspect kitchen facilities for functioning, to include the water supply, water filtration system (if applicable), sanitation/disposal of garbage, meal prep or cooking equipment, and food supply. Work directly with Maintenance Coordinator as required on joint areas of responsibility and supplies needed by the facility.

- This role shall be assumed by the Food Service Supervisor.
- This role shall report directly to the Secondary Incident Commander or designee.

[Facility specific: Identify the primary, the secondary and at least one back up by position and name.]

16. Maintenance Coordinator: This role shall assess utilities and generators at the facility. This role should be trained in where all utility shut offs are and how to shut off and turn on all utilities. This roll shall also work with the Food Service Coordinator and Secondary Incident Commander or designee for facility supplies.

- This role shall be assumed by the maintenance supervisor.
- This role shall report directly to the Secondary Incident Commander or designee.

[Facility specific: Identify the primary, the secondary and at least one back up by position and name.]

17. Communication Coordinator: This role shall establish communications at the facility and may work directly with Central Office IT staff. This role shall ensure radios are operational and placed in locations easily accessible by emergency/disaster coordinators. This role shall maintain a system to test the radios periodically. This role shall talk directly with families of youth and staff who have gathered on site. The messaging to families shall be cleared with the Incident Commander or designee. This role shall not speak to the media and shall refer all media inquiries to the Public Information Officer located in Central Office.

- The facility SOP shall identify the position title of who will assume this role.
- This role shall report directly to the Incident Commander or designee.

[Facility specific: Identify the primary, the secondary and at least one back up by position and name.]

18. Recorder: This role shall record all decisions made, and the time there are made, by the Incident Commander or designee. In addition, this role shall record injuries to staff and youth, and damage to property. The recorder shall be physically located in the incident command center.

- The facility SOP shall identify the position title of who will assume this role.
- This role shall report directly to the Incident Commander or designee.

[Facility specific: Identify the primary, the secondary and at least one back up by position and name.]

19. Mental Health Coordinator: Facility mental health staff shall be on site to assess the youth during any emergency. Priority shall be given to those youth with diagnosed

mental health issues at the time of the emergency. The lead mental health staff shall report progress to the assigned Medical Coordinator. The assessment of youth for mental health concerns shall be addressed later in the Plan.

- The lead mental health staff member at each facility shall assume this role.
- This role shall report directly to the Medical Coordinator.

[Facility specific: Identify the primary, the secondary and at least one back up by position and name.]

20. Outside Contact Coordinator: In the event of an emergency that requires emergency services, this role shall be responsible for calling 911 for assistance. In addition, this role shall be responsible for contacting the evacuation site to prepare for arrival, if applicable, and contacting other community services. This role may be utilized as a supply role if the facility requires supplies to be ordered/delivered.

- The facility SOP shall identify the position title of who will assume this role.
- This role shall report directly to the Incident Commander or designee.

[Facility specific: Identify the primary, the secondary and at least one back up by position and name.]

21. Emergency Response Team: A team shall be established under the Safety and Security Coordinator that will be part of security functions and the protection of critical infrastructure for a shelter in place, or responsible for evacuation procedures. These individuals shall complement the leadership as outlined in the Incident Command Structure.

- The Team member shall report to the Safety and Security Coordinator.

- The facility SOP shall identify the individuals that will assume these roles, by job title.
- The following coordinators may be part of the team: Food, maintenance, outside coordinator and medical/mental health.

[Facility specific: Identify these members by position and name.]

1. Emergency Response Team Responsibilities:

- Contact and direct emergency services, if applicable.
- Coordinate activities that address facility/perimeter security, safety, and medical needs of staff and youth.
- Oversee all phases of the reconstitution process, which includes whether to shelter in place or evacuate. This includes food, clothing, medications, water, toilets, sleeping accommodations (both staff and youth), and other necessary supplies.
- Oversee the orderly transition of all the mission critical functions, personnel, equipment and records to the appropriate Alternative Relocation Site or to a new or restored facility if applicable.
- Assist with transition responsibilities at the evacuation site.
- Develop plans and schedules for the orderly transition of all mission critical functions, personnel, equipment and vital records from the facility to the alternative site/evacuation site.
- Ensure that Alert and Notification procedures, including phone cascades, are complete, accurate, and updated when personnel or contact numbers change.

- Creation of a family support area for youth and staff families. It is recommended that there be two locations, one for youths' family, and one for staff's family.
- Creation of a press holding area, away from family members. Direct press to the Central Office Public Information Officer (PIO).

SECTION 8: ESTABLISHING COMMUNICATION PROCEDURES (Internal and External)

- A. Staff shall adhere to these communication procedures for both internal and external communication in the event of an emergency.
- B. Activation of the Emergency Plan begins emergency communication procedures outlined in this section.

1. Internal

- a. Emergency Activation can only be ordered by the Incident Commander or designee.
- b. The Command Center shall be established.
- c. Communication shall be established using cells phones, land lines, or radios.

[Facility specific communications to include type (radio/cell phone)].

- d. The Incident Commander or designee shall obtain information on injuries and damage from the Secondary Incident Commander or designee.
 - The facility may establish an internal procedure for priority reporting to the Secondary Incident Commander or designee.
- e. The Incident Commander or designee shall notify the Deputy Administrator of Facilities of the emergency immediately. The Deputy Administrator of Facilities shall notify the Administrator of the Division immediately. The Administrator of the Division shall initiate communication with the Division's Public Information Officer.
- f. Only the Incident Commander or designee or the Communications Coordinator may provide updates to Central office staff, specifically, the Deputy Administrator of Facilities, the Administrator, or the Public Information Officer.

- g. Updates to Central Office shall be made no less than hourly during the first 24 hours. The situation after 24 hours shall dictate the contacts with Central Office.
- h. The Secondary Incident Commander or designee is the link between the Incident Commander or designee and the direct care staff and the support staff. The Secondary Incident Commander or designee shall be in contact with staff via radio and shall visit each location where youth are housed every 2-3 hours while the plan is activated.
- i. The Secondary Incident Commander or designee shall conduct staff briefings during shift changes. Staff briefings shall include information on:
 - Current situations(s)
 - Mission at hand
 - Mode of operation(s)
 - Assignments of specific individual duties and responsibilities
 - Safety issues
 - Special orders or instructions
- j. The Incident Commander or designee who is being relieved shall present an incident briefing for his/her relief.
 1. This briefing shall be the principle means by which the relieving Incident Commander or designee or Center Manager assessed the situation.
 2. This briefing shall account for activities over the previous shift, staff assignments and anticipated events. It is recommended that the incident briefing be written; however, it may be verbal.
- k. Only the Incident Commander or designee may order the deactivation process to begin.

1. Before any center is closed, all primary staff assigned to that center shall meet and agree upon the actions to be taken. They shall ensure subordinate staff is informed and resources are dedicated to the completion of the deactivation plan.
2. Upon deactivation, all incident reports shall be collected for use in assembling the incident documentation file and in preparing an official incident report.
3. The Incident Commander or designee shall ensure the implementation of policies Post Trauma Response and Critical Incident Fact Finding Review.

2. External

- a. The Incident Commander or designee may have to provide communications to external shareholders such as families of youth, families of staff, partnering agencies, and state governmental agencies.
- b. These communications may be conducted in person, email, teleconference, or conference call, depending on the capabilities and available equipment of the Incident Commander or designee.
- c. At a minimum, the Incident Commander or designee shall have a working phone and a working laptop.
- d. Each facility shall identify, by job title, who may communicate to external stakeholders.
- e. Youth may also be considered external, meaning outside of the Incident Command Center and Responsible Team Members.
- f. Sections 16 and 17 addresses assistance for families of youth and staff.
- g. The Outside Contact Coordinator shall be the link between the facility and partnering agencies.

- h. Youth shall be told of the situation by their Housing Unit Commanders including the emergency type and what the facility plan is. If evacuation is necessary, youth will be told of the evacuation, where they will be going, and what they need to bring with them.
- i. The Division Public Information Officer shall use social media accounts (Twitter and Face Book) to send out updates.

[Facility specific family of staff and youth communication, and areas for families to gather on site. They should be separate areas.]

3. Media Communication

- a. The Incident Commander or designee shall ensure a media center is established for representatives of the media that shall be located either on campus or nearby and have access to telephones and restroom facilities.
- b. Only authorized public information officers may release information to the media. The facility may have a public information officer (Attachment 5) and the Division has a public information officer located at Central Office. The facility public information officer may release background facility information and facility specific information. The Division public information officer shall work with the facility public information officer.
 - 1. Staff on site shall not provide information or take questions from the media.
 - 2. Media inquiries shall be directed to either the facility public information officer or Division public information officer.
- c. A full briefing shall be conducted at the conclusion of the emergency.

[Facility specific media communication and process to obtain approval for facility to release information directly to the media, if necessary.]

SECTION 9: GENERAL RESPONSE BY EMERGENCY

- A. For life threatening events or injuries requiring immediate medical care, contact 911.
- B. Facility superintendent shall establish and maintain a relationship with the local county or city manager and fire chief and cultivate relationships with community faith-based organizations and other community providers.
- C. Facility shall have a map of the entire facility/campus which identifies:
 - a. Communication Center + 1 backup
 - b. Medical triage (possible locations)
 - c. Shelter in place (possible locations)
 - d. Location of Housing Unit Coordinators based on location of youth during emergency's: Housing units, school, dining room, gymnasium, and other areas as applicable.
- D. Facility shall identify a process and timeframe requirement for Secondary Incident Commander to report facility/campus damage to Incident Commander or designee. A checklist may be created to assess damage.
- E. Each facility shall have an emergency radio for weather updates, which the frequency of the local radio station identified.
- F. Each emergency is unique and requires special precautions and preparation. The Incident Commander or designee/Superintendent shall make decisions based on real time changes and/or information from local emergency managers or other local officials.
- G. Facility staff may utilize Attachment 17, which is the Initial Emergency Checklist, to ensure proper steps are taken upon notification. Items on the checklist may or may not be taken in order; each situation is unique.
- H. List of general emergency contacts.

1. STATE OF NEVADA
 Dave Fogerson, Emergency Manager 775- 687-0300
 Division of Emergency Management
dfogerson@dps.state.nv.us

 NDEM Duty Officer 775-687-0498

 Nevada Highway Patrol (NHP) Dispatch 775-687-0400

 Emergency Medical Services (EMS) 775-687-7590

2. ELKO COUNTY
 Matt Petersen, Emergency Manager 775-748-0366 Office
mpetersen@elkocountynv.net

 Aitor Narvaiza, Sheriff 775-738-3421
anarvaiza@elkocountynv.net

 Non-Emergency Dispatch 775-777-7300

 Joint Fire/LE Dispatch 775-777-7300

 Jack Snyder, Deputy Fire Chief/EM 775-777-7345
jssnyder@elkocitynv.gov

3. LINCOLN COUNTY
 Eric Holt, Emergency Manager 775-962-2376
 Office of Emergency Management
Eholt.em@Gmail.com

 Kerry Lee, County Sheriff 775-962-5151
klee@lcsso-nv.org

 Non-Emergency Dispatch 775-962-5151

 Joint Fire/LE Dispatch 775-962-8080

4. CLARK COUNTY
 Billy Samuels, Deputy Fire Chief 702-455-7154 Office

 Clark County Fire Department
bsamuels@ClarkCountyNV.gov

 Misty Richardson 702-455-5710
richardsonm@ClarkCountyNV.gov

Joe Lombardo, Sheriff	702-828-3111
Non-Emergency Dispatch	702-633-9111

LE/SAR Dispatch	702-828-3111
Fire Dispatch	702-229-0291

I. Specific emergency responses by type are as follows:

1. Pandemic:

- Upon notification or information that an out of control virus, such as COVID-19, is spreading, facility staff shall begin to prepare by:
 - Limiting and stopping visitors, new intakes, vendors, contractors, etc from entering campus buildings.
 - Limiting the movement of youth.
 - Creating an isolation area for youth that are sick. Ensure there are protocols for medical isolation rather than punitive isolation. If possible, keep youth in a designated medical area rather than on the unit with youth that are not sick.
 - Begin preparation for staff and youth testing.
 - Incorporate face masks and enhanced cleaning.
 - Provide education to staff and youth and transmission, testing and vaccination.
- A separate isolation area shall be utilized for youth who are sick or infected, to keep them separated from the general population.
- Medical staff shall follow medical policies and procedures for treatment protocol and be a resource for the Incident Commander or designee and Superintendent.
- Mitigation protocols shall be initiated immediately to control the spread of the illness within the facility, including designated hand washing stations for staff and

youth, and a designated check point to take temperatures and ask pandemic related questions before any person enters the facility.

- Medical staff shall provide ongoing education for staff and youth on mitigation protocols.
- Medical staffing may be increased to ensure coverage 24/7 while there are ill youth. Temporary staffing agencies that are contracted by the State may be utilized.
- Medical staff shall set up a procedures that follow CDC guidance concerning the use of personal protective equipment by staff and youth while in the facility, to medically clear staff to work or return to work after illness, and to test staff and youth for illness on an ongoing basis.
- Staff who are sick shall remain home until they have been medically cleared.
- The facility shall have at a minimum, a 2 - 4 week-supply of masks, gloves, and other necessary personal protective equipment for staff and youth, including face shields and gowns. The Department of Corrections Silver State Industries may be a resource to purchase personal protective equipment.
- Youth that are too sick to remain at the facility shall be transported (either by ambulance or staff) to a local medical facility.
- The Incident Commander or designee/Superintendent shall create and coordinate, with maintenance staff, a daily facility cleaning schedule and ensure cleaning is complete.
- As available, all youth shall be tested, once safe to do so, for illness prior to admission to the facility, when they come in direct contact with someone who is sick, and prior to release into the community. The facility shall have a process to obtain or ensure testing is completed as required.

- All youth shall quarantine upon arrival for the recommended time based on CDC guidance.
- In person visitations into the facility from non-essential staff (e.g. youth families, other state employees) shall be stopped until it is safe to resume per CDC guidance.
- School, group therapy, and other programming inside the facility may be modified or stopped until it is safe per CDC guidance.
- If the situation lasts longer than one (1) week, vendors and suppliers to the facility shall be received through a modified process which may include pick up at an alternative location and/ or mandatory personal protective equipment for staff and vendors.
- The Incident Commander or designee and Superintendent shall create enhanced on-call and possibly mandatory overtime procedures to ensure the facility has adequate staff while accounting for an increase in sick leave usage. Temporary staffing agencies contracted by the State may be utilized for staffing needs.
- The Incident Commander or designee/Superintendent shall institute telework for all non-direct-care staff who can work from home without impacting daily functions.
- The Incident Commander or designee/Superintendent shall work with the assigned fiscal staff to ensure that necessary items are available to the facility, including increased cleaning supplies and personal protective equipment.

2. Active Shooter:

- Local law enforcement shall be contacted immediately. A code shall be called via handheld radio or cell phone if applicable. The staff person who contacts local law enforcement shall provide updates while local law enforcement is in route.

- If possible, youth shall be moved to a safe location on campus while there is an active shooter. If not possible, youth and staff shall shelter in place and attempt to secure their location, including blocking doors with large objects, turning off lights, closing window shades, and locking doors/gates/fences between the active shooter and the youth.
- Staff and youth shall avoid windows and stay low.
- Once safe, medical triage shall begin for any injured staff and youth, if emergency services are not on site.
- The affected campus areas may be off limits until completion of investigations and necessary repairs.
- School, group therapy, and other programming inside the facility may be modified or stopped until completion of investigations and/or necessary repairs, if those areas are affected.
- In person services, from outside parties, shall stop until it is safe.
- Staff shall communicate via handheld radio or cell phone (if applicable).
- Staff shall communicate via handheld radio or cell phone if applicable and provide location of shooter if they have visual.
- The superintendent or designee shall identify the staff member who will greet local law enforcement and escort them to the location of the active shooter. This may be the individual closest to arriving law enforcement.
- Once active shooter situation is resolved, a youth count shall be conducted.

3. Flood

- Youth shall be moved to non-affected areas on campus.
- The affected campus area/s may be off limits until completion of necessary repairs.

- School, group therapy, and other programming inside the facility may be modified or stopped until completion of necessary repairs, if those areas are affected.
- In person visitations shall stop until it is safe.
- In person services, from outside parties, shall stop until it is safe.
- If over half of the campus becomes flooded, the facility may move into evacuation mode, and follow evacuation procedures.
- The Incident Commander or designee/Superintendent shall contact vendors experienced in water damage remediation, as needed, once safe to do so.
- Youth counts may be conducted as needed.

4. Earthquake

- When an earthquake occurs:
 - if outside, staff and youth shall get into an open area, away from buildings, powerlines, trees or anything that can fall and cause injury or death.
 - if indoors, stay there. Get under a desk or table and hang on to it. Move away from windows and heavy furniture or appliances. NEVER go outside or down into a basement area.
 - if in the kitchen, move out of the kitchen to a hallway or another room.
- Youth shall be moved to non-affected areas on campus.
- The affected campus area/s may be off limits until completion of necessary repairs.
- School, group therapy, and other programming inside the facility may be modified or stopped until completion of necessary repairs, if those areas are affected.
- In person visitations shall stop until it is safe.
- In person services, from outside parties, shall stop until it is safe.

- If over half the campus is or becomes inhabitable, the facility may move into evacuation mode, and follow evacuation procedures.
- Once the earthquake has stopped, the facility shall conduct a youth count and/or assess for injuries, and then may assess for facility damage.

5. Wildland Fire

- The Incident Commander or designee, Superintendent, or designee shall monitor the situation and periodically talk to local emergency services for assessment of situation.
- Facility may evacuate once a warning is issued.
- Evacuation procedures may begin, even before a warning is given to evacuate as wildland fires are unpredictable.
- Assess the air quality (smoke and ash) and evacuate, if necessary.
- In person visitations shall stop until it is safe.
- In person services and deliveries, from outside parties, shall stop until it is safe.
- Medical staff shall monitor for wheezing and coughing.

6. Cybersecurity Breach

- The facility shall follow protocols from the DCFS Information Security Office and/or the Nevada Department of Administration Risk Management Division.
- The facility shall continue documentation on paper if the DCFS electronic case management system is not available. Once available and safe to do so, electronic documentation shall be completed.
- If the cybersecurity breach includes utility outages (electricity, water), the Incident Commander or designee and Superintendent shall utilize emergency supplies within Section 5, as needed.

- If the entire campus is affected, evacuation may be necessary.

7. Extreme Heat

- The facility shall use air conditioning systems to maintain safe indoor temperatures.
- Youth shall be kept in indoor/air-conditioned areas within the facility during daylight hours.
- The facility shall limit or fully stop youth's outdoor and/or strenuous activities during daylight hours. Options are structured activities in day rooms or recreation in the gymnasium.
- The facility shall have drinking water readily available to youth and staff, 24-32 ounces per person, per hour.
- The facility shall use fans in staff and youth areas.
- The facility shall direct youth to wear lighter colored clothing, as available.
- Medical staff shall watch for signs of heat cramps, heat exhaustion, and heat stroke in staff and youth. It is recommended that medical staff place signs/symptoms of heat related injuries in common areas such as day rooms.
- The facility shall cover outside windows to help decrease indoor temperatures, as needed.
- The facility shall use generators to keep food and medication refrigerators and freezers running in cases of power outage.
- The facility shall direct youth to take cool showers, as needed.
- The facility shall reduce oven use, if possible, by providing food that does not need to be cooked.

8. Radiological/Hazardous Materials/Chemical Spill

- The Incident Commander or designee, Superintendent, or designee shall continuously monitor the situation and talk with local emergency agencies for assessment of situation and possible action.
- The facility shall direct all staff and youth to stay inside the facility, unless directed by federal and local emergency agencies to take another course of action.
- The facility will follow all emergency procedures from federal and local agencies, including evacuating or sheltering in place.
- The facility shall direct all staff and youth to wear face masks or other protective equipment, as needed.

9. Tornados

- The facility shall direct all youth and staff to move from outdoors to indoors immediately and shelter in place.
- The Incident Commander or designee, Superintendent, or designee shall monitor public alerts and local weather condition updates via radio, internet, and cell phones.

10. Thunderstorms/Lightening

- The facility shall direct all youth and staff to move from outdoors to indoors immediately and shelter in place.
- The Incident Commander or designee, Superintendent, or designee shall monitor public alerts and local weather condition updates via radio, internet, and cell phones.
- The facility shall unplug unnecessary appliances.

- The facility shall avoid using landline phones and running water as electricity can travel through plumbing and phone lines.

SECTION 10: PLANNING TO PROTECT CRITICAL INFRASTRUCTURE

A. Facility shall have a layout, floor plan and photographs of the entire facility to include generators and utility on/off valves.

1. Maintenance Coordinator and Secondary Incident Commander or designee shall be trained in how to operate generators and how to operate utility on/off valves.

Additional backup staff maybe be trained as required.

[Facility Specific: Facility photos, layouts, floor plans, utility valves, staff trained in utility valves, etc.]

B. Physical infrastructure includes, but is not limited to, buildings, staff, food, water, medical supplies and personal protective equipment, clothing, bedding, medications, and utilities.

Facility shall indicate how they will plan to safeguard these.

[Facility Specific: Safeguard plans for these, and other, identified items.]

C. Virtual infrastructure includes communications and other information technology (IT) connections. Facility shall indicate how they will maintain communications and other IT related connections if an emergency hits and they plan to shelter in place.

[Facility Specific: Identify facility IT position and responsibilities during and after an emergency if applicable or plan to contact Division IT staff if necessary.]

D. Damage shall be assessed immediately when it is safe and reported to the Secondary Incident Commander or designee, or the Secondary Incident Commander or designee may assess damage.

1. Facilities are authorized to place facility on full or partial lockdown to assess damage.

Refer to Facility Lockdown (Attachment 9)

E. Security of the campus shall be maintained during an emergency.

1. Any breach in the perimeter fences/walls/grounds that could facilitate an escape, or threaten facility security, shall be responded to and remedied in the most expedient and secure manner possible.
2. The Safety and Security Coordinator is responsible for emergency perimeter security.
3. The Superintendent or designee shall ensure that staff members directly responsible for emergency perimeter security are knowledgeable of the requirements established by this policy. Staff members include, at a minimum:
 - a. Group Supervisor staff members assigned to perimeter posts
 - b. Shift Supervisors
 - c. Others designated by the Superintendent or designee

F. Situations that constitute a threat to perimeter security include, but are not limited to:

- Unauthorized vehicles in restricted areas
- Breach of perimeter; and/or
- External assault on perimeter.

G. Whenever the facility's perimeter security is threatened, the Incident Commander or designee shall take immediate steps to ensure security is maintained.

1. Whenever civilians are engaged in an attempt to breach perimeter security, law enforcement shall immediately be notified.
2. If the perimeter is breached, a response is warranted. Refer to Emergency Perimeter Response. (Attachment 6)

[Facility specific: Describe how security will be maintained if necessary, during an emergency to include the staffing].

SECTION 11: PREPARING TO SHELTER IN PLACE

- A. Sheltering in place is the preferred option for any emergency if it is safe for staff and youth. Each facility shall evacuate if the facility is or becomes uninhabitable, unsafe, or must be evacuated at the direction of local agency of authority. Note: If over half of the facility is destroyed or uninhabitable, evacuation plans may begin. (Contact information is in Section 9)
- B. If safe to do so, the facility structure is not compromised, and there is not an evacuation order by a local agency of authority, shelter in place emergencies may include:
- a. Pandemic
 - b. Active Shooter
 - c. Flood
 - d. Earthquake
 - e. Wildland Fire
 - f. Cybersecurity breach
 - g. Extreme Heat
 - h. Radiological/Hazardous Materials/Chemical Spills
 - i. Tornados
 - j. Thunderstorms/Lightening
- C. Facility may utilize Attachment 19, the Shelter in Place Checklist.
- D. For sheltering in place, the facility shall plan for maintaining staff and youth in a predetermined area(s) for a period of up to 72 hours, to avoid danger and prevent harm.
- E. The Incident Commander or designee and/or Superintendent shall plan to make the decision to shelter in place. This decision shall be based on the best available information from local agencies, emergency services, and state and federal authorities. Any additional

information shall be taken into account, as it becomes available, as to whether to continue to shelter in place.

- F. When making the decision to shelter in place, the Incident Commander or designee and Superintendent shall plan to consider the availability of needed food and water and other supplies as noted in Section 5.
- G. Facilities shall have predetermined locations on campus where youth shall be located during an emergency. Options may be housing units, the dining hall, the school, or the gymnasium. The location may change based on the emergency. The facility shall designate areas with easier access to food, water, with easy access by outside medical personnel. The facility shall identify 1) a primary location, 2) a secondary location, 3) a back-up to both the primary and secondary location.
- H. The Incident Commander or designee shall be prepared to assign staff to the Incident Command Center and plan to keep this staff updated on a regular basis.
- I. For medical emergencies while sheltering in place, staff shall call 911 and be prepared to provide basic first aid until outside medical care arrives.
- J. The facility shall ensure staff know the locations of emergency supplies, through training and drills.
- K. The facility shall plan to suspend regular activities such as school and recreation and focus on ensuring youth and staff safety and maintaining facility security, until it is safe to resume them.
 - a. The first activity that shall be resumed is education.
 - b. The second activity/s that shall be resumed is mental health services, either through facility mental health clinicians or contracted clinicians that provide services in the facility.

- c. The third activity is large muscle exercise and/or the mandatory one (1) hour of recreation per day
 - d. The fourth activity is general programming such as Forward Thinking, movies, library privileges, etc.
 - e. The last activity is recreation such as football and basketball.
- L. The facility shall plan to suspend youth admissions, to allow for assessment of the emergency and any safety concerns. Admissions may resume once it is safe to do so.
- M. The facility shall plan to suspend in person visitations, until it is safe to resume them.
- N. The facility shall plan to potentially alter staffing shifts from eight (8) hour shifts to ten (10) or twelve (12) hour shifts.
- O. Staff working, during a shelter in place, will have an expectation to stay on shift until their shift is over; they may not leave the facility. Staff may use breaks or have other staff relieve them temporarily to check in with family by phone. Exceptions to this may be at the discretion of the Superintendent.
- P. When conditions exist that exceed the resources of the facility or other DCFS facilities, the facility shall plan to contact the Department of Corrections or other entities with local mutual aid agreements. This may be used to provide additional personnel, equipment, alternate housing, transportation, food or other incident specific needs.
- Q. Refer to Section 5 for specific shelter in place supplies.

[Facility specific information].

SECTION 12: EVACUATE

I GENERAL GUIDELINES FOR EVACUATION

A. Evacuation emergencies may include:

- a. Pandemic (if determined by a health department)
- b. Flood (if over half of the facility is uninhabitable)
- c. Earthquake (if over half of the facility is uninhabitable)
- d. Wildland Fire (if evacuation is ordered by local authorities, or determined by the incident commander or designee based on smoke and air quality)
- e. Cybersecurity breach (if the entire facility is affected)
- f. Extreme Heat (if facility is unable to mitigate this situation and serious injury or illness is imminent)
- g. Radiological/Hazardous Materials/Chemical Spills (if over half of the facility is uninhabitable or serious injury or illness is imminent)
- h. Tornados (if over half of the facility is uninhabitable)

[Facility specific order to begin evacuation.]

B. Only the Incident Commander or designee may order an evacuation of the facility. Prior to an evacuation order, the Incident Commander or designee may confer with the Deputy Administrator (Facilities).

- a. An external evacuation may involve the temporary and emergent relocation of a resident population to another secure area outside the unsafe facility. It should be accomplished only when all lesser options have been exhausted or are clearly inappropriate.
- b. Each facility shall identify a primary and secondary host location and have MOU's in place. (Example MOU Attachment 22)

- c. At least two routes will be mapped out to each location and MOUs shall be in place for transportation services if necessary. (Example MOU Attachment 22)
- C. Should this order be given, when directed, youth and staff shall exit buildings according to evacuations plans posted in each building. Staff and youth shall proceed to the parking lot, which becomes a staging area. Staff not available by telephone shall be notified by radio.
- D. Communication shall be established and maintained via handheld radio which each Housing Unit Coordinator has and the local emergency services.
- E. The Security Coordinator shall move facility vehicles to the staging area and loaded with the emergency bags, handheld radios, designated laptop(s) and any other necessary items. The Incident Commander or designee is responsible for ensure all staff and youth are accounted for before any vehicles leave. If facilities do not have sufficient facility vehicles, an MOU shall be established with a local entity to provide this.
- F. The Incident Commander or designee shall position in the lead vehicle and proceed to the identified evacuation site.
 - a. Facility shall have a primary evacuation site and two backup sites.
 - i. Priority shall be a juvenile or correctional-based facility. County juvenile detention centers may be used based on a MOU with Elko and Clark Counties.
 - ii. Community sites shall be secondary, if available.
 - iii. All state juvenile facilities may be directed to accommodate relocated youths for other state facilities or for county detention facilities.
 - iv. Nevada Department of Corrections (DOC) is also an option, as a last resort. If this option is used, the MOU shall outline how juveniles and adults will

be sight and sound separated. In addition, DOC may be utilized for additional resources, as needed, such as transportation, equipment and staff.

- b. At least two routes shall be mapped out to each location.
 - c. Emergency operations shall continue from the evacuation site until the order is given by the Superintendent or designee to return to the facility.
- G. The Secondary Incident Commander or designee is responsible to ensure appropriate staffing occurs during the emergency. Additional staff may be called in utilizing the up to date staff contact list.
- H. The facility Administrative Services Officer (ASO) is responsible for procurement of medical supplies, food and clothing.
- I. The Medical Coordinator is responsible to arrange for needed medical care and is the liaison with the medical facilities.
- J. When conditions exist that exceed the resources of the facility and other facilities, Department of Corrections shall be contacted along with local mutual aid agreements. This may be to provide additional personnel, equipment, alternate housing, transportation, feeding or other incident specific needs.
- K. The Medical Coordinator shall facilitate the transfer of all hard file medical and mental health records of evacuated youth in coordination with the facility records manager and health care staff. Youth records are currently web-based.
- L. Youth may be informed of the situation and issued instructions. The instructions may include assembly, transport and what shall be done with their remaining belongings.
- M. Upon arrival at the receiving facility, youth shall be screened and housed based on security needs.

- N. Vehicles for evacuation shall be identified by the Incident Commander /Designee based on the immediacy of need and availability of resource(s). Options may include buses, facility security vehicles, mutual aid vehicles, school buses, private bus lines, and other state-operated vehicles.
- a. All youths evacuated from the facility shall be:
 - Positively identified
 - Counted
 - Thoroughly searched
 - Placed in appropriate restraint (handcuffs or zip ties)
 - b. The Incident Commander or designee shall designate a Team Leader to have responsibility for the loading, movement, and unloading of evacuated youths.
 - c. Facility may work with local law enforcement for use of escort vehicles.
 - d. Unless authorized, the convoy shall not stop once it leaves the facility. Assistance shall be arranged along the route from local law enforcement and the Nevada Highway Patrol so that the convoy can proceed directly through any intersection or traffic control device.
 - e. When possible, the convoy shall travel in excess of 20 mph. Each vehicle shall be responsible for keeping the vehicle ahead of it in sight.
 - f. The lead vehicle shall make sure that it does not run away from slower vehicles. If necessary, the slowest vehicles shall be placed in front of the convoy.
 - g. If a vehicle breaks down, the Incident Commander or designee, in the lead vehicle, shall be informed and shall provide guidance to the staff in that vehicle.
 - h. If the convoy or a single vehicle is halted, the vehicle staff shall position themselves to best control the youths and protect the vehicle from outside interference.

- i. If a vehicle becomes separated, it shall proceed to the destination on the designated route.
 - j. The Incident Commander or designee shall provide direction for refueling of vehicles, if necessary.
 - k. When possible, additional vehicles shall be assigned to the convoy in the event of breakdown.
 - l. A staff member, with radio communication, shall be assigned to travel with each convoy vehicle.
- O. The Medical Coordinator shall facilitate the transfer of all hard file medical and mental health records of evacuated youth in coordination with the facility records manager and health care staff.
 - a. The Medical Coordinator shall ensure that medical staff maintains control of all drugs and controlled substances while in transport.
 - b. The medical staff shall be responsible for providing for the inventory, security, and relocation (if necessary) of all pharmacy drugs.
- P. Youth records are web based and there is no requirement to move records.
- Q. Youth personal property remaining at the facility shall be secured in place until such time that it can be properly collected, inventoried, packed, and returned, where possible.
 - a. Information may be provided to youths about what shall be done with their property.
- R. The Incident Commander or designee shall ensure a contingency plan is developed to determine how facility records (particularly fiscal and personnel records), computer files, log, and inventories shall be protected. This may involve the inventory, removal, and storage of records at an alternate secure location.

- S. The Incident Commander or designee shall ensure a plan is developed for the protection and security of all equipment and supplies. This should include a plan to inventory, relocate (if necessary) and protect all facility owned equipment and supplies.
 - a. All emergency/security equipment such as chemical agents that are not needed to accomplish the transport of youths during the evacuation shall be safeguarded at a site on or off facility grounds, where applicable.
- T. Once evacuation has been accomplished, the Incident Commander or designee may assemble a contingent of facility staff for the purpose of providing security to the evacuated facility.
 - a. It shall be the responsibility of assigned staff to prevent trespassing and/or the loss of facility property.
- U. The Incident Commander or designee shall ensure that a damage assessment team conducts a survey of the facility to identify damage to the physical plant and/or security systems that may be breached.
- V. The Incident Commander or designee shall prepare an action plan for reoccupation of evacuated areas/facility. Reoccupation may be contingent upon certification of occupancy by regulating agencies.
- W. Items needed for evacuation which should be packed in boxes or duffle bags and may be referred to as “go boxes or go bags”:
 - a. Youth medications and medication logbook
 - b. Over the counter medications such as Ibuprofen and Acetaminophen
 - c. Basic first aid supplies (bandages and alcohol) + at least 1 Defibrillator
 - d. Youth medical and mental health files
 - e. Staff personnel files

- f. Radios/phones/batteries/chargers
- g. Minimum of one laptop and power cord
- h. Hygiene items
- i. Extra clothing
- j. Bedding/sleeping bags
- k. Keys (facility and vehicle)
- l. Extra Fuel
- m. Food/water (enough for the duration of the trip to the evacuation site if longer than 1 hour)
- n. Additional food/water if the evacuation site cannot provide this

Note: Extra supplies such as clothing, bedding, food, water, batteries, and hygiene items may already be packed and ready. Items such as medications, keys, laptops and staff and youth files shall be packed up once the evacuation order is given.

X. Refer to Attachment 13 for items needed for the Communication Center.

II PROCESS FOR EVACUATION

- A. Once the evacuation order has been given, the Incident Commander or designee shall initiate an Evacuation Emergency Checklist, Attachment 19.
- B. The Incident Commander or designee shall determine the order of evacuation. Generally, resident evacuation will be categorized by 1) high risk, 2) youth with disabilities, and 3) general population.
- C. A facility team will be established to identify compatible groups of residents for transport and housing. This team will facilitate the transfer of all central files and health records of evacuated residents in coordination with the facility records manager and health care staff.

- D. Once evacuated, facility shall contact all vendors to stop delivery services and determine vendors who will deliver supplies to the evacuation site as needed.
- E. Once evacuated, facility may be required to contact utility companies, as directed by the incident commander or designee.

[Facility specific activation to evacuate to include staff responsibilities.]

III. SUPPORTING STAFF AFTER EVACUATION

- A. Once the evacuation has been completed and youth and staff are safe at the host facility; support services shall be made available for staff, specifically medical and mental health services.
- B. Staff quarters shall be made available at the host facility or surrounding area for staff who are more than 30 miles from their home during the time at the host facility.
- C. The facility shall have identified resources for housing for staff and their families who have been evacuated from their home due to the same emergency in which the facility was evacuated.
- D. In addition to housing resources, the facility shall have identified resources for evacuated staff for medication refills, food, clothing, and other financial assistance.
- E. Evacuated staff staying at the host facility are encouraged to eat meals together and discuss/decompress together.
- F. Facility food services shall include all staff staying at the host facility in all meal preparation, and any other staff who are on duty who require a meal.

[Facility specific list of resources for staff, and process to include staff in meal preparation.]

IV. SUPPORTING YOUTH AFTER EVACUATION

- A. Once the evacuation has been completed and youth and staff are safe at the host facility; support services shall be made available for youth, specifically medical and mental health services.
- B. Facility shall provide time for each youth, daily, to contact parent/guardian.
- C. Youth may have contact with their attorney at the evacuation site and the facility shall make every effort to provide a private area for in person or virtual communication.
- D. Facility may evaluate youth for early release. (Attachment 3 & Attachment 4)
- E. Facility shall ensure the youth have structured activities at the evacuation site, such as education or other activities as allowable at the evacuation site.
- F. Facility shall provide at least one hot meal per day at the evacuation site.

[Facility specific support for youth at the evacuation site.]

SECTION 13: PROVIDING MENTAL HEALTH SERVICES AND MEDICAL CARE

- A. The medical and mental health needs shall be considered for youth, staff, contractors, and visitors, during an emergency. A well-planned triage procedure will ensure those severely impacted either physically or emotionally are treated as soon as possible.
- B. The Director of Nursing, or designee, shall be a member of the Auxiliary Planning Group in developing, reviewing, and revising the Emergency Plan.
- C. The Deputy Administrator of Residential Services, in consultation with the appropriate DCFS Mental Health Services staff, shall designate the mental health representative to serve as a member of the Auxiliary Group in developing, reviewing, and revising the Emergency Plan.

[Facility Specific identified member, name and position]

- D. The Director of Nursing and the Mental Health Supervisor shall designate the staff to serve as the Medical Coordinator (see Section 6, D. 4) and Mental Health Coordinator (see Section 6, D. 10) as part of the Incident Command Structure. This designation shall always be current and cover 24/7 operations. Clearly outlined protocols for screening and assessment of both medical and mental health needs should be in place and necessary steps should be identified for the designated personnel to follow during or after the emergency.

[Facility Specific identified member, name and position]

- E. The Director of Nursing and the Mental Health Supervisor shall provide current staffing for their respective operations to the designated facility staff including name, off-duty contact information, person serving as the lead, and hours of duty. Contract providers (e.g., physician, psychiatrist, dentist) shall also be included and notified of the emergency by the Medical Coordinator.

[Facility specific medical and mental health operations, to include the use of contractors. Provide and keep an updated list of contracted physicians, nurses, and other medical and mental health staff.]

- F. “As-needed” contracts shall with medical and mental and behavioral health providers shall be established if onsite staff are not available or more such professionals are needed. Other agencies or facilities with these staff resources should also be considered for assistance as well as screened and trained volunteers.

[Facility specific medical and mental health staffing; how to maintain staff during an emergency.]

- G. As there may not be any or an adequate number of medical and mental health staff on duty at the time of an emergency, all non-medical and non-mental health staff at the facility shall be current in required training in CPR, Basic First Aid, Blood Borne Pathogens, mental health first aid and related training per the Medical Services Policy (Attachment 7) and the Training and Staff Development Policy (Attachment 2). Training shall also be provided to identify specific traumas or reactions to the emergency. Each shift shall have an identified team of “first responders.”

[Facility specific identification of “first responders”.]

- H. Designated facility staff, medical and non-medical shall be current in the use of defibrillators.

[Facility specific staff current in the use of this devices.]

- I. Current lists of youth with specific medical (e.g., diabetes, asthma, high blood pressure, medications, medical equipment, etc.) and/or mental health conditions needing special care shall be available at all times in the facility in the form of SBAR (Situation, Background, Assessment, Recommendation). SBAR will provide prompt, appropriate, and updated information on youths. It is a tool to communicate effectively and accurately to staff.

Medical and mental health information on each youth shall be current and available to be immediately accessed and taken as needed in an emergency as well as required medications per Documentation Standards Policy (Attachment 15). Mandatory data requirements is Attachment 16.

J. Medical and mental health information on each youth shall be current and available to be immediately accessed and taken as needed in an emergency as well as required medications Documentation Standards Policy (Attachment 15). Mandatory data requirements is Attachment 16.

K. Each facility may have written protocols to address the medical and behavioral needs of the most severely impacted youth, staff, contractors, or visitors following an emergency. (Attachment 7, Attachment 8, and Attachment 20)

[Facility specific protocols.]

L. Written agreements shall be established with local fire, ambulance (including helicopter), and hospital (medical and mental health) providers including secondary providers in the event the primary provider cannot respond.

1. Specific considerations shall include distance to the provider, response time (ACA Standards require a four-minute response to life-or-limb threatening medical emergencies), number of beds, security considerations (e.g., using mechanical restraints, youth supervision), entrance to the facility, and specialties (e.g., burn unit).
2. Facility may waive established transportation procedures (e.g. not placing youth in shackles and handcuffs) in order to transport a seriously injured youth to a medical facility.

3. These providers also need to be invited to the facility to become familiar with the facility, participate/observe drills, as well as being aware of the Emergency Plan and SOP. A site for a helipad also needs to be collaboratively identified.

[Facility specific agreements and relevant information listed.]

M. Medical and mental health staff shall work with facility staff in identifying locations in the facility where a triage(s) can be established.

4. Different locations need to be identified to accommodate different emergency locations (close to the emergency event) and need to have water, power, and a back-up generate (if necessary) to allow medical personnel to provide care.
5. It is also important to ensure that the location is not a location being used for other emergency responses (e.g., shelter in place, command center), and is easily accessible by medical emergency vehicles.
6. Procedures also need to identify who reports to the triage area (e.g., medical/mental health staff, first responders).
7. Procedures to address injuries and wellbeing.
 - a. Physical injuries may be categorized based on severity for transport to a local medical facility.
 - b. Physical injuries addressed in the triage area may be dealt based on the severity of the injury.
 - c. Youth and staff who are in shock, but may not have any physical injuries, may be transported to a local medical facility for evaluation.
 - d. Mental health evaluations, assessments, and treatment may be required immediately after the emergency, and possibility within the host location, if applicable.

[Facility specific list of triage areas or procedures to identify a triage area during an emergency, and how to ensure the triage area is not impacting other required areas such as the command center, the family area or the media area. Also requires a process for first facility responders to identify and categorize physical injuries, and those who need transport and those you can be treated without transport. Lastly, include process for facility mental health staff or a contracted vendor to begin evaluations, assessments or treatment as quickly as required after the emergency.]

- N. Procedures need to be established to prioritize injuries (e.g., critical injuries, non-life threatening, chronic care youth, etc.), have immediate assessments and treatments, and provide for ongoing interactions and appropriate services until emergency services arrive.

[Facility specific procedures to prioritize injuries and/or how to triage injuries on site.]

- O. For those involved in the emergency, it is important to assess medical and mental/behavior health with a particular focus on suicidal ideation, psychosis, depression and related concerns, and to have an established program of “checking-in” (e.g., at the beginning of a group session, school, other activities) with staff, youth, contractors, volunteers and others to provide information updates, resources, get feedback, and observe behaviors that may need more intervention.

- 8. Youth assessment, refer to Screening and Evaluation Policy (Attachment 8)

- 9. Staff assessment refer to Refer to Post Trauma Response (Staff) (Attachment 12).

- 10. Suicide Screening and Prevention: (Attachment 20)

- P. In the event of evacuation, each facility shall have processes in place to:

- 11. Ensure adequate medical and mental health staffing at the evacuation site

- 12. Ensure adequate medical supplies at the evacuation site. Each facility shall ensure First Aid Kits and Crash Bags are replenished after every use to there are adequate medical supplies during an emergency.

13. Ensure assessment and evacuation for medical and mental health needs continues at the evacuation site
14. Ensure access to youth medications at the evacuation site
15. Ensure access to youth medical and mental health files at the evacuation site
16. Ensure documentation standards are maintained at the evacuation site.

[Facility specific evacuation protocols for medical and mental health services.]

SECTION 14: TRAINING STAFF IN BASIC EMERGENCY CARE

- A. All facility staff shall be trained in the following within 90 days of hire and refresher training as required:
 - a. Basic First Aid
 - b. Mental Health/Psychological First Aid
 - c. CPR
- B. Each facility has Defibrillators on site. All medical staff and identified facility staff shall be trained in how to use them.
 - a. At least one Defibrillators shall be included in the evacuation supplies.
- C. Each facility shall have First Aid Kits and Crash Bags. Items shall be replenished and kept at emergency readiness.
 - a. Some or all of these Kits shall be included in evacuation supplies.
- D. Refer to Training and Staff Development Policy (Attachment 2).
- E. Refer to Medical Services Policy (Attachment 7).

[Facility Specific: Training Plan for emergency training requirements and the identification of staff who are trained in the use of Defibrillators.]

SECTION 15: EVALUATING STAFFING NEEDS

- A. Each facility shall maintain an organizational chart to indicate line of succession of who is always in charge.

[Facility specific organizational chart.]

- B. Each facility shall maintain a current listings of home addresses, home telephone numbers, work numbers, and cell phone numbers of all staff.

[Facility specific phone list]

- C. Staffing levels shall be maintained during an emergency and additional staff may be required to maintain staffing level of youth and continue emergency operations. (Attachment 10).

- D. Additional staff may be needed to report to work to conduct emergency procedures based on the situation.

- a. Overtime compensation may be utilized for extended shifts or additional shifts.
- b. Staff assigned to a position that must be performed on a 24-hour basis shall be relieved or released from duty after a designated period (no more than 16 hours), unless the Incident Commander specifically authorizes continued duty or movement to another assignment.
- c. A separate sleeping area for staff shall be available if it is unsafe for staff to leave the facility or evacuation site.
- d. Staff shall be afforded time, while on duty, to contact family members, if they are unable to contact family members during their fifteen (15) minute breaks or scheduled mealtimes.

- E. The Secondary Incident Commander or designee shall conduct staff briefings during shift changes. Staff briefings shall include information on:

- Current situations(s)
- Mission at hand
- Mode of operation(s)
- Assignments of specific individual duties and responsibilities
- Safety issues
- Special orders or instructions

F. The Incident Commander or designee who is being relieved shall present an incident briefing for his/her relief.

- a. This briefing shall be the principle means by which the relieving Incident Commander or designee or Center Manager assessed the situation.
- b. This briefing shall account for activities over the previous shift, staff assignments and anticipated events. It is recommended that the incident briefing be written; however, it may be verbal.

[Facility specific information].

SECTION 16: OFFERING SUPPORT TO YOUTH AND THEIR FAMILIES

- A. The Incident Commander or designee shall ensure a location is established during any type of emergency that may result in staff and/or youth family members needing to be near the facility. Arrangements shall be made for the regular contact of youth and staff family members by telephone through the Nevada Youth Parole Bureau in Reno and Las Vegas.
- B. The Superintendent shall designate a facility support staff to act as the Liaison for youth family members.
- C. The Family center may be on the campus or nearby. The Liaison shall be located with the family members and relieved of duty based on the Emergency Staffing Plan. Note: Youth and staff family members shall not be kept in the same location if feasible.

[Facility specific locations and staffing]

- D. The location shall preferably have a telephone and restroom facilities.
- E. A roster of all family members waiting for information shall be maintained with a record of services requested and provided.
- F. The Division PIO shall send out social media updates.
- G. The Division and/or the facility shall have a hotline for families to contact with basic information.

SECTION 17: MEETING THE NEEDS OF STAFF AND THEIR FAMILIES

- A. The Incident Commander or designee shall ensure a location is established during any type of emergency that may result in staff and/or youth family members needing to be near the facility. Arrangements shall be made for the regular contact of youth and staff family members by telephone through the Nevada Youth Parole Bureau in Reno and Las Vegas.
- B. The Superintendent shall designate a facility support staff to act as the Liaison for staff family members.
- C. The Family center may be on the campus or nearby. The Liaison shall be located with the family members and relieved of duty based on the Emergency Staff Plan. Note: Youth and staff family members shall not be kept in the same location if feasible.
- D. The location shall preferably have a telephone and restroom facilities.
- E. A roster of all family members waiting for information shall be maintained with a record of services requested and provided.
- F. Staff family members shall be encouraged to wait away from the facility so that they may receive telephone information updates. Their home telephone numbers should be left with the Liaison. Staff members shall contact their own family members, unless they are unable to, in which case, the Liaison shall contact them. Supervisory staff may temporarily relieve direct care staff to allow them to contact their families.
- G. The Staff Family Coordinator shall ensure pastoral or post-trauma response personnel are on site and available to meet with staff families in a designated location.
- H. Any questions or concerns by individual members or the group should be communicated to the Liaison.

- I. The Liaison shall be provided information from the Command Center as it is made available, so that regular briefings can be given to family members. These briefings shall occur before the information is released to the media.
- J. The Liaison shall communicate information regarding injury or death directly to the family member in a private location.
- K. Referrals and follow-up assistance shall be provided for staff families, as needed.
- L. If a staff family's home is impacted by the emergency, family members may be temporarily housed in a facility area not currently being utilized for youth, such as the gymnasium or classrooms. All family members, including children, shall remain in the assigned location until an alternative placement is located. Staff are encouraged to have their own safety planning in the event their home is damaged, so their family is safe while they are working.
- M. Staff shall be afforded time to contact their families if they are on duty or are unable to leave due to damage to the surrounding area.
- N. Extra facility supplies may be provided to families of staff on a case by case basis and with the approval of the superintendent.
- O. The Division PIO shall send out social media updates.
- P. The Division and/or the facility shall have a hotline for families to contact with basic information.
- Q. Refer to Post Trauma Response (Staff) (Attachment 12).

SECTION 18: MANAGING VOLUNTEERS

A. Each facility shall maintain a list of volunteers or volunteer agencies.

[Facility specific list of established volunteers.]

B. Volunteers may be utilized for food preparation for both staff and youth, food and water supplies, transportation, and other facility supplies at either the facility (shelter in place) or the relocation/evacuation site. If food preparation is not feasible, volunteers may assist in bringing food in from outside.

C. All Volunteers shall be required to adhere to the Prison Rape Elimination Act (PREA) to include background verifications and signed acknowledgement forms.

[http://dcfs.nv.gov/uploadedFiles/dcfsvgov/content/Programs/JJS/State PREA Policy.pdf](http://dcfs.nv.gov/uploadedFiles/dcfsvgov/content/Programs/JJS/State_PREA_Policy.pdf)

D. The Outside Contact Coordinator shall mobilize volunteers based on the needs of the situation.

E. The Incident Commander or designee may waive PREA requirements on a case by case based, but the Outside Contact Coordinator shall document the name of the volunteer and reason the Incident Commander or designee waived the PREA requirements.