

2024 Juvenile Justice Emergency Planning Technical Assistance Program

APPLICATION FOR SITES

Application Due Date: March 22, 2024

Background and Purpose

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

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

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

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

The goal of the **2024 Emergency Planning Technical Assistance (TA) Program** is to provide training and TA for selected sites to facilitate their development of comprehensive emergency plans that address the specific needs of children, youth, families, and staff involved in the

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

justice system, including preparation for an emergency, immediate response to an emergency, and recovery from an emergency.

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

Eligibility

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

Application Process and Deadlines

- All applications are due by 11:59 p.m. Eastern Time on March 22, 2024. Applications may be delivered via email to: natalie.walker@cjja.net.

Application Subject Line must read: EP Application 2024

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

There will be open office hours to provide opportunities for any questions regarding the Emergency Planning TTA application. Office hours will be on March 13th from 3:00-5:00 pm Eastern time.

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

- Application review will be conducted by CJJA
- All sites will be notified by April 5, 2024.

Awards and Expectations for Emergency Planning Technical Assistance

Training for Sites

Up to six states, tribes, jurisdictions or facilities will be selected to participate in the CJJA Emergency Planning Technical Assistance Program. TA for each site/jurisdiction will include:

- A review and feedback of the site’s current emergency preparedness plans;
- Determination of the steps to be taken to align the site’s plan with the key principles and recommendations with OJJDP’s *Emergency Planning for Juvenile Justice Residential Facilities*, with consideration of the unique requirements and needs of the site;
- A timeline and oversight of milestones for plan development;

- An in-person site visit to provide additional support and technical assistance; and
- Virtual TA (webinars) and facilitated “community” calls to allow for peer-to-peer sharing across sites.

The anticipated timeline for these training activities will be between May 2024 and March 2025. Sites are to have a comprehensive plan developed for final review by 30 days after in-person TA site visit. TA providers will review and provide comments within 45 days of submission.

Site Outcomes

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

Site Expectations

Selected sites are expected to provide the following:

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

Submission Requirements

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

1. Statement of interest

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

- **Site**—Provide a brief description of the type of site that is interested in receiving the training (State, tribe, jurisdiction, facility, detention, corrections, etc.).
- **Site need and self-assessment**—Provide a statement explaining why the site feels participation in this program is important, and identify the strengths and weaknesses of current emergency planning for juvenile justice facilities. A portion of this section may include a summary of the site’s self-assessment, using the checklist provided in Appendix A (see item 2).
- **Site commitment and goals**—Provide a brief summary of the site’s long-term emergency planning goals (beyond the program period) and its ability to commit to

emergency planning in the coming year. This commitment description should be supported by the team identification (item 3) and letter of commitment (item 4) as well as future planning and agency/facility action based on the TA provided, work completed during the program period (TA cycle) and a statement for the sustainability of this effort inclusive of reviewing, revising, and maintaining the plan and continued training on emergency preparedness.

- As part of the technical assistance, an onsite visit will occur with the TA providers. Please provide 3 possible weeks between March – June 2025 that the facility would be available for us to conduct site visits (Example: March 24-28, 2025; April 14-18, 2025; June 2-6, 2025).

2. **Self-assessment checklist**—Fill out a copy of the checklist in Appendix A to identify the areas in which the site’s existing emergency plan is comprehensive, moderate, or not developed, and submit a copy of this completed checklist with the application.
3. **Team members and contact information**—Applications should specify a team of three or four individuals, by name and role, who will comprise the emergency planning team that will work with CJJA staff, attend meetings, communicate back to the larger group, and be responsible for the development of the final plan. Identify the person who will be the main point of contact for further communications in relation to this application.
4. **A signed letter/statement of commitment and letter of support**—Provide a letter from the relevant governing authority confirming the site’s commitment to and resources for this effort and assuring that time will be made available for team members to participate.
5. **A copy of the current emergency plan for juvenile facilities**

Selection Criteria and Review Process

Selection criteria

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

Final awards will be at the discretion of OJJDP.

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

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

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

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

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

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

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

Self-Assessment Rating			Area of Planning
Compre- hensive	Moderate	Not Developed	
			Evacuate
			Listing of Situations That Require Evacuation
			Staffing Patterns for Evacuation
			Selecting an Evacuation Site and Backup Site
			Addressing Transportation Issues
			Formal Agreements with Evacuation Host
			Protocols for Releasing Youth Courts/Family
			Ensuring Availability of Adequate Services/Supplies/Storage While at Host Facility
			Supporting Staff After an Evacuation
			Central Office Relocation (if applicable)
			Listing of Situations That Require Relocation
			Staffing Patterns during Relocation
			Selecting a Relocation Site and Backup Site
			Addressing Transportation Issues
			Formal Agreements with Relocation Host
			Ensuring Availability of Adequate Services/Supplies/Storage While at Relocation Site
			Supporting Staff During Relocation
			Medical and Mental Health Service Provision
			Triage Procedure to Determine Well Being (Physical and Emotional)
			Staffing Patterns to Support Medical and Mental Health Services During and Following Event
			Process for Integrating Emergency-Related Interventions into Programming for Youth
			Pandemic Planning and Response
			Policy and Procedures for Pandemic Response
			Staff Training Curriculum on Mitigation (PPE, vaccination, testing, cleaning/disinfecting surfaces, social distancing guidance)
			Policies Includes Visitation During a Pandemic
			Procedures Includes Screening/Testing for Admission/Release of Youth
			Procedures Align with State/Local Public Health Guidelines
			Medical Quarantine Guidelines and Location
			Process to Approve Plan
			Position/Individual Responsible for Developing, Revising, Maintaining, and Approving the Plan and Supplements

Self-Assessment Rating			Area of Planning
Compre-hensive	Moderate	Not Developed	
			Description of Plan-Approval Process as the Official Plan for the Facility
			Identification of Important Facility/Jurisdiction Documents that Support the Plan
			Exercising the Plan and Evaluating the Plan’s Effectiveness
			Process Described for Drills and Exercises to Test Plan
			Debriefing Concerning the Drill/Exercise and Assess Adherence to Plan
			Reviewing, Revisiting, and Maintaining Plan
			Process Described for Reviewing Plan
			Timeline for Reviewing and Revising Plan
			Formal and Informal Method(s) in Place for Staff, Deepening Their Understanding of Plan
			Training Staff in Basic Emergency Care
			Process For Training Front-line Staff in First Aid, Cardiopulmonary Resuscitation, and Brief Supportive Interventions to Address Emotional Trauma
			Description for Inclusion in Annual Staff Development Curriculum
			Youth and Family Involvement and Support
			Inform Youth and Families Regarding Emergency Planning
			Share Information to Youth and Families to Assist in Creating a Family Emergency Plan
			Family Emergency Plan includes Contact Information and Evacuation Locations
			Process for Keeping Families Informed about the Safety and Whereabouts of Their Child
			Process for Helping Youth Contact Their Family Members
			Provisions for Providing Structured Activities for Youth Following an Emergency
			Meeting the Needs of Staff and Their Families
			Process for Addressing Staff Member’s Needs Who Have Been Impacted by the Emergency
			Managing Volunteers
			Framework for Utilizing Volunteers Following an Emergency
			Total Number of X’s in Each Category