

*(Name of Facility)*

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# Child Residential or Day Treatment Facilities (Facilities Licensed Under Title 55, Pa Code, Chapter 3800) Basic Emergency Plan

**NOTE:** *Items in italics are for explanation and are not designed to be part of the final plan.  
More explanation can be found in the accompanying "Planning Guide"*

*(Insert name, address, telephone number and local municipality where you are located. If you receive your mail at a different address, please fill in the right column. If not, write in "same" and just fill in the county. (Philadelphia is a City and a County).)*

Located at:	Mailing Address:
_____	_____
_____	_____
_____	_____
_____	_____
Township /Borough/City _____	County _____

Date: \_\_\_\_\_

*By numbering the copies of the plan, you can keep track of where they all are,  
and ensure that any changes are distributed to all of the holders.* Copy Number \_\_\_\_\_

**CONCURRENCE BY OUTSIDE RESOURCES**

I have examined this plan and am aware of requirements that impact me/my organization

Date	Organization	Signature	Date Plan Received	Copy Number

*This table can have as many lines as needed to accommodate the agencies reviewing and concurring. You should get concurrence from all outside agencies that will play a role in plan implementation; especially those that you're depending on to provide resources (e.g. shelter space or transportation). Ideally, they will be involved in the planning process. You need one (1) original of this page. Copies of the page can be placed in the distribution copies of the plans.*

**RECORD OF REVIEW AND CHANGES**

Date of Change	Summary of Change	Signature of Person Making Change	Date Change Distributed

**SIGNATURE OF RESPONSIBLE PARTY**

I have reviewed this plan and the procedures outlined in it. These procedures will be followed in case there is an emergency affecting the facility.

\_\_\_\_\_  
Signature of Facility Director

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Entity Representative  
(If different from above)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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## Foreword

This plan is written to protect the lives and welfare of those children and youth receiving services at the (name of Child Residential or day treatment facility). In so doing it will satisfy the regulatory requirements placed on the facility by the Department of Public Welfare (55 Pa. Code, Chapter 3800), and the statutory requirement for all custodial child residential and day treatment facilities to develop and implement a plan (35 Pa C.S., § 7701 g).

This emergency plan describes the procedures that will be used by (name of Child Residential or day treatment facility) to provide for the care and the well-being of the children and youth under our care as well as the welfare of our staff. This plan is meant to address circumstances that threaten lives and property. The procedures outlined in this plan constitute those temporary measures that will be taken to provide the best available protection for children and youth under our care. The plan relies on the organization and procedures that are followed on a day-to-day basis. The intent is not to introduce new ways of doing things during high-stress situations.

**IF THE FACILITY IS MANAGED BY A LEGAL ENTITY THAT HAS SEVERAL OTHER FACILITIES – INCLUDE THE FOLLOWING 2 PARAGRAPHS**

The (name of Child Residential or day treatment facility) is a part of a network of facilities that is managed by (Name of legal entity). (Name of legal entity) has multiple facilities throughout \_\_\_\_\_, and coordinates the administrative, legal and technical aspects of the care of those children and youth placed in any of its facilities. This plan is written and maintained primarily by (name of legal entity), with input and coordination from the staff at (name of Child Residential or day treatment facility).

As a part of the (Name of legal entity) organization, this (name of Child Residential or day treatment facility) plan will rely on the legal entity, but it will be capable of being implemented, and practiced independently. Changes to this plan will be made by the (Name of legal entity) with the concurrence of (name of Child Residential or day treatment facility).

Much of what is needed to implement a plan like this one should be treated as sensitive information. The exact locations of shelters and assembly areas and the routes to be taken during an evacuation may be useful information to someone with ulterior motives. For this reason, parts of the plan will not be released to the general public. This “basic plan” portion is intentionally general in nature so that it can be distributed to the general public. Important details from the plan are in the checklists, and these are not for public view. Because of these details, the checklists have been determined to be exempt from the Pennsylvania Right-to-Know law and other similar legislation. All of this detail should be made available to family members, to the courts and regulatory agencies having jurisdiction over children and youth by means of orientation materials and periodic mailings. The entire plan is available for review in the facility and to courts and regulatory agencies, as well as to local emergency responders and county and local emergency management agencies.

The plan itself is organized into three parts; the “Basic Emergency Plan”, a series of checklists, and a series of supporting documents. The Basic Emergency Plan provides overall concepts and assignment of responsibility. It does not contain great amounts of detail. The detail in the checklists should be confidential. The information in the checklists is arranged by function, recognizing that the evacuation planned for a HAZMAT spill will work just as well for a winter storm, and similarly, other emergency responses are useful in multiple types of emergencies.

Public safety officials should be aware of the provisions of this plan. The Department of Public Welfare, Office of Children, Youth and Families licensing representative will also review the plan when inspecting the facility. The responsibility of the Child Residential or Day Treatment Facility is to maintain and implement the plan. The facility shall provide a current copy of the plan to the county and local emergency management agency.

# Basic Emergency Plan

## 1. PURPOSE AND SCOPE

- To describe procedures that will provide protection for children and youth and staff in the event of a natural or human caused emergency or disaster.
- To assure coordination and cooperation with local and county government and emergency services.
- To satisfy regulatory and statutory requirements that the facility have, maintain and be prepared to implement an emergency plan.
- The provisions of this plan are designed for situations involving groups of children and youth or the entire facility. This plan is not designed to address individual emergency situations, for example a medical emergency.

## 2. SITUATION AND ASSUMPTIONS

- The *(name of facility)* is located at *(address, town)*, and has a maximum capacity of *(number)*, although the average daily census is *(number)* children and youth.
- Daytime staff is usually *(number)* and off-hours staff is *(number)*. This is a 24-hour facility. (shouldn't the "and" above be in normal type?)
- Additionally, the *(name of facility)* has *(number)* daytime-only children and youth receiving services that leave the facility at night.

*Or (IF A DAY TREATMENT FACILITY)*

- This is not a 24-hour facility. Normal operating hours are \_\_\_\_\_ Mon-Friday, and \_\_\_\_\_ Saturday and Sunday.
- The facility serves children and youth with special needs, including -----, -----, ----- (describe population for example: persons with medical, mobility, security or other issues) Facility staff routinely deal with this circumstance.

*IF A SECURE FACILITY, INCLUDE THE FOLLOWING PARAGRAPH*

- The facility serves children and youth ordered to secure care or secure detention. As such, portions of the facility are normally locked from the outside, to keep children and youth inside (See Attachment 4 in the Supporting Documents section). Facility staff routinely deal with this circumstance.
- Children and youth are placed in the facility by County Juvenile Courts.
- The person in charge of the facility can be reached (24/7) at *(location/phone number of senior on-site person)*. For off-site contacts see Attachment A in the

Supporting Documents section of this plan.

- The facility assumes responsibility for the health and safety of those children and youth receiving services here.
- The facility is part of the \_\_\_\_\_ legal entity, which oversees operations in Child Residential or day treatment facilities throughout \_\_\_\_\_ County (ies).
- The facility is located in *(name of township/borough/city)* whose emergency management agency will be the primary source of governmental assistance during an emergency.
- Assistance during emergencies will be dispatched through the *(county name)* County 9-1-1 and be coordinated by the *(county name)* County Emergency Management Agency.
- The facility may be subject to the following natural disasters and emergencies:
  - Natural Disasters *(e.g. tornado, severe storms, flood, blizzard, disease outbreak for example H1N1, etc.) Insert the most common:*

*One good source of information about the hazards in your area is the local emergency management agency. Their phone number is in the blue pages of your phone directory.*

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- Human Caused Emergencies *(e.g. HAZMAT spill, intruder, fire in the neighborhood, power outage):*

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### 3. CONCEPT OF OPERATIONS

- General:
  - Protection of information in this plan: Much of the material in emergency plans should not be released to the general public. Since this basic plan is general in nature and designed to be distributed, all personal information, or information that would be potentially harmful if it fell into the wrong hands can be found in the checklists or supporting documents that are designed to aid in execution of this plan.
  - Direction and Control – The director or appointed designee will assume responsibility for emergency actions until the arrival of emergency service personnel.
  - The director or designee will establish a “command post” (list location e.g. just inside the main entrance) where information will be gathered and decisions made and communicated.
  - The director or appointed designee will decide when, and what protective actions to take (evacuate to a “secure outdoors” area, relocate to a more distant site, lockdown, or move to a secure part of the facility.)
  - The director or appointed designee will gather and record information necessary to determine appropriate emergency actions.
  - The primary means of communication will be through verbal contact. Telephones (see Attachment 1 in Supporting Documents Section) will be used to notify outside agencies/personnel and staff who have left the facility.
  - If there is too much noise in the facility for voice communication, one pre-determined signal will alert staff supervisors to come to the command post for instruction (e.g. – an air horn, whistle or cowbell.)
  - In an emergency, facility staff and resources will be focused on providing for the safety and well being of children, youth and staff.
- In the absence of the director or appointed designee, the following person(s) will take charge:  
*Position of Primary designee:* \_\_\_\_\_
  
- Position of Secondary designee:* \_\_\_\_\_
- Regular drills on emergency plans, procedures and duties should be conducted at least annually (or more frequently if required by other standards) to:
  - Provide training for staff, including substitutes;
  - Orient children and youth on emergency procedures and responsibilities; and
  - Develop skills needed for a real emergency.
  - Provide an opportunity to work with local emergency services.
  - Provide opportunities to ensure viable community resource utilization.
- Children and youth or staff with special medical, physical or behavioral needs:
  - The Facility will maintain a current listing of any children and youth or staff who have a condition that may require special consideration or action to allow that person to take appropriate protective measures during an emergency (See Supporting Documents, Attachment 7.) The listing will include both long-term and short-term disabilities.

- A staff member will be assigned responsibility to ensure that those individuals take the appropriate protective measures (evacuate or shelter in place.)
- If special needs include medications or any physical equipment, a staff member will be assigned responsibility to ensure that the medications or equipment accompany the individual with special needs.
- If the necessary specialized equipment requires batteries or supplies, those will be stocked and moved as well.
- The listing of children and youth with special needs medicine/equipment will be provided to county Emergency Management Agency along with the annual plan review.
- Continuity of Services
  - Children and youth that receive medical, mental health, substance abuse or other similar treatments will continue to receive them with minimal interruption to the regular schedule.
  - Staff who are responsible for providing those services during non-disaster time will continue to provide those services as needed.
  - Staff or anyone who becomes aware of a person receiving services who is not receiving necessary or appropriate treatment will notify the director or appointed designee as soon as possible.
- Evacuation of the Facility (SEE CHECKLIST FOR MORE DETAIL)
  - All evacuations will be done as quickly as possible. Staff will ensure that children and youth in their immediate vicinity move to the assembly area.
  - Evacuation plans posted in a conspicuous place in common areas will designate the route to be followed to the assembly area.
  - Staff members will conduct roll call in the assembly area and report results to the Command Post (CP.)
  - If safe, a designated team will search the facility to ensure there are no stragglers.
  - The CP will notify local emergency services and others as appropriate.
- Relocation to another facility will be accomplished if it is not safe to remain in the assembly area. (SEE CHECKLIST FOR MORE DETAIL.)
- Shelter in place in the facility (SEE CHECKLIST FOR MORE DETAIL.)
  - Staff will ensure that children and youth in their immediate vicinity move to designated shelter in place area.
  - Evacuation plans posted in a conspicuous place in all common area will designate the closest and the best protected shelter in place areas for residents of that room in case shelter in place is required.
  - Staff members will conduct roll call in the shelter in place areas and report results to the Command Post.
- Lockdown (SEE CHECKLIST FOR MORE DETAIL) In case of a hostile intruder, the facility will lock all interior and exterior doors. Children and youth will remain in the room where they are, allowing no-one in or out of the room until the situation is resolved and an all-clear signal is given.

*IF A SECURE FACILITY, INCLUDE THE FOLLOWING:*

- Security of Children in Juvenile Detention Facilities (SEE CHECKLIST FOR MORE DETAIL.)
  - In order to securely move children and youth the normal security from the facility will need to be augmented.
  - Extra supplies and restraints have been procured and are stored in the facility.
- Accountability
  - The regulatory agency having jurisdiction over each person receiving services (Juvenile Probation Office, County Children and Youth office) will be notified as soon as practicable about evacuation or shelter place of children and youth. They will then notify the courts having jurisdiction, as appropriate. The DPW regional office and the family/guardians of the children and youth will be notified within 12 hours (or as soon thereafter as the circumstances allow).
  - Children and youth will only be released to an individual designated by the parents or guardians, or the court having jurisdiction. In an emergency, a child may be released to an individual upon verbal approval by the court if the individual's identity can be verified by a staff member.
  - In case of an evacuation, attendance will be taken at the assembly area, upon boarding and exiting the emergency transport vehicle(s) (if used) and upon the arrival at the relocation facility. Staff: resident ratio and supervision requirements must be met during an evacuation.
  - In case of sheltering in place, attendance will be taken when all staff and persons receiving services have moved to the shelter in place areas, periodically during the period of shelter in place and as soon as individuals are able to leave the shelter in place areas and return to "normal" operations.
- Return to the Facility
  - After the emergency has passed, a thorough inspection of the facility will be made by emergency services and other appropriate personnel to ensure that it is safe for re-occupancy.
  - Facility staff and management will ensure that the facility is clean and ready to receive the children/youth.
  - Evacuated/Sheltered staff and children/youth will be returned to the facility and to normal activities.
  - Courts and regulatory agencies having jurisdiction will be informed that the facility is reoccupied and is returning to normal.
  - Family members/loved ones of the children and youth in the facility will be informed that the facility has been re-occupied and is returning to normal.
  - The facility director or designee will consider whether any kind of de-briefing or counseling of affected children/youth or staff is warranted.
  - Children and youth will be observed closely for several weeks to see if they may be experiencing stress related to the event.
- An after action meeting will be conducted involving all participants to determine if plans or training need to be changed before the next emergency occurs.
- If the facility will be unsafe for an extended period of time, the courts and regulatory agencies having jurisdiction over the children and youth will identify

other facilities to care for them.

#### **4. ORGANIZATION AND RESPONSIBILITIES**

- The facility director or appointed designee will:
  - Maintain this plan in a current and usable state.
  - Ensure agreements are current with relocation facilities and transportation providers (if applicable).
  - Encourage family members and interested persons to tune to local media for information during an emergency.
  - Determine the number and types of transportation needed if evacuation or relocation is required.
  - Notify the appropriate county children and youth agency or juvenile probation office and the families/guardians of the children and youth in case of an emergency that requires evacuation.
  - Be familiar with emergency plans for the municipality (borough, city, township and county.)
  - Ensure that 9-1-1 is called as soon as possible after he/she becomes aware of an emergency.
  - Determine a course of action (evacuation, shelter in place, etc.) to be taken during an emergency.
  - Keep the staff aware of the status of the emergency.
  - Ensure children and youth emergency records are taken to the evacuation/relocation site.
  - When emergency services arrive, locate the Incident Commander and provide information about the status of the children, youth, staff, and the facility.
  - Retain responsibility for the children and youth and staff while the responders are dealing with the emergency, or until relieved by the facility director.
  - Stay available to responders to provide information about the facility.
- County Children and Youth Office (as appropriate) will:
  - Ensure notification of the appropriate courts having jurisdiction over the children and youth in the affected facility.
- Juvenile Probation Office (as appropriate) will:
  - Ensure notification of the appropriate courts having jurisdiction over the children and youth in the affected facility.
- Staff will:
  - Review and assist in keeping plans and checklists current.
  - Maintain supervision of children and youth until additional staff arrive to take over, or until the children and youth are transferred by the court having jurisdiction.
  - Perform special assignments as specified in the plan checklists.
- Parents/guardians/family members are requested to:
  - Be familiar with plans and procedures for ensuring safety of the children and youth.

- Tune to designated local media for information and instructions during an emergency.
- Understand and comply with procedures prescribed by the courts should they decide to release children and youth to their families if an emergency causes the facility to be uninhabitable.

**5. AUTHORITY AND REFERENCES**

- Title 55, Pa Code, Chapter 3800. Child Residential and Day Treatment Facilities
- Title 35, Pa CS, § 7701g The Pennsylvania Emergency Management Services Code

**6. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION**

- The legal entity or designee of the Child Residential or Day Treatment facility is responsible for:
  - The development, execution, and maintenance of the emergency plan.
  - Annual review and update of the plan.
  - Documenting the review on the Record of Changes and Review (page ii).
  - Making sure that copies of the plan are distributed.
  
- Distribute the Emergency Plan to:
  - \_\_\_\_\_ (County) Emergency Management Agency.
  - Other related organizations listed below (*Be sure to include all involved emergency response organizations and any labor organizations representing staff*).
  - \_\_\_\_\_
  - \_\_\_\_\_

**7. SUPERCESSION**

This plan supersedes all previously developed emergency plans for this facility.

**OR:**

**This plan supersedes the plan for (name of facility) dated (insert the date of the old plan.)**