



# OREGON YOUTH AUTHORITY



## Policy Statement

### Part I – Administrative Services

Subject:

#### Emergency Action Plan; Business Continuity Plan

Section – Policy Number:

**C: Property Management – 7.1**

Supersedes:

**I-C-7.1 07/96**

Effective Date:

**03/28/2008**

Date of Last

Review: *no change*

**02/04/2020**

#### Related Standards and References:

- [OAR 437-002-0042](#) (Emergency Action Plan)
- [OAR 437-002-0161](#) (Medical Services and First Aid)
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 4-JCF-2A-01 (Emergency Plans; Threats to Security)
- National Commission on Correctional Health Care, *Standards for Health Services in Juvenile Detention and Confinement Facilities*; Y-A-07 (Emergency Plan)
- DAS policy: [107-001-010](#) (Statewide Business Continuity Planning)
- [OYA Business Continuity Plan](#)
- OYA Emergency Action Plan Handbook (sample obtained through the OYA Safety and Wellness Manager)
- [OYA policy](#): 0-5.0 (Violence-free Workplace)
- I-C-7.0 (Safety and Health Program)
- I-C-7.3 (Hazard Communication Program)
- I-C-8.1 (Bloodborne Pathogens)
- I-D-1.5 (Workers' Compensation)
- II-A-1.1 (Facility Safety and Security Reviews)
- II-C-2.0 (Fire Evacuation)

#### Related Procedures:

- Facility and office local protocols

#### Policy Owner:

Human Resources Manager

#### Approved:

Robert S. Jester, Director

### I. PURPOSE:

This policy establishes general standards in developing emergency action plans in OYA offices and facilities. Emergency response planning will prepare OYA staff to respond appropriately in the event of an actual emergency.

This policy also addresses the agency's Business Continuity Plan (BCP) which enables OYA to respond in such a manner that critical business functions continue during and after the event of an emergency.

**II. POLICY DEFINITIONS:** None

**III. POLICY:**

OYA is aware that its offices and facilities may be subject to threats or incidents that endanger personnel or property or interrupt service to staff and youth. All offices and facilities will have an emergency action plan to ensure staff and youth safety and an orderly response to emergency situations.

A general Emergency Action Plan Handbook is available to assist managers/supervisors in developing local emergency action plans. The handbook is available through the OYA Safety Manager.

OYA's Business Continuity Plan (BCP) outlines advance arrangements and procedures to enable the agency to respond to an event in such a manner that critical business functions may continue with planned levels of interruption or change. The BCP assists the agency in performing its critical function during and after a prolonged emergency event.

**IV. GENERAL STANDARDS:**

Elements of an Emergency Action Plan

- A. All managers will ensure their local emergency action and evacuation plans are current and accessible to staff.
- B. All OYA staff will be fully aware of their responsibilities under the Emergency Action Plan.

The Emergency Action Plan must be reviewed with staff at a minimum:

- 1. When staff are hired or new to a job;
  - 2. When the staff's responsibilities under the plan change; or
  - 3. When the plan changes.
- C. Building evacuation
- 1. Building evacuation routes will be posted near each exit.
  - 2. At a minimum, two people will assist any person who may have difficulty or limitations exiting the building during an evacuation.
  - 3. Staff will follow local procedures to account for staff and youth following a building evacuation.
  - 4. Staff will follow local procedures for applicable emergency operation or shutdown of equipment prior to evacuation (e.g. power, gas, water).

- D. Notification protocols will be established at each OYA facility and office.
  - 1. Emergency Action Plans should be provided to local emergency responders.
  - 2. Plans will include a provision to notify responsible agency authorities as quickly as possible.

E. Emergency exercises

- 1. Evacuation exercise: Each OYA office will conduct at least one documented building evacuation per year.
- 2. Earthquake exercise: Each OYA office will conduct at least one documented earthquake exercise per year.
- 3. Each OYA facility will conduct evacuation exercises according to OYA policy II-C-2.0 (Fire Evacuation).

F. Documenting and reporting injuries

Each facility and office Emergency Action Plan will outline a process for documenting and reporting staff and youth injuries sustained during an emergency and/or building evacuation.

G. OYA Business Continuity Plan (BCP)

Staff will refer to the OYA BCP in the event of an emergency where an OYA facility or office is threatened or incapacitated requiring the relocation of operational services. This includes prolonged loss of a facility, power, information technology/network, or workforce.

- 1. The OYA Director will designate a staff member to serve as the BCP Sponsor, and another staff member to serve as the BCP Coordinator.
  - a) The BCP Sponsor will have direct access to the OYA Director, and be responsible for advising the Director in the event of a prolonged emergency situation.
  - b) The BCP Coordinator will manage and be responsible for the BCP planning process, maintenance of the overall plan and testing.
- 2. Local procedures will address:
  - a) Annual documented testing of the BCP, to include a debriefing exercise; and
  - b) Short-term reviews to update telephone numbers and team members.

**V. LOCAL OPERATING PROCEDURE or PROTOCOL REQUIRED: YES**

- A. Each office and facility will have an Emergency Action Plan accessible to staff. The plan will address the standards described in Section IV herein.
- B. Each office and facility will have a BCP accessible to staff which is periodically reviewed to ensure information is current. The BCP plan will be tested on an annual basis.