

(Name of Facility)

Child Residential

or

Day Treatment Facilities

**(Facilities Licensed Under Title 55, Pa
Code, Chapter 3800)**

Emergency Checklists

Date: _____

These checklists support the (name of facility) emergency plan. When filled in, they are confidential, and not to be released outside the facility, except to emergency response organizations.

THIS PAGE INTENTIONALLY LEFT BLANK

CHECKLIST A: DIRECTION AND CONTROL OPERATIONS

The direction and control activities outlined in this annex apply to all emergency situations. Some of the activities, to include annotating when tasks are completed, may be assigned to individual staff. It is important that each person know what (s)he is responsible to do.

Completed by (initials) or N/A	Item
	Facility Director <i>This designates the person</i>
	___ <i>(insert name of facility director)</i> ___ is in charge of the facility.
	___ <i>(insert name of assistant facility director or designee)</i> ___ is 2nd in charge of the facility, in case the person in charge is unavailable.
	___ <i>(insert name of third person in charge)</i> ___ is 3 rd in charge of the facility, in case the person in charge is unavailable.
	Considerations for Protective Action Decision <i>When an emergency occurs, the director, or designee, must decide what to do to protect the children and youth that depend on him or her. The protective actions may depend on the type of emergency, and on the capabilities of the facility. Evacuation may not be the best decision. Sudden occurrences (explosions, tornadoes, etc.), violent storms/weather conditions, hazardous materials events and an armed intruder or suspicious person outside may make sheltering in place, or even lockdown the best choice. (See Attachment 12 in the Supporting Documents Section of this planning toolkit.)</i>
	Monitor Weather Radio.
	Gather information from sources in the facility about the emergency.
	Gather information from County/Local Emergency Management Agency & Emergency Services about the emergency.
	Consider: Is there time to evacuate?
	Consider: Is it safe to go outside?
	Consider: Have the courts directed temporary release of children and youth.
	Consider: Can the children, youth & staff be safe inside the building?
	Consider: How long will this event last?
	Identify the appropriate protective action.
	Notify staff of protective action decision.
	Notify affected Juvenile Probation Offices and County Children and Youth Offices of protective action decision.
	Modified Activities <i>Emergencies may not affect those protected inside the facility, but may require adjustment or cancellation of certain activities.</i>
	Cancel all out-of building activities.
	Emergency Services Arrive <i>Fire/police/EMS arrive on-scene and start to deal with the emergency.</i>
	Contact Incident Commander from fire/police/Emergency Medical Services and tell him/her what's going on.
	Appointed <i>(insert name of liaison)</i> ___ as liaison to the incident commander.

CHECKLIST B: PROTECTIVE ACTIONS

Procedures to accomplish one of five pre-planned protective actions: Lockdown, Immediate Shelter, Immediate Evacuation, Shelter in Place or Evacuation to Relocation Facility. NOTE: "Go-Kits" should be pre-prepared to accompany you wherever you need to go. Contents of go-kits are specified in Attachment 9 in the Supporting Documents Section).

Completed by (initials) or N/A	Item
	Lockdown
	<i>If there is an intruder in the facility, or hostile persons just outside who may come inside, or if the emergency makes it dangerous to move around in the facility, the safest thing for the children and youth may be to lock them in their rooms.</i>
	Sound alarm: (<i>What will the signal be? </i>) to lock all doors & shelter children and youth in their rooms.
	Notify 9-1-1.
	Police search building to find intruder.
	Notify affected Juvenile Probation Offices and Child Welfare Offices.
	Sound "All-Safe" signal (<i>What will the signal be? </i>).
	Notify Parents and Families.
Completed by (initials) or N/A	Item
	Immediate Shelter
	<i>If there is not sufficient time to move the children and youth to the safest spot in the facility, whatever shelter is available at or near the children's current location should be used.</i>
	Sound Alarm.
	Unlock doors to closets and utility spaces designated as shelters.
	Move the children, youth and staff to the closest shelter areas.
	Move "Go Kits," medications and special needs equipment to shelter area (time permitting).
	Close air intakes for HVAC (time permitting).
	Turn off utilities to avoid fire/explosion (if situation warrants).
	Close windows, blinds, drapes & doors to block debris from becoming missiles.
	Notify 9-1-1.
	Notify affected Juvenile Probation Offices and Child Welfare Offices.
	Take attendance as soon as the immediate hazard passes.
	Maintains control of the children and youth until instructed to move to another location.
	Brief emergency services when they arrive on-site.
	Emergency Services search the building and determine that the building is safe from any hazards prior to returning to normal facility use.
	Sound "All-Safe" signal (<i>What will the signal be? </i>).
	Notify affected Juvenile Probation Offices and Child Welfare Offices that things are returning to normal.
	Notify Parents and Families what has happened.

	Take attendance to establish accountability for all children, youth and staff.
	Remain in place and await further instructions from designated person in charge or emergency services.
	Notify 9-1-1.
	Notify affected Juvenile Probation Offices and Child Welfare Offices.
	"Go Kits," medications and special needs equipment moved to shelter areas.
	Maintain control of the group until instructed to move to another location.
	Close windows, blinds, drapes & doors to impede debris from becoming missiles.
	Close air intakes for HVAC.
	Reduce all other sources of external air.
	If required, place additional security/restraints in areas sheltering adjudicated juveniles.
	Time permitting, place food and beverages in closed containers.
	Provide meals/snacks to sheltered children and staff if the duration of the emergency warrants.
	Brief emergency services when they arrive on-site.
	Determine building is safe from any hazards prior to returning to normal operations (request expert advice/assistance as appropriate).
	Sound "All-Safe" signal (<i>What will the signal be?</i>).
	Notify affected Juvenile Probation Offices and Child Welfare Offices. that "all-safe" is sounded.
	Notify Parents and Families.

Completed by (initials) or N/A	Item
	<p style="text-align: center;">Evacuation to a Relocation Facility</p> <p><i>If the entire neighborhood is in danger, it may be necessary to move the children, youth and staff to another facility that is far enough away to not be in danger. It would be convenient if that "relocation facility" is a similar residential facility because it has facilities and equipment. If nothing else is available, the community may have evacuation shelters established.</i></p>
	Notify relocation Facility (<i>name</i> , <i>phone #</i>).
	Notify affected Juvenile Probation Offices and Child Welfare Offices.
	Call for pre-planned transportation vehicles (if needed).
	Move children and youth to the assembly area.
	Take attendance for accountability and to determine exact number of transport seats needed.
	Transportation arrives at the facility and moves to the assembly area.
	If required, place additional security/restraints on adjudicated juveniles during transport.
	If necessary, notify county Emergency Management Agency (ph # _____) of failure in transportation resources.
	Give each driver a map to Relocation Facility in case vehicles get separated. (Appropriate maps attached to this checklist).
	Load "Go Kits" medications and special needs equipment on transportation.
	Post "Notice of Relocation" (Attachment 8 in the Supporting Documents Section).
	Take attendance for accountability before transportation departs.
	Transportation departs for Relocation Facility.
	Take attendance for accountability when you arrive at Relocation Facility.
	Move children to areas designated for their use at Relocation Facility.
	Retain supervision and accountability for all children.
	Take attendance and report numbers to designated person in charge.

	Notify affected Juvenile Probation Offices and Child Welfare Offices that you are safely at the relocation facility.
	Notify parents and family members.
	Plan for safe return to home facility, or identify a long-term facility.
	Implement plan to return to home facility.
	Notify affected parties when you return to home facility.

CHECKLIST C: EMERGENCY SUPPORT FUNCTIONS

Procedures to accomplish functions required to support emergency action.

Completed by (initials) or N/A	Item
	Building Security
	Lock facilities, leaving only one entry/exit point.
	Staff checkpoints to ensure there are no intruders (see Attachment 4 in the Supporting Documents Section).
	Building Security (Secure Facilities)
	Lock all outside doors.
	Lock interior doors to isolate major units of the activity.
	Call for additional security staff to assist with evacuation/shelter in place.
	Retrieve shackles/restraints from storage to be used during transit.
	Contact juvenile probation office(s) to keep them apprised.
	Notify 9-1-1.
	Communications
	Get information on hazards
	Monitor weather radio to find out about emergencies.
	Monitor local radio/TV stations to stay aware of the progress of the emergency.
	Communicate with Juvenile Probation Office and County Children and Youth
	Use land-line telephone (primary means of communication).
	Make backup communication system available (cell phones/e-mails).
	Use texting if voice communication is not operating due to call volume.
	Communicate with parents
	Use land-line telephone (primary means of communication).
	Make backup communication system available (cell phones).
	Time permitting post current facility status on the facility website (if available.)
	Use text messaging and social networking sites to notify parents.
	Communicate within the facility
	Use walkie-talkies, voice and courier for primary communication.
	In emergency individual cell-phones may be used.
	Sound alarm for Immediate Evacuation (<i>fill in what the alarm will be – ex: a SOLID blast on an air horn.</i>)
	Sound alarm for Immediate Shelter (<i>fill in what the alarm will be – ex: three blasts on the air horn.</i>)
	Sound alarm for Lockdown (<i>fill in what the alarm will be – ex: a coded message on the PA system.</i>)
	Sound alarm for Shelter in Place (<i>fill in what the alarm will be – ex: two blasts on the air horn.</i>)
	Sound alarm for Evacuation to a Relocation Facility (<i>fill in what the alarm will be – ex: one short – one long blast on the air horn.</i>)
	Establish contact with relocation facility as soon as evacuation is considered.

Completed by (initials) or N/A	Go Kits
	Include a copy of this plan.
	Include emergency contact information and pick-up authorizations for all of the children.
	Include medication and other equipment (with instructions for use and extra batteries) for the children and staff.
	Include special medical information, including allergies on children and staff.
	Include first aid supplies.
	Include water & snacks for everyone (time permitting).
	Include important business records (second priority).
	Other (specify _____)
Completed by (initials) or N/A	Medical Emergencies
	Render first aid as needed/feasible.
	Call 9-1-1.
	Examine all children/staff for injuries after emergency has passed.
	Establish and maintain log of any medication administered.
	Brief Ambulance/EMS personnel when they arrive.
Completed by (initials) or N/A	Special Needs
	Review list of special needs children (lists in "go-kit") (Attachment 7 in the Supporting Documents Section).
	Ensure individual staff are with children with special needs.
	Take all medication to be moved if children relocate (in go-kit).
	Take first aid supplies to accompany the children (first aid supplies in "go-kit").
Completed by (initials) or N/A	Public Utilities
	Shut off Electricity manually.
	Shut off Water manually.
	Shut off Gas manually.
	Leave utilities off until professionals determine that it is safe to turn them back on.
	Have professional re-establish utility service.
Completed by (initials) or N/A	Important Records
	<i>When possible, important records, including business records should be backed up regularly and stored in a secure site away from the facility.</i>
	Put emergency contact information and parental permissions, etc in "Go-Kit".
	Put business records (license, employee training, lease, etc.) in "Go-Kit".
	Put records relating to special needs in "go-kit."
Completed by (initials) or N/A	Recovery
	Develop a plan based on damage survey to clean up the facility and make it safe for reoccupation.
	Begin clean-up and repair.

	Keep records of costs for insurance reasons.
Completed by (initials) or N/A	Dealing with the Media
	Refer all media inquiries to Facility Director or Legal Entity Administrator.
	Implement the Legal Entity's Media Communications Plan.