



Administrative Policies and Procedures: 29.12

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| Subject: | Emergency Response Preparedness Plans |
| Authority: | TCA 37-5-105; 37-5-106 |
| Standards: | COA: PA-ASE 6.01 (a) (b), 6.02 (c), PA-RPM 6.01 (b) (c), PA-CM 4.01, 4.02, 10.03 (j), PA-FC 16.07, 17.01, PA-KC 6.02 |
| Application: | To All Department of Children's Services Employees |
| Policy Statement: | |
| <p>Each Department of Children's Services (DCS) Central Office Division, Regional and Field Office shall develop written Emergency Response Preparedness Plans (ERPP) to establish operations during emergency situations and to recover from damages/disruption in a reasonable time period. DCS Youth Development Centers shall develop written Contingency Plans as outlined in DCS Policy 29.5 Contingency Plans for Youth Development Centers and according to the American Correctional Association (ACA) Standards.</p> | |
| Purpose: | |
| <p>To ensure that ERPP's are developed that provide preparation, response and recovery efforts from emergencies and disasters. Key objectives include:</p> <ul style="list-style-type: none"> ◆ Provisions for safety and well-being; ◆ Minimize immediate damage and losses; ◆ Establish management succession; ◆ Provisions for immediate response to critical tasks and functions and timely resumption of business; ◆ Coordinate services and share information; and ◆ Facilitate effective coordination of recovery tasks. | |
| Procedures: | |
| A. Development of written <i>Emergency Response Preparedness Plan</i> | <ol style="list-style-type: none"> 1. Each DCS Executive Director and Regional Administrator or their designees will be responsible for the development of an ERPP for their respective offices and facilities for implementation in the event of emergency situations. 2. Development of Contingency Plans <u>specific</u> to DCS Youth Development Centers will be in accordance with DCS policy 29.5, Contingency Plans for Youth Development Centers. Copies of the DCS Youth Development Center |

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| | <p>contingency plans are maintained in the DCS Juvenile Justice Division.</p> <p>3. All ERPP and Contingency plans will be approved by the appropriate Regional Administrator, Executive Director or Director and Superintendent. copy must be submitted at least annually to the <i>DCS Liaison for Emergency Response and Management</i>.</p> |
| <p>B. Emergency response coordinator identified for each office or facility</p> | <p>1. Each DCS Executive Director, Regional Administrator, YDC Superintendent will assign an employee designated as the <u><i>ERPP or Contingency Plan Coordinator</i></u> who will be responsible for developing, maintaining and revising the plan for their respective office/facility.</p> <p>2. Responsibilities of the designated <u><i>ERPP or Contingency Plan Coordinator</i></u> will include, but not be limited to:</p> <ul style="list-style-type: none"> a) Creating and/or revising the <i>ERPP</i> at least annually as determined necessary to ensure that contents are current. b) Coordinating emergency planning and preparedness activities with local management, employees, state and governmental authorities and emergency responders. c) Providing current copies and information of the ERPP/Contingency plans to employees and to the designated temporary worksite location. d) Testing the Plan's effectiveness, at least annually, by conducting a tabletop discussion, or practice drill exercise to identify errors or omissions in the plan. This exercise may also be coordinated with community organizations/partners, such as the police and fire departments and providers. Documenting the results of the practice exercises and modifies the plan based on lessons learned to improve proficiency in executing the plan. |
| <p>C. Emergency response plan content</p> | <p>The <i>ERPP</i> must be formulated as outlined in the <u><i>Emergency Response Preparedness Planning and Instruction Guide</i>.</u></p> |
| <p>D. Training</p> | <p>1. Each DCS Executive Director, Director and Regional Administrator will ensure that a copy or access to a copy of the relevant ERPP and worksite safety procedures is provided to all employees.</p> <p>2. In addition to discussions and tabletop drills, emergency management computer-based training may be accessed through the <i>Federal Emergency Management Agency (FEMA)</i> via <u>http://www.fema.gov/about/training/emergency.shtm</u>. This training offers a wide variety of courses and is free of charge. At the end of study course a <i>Certificate of Achievement</i> will be awarded to the participant.</p> <p>3. The <i>Certificate of Achievement</i> must be submitted to the Supervisor or designee for verification of completion and submission to DCS Training and Staff</p> |

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| | <p>Development Division as outlined in <i>Section E, 2</i> to document proof of training and to receive training credit.</p> <p>4. <u>Local</u> Emergency Preparedness Personnel, Emergency Responder Personnel or <i>Tennessee Emergency Management Agency (TEMA)</i> Representatives may facilitate training and/or facilitate tabletop drills on how to respond to medical threats and emergencies to include, but not be limited to the following:</p> <ul style="list-style-type: none"> a) Individual roles and responsibilities (check lists may be prepared for each responsibility and all procedures); b) Introduction to local evacuation procedures; c) Assessment of risk and safety that include potential risks that staff may encounter off-site, in the community, or during home visits; d) Emergency response procedures; e) Coordination with local medical, mental health, law enforcement and other professionals; and f) Implementation of health and safety procedures. <p>5. All employees must complete mandatory training on emergency response preparedness annually as required by DCS policy <u>5.2, Professional Development and Training Requirements by Category of Employment</u>.</p> |
| <p>E. Documentation of training</p> | <p>1. All types of training activities must be documented that include:</p> <ul style="list-style-type: none"> a) Table Top meetings or discussions; b) Training conducted by Local Emergency Preparedness Personnel, Emergency Responder Personnel or TEMA Representatives; c) Training accessed via FEMA Website; and d) Other training activities for the purpose of emergency preparedness. <p>2. Documentation of training must be submitted to the DCS Training Division on form CS-0724, Monthly Training.</p> <ul style="list-style-type: none"> a) Send original copy to the DCS Training Division; b) Send one copy of any <u>FEMA training</u> to the DCS Emergency Services Coordinator; and c) Maintain one copy on file at the worksite. |

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| <p>Forms:</p> | <p><u>CS-0724, Monthly Training</u></p> |
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| Collateral Documents: | <u><i>Emergency Response Preparedness Planning and Instruction Guide</i></u> <i>Emergency Response Preparedness Plans</i> |
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