



OREGON YOUTH AUTHORITY

Policy Statement

Part I – Administrative Services



Subject:

Emergency Action Plan; Continuity of Operations Plan

Section – Policy Number:

C: Property Management – 7.1

Supersedes:

**I-C-7.1 (3/08)
I-C-7.1 (7/96)**

Effective Date:

04/28/2023

Date of Last
Revision/Review:
None

Related Standards and References:

- [OAR 437-002-0042](#) (Emergency Action Plan)
- [OAR 437-002-0161](#) (Medical Services and First Aid)
- 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 Continuity of Operations Plan](#)
- OYA Emergency Action Plan Handbook (sample may be obtained from the OYA safety 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-C-2.0 (Fire Evacuation)

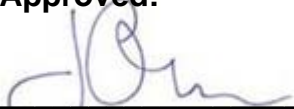
Related Procedures:

- Facility and office local operating protocols

Policy Owner:

Human Resources Administrator

Approved:



 Joseph O'Leary, 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 during an actual emergency.

This policy also addresses the agency's Continuity of Operations Plan (COOP) which is designed to have OYA's critical business functions continue during and after 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 people or property or interrupt services. All OYA offices and facilities must 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 Continuity of Operations Plan (COOP) outlines advance arrangements and procedures enabling the agency to respond to an event and continue critical business functions with planned levels of interruption or change. The COOP 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 must ensure their local emergency action and evacuation plans are current and accessible to staff.
- B. All OYA staff must 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 must be posted near each exit.
 - 2. At a minimum, two people must assist any person who may have difficulty or limitations exiting the building during an evacuation.
 - 3. Staff must follow local protocols to account for staff and youth following a building evacuation.
 - 4. Staff will follow local protocols for applicable emergency operation or shutdown of equipment prior to evacuation (e.g., power, gas, water).
 - 5. Training

Staff must complete training on fire safety and evacuation plans during new employee orientation, and annually thereafter.

D. Notification protocols must be established at each OYA facility and office.

1. Emergency Action Plans must be provided to local emergency responders.
2. Plans must include a provision to notify responsible agency authorities as quickly as possible.

E. Emergency exercises

1. Evacuation exercise: Each OYA office must conduct at least one documented building evacuation per year.
2. Earthquake exercise: Each OYA office must conduct at least one documented earthquake exercise per year.
3. Each OYA facility must 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 must outline a process for documenting and reporting staff and youth injuries sustained during an emergency or building evacuation.

Each plan must direct staff to contact emergency medical services (e.g., ambulance) for individuals who are unconscious, and staff/contractors/visitors/guests who are unable to articulate their preference for medical care.

G. OYA Continuity of Operations Plan (COOP)

Staff must refer to the OYA COOP during 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 Business Services assistant director must designate a staff member to serve as the COOP sponsor, and another staff member to serve as the COOP coordinator.
 - a) The COOP sponsor will have direct access to the OYA director, and be responsible for advising the director during a prolonged emergency situation.
 - b) The COOP coordinator will manage and be responsible for the COOP planning process, maintenance of the overall plan, and testing.

2. Local operating protocols must address:
 - a) Annual documented testing of the COOP, to include a debriefing exercise; and
 - b) Short-term reviews to update telephone numbers and team members.

V. LOCAL OPERATING PROTOCOL REQUIRED: YES

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