

# YOUTH SERVICES POLICY

<b>Title:</b> Shelter/Meals for Employees on Duty During Emergency Situations	<b>Type:</b> A. Administrative <b>Sub Type:</b> 1. General <b>Number:</b> A.1.18
<b>Page 1 of 5</b>	
<b>References:</b> YS Policy Nos. A.1.8 “Emergency Operations Plan”, A.2.1 “Employee Manual”,(b) “Employee Rules of Conduct”, A.2.2 “Pay Administration and Management” and A.2.20 “Critical Incident Stress Management (CISM) Program”	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Otha “Curtis” Nelson, Jr., Deputy Secretary	<b>Date of Approval:</b> 04/24/2023

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish agency policy to coincide with the “YS Emergency Operations Plan” (refer to YS Policy No. A.1.8), regarding shelter and food for YS employees who are assigned to assist in the event of a natural or man-made disaster, or any other major incident that affects the safety and security of the citizens of the State, or employees and youth of YS.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Probation and Parole Director - Juvenile, Youth Facilities Director - Statewide, Executive Management Advisor, Emergency Planning Coordinator (EPC), Regional Directors, Facility Directors, Regional Managers, and all other YS employees that are assigned to assist in emergency situations.

## IV. DEFINITIONS:

***Emergency Management Team (EMT)*** - Senior executive and administrative staff, designated by the Deputy Secretary, to form the core response planning during an event.

***Emergency Operations Plan (EOP)*** - The “YS Emergency Operations Plan” which establishes the policies and structure for YS management of emergencies and disasters.

***Emergency Planning Coordinator (EPC)*** - An OJJ staff member designated by the Deputy Secretary, who is responsible for establishing the hazard emergency operations plan and implementing procedures according to that plan.

***Emergency Communications Network (ECN) CodeRED System*** - An emergency management alert system utilized by secure care facilities, Central Office and YS/OJJ's Emergency Response Team. ECN CodeRED allows for the establishment of emergency call lists and high speed notification of multiple groups including local citizens, employees, and law enforcement. The "ECN CodeRED System" is activated by trained employees via telephone, mobile device or internet.

***Regional Emergency Response Team (RERT)*** - A trained team of YS employees available to respond in support of general emergency operations.

**V. POLICY:**

It is the Deputy Secretary's policy that in the event of a natural or man-made disaster or any other major incident that affects the safety and security of the citizens of the State, or employees and youth of YS, procedures shall be activated in accordance with the YS EOP. As needed, employees, including the Emergency Management Team (EMT) and Regional Emergency Response Team (RERT), shall be instructed to report to the selected destination for assignments. Shelter and food shall be made available for designated employees as deemed necessary.

Employees shall be expected to abide by the Employee Rules of Conduct pursuant to YS Policy No. A.2.1, Attachment (b), and the procedures outlined herein.

**VI. PROCEDURES:**

A. Prior Preparations

The EPC shall oversee the preparations process for an emergency situation. Examples of items for emergencies which need to be purchased and on-hand at all times are as follows:

- Bottled Water;
- Cleaning Supplies (to include floor cleaner);
- Cups and Ice;
- Emergency GO Kit (depending on circumstances);
- First Aid Kit;
- Food (including snacks);
- Garbage Cans;
- Gloves;
- Hand Soap;
- Kleenex;

- Mops/Buckets;
- Paper Towels;
- Sanitizer;
- Soft Drinks;
- Toilet Paper;
- Trash Bags; and
- Writing Pads and Pens/Pencils.

Additional items may be purchased as authorized and in accordance with the immediate needs of the situation.

**B. Emergency Communications Network (ECN) CodeRED System**

The ECN CodeRED System shall be utilized to notify appropriate YS employees of the emergency situation pursuant to YS Policy No. A.1.8.

Secondly, the YS employees emergency response teams shall be notified and instructed by their chain of command when and where to report, as communicated by the Deputy Secretary, Assistant Secretary, Chief of Operations, Probation and Parole Director - Juvenile, Youth Facilities Director - Statewide or appropriate Regional Director.

**C. Expectations**

Employees assigned to work in a shelter during an emergency situation shall abide by all YS policies, including the "Employee Rules of Conduct" pursuant to YS Policy A.2.1.

Specific rules to remember are as follows:

- Rule 1 – As it relates to Inappropriate Behavior; and
- Rule 2 – As it relates to contraband items, specifically alcohol, while on duty.

Employees shall be held accountable for their actions during on and off duty periods throughout the emergency sheltering situation.

**D. Items to bring to Shelter**

When advanced notice is given, employees are responsible for bringing with them to the shelter those items listed on the "Evacuation Packing Checklist" [see Attachment A.1.18 (a)].

**NOTE:** In cases where employees have to report to the shelter immediately following their tour of duty, necessary items shall be available and/or purchased for them.

E. Family Members

No family members of employees assigned shall be allowed in the provided shelter.

F. Room Assignments

Employees of the same sex shall share rooms.

**NOTE:** Consideration shall be given to employees who have particular requests/concerns, e.g., medical conditions/medical equipment circumstances, young children and/or elderly parents to check on.

G. Meals

Meals shall be provided by the closest facility where employees are being sheltered. There shall be no reimbursement for meals at any time during the emergency sheltering situation.

H. Laundry

Laundry services shall be provided to employees when they have been assigned to a shelter for more than three (3) days.

I. Shelter's Property

Employees shall ensure that the property of the shelter is maintained and not cluttered with unnecessary items, and that all trash is picked up and discarded on a regular basis throughout their stay.

J. Personal Items

Suitcases that are lockable are strongly recommended. YS and/or the shelter shall not be responsible for personal property.

K. Vehicles

State vehicles shall be parked in a secure area whenever possible; personal items shall be removed and the doors shall be kept locked.

Personal vehicles shall be parked in a secure area whenever possible and the doors shall be kept locked.

**NOTE:** YS and/or the shelter shall not be responsible for personal items left in any state or personal vehicles.

L. Sign-in/Sign-out Roster

The “Emergency Shelter Sign-in / Sign-out Roster” [see Attachment A.1.18 (b)] shall be signed by all YS staff assigned to the shelter at all times throughout the emergency situation.

M. The emergency shelter operations shall cease when the Deputy Secretary/designee declares the emergency over and disburses all YS staff.

Following the event, staff involved in the emergency sheltering process may be asked to complete a survey to assist in improving the process.

N. Compensation

Employees activated to assist in an emergency situation are performing YS duties and shall be compensated accordingly. Employees earning approved overtime during activation shall be compensated through accrual of compensatory time (K-time) pursuant to YS Policy No. A.2.2.

**Previous Regulation/Policy Number:** A.1.18

**Previous Effective Date:** 09/14/2022

**Attachments/References:** A.1.18 (a) Evacuation Packing Checklist 0613.doc  
A.1.18 (b) Emergency Shelter Sign-in Sign-out Roster 06-13.docx

**EVACUATION PACKING CHECKLIST**

In the event of a natural or man-made disaster or major incident that results in the evacuation of a YS secure care facility and relocation of the facility's youth and staff, staff should pack and bring with them to the designated alternate location the following personal items listed below.

- Driver's license or form of personal identification
- Essential /prescription medications, and list of medications, vitamins, etc.
- Eye contacts, contact solution, glasses and sunglasses
- Soap
- Towel and washcloth for showering
- Toothbrush and toothpaste
- Personal hygiene items
- Clothing: change of clothes for 3 days, footwear and sleepwear
- Bed linens: sheets for extra long twin mattresses or sleeping bag or bedroll and pillow
- Protective clothing, rainwear
- Car and home keys
- Account numbers and contact information on accounts for your home's electricity, telephone, gas and water
- Social Security card
- Important paperwork such as:
  - Proof of residence (deed or lease)
  - Insurance policies
  - Birth and marriage certificates
  - Wills, deeds, and copies of recent tax returns
- Cash (ATM machines may be out of order)
- Flashlight and extra batteries
- Cell phone and charger
- Battery-powered radio (optional)
- Paper and pencils
- Reading material (magazines, books, etc.)

## Office of Juvenile Justice Emergency Shelter Sign-in / Sign-out Roster

Event Title: \_\_\_\_\_ Date & Time Event Started: \_\_\_\_\_ Date & Time Event Ended: \_\_\_\_\_

DATE	EMPLOYEE NAME (PLEASE PRINT)	PERSONNEL #	FACILITY/REGION	SIGN-IN TIME	SIGN-OUT TIME	ROOM #
06/06/13	Jim Cantore (sample)	P00000000	TWC	6:00 AM	6:00 PM	1
