



DEPARTMENT FOR CHILDREN AND FAMILIES
Family Services Division
Woodside Juvenile Rehabilitation Center

Chapter:	Safety and Security	
Subject:	Evacuation Plan and Safety Equipment	Page 1 of 8
Approved:	Jay Simons, Director <i>Jay Simons</i>	Effective: 3/30/18
Supersedes	Woodside Policy and Procedure 601	Dated: 1/2016

Purpose

To outline the procedures for an orderly, safe, and effective means of evacuating staff, residents, and visitors from the threatened area to a designated safe area.

Related Policies

Woodside Policy and Procedure 610: Bomb Threats

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Policy

In case of emergencies requiring evacuation, it is critical to provide an orderly, safe, and effective means of evacuating staff, residents, and visitors from the threatened area to a

Procedures

Emergency Fire Procedures and General Instructions

The staff member first detecting the fire shall notify the front desk immediately by:

- Pulling the fire alarm pull station nearest the emergency if one is available.
- Calling the front desk via radio or telephone to report the emergency with an exact description of the situation including:
 - Severity
 - Location and spread
 - Size of the fire

If front desk operator is first to detect location of fire from the panel, he/she shall immediately inform all staff via radio, and/or telephone where the problem area is. In other cases where the front desk operator is informed of the emergency by staff, he/she will repeat the information to all other staff on the whereabouts of the alarm activation via radio and/or telephone.

Front desk operator will dial 911 to ensure that the Essex Fire Department and Essex Police Department have been notified and are responding.

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Security During Emergencies

Every effort shall be made by staff on duty to prevent escapes during an emergency. However, safety of the youth and staff shall take precedence over security. *Special considerations for late night procedures are covered later in this policy.*

Evacuation Determination

In the case of an emergency requiring evacuation, all residents must be evacuated according to the following procedures.

If staff ratio does not allow for this, then the ratios should be adjusted so that those in the most immediate danger are evacuated.

If the situation worsens and the health or safety of the remaining residents is at risk, they should be evacuated despite staff to resident ratios.

In some cases, all residents and staff should be prepared to evacuate as soon as an alarm is sounded or an emergency situation is determined. Should an evacuation be required staff will:

- Release all residents from locked rooms via control desk, unit control panel or key.
- Initiate evacuation procedures.
- Close all unit and hallway doors upon evacuation. Room doors can stay open to facilitate a search. Firefighters will close them as they complete a sweep of the room.
- Staff members shall remain at their assigned posts until all juveniles have been evacuated.
- A count will be taken as soon as possible following evacuation. First responders will be directed to the last known area of any missing residents or staff.

Responsibilities of Supervisor on Duty

The Supervisor on duty will move to the control desk to take possession of the emergency keys. In situations requiring emergency evacuation through the SR1 and SR2 or the SE1-SE2 Sally Port, the supervisor will:

- Issue emergency keys to facilitate resident movement through all internal pedestrian gates.



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- The supervisor/staff responding with emergency keys will meet staff evacuating residents to escort them through pedestrian gates to the large gym.
- Order a headcount as soon as possible to ensure everyone is safe.

The Supervisor or designee will meet Essex Fire Department at the front door and provide the following:

- The last known area of any missing people;
- Issue emergency keys and verbal instructions in their use;
- location and nature of the emergency;
- location and condition of any injured persons;
- location of evacuees and accountability status;
- any other information requested by the respondents.

The supervisor will:

- Notify the Director.
- Seal the fire site to preserve the scene
- Prepare reports as necessary.

Evacuation Routes

From West Unit:

- Primary - evacuate through the small recreation sally port to the small recreation yard, through the pedestrian gates to the large recreation yard and into the large gym.
- Secondary - evacuate through the West Unit door to the main corridor through East Unit out to the large gym.

From East Unit:

- Primary – evacuate through the large recreation sally port to the large recreation yard to the large gym.
- Secondary – evacuate through the dining room door, through the dining room through the service entrance sally port, through the pedestrian gate into the large gym.



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From the North Unit:

- Primary - evacuate through the West Unit/North Unit door, through the small recreation sally port to the small recreation yard, through the pedestrian gates to the large recreation yard and into the large gym.
- Secondary - evacuate through the School Hall door, through the Conference Room door to the main corridor through East Unit out to the large gym.

From Kitchen, Dining Room:

- Primary - evacuate through East Unit into large recreation yard and into the large gym.
- Secondary- evacuation will occur through the service entrance/exit area through the pedestrian gates, into the large recreation yard and into the large gym.
- Tertiary - evacuate through West Unit into small recreation yard, through the pedestrian gates into the large recreation yard then into the large gym.

From Upstairs Classrooms/Weight Room:

- Primary - evacuate down the main stairs through East Unit into the large recreation yard and into the large gym.
- Secondary - evacuate through the Back Hall door, through the E10 sally port into the small recreation yard, through the pedestrian gates into the large recreation yard and into the large gym.

From the Large Gym:

- Primary - exit the Large Gym through the Large Gym door into the large recreation yard and into East unit through the LR2 door.

A headcount of staff and residents must be conducted to ensure all are safe. Should anyone be missing first responders will be sent to the last known location.

All doors must be closed after they are passed through.



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Visitors and Guests

Visitors' and guests' safety is paramount whether they are here for personal or professional reasons. Staff must assume responsibility for them and ensure they evacuate to a designated safe area, the same as for any youth in our care.

Night Shift Evacuation Procedures

The night staff member first detecting signs of fire or smoke hazard shall:

- Pull the fire alarm station nearest the emergency if the situation permits.
- Notify the front desk immediately by:
- Pulling the fire alarm pull station nearest the emergency if one is available.
- Calling the front desk via radio or telephone to report the emergency with an exact description of the situation including:
 - Severity
 - Location and spread
 - Smoke color
 - Yellow: Indicative of toxic gases: evacuate immediately. Do not attempt to extinguish.
 - Gray-brown wisps: Indicative of electrical fire -- stay clear. Evacuate immediately.
 - Gray-black: Indicative of primary fire. Extinguish if possible after immediate area is evacuated. Do not attempt to extinguish in thick smoke.
- Release all residents from locked rooms via control desk, unit control panel or key.
- Turn off all electrical switches.
- Initiate evacuation procedures as outlined in this procedure.
- Brief responding staff.
- Staff members shall remain at their assigned posts until all residents have been evacuated.
- A count will be taken as soon as possible following evacuation.
- Prepare reports as necessary.

No one shall attempt a rescue that would endanger his / her safety.



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Safety Apparatus

Fire Extinguishers

If emergency extinguishing equipment is used, staff will follow the PASS acronym– ***Point, Aim, Squeeze*** and ***Sweep*** at the base of the fire. We have two types of extinguishers, ABC and K. K is to be used for grease fires on the fryer in the kitchen. The ABC extinguishers can be used on everything else.

Fire extinguishers are located in the following areas:

- Chemical extinguisher-Front Desk near lockbox
- Chemical extinguisher-West Unit, outside staff bathroom
- Chemical extinguisher-near West Unit door in central hallway
- Chemical extinguisher-East Unit staff bathroom
- Chemical extinguisher-near East Unit door in central hallway
- Chemical extinguisher-kitchen near elevator
- Chemical extinguisher, wall mounted-entrance to Room, A35
- Chemical extinguisher, wall mounted inside Room A35
- Chemical extinguisher, wall mounted outside Room, A33
- Chemical extinguisher, wall mounted inside Elevator Room
- Chemical extinguisher, wall mounted-Classroom C2
- Chemical extinguisher, wall mounted--Dark Room C4
- Chemical extinguisher, wall mounted-outside C10
- Chemical extinguisher, wall mounted-Room C7
- Chemical extinguisher, wall mounted-- Room C12
- Chemical extinguisher, wall mounted-Large Gym

Fire Pull Stations

Fire pull stations are located in the:

- East Unit office
- West Unit office
- Front entrance
- Former Generator room/BGS parts supply room Kitchen service entrance
- Back staircase to the small recreation yard
- Large gym

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Defibrillator

A defibrillator is located in the cabinet outside the entrance to the dining room.

Bomb Threats

In case of a bomb threat, evacuation will occur as patterned for fire evacuation. Bomb threats will be taken seriously, and an orderly and timely evacuation will occur. See **Woodside Policy and Procedure 610 on Bomb Threats** ~~procedure 609~~ for full details.

Evacuation Route Maintenance

Evacuation routes will be maintained by BGS staff in accordance with the attached chart. Staff observing evacuation routes that are not cleared will notify the chain of command immediately.

Evacuation Exits

The Woodside Director will ensure that periodic environmental tours are conducted to ensure that all evacuation routes are maintained and free of obstacles. These environmental tours will be documented.

Training

All Woodside staff will attend fire safety/emergency evacuation training during original orientation training and annually thereafter.

All residents will be familiarized with the evacuation routes each time they move into a new living unit.

Drills

All staff and residents will participate in emergency evacuation drills throughout the year. These drills will be documented.

When drills include the activation of the alarm system the Desk Operator will be directed to notify the fire alarm monitoring contractor of the drill so emergency services are not activated. The contact information for the fire alarm system monitoring contractor is located at the Desk.