

**EASTERN ARIZONA REGIONAL JUVENILE DETENTION FACILITY  
EMERGENCY PLAN**

**PLAN A: EMERGENCY EVACUATION**

<b>Time</b>	<b>Staff</b>	<b>Task</b>
	Sergeant	Take charge of the evacuation of the immediate area All unnecessary radio, telephone, intercom, and foot traffic will cease
	Sgt./OIC on Duty	Go to the scene, assess the problem, and give instructions
	Control Rm. Operator	Relay all instructions as specified by the Sr. Staff on Duty
	Sgt./OIC on Duty	Notify Control Rm. Operator to initiate a specific emergency plan
	Control Rm. Operator	Begin notification procedures
	Sgt./OIC on Duty	Direct specific staff to: <ul style="list-style-type: none"> <li>• Obtain emergency keys</li> <li>• Use emergency equipment, as applicable</li> </ul>
		Move youth to exits <ul style="list-style-type: none"> <li>• Use primary exits unless otherwise directed</li> <li>• Close doors, but do not lock them</li> <li>• Instruct youth to proceed to exits; Use blankets for body covers</li> <li>• Use secondary exits if primary exits are blocked or not available</li> </ul>
		Evacuate youth to staging area designated on egress plan - if area is not secure, call local law enforcement to help supervise youth
	Health Care Staff	Medical evaluation and treatment of youth and staff, as needed
		Check building for youth & staff to assure complete evacuation, if possible
		Head count of all youth and staff (use daily population roster to account for youth)
		Search for missing youth and staff
	Sgt./OIC on Duty	Order evac.of Control Room (take emergency & vehicle keys, control logbook, *Grab Bag)
	Sgt./OIC on Duty	Direct designated staff to posts (see attached post orders)
	Sgt./OIC on Duty	Recall staff as needed

**After emergency evacuation:**

	Sgt./OIC on Duty	Give order to re-enter building when building is safe*
		Search all youth
		Head count of all youth
		Complete Special Incident Report within 2 hours or by the end of the shift
	Facility Administrator	Critical incident stress de-briefing for all involved staff and youth

\* If building cannot be re-occupied, the facility Administrator will notify the Chief of Security for assignment of an evacuation site

\* Grab Bag - Pod Rosters, Picture Board Sheets, Detainee & Inmate Files.

\* Information Sheet should have a place to note parents/guardian, phone, and address.

This plan must be accompanied by a Packing List (list of items necessary to take when evacuating to an alternate location e.g., blankets, radios, toileteries, clothing, etc.)



**EASTERN ARIZONA REGIONAL JUVENILE DETENTION FACILITY  
EMERGENCY PLAN**

**PLAN C: SEVERE WEATHER, FLOODING, INDUSTRIAL ACCIDENTS**

Time	Staff	Task
	Off-Duty Staff	Call the facility if you hear of pending severe weather
	Control Rm. Operator	Monitor weather radio 24 hrs per day / 7 days per week
	Control Rm. Operator	With pending severe weather, alert all on-call duty staff
	Control Rm. Operator	Have daily population roster available to account for youth
	Control Rm. Operator	Cease all unnecessary radio, phone and foot traffic
	Sgt./OICon Duty	Assign specific staff to: <ul style="list-style-type: none"> <li>• Secure emergency lighting</li> <li>• Secure blankets to keep youth warm</li> <li>• Secure medical supplies</li> <li>• Secure water (Offer fluids to youth at least every 2 hours)</li> <li>• Secure other appropriate supplies as needed</li> </ul>
	Control Rm. Operator	Begin notification procedures
	Sgt./OICon Duty	Implement evacuation plan as needed

**For Industrial Accidents:**

	Sgt./OIC on Duty	Isolate the scene
	Sgt./OIC on Duty	Determine need for any immediate first aid or emergency medical treatment
	Sgt./OIC on Duty	Youth may need to be evacuated as ordered by local law enforcement
	Facility Administrator	Coordinate evacuation with Chief of Security as necessary

**For Tornado Warning:**

- Move youth to interior hallways or cells - Youth should be dressed and wearing shoes, as time permits
- Instruct youth to huddle on floor or under cell bunk
- Use mattresses and blankets for cover

**For Hurricane, Flooding, Ice Storms, Snow:**

- Youth may need to be evacuated based on information from local law enforcement
- The facility Administrator and Regional Administrator will coordinate evacuation as necessary

**Duties of Non-Security Staff:**

	Maintenance	
	Food Services	
	Mental Health	
	Medical	
	Education	

**After emergency:**

		Complete Special Incident Report within 2 hours or by the end of the shift - include photos or video of any damage, if possible
	Facility Administrator	Critical incident stress de-briefing for all involved staff and youth

**EASTERN ARIZONA REGIONAL JUVENILE DETENTION FACILITY  
EMERGENCY PLAN**

**PLAN D: RIOTS**

<b>Time</b>	<b>Staff</b>	<b>Task</b>
	Any Staff	When potential for disturbance is recognized, attempt to stop the situation with verbal instructions, if possible. If not possible, remove yourself and all non-involved youth from the scene. Alert the control room immediately, give the following information: <ul style="list-style-type: none"> <li>• Location</li> <li>• Number of youth involved</li> <li>• Staff involved</li> <li>• Weapons</li> <li>• Injuries</li> </ul>
	Control Rm. Operator	Notify Sr. Staff on Duty
	Control Rm. Operator	Call 911
	Control Rm. Operator	Begin notification procedures
	Facility Administrator	Maintain communications with Terry Cooper - County Manager, Judge, BOP
	Control Rm. Operator	Cease all unnecessary radio, phone and foot traffic
	Sgt./OIC on Duty	Order that all unaffected areas of the facility be secured
	Sgt./OIC on Duty	Close any avenues of escape or expansion of the disturbance area
	Sgt./OIC on Duty	Return all youth to living units, closely monitor
	Staff	If not assigned to a post, report to staging area for assignment.
	Maintenance Staff	Stand-by to provide assistance with water, lights, air conditioning, etc.
	Maintenance Staff	Cut off all telephone lines to which youth may have access
	Sgt./OIC on Duty	After disturbance is localized, establish a negotiation post and command post - (command post will be out of sight of involved youth in order not to confuse command and negotiation)
	Sgt./OIC on Duty	Coordinate activities / responsibilities with assisting local agencies - (Sr. law enforcement officer on site will assist at command, provide instructions to outside law enforcement)
		Move youth not wishing to participate in the disturbance to a safe area - (use caution to ensure that involved youth remain contained)
		Communicate with involved youth: <ul style="list-style-type: none"> <li>• Attempt to determine cause of the disturbance</li> <li>• Confer with youth and urge selection of a spokesman to communicate with the negotiators and other designated representatives</li> </ul>
		Observe youth to determine agitators & ringleaders - use photos and video if possible

**After emergency:**

	Sgt./OIC on Duty	Confine youth involved, separate agitators
		Search all youth and facility for contraband
		Head count of all youth and staff (use daily population roster to account for youth)
	Sgt./OIC on Duty	Assign extra staff to living units and other security posts
	Health Care Staff	Medical evaluation and treatment of youth and staff, as needed
	Sgt./OIC on Duty	Limit facility activities until order is assured
	Sgt./OIC on Duty	Youth personal property and other items removed will be secured
	Maintenance Staff	Take steps to repair damage
		Complete Special Incident Report within 2 hours or by the end of the shift - <ul style="list-style-type: none"> <li>• All staff on duty must write statements</li> <li>• Witness statements must be taken as soon as possible</li> <li>• Photograph / videotape damaged areas</li> <li>• Protect crime scene areas and any physical evidence</li> </ul>
	Facility Administrator	Order investigation of incident
	Facility Administrator	Critical incident stress de-briefing for all involved staff and youth
	Negotiation Post	Control/Education Classroom #1
	Command Post	Control

**EASTERN ARIZONA REGIONAL JUVENILE DETENTION FACILITY  
EMERGENCY PLAN**

**PLAN E: HOSTAGE SITUATIONS**

Time	Staff	Task
	Any Staff	Alert the control room immediately, give all details and facts known
	Control Rm. Operator	Notify Sgt./OIC on Duty
	Control Rm. Operator	Begin notification procedures
	Sr. Administrator	Maintain communications with Central Control
	Control Rm. Operator	Cease all unnecessary radio, phone and foot traffic
	Sgt./OIC on Duty	Identify the hostages and the captors
	Sgt./OIC on Duty	Initiate recall of off-duty staff to maintain security of facility, as needed
	Sgt./OIC on Duty	Order that all unaffected areas of the facility be secured
	Sgt./OIC on Duty	Close any avenues of escape or expansion of the disturbance area
	Sgt./OIC on Duty	Return all youth to living units, closely monitor
	Staff	If not assigned to a post, report to staging area for staff
	Sgt./OIC on Duty	After disturbance is localized, establish a negotiation post and command post - (command post will be out of sight of involved youth in order not to confuse command and negotiation)
	Health Care Staff	First aid as needed at site of incident
	Maintenance Staff	Stand-by to provide assistance with phones, water, lights, air conditioning, etc.
	Food Service Staff	Prepare to serve all youth, emergency personnel, hostages, captors
		Contact the hostage's family, make arrangements for family to be located away from press/media, keep family abreast of situation, and arrange for immediate reunion when hostage is freed
	Sgt./OIC on Duty	Coordinate activities / responsibilities with assisting local agencies - (Sr. law enforcement officer on site will assist at command, provide instructions to outside law enforcement)
		Move youth not wishing to participate in the disturbance to a safe area - (use caution to ensure that involved youth remain contained)
		Communicate with involved youth: <ul style="list-style-type: none"> <li>• Attempt to determine cause of the disturbance</li> <li>• Confer with youth and urge selection of a spokesman to communicate with</li> <li>• Take steps to free hostages without injury to them or the captors</li> <li>• Any directives given by hostages (regardless of rank or position) are considered to be given under duress and will be disregarded</li> </ul>
		Observe youth to determine agitators & ringleaders - use photos and video if possible

**After emergency:**

	Sgt./OIC on Duty	Confine captors, strip search
		Head count of all youth and staff (use daily population roster to account for youth)
	Health Care Staff	Examine all hostages and captors to determine need for further treatment
	Sgt./OIC on Duty	Limit facility activities until order is assured
	Sgt./OIC on Duty	Youth personal property and other items removed will be secured
	Maintenance Staff	Take steps to restore normal facility operations
		Complete Special Incident Report within 2 hours or by the end of the shift - <ul style="list-style-type: none"> <li>• All staff on duty and emergency personnel must write statements</li> <li>• Witness and hostage statements must be taken as soon as possible</li> <li>• Photograph / videotape damaged areas</li> <li>• Protect crime scene areas and any physical evidence</li> </ul>
	Facility Administrator	Arrange for transfer of captors with Chief of Security
	Facility Administrator	Order investigation of incident
	Facility Administrator	Critical incident stress de-briefing for all involved staff and youth

**EASTERN ARIZONA REGIONAL JUVENILE DETENTION FACILITY  
EMERGENCY PLAN**

**PLAN F: DEATH OF A YOUTH**

Time	Staff	Task
	Any Staff	<p>For a youth who appears to be unconscious or in medical distress:</p> <ul style="list-style-type: none"> <li>• Immediately provide assistance (first aid, CPR, etc.)</li> <li>• Make every attempt to revive the youth - assume the youth is still alive</li> <li>• Call out for assistance from other staff</li> <li>• Immediately notify Sgt./OIC on Duty and Health Care Staff</li> </ul> <p>When CPR is necessary, CPR will continue until the youth has a pulse/respirations or another trained rescuer takes over.</p>
		<p>If the youth is found hanging, the staff member who discovers the youth will attempt to support the youth by the legs while the youth is facing the staff member to reduce tension on the neck. Upon arrival of additional staff, the first staff member on the scene will continue to support the youth's body while another staff member uses the rescue tool to cut the youth down. The noose will be immediately removed from around the youth's neck.</p>
	Health Care Staff	Go to scene and assume responsibilities for reviving youth
	Sgt./OIC on Duty	Notify Control Rm. Operator of emergency, go to scene
	Control Rm. Operator	Call 911
	Control Rm. Operator	Cease all unnecessary radio, phone and foot traffic
	Control Rm. Operator	Begin notification procedures
	Sgt./OIC on Duty	Secure the scene and protect potential crime scene from disruption
	Sgt./OIC on Duty	<p>Assign a staff member to lock the area and supervise the scene</p> <ul style="list-style-type: none"> <li>• Only authorized staff will be permitted to enter the scene</li> <li>• Log all traffic - name, title, time of arrival &amp; departure, purpose of visit</li> </ul>

**After emergency:**

	Sgt./OIC on Duty	Inventory and secure youth's property - it will be released to the family after all investigations are completed and closed
		Complete Special Incident Report within 2 hours or by the end of the shift
	Facility Administrator	Secure the youth's health record, case record, and education record
	Facility Administrator	Critical incident stress de-briefing for all involved staff and youth
	Health Care Staff	Forward a copy of the entire health record to the Facility Nurse within 24 hrs.

**EASTERN ARIZONA REGIONAL JUVENILE DETENTION FACILITY  
EMERGENCY PLAN**

**PLAN G: MEDICAL PROBLEMS (including suicide attempts)**

**When health care staff are not on site:**

Time	Staff	Task
	Any Staff	Immediately contact Sgt./OIC on Duty Notify Control Rm. Operator - Direct to call 911 if injury/illness is life-threatening *911 will be immediately called if CPR is required Immediately provide assistance (first aid, CPR, etc.) When CPR is necessary, CPR will continue until the youth has a pulse/respirations or another trained rescuer takes over.
		If the youth is found hanging, the staff member who discovers the youth will attempt to support the youth by the legs while the youth is facing the staff member to reduce tension on the neck. Upon arrival of additional staff, the first staff member on the scene will continue to support the youth's body while another staff member uses the rescue tool to cut the youth down. The noose will be immediately removed from around the youth's neck.
	Control Rm. Operator	Call 911, as directed
	Control Rm. Operator	Cease all unnecessary radio, phone and foot traffic
	Sgt./OIC on Duty	Go to scene, assess situation Notify Control Rm. Operator to call 911, if injury/illness is life-threatening
	Sgt./OIC on Duty	Secure scene - remove other youth
	Control Rm. Operator	Begin notification procedures
	Sgt./OIC on Duty	Arrange transport to local emergency room as needed

**When health care staff are on site:**

	Any Staff	Immediately contact Sgt./OIC on Duty and Health Care Staff Notify Control Rm. Operator - Direct to call 911 if injury/illness is life-threatening *911 will be immediately called if CPR is required Immediately provide assistance (first aid, CPR, etc.)
		If the youth is found hanging, the staff member who discovers the youth will attempt to support the youth by the legs while the youth is facing the staff member to reduce tension on the neck. Upon arrival of additional staff, the first staff member on the scene will continue to support the youth's body while another staff member uses the rescue tool to cut the youth down. The noose will be immediately removed from around the youth's neck.
	Health Care Staff	Go to scene and assume responsibilities for rendering aid to youth When CPR is necessary, CPR will continue until the youth has a pulse/respirations or another trained rescuer takes over. Notify Control Rm. Operator to call 911 if injury/illness is life-threatening
	Control Rm. Operator	Call 911, as directed
	Sgt./OIC on Duty	Go to scene, assess situation, assist health care staff
	Sgt./OIC on Duty	Secure scene - remove other youth
	Control Rm. Operator	Begin notification procedures
	Sgt./OIC on Duty	Arrange transport to local emergency room as ordered by health care staff

**After emergency:**

		Complete Special Incident Report within 2 hours or by the end of the shift
	Facility Administrator	Critical incident stress de-briefing for all involved staff and youth

**EASTERN ARIZONA REGIONAL JUVENILE DETENTION FACILITY  
EMERGENCY PLAN**

**PLAN H: LOSS OF POWER OR COMMUNICATIONS**

<b>Time</b>	<b>Staff</b>	<b>Task</b>
	Control Rm. Operator	Cease all unnecessary radio, phone and foot traffic
	Control Rm. Operator	In all cases of loss of power/communications for greater than 15 minutes, begin notification procedures
	Sgt./OIC on Duty	If the loss of power/communications jeopardizes facility security, local law enforcement will be requested to assist with security functions
	Sgt./OIC on Duty	Use cooperative agreements with local agencies as needed to provide for food, water, warmth, waste removal, etc.
	Facility Administrator	In coordination with Chief of Security, use Evacuation Plan if loss of power/communications makes the facility non-functional or if the safety/security of the youth and staff are compromised to a degree necessitating evacuation

**After emergency:**

	Facility Administrator	Complete Special Incident Report within 2 hours or by the end of the shift
	Facility Administrator	Critical incident stress de-briefing for all involved staff and youth

**EASTERN ARIZONA REGIONAL JUVENILE DETENTION FACILITY  
EMERGENCY PLAN**

**PLAN I: BOMB THREAT**

Time	Staff	Task
	Any Staff	<b>Receipt of a threat by telephone:</b> <ul style="list-style-type: none"> <li>• Try to keep the caller on the phone as long as possible</li> <li>• Even when the caller hangs up, don't hang up so the call can be traced</li> <li>• Complete "Bomb Threat Information" (see below)</li> </ul> Notify Sgt./OIC on Duty immediately and give all information gathered
	Any Staff	<b>Receipt of a written threat:</b> <ul style="list-style-type: none"> <li>• Handle document carefully - preserve document as physical evidence</li> <li>• Have as few people as possible handle the item</li> </ul> Notify Sgt./OIC on Duty immediately and give all information gathered
	Sgt./OIC on Duty	Notify Control Rm. Operator to begin Evacuation Plan - leave doors and windows open Only the Bomb Search Team Leader or Fire Marshall can authorize re-entry
	Control Rm. Operator	Cease all unnecessary radio, phone and foot traffic
	Control Rm. Operator	Begin notification procedures
	Sgt./OIC on Duty	Request assistance from local agencies for bomb search team using cooperative agreements
	Bomb Search Team Leader	Authorize additional evacuation of the area, give any other special instructions
	Maintenance	Stand-by to provide assistance with phones, water, lights, air conditioning, etc.
	Health Care Staff	Stand-by / prepare to provide first aid as needed

**After emergency:**

	Facility Administrator	Complete Special Incident Report within 2 hours or by the end of the shift
	Facility Administrator	Critical incident stress de-briefing for all involved staff and youth

**Bomb Threat Information:**

**Questions to ask:**

When is the bomb going to explode? \_\_\_\_\_

Where is it right now? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

What is your name? \_\_\_\_\_

What is your address? \_\_\_\_\_

What is your phone number? \_\_\_\_\_

What is your organization? \_\_\_\_\_

Why kill or injur innocent people? \_\_\_\_\_

**Exact words of caller:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Caller's Voice:**

Sex \_\_\_\_\_ Age \_\_\_\_\_

\_\_\_ Calm \_\_\_ Angry \_\_\_ Nasal

\_\_\_ Deep \_\_\_ Stutter \_\_\_ Lisp

\_\_\_ Excited \_\_\_ Rapid \_\_\_ Accent

\_\_\_ Raspy \_\_\_ Slow \_\_\_ Distinct

\_\_\_ Soft \_\_\_ Disguised \_\_\_ Crying

\_\_\_ Clearing \_\_\_ Loud \_\_\_ Slurred

\_\_\_ Clearing \_\_\_ Laughter \_\_\_ Familiar

\_\_\_ Normal \_\_\_ Cracking

\_\_\_ Deep Breath

If familiar, what did it sound like?

\_\_\_\_\_

**Background Sounds:**

\_\_\_ Voices \_\_\_ Music \_\_\_ Booth

\_\_\_ Crockery \_\_\_ PA System

\_\_\_ Local \_\_\_ Static \_\_\_ Office

\_\_\_ Clear Other: \_\_\_\_\_

**Threat Language:**

\_\_\_ Foul \_\_\_ Taped \_\_\_ Irrational

\_\_\_ Well-Spoken \_\_\_ Incoherent

\_\_\_ Message read by caller

**Number at which call was received:** \_\_\_\_\_

**Date of call:** \_\_\_\_\_ **Time of Call:** \_\_\_\_\_ **Time Call Ended:** \_\_\_\_\_

**Staff Who Received Call:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**EASTERN ARIZONA REGIONAL JUVENILE DETENTION FACILITY  
EMERGENCY PLAN**

**PLAN J: WORK STOPPAGES  
\*for administrative staff only**

<b>Time</b>	<b>Staff</b>	<b>Task</b>
	Sgt./OICf on Duty	When sufficient staff have not and/or will not report for duty: <ul style="list-style-type: none"> <li>• Notify facility Administrator of work stoppage</li> <li>• Instruct staff on site to remain on duty</li> <li>• Notify all administrative staff to report to duty</li> </ul>
	Control Rm. Operator	Cease all unnecessary radio, phone and foot traffic
	Facility Administrator	Give instructions to begin notification procedures, as needed
	Control Rm. Operator	Begin notification procedures
	Lt. or Sgt.	Immediately notify the Assistant Administrator
	Facility Administrator	Request assistance from local law enforcement - see cooperative agreements
	Facility Administrator	In coordination with Chief of Security, develop long-rang plans for alternative resources for personnel or alternative locations for youth if work stoppage
	Facility Administrator	Advise staff participating in work stoppage of consequences of their actions and give them an opportunity to return to work
	Facility Administrator	Request staff participating in work stoppage to designate a spokesperson - be clear that negotiations will occur when the staff return to work
	Facility Administrator	Make every attempt to determine the issues / grievances
	Facility Administrator	Contact local law enforcement as needed to protect persons and property and/or to remove disruptive and/or non-working staff from the property

**After emergency:**

	Facility Administrator	Complete Special Incident Report within 2 hours or by the end of the shift Include: problems identified, corrective actions recommended, disciplinary actions recommended, assistance provided from other resources, and other relevant details of the event(s)
	Facility Administrator	Critical incident stress de-briefing for all involved staff and youth

**EASTERN ARIZONA REGIONAL JUVENILE DETENTION FACILITY  
EMERGENCY PLAN**

**PLAN K: RAZOR WIRE EXTRACTION**

<b>Location of Razor Wire Extraction Kit:</b> _____
<b>How to access Razor Wire Extraction Kit:</b>

Time	Staff	Task
	Any Staff	Tell youth to stop moving as much as possible to reduce additional injury Notify Control Rm. Operator
	Control Rm. Operator	Notify Sgt./OIC on Duty and Health Care Staff
	Control Rm. Operator	Cease all unnecessary radio, phone and foot traffic
	Control Rm. Operator	Begin notification procedures
	Health Care Staff	Go to scene - prepare to give first aid
	Sgt./OIC on Duty	Go to scene, with Razor Wire Extraction Kit
	Sgt./OIC on Duty	Direct staff in efforts to remove youth from razor wire
	Health Care Staff	Provide first aid
	Sgt./OIC on Duty	Prepare to transport youth to emergency room for further treatment as needed
	Maintenance	Repair any damage to fence, razor wire, etc.

**After emergency:**

	Emergency Plan Coordinator	Replenish and replace Razor Wire Extraction Kit
	Facility Administrator	Complete Special Incident Report within 2 hours or by the end of the shift
	Facility Administrator	Critical incident stress de-briefing for all involved staff and youth

**EASTERN ARIZONA REGIONAL JUVENILE DETENTION FACILITY  
EMERGENCY PLAN**

**PLAN L: ATTACKS FROM EXTERNAL SOURCES**

Any staff who becomes aware of an attack or possible attack must notify the Control Rm. Operator immediately. The Control Rm. Operator will notify the Sgt./OIC on Duty and begin notification procedures.

**Threat Level GREEN** (low risk of terrorist attack)

- Refine and exercise pre-planned protective measures
- Train staff in the threat level system and this emergency plan
- Regularly assess for vulnerabilities to terrorist attacks and mitigate these vulnerabilities

**Threat Level BLUE** (general risk of terrorist attack)

- Continue protective measures outlined for threat level green
- Watch for suspicious activity and report it to Sgt./OIC on Duty - Examples:
  - suspicious persons, particularly those carrying suitcases or other containers or engaged in suspicious conduct
  - unidentified vehicles parked or operated in a suspicious manner
  - abandoned parcels or suitcases
  - any other suspicious activity
- Administrative Duty Officer will have access to building plans for the facility
- Ensure that law enforcement & fire/rescue can access floor plans and emergency evacuation plan
- Key staff, necessary for implementation of emergency plans, should be on-call and readily available
- Secure buildings, rooms, storage areas not in regular use
- Increase frequency of security procedures already in place (ID checks, vehicle checks, etc.)
- Review security measures for high-risk personnel and implement additional measures as needed

**Threat Level YELLOW** (significant risk of terrorist attack)

- Continue protective measures outlined for threat levels green and blue
- Periodically update all staff as the situation changes
- Increase frequency of perimeter checks
- Screen all incoming deliveries, packages, and mail to identify possible dangerous materials
- Verify identity of all staff entering the facility - Ensure that staff wear visible ID at all times
- Increase liaison with local agencies
- Test each facility warning system
- Ensure that all elements of the evacuation plan are in place and remind staff of plan

**Threat Level ORANGE** (high risk of terrorist attack)

- Continue protective measures outlined for threat levels green, blue, and yellow
- If appropriate, initiate emergency action or evacuation plans
- Erect barriers required to protect facilities vulnerable to bomb attack by parked or moving vehicles
- Eliminate non-essential public access to grounds and buildings
- Increase security measures to the maximum level sustainable

**Threat Level RED** (imminent risk of terrorist attack)

- Continue protective measures outlined for threat levels green, blue, yellow, and orange
- Limit facility access to those staff with a legitimate and verifiable need to enter
- Identify owners of all vehicles parked at facility. If owner or presence of vehicle cannot be explained, take steps to remove the vehicle from the premises.
- Prohibit packages, bags and other containers from being brought into the facility
- Re-check all measures for each threat level to ensure implementation and that they are sustainable

**EASTERN ARIZONA REGIONAL JUVENILE DETENTION FACILITY  
EMERGENCY PLAN**

**PLAN M: VEHICLE ACCIDENTS**

Time	Staff	Task
		Call 911 <ul style="list-style-type: none"> <li>• If there is a bystander, point to him/her and have them call 911</li> <li>• If no one is present to assist, you must call 911</li> <li>• Give: your name and state that you work for E.A.R.J.D.F., your location, number of vehicles involved, number of injuries, request an ambulance if</li> </ul>
		Check the scene: <ul style="list-style-type: none"> <li>• Is the vehicle safe?</li> <li>• Are the youth safe in the vehicle?</li> <li>• Is the other vehicle safe to approach?</li> <li>• Is there a life-threatening emergency?</li> </ul>
		If Transportation Unit vehicle, call Facility If other state vehicle or personal vehicle, call your supervisor
		Administer first aid as needed
		If there are witnesses, ask them to stay until law enforcement arrives. If they cannot stay, get their names, addresses, and telephone numbers.
		For Transportation Unit: if possible, the Captain will instruct the Sergeant to respond to the scene

**After emergency:**

	Driver	Complete Special Incident Report within 2 hours or by the end of the shift For Transportation Unit, fax a copy of the SIR to the supervisor for approval
		Critical incident stress de-briefing for all involved staff and youth

**EASTERN ARIZONA REGIONAL JUVENILE DETENTION FACILITY  
EMERGENCY PLAN**

**PLAN N: ESCAPES**

**Facility Escapes:**

Time	Staff	Task
	Any Staff	If outside the facility on facility grounds: immediately sound the alarm and notify the Control Rm. Operator. Move all youth into the secure perimeter. If inside the secure perimeter: immediately notify the Control Rm. Operator
	Control Rm. Operator	Notify Sgt./OIC on Duty
	Sgt./OIC on Duty	Activate "lock down" status for the entire facility
	Sgt./OIC on Duty	Order search for youth
	Control Rm. Operator	Cease all unnecessary radio, phone and foot traffic
	Staff	If not assigned to a post, report to staging area for assignment
	Sgt./OIC on Duty	Order head count of all youth
	Sgt./OIC on Duty	Order return of all youth to living units, closely monitor
	Control Rm. Operator	Begin notification procedures
	Sgt./OIC on Duty	Assign a specific staff member to gather information about youth to include: <ul style="list-style-type: none"> <li>• Name, home address, and telephone number</li> <li>• Photograph and description (age, wt., ht., race, eye color, clothing, etc.)</li> <li>• Offenses committed</li> <li>• Names, addresses, phone numbers of family and friends (use visiting sheets)</li> <li>• Searching personal property for clues, including correspondence</li> <li>• Interviewing associates in facility and witnesses to escape</li> </ul>
	Facility Administrator	Authorize discontinuation of on-grounds search, when warranted

**Escape During Transportation:**

		Secure other youth
		Notify law enforcement
		Notify sending facility's Sgt./OIC on Duty If Transportation Unit, notify Facility
	Sgt./OIC on Duty	Order search for youth
	Control Rm. Operator	Cease all unnecessary radio, phone and foot traffic
	Sgt./OIC on Duty	Order return to facility
	Control Rm. Operator	Begin notification procedures, as ordered by Sgt./OIC on Duty

**After emergency:**

	Health Care Staff	Medical evaluation and treatment of youth and staff, as needed
	Maintenance Staff	Take steps to repair damage, as applicable
	Driver	Complete Special Incident Report within 2 hours or by the end of the shift For Transportation Unit, fax a copy of the SIR to the supervisor for approval
	Facility Administrator	Coordinate transfer of youth, as needed, with Chief of Security
		Critical incident stress de-briefing for all involved staff and youth