

# Safety and Emergency Procedures at the RI Training School

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School

**Policy: 1200.0714**

**Effective Date: March 1, 2011**

**Version: 1**

The Rhode Island Training School (RITS) follows established procedures in responding to an emergency. The Superintendent or designee ensures that staff training is current and that emergency materials and devices are adequate and in good working order. Safety and emergency procedures are reviewed annually, necessary revisions are made and staff are trained in a timely fashion. The RITS maintains and updates a continuity of operations plan which identifies steps to be taken to maintain essential services in the event that an emergency or disaster causes widespread damage to the facility or substantially reduces staff available for duty.

## Related Procedure

[Safety and Emergency Procedures at the RI Training School](#)

## Related Policy

[Clinical Services at the RI Training School](#)

[Facility Management and Environmental Safety](#)

[Master Control Center](#)

[Training and Professional Development](#)

[Unusual Incident Report](#)

[Escape](#)

## Safety and Emergency Procedures at the RI Training School

### Procedure from Policy 1200.0714: Safety and Emergency Procedures at the RI Training School

- A. All medical and behavioral health care, including emergency response and detoxification, is managed in conformance with DCYF Policy 1200.1100, Clinical Services at the RI Training School.
- B. The Superintendent or designee ensures that the RI Training School (RITS) maintains effective communication, safety and emergency equipment and systems with adequate back up capabilities, including but not limited to alternative power sources.
  1. The Master Control Center (MCC) facilitates and coordinates communications within the RITS and with outside entities in conformance with DCYF Policy 1200.0857, Master Control Center.
  2. Emergency systems, equipment and back up capabilities include the means to promptly release residents from locked areas.
  3. A Preventative Maintenance Plan is developed, maintained and updated in conformance with DCYF Policy 1200.0718, Facility Management and Environmental Safety.
  4. Staff report any problems or deficiencies in communication systems, safety or emergency equipment in conformance with DCYF Policy 1200.0718, Facility Management and Environmental Safety.
  5. Paragraph B is consistent with American Correctional Association (ACA) Standards 3-JDF-3B-06; 3-JTS-3B-06; 3-JDF-3B-07; 3-JTS-3B-07; 3-JDF-3B-08 and 3-JTS-3B-08.
- C. The Superintendent or designee ensures that written emergency protocols, including evacuation routes and use and inspection of emergency equipment, are developed, reviewed, posted and revised no less than annually and as required by federal, state, and local law, regulation and ordinance.
  1. Staff are trained on emergency response in conformance with DCYF Policy 400.0000: Training and Professional Development.
  2. Residents and staff are drilled on evacuation routes and appropriate emergency procedures on a regular basis and in conformance with federal, state and local laws, ordinances and regulations.
  3. Paragraph C is consistent with ACA Standards 3-JDF-3B-11; 3-JTS-3B-11; 3-JDF-3B-12 and 3-JTS-3B-12.
- D. Fire Prevention, Safety and Response:
  1. Policy and procedure regarding fire prevention, safety and response is reviewed annually by the Superintendent or designee and updated as necessary to ensure staff and resident safety.
  2. The Superintendent or designee ensures compliance with fire safety and emergency response regulations promulgated by the State Fire Marshall:
    - a. Equipment and facility inspections are conducted at regular intervals as required by state and federal law. The Superintendent or designee ensures a comprehensive and thorough monthly inspection of compliance with all fire and safety regulations.
    - b. The Unit Manager or designee conducts daily inspections of the units at the beginning and end of each shift to check: cleanliness and order of areas and equipment; appropriate storage of flammable, caustic or combustible materials and disposal of trash or rubbish; FIRE, EXIT and NO SMOKING signs are distinctly marked; exits are kept in clear, usable condition; electrical fixtures and equipment are in good condition; fire extinguishers and fire protection equipment are maintained free from

debris and are available in appropriate locations in the unit; fire alarm boxes are highly visible and securely locked; hoses are secure and ready for use; emergency lighting is functional; and evacuation plans are posted in the unit;

- i. These inspections, as well as any problems noted, are recorded in the Unit Log Book.
    - ii. Staff bring any problems noted to the MCC.
    - iii. The MCC notifies the Chief of Maintenance as necessary.
  - c. Administrators ensure a comprehensive inspection of their area of responsibility. Each administrator or designee conducts the inspections identified in paragraph b, above, for areas outside of the living units and within his/her area of responsibility.
  - d. Fire extinguishers are inspected quarterly for effectiveness maintained and re-tagged annually by a licensed provider at the direction of the Chief of Maintenance.
  - e. The Superintendent or designee ensures that staff are trained on fire safety and on emergency response, including:
    - i. Primary and secondary evacuation routes.
    - ii. Location and use of fire fighting equipment.
    - iii. Staff training is documented in RICHIST by the Child Welfare Institute.
  - f. Fire drills are conducted at regular intervals as required by state and federal law. The Fire Drill Form is accurately and thoroughly completed and forwarded to the Unit Manager or facility supervisor for review.
  - g. Fire protection equipment is available at appropriate locations throughout the facility. Staff
    - i. Have a key to any locked fire alarm box, fire extinguisher cabinet or fire safety equipment.
    - ii. Ensure that fire doors are kept closed and not secured in an open position.
  - h. Emergency equipment and evacuation routes are designated and denoted in conformance with department training and state regulation.
  - i. Each unit is provided with a complete and accurate daily census of residents.
  - j. Staff smoke only in designated areas and utilized approved, non-combustible receptacles for disposal of smoking materials. These receptacles are emptied daily.
  - k. Staff utilize only appliances provided by the state and do not bring appliances into the RITS without the prior written approval of the Superintendent or designee.
  - l. A prescribed system is used to account for the distribution of flammable, toxic or caustic materials. These materials are:
    - i. stored in special containers in secure areas inaccessible to residents;
    - ii. handled or utilized by residents only under the close and direct supervision of qualified staff; and
    - iii. utilized according to manufacturer's requirements and in conformance with department training.
3. Response to a fire:
  - a. Residents, staff and visitors are evacuated utilizing approved routes and places of refuge.
  - b. Staff utilize fire fighting equipment in conformance with departmental training.
  - c. If the MCC has any reason to believe that the fire department has not been notified by the automatic fire alarm system, the Fire Department is called immediately.

- d. The MCC notifies the Administrator-on-Call, the Unit Manager and the Superintendent and facilitates necessary communications.
  - e. Staff comply with the direction of the responding fire department during the fire, returning to the unit or facility when clearance is given, and securing evidence needed for investigation. Fire debris is not removed or disturbed, unless the residue may rekindle, until an investigation has been made.
  - f. Staff cooperate with the Superintendent or designee, the State Fire Marshall or responding fire department in any subsequent investigation.
  - g. An Unusual Incident Report is completed in conformance with [DCYF Policy 1200.0827, Unusual Incident Report](#).
- 4. Fatalities, casualties and/or suspicious fires are reported immediately to the State Fire Marshall's Office by the Superintendent or the Administrator-on-Call.
  - 5. Within twenty-four (24) hours, the Superintendent or designee provides a written report to the State Fire Marshall's Office which includes:
    - a. Time, date and location of the fire;
    - b. Name of person who discovered the fire as well as staff and residents present during the fire;
    - c. Time the fire was extinguished; and
    - d. Approximate value and description of damaged property.
  - 6. Paragraph D is consistent with ACA Standards 3-JDF-3B-01; 3-JTS-3B-01; 3-JDF-3B-02; 3-JTS-3B-02; 3-JDF-3B-04; 3-JTS-3B-04; 3-JDF-3B-05 and 3-JTS-3B-05.
- E. Threats to Security
- 1. Policy and procedure regarding any threat to security is reviewed annually by the Superintendent or designee and updated as necessary to ensure staff and resident safety.
  - 2. To prevent occurrences which may threaten security and safety, staff report abnormal or questionable resident behavior to the Unit Manager or MCC. The Unit Manager or MCC notifies the Superintendent or Administrator on Call.
  - 3. Staff immediately notify the MCC of any hostage situation.
    - a. The MCC notifies state and local law enforcement and the Superintendent and the Chief of Staff of the Department of Children, Youth and Families (DCYF).
    - b. Any staff held as a hostage has no rank or authority while under duress.
    - c. Staff cooperate with law enforcement for the duration of the emergency.
    - d. An Unusual Incident Report is completed in conformance with [DCYF Policy 1200.0827, Unusual Incident Report](#) by employees directly involved in or observing a hostage situation.
  - 4. Riot or Work Stoppage
    - a. Staff immediately notify the MCC of any riot or work stoppage.
    - b. The MCC notifies state and local law enforcement, the Superintendent and the DCYF Chief of Staff.
    - c. Staff cooperate with law enforcement for the duration of the emergency.
    - d. The Continuity of Operations Plan is implemented as necessary by the Superintendent or designee.
    - e. An Unusual Incident Report is completed in conformance with [DCYF Policy 1200.0827, Unusual Incident Report](#) by employees directly involved in or observing a riot or work stoppage.
  - 5. Staff respond to escapes in conformance with [DCYF Policy 1200.1608, Escape](#).
- F. The DCYF maintains a Continuity of Operations Plan to guide administrators and staff in the event of a wide spread emergency which threatens to continuity of essential services.
- 1. The Superintendent or designee reviews the Continuity of Operations Plan annually and revises it as necessary.

2. The Continuity of Operations Plan is provided to appropriate administrative and supervisory staff to ensure effective implementation in an emergency.
3. Staff comply with directives of Administrators and supervisory staff in the implementation of the Continuity of Operations Plan.
4. Paragraph F is consistent with ACA Standards 3-JDF-3B-11 and 3-JTS-3B-14.