 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>	<p><b><u>POLICY NUMBER:</u></b> <b>300.00</b></p>	<p><b><u>PAGES:</u></b> <b>2</b></p>
<p><b><u>CHAPTER:</u></b> <b>Institutional Operations</b></p>	<p><b><u>REFERENCE AND RELATED STANDARDS:</u></b> <b>WV Code Chapter §49-2-903; ACA 3-JDF-3A-01/02/03</b></p>	
<p><b><u>SUBJECT:</u> Security/Emergency Manual</b></p>		
<p><b><u>DATE:</u> January 1, 2017</b></p>		

**PURPOSE**

It is the policy of the West Virginia Division of Juvenile Services to maintain a quick reference manual for emergency situations within facilities.

**CANCELLATION**

This policy has been revised and supersedes Policy 300.00 dated July 1, 2016.

**APPLICABILITY**

This Policy applies to all Division of Juvenile Services' facilities.

**PROCEDURES**

1. There shall be a security/emergency manual:
  - a. Bound in a clearly labeled three (3) ring binder with:
    - i. Index
    - ii. Labeled tabs for each Operational Procedure
  - b. Maintained in Control
  - c. Reviewed at least annually and updated if necessary.
2. The security/emergency manual shall contain, at a minimum, the following:
  - a. Operational Procedures
    - i. Patrols and Inspections 3.03-00
    - ii. Resident Counts 3.04-00
    - iii. Use of Physical Force and Restraints 3.06-00

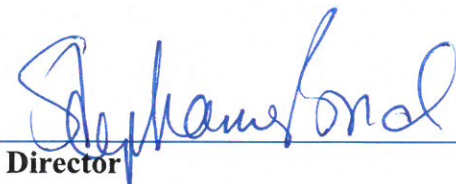
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- i. Control of Contraband 3.08-00
  - i. Major Disturbances and Hostage Situations 3.15-00
  - ii. Fire Safety Program 3.20-00
  - iii. Flammable, Toxic, and Caustic Materials 3.21-00
  - iv. Emergency Plans, Shelter-in-Place and Evacuation Procedures 3.22-00
  - v. Emergency Power and Communications 3.22-01
  - vi. Crime Scene and Physical Evidence Preservation 3.24-00
  - vii. Escapes 3.25-00
  - viii. Medical Care and Emergency Medical Procedures 4.13-00
  - ix. Suicide/Self-Harm Prevention and Intervention 4.14-00
- b. Policy: Prison Rape Elimination Act (PREA) 151.00
  - c. Current Administrative Duty Officer Roster
  - d. Phone numbers and addresses for all facilities
  - e. Facility employees phone number list
3. Any information contained within a security/emergency manual shall be considered restricted for security purposes and shall not be made available to any outside administrative units or agencies unless approved by the Division Director.
4. This policy will be adopted in its entirety and no operational procedure will be developed.

**RIGHTS RESERVED**

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

**APPROVED:**

  
 \_\_\_\_\_  
 Director

1/1/17  
 \_\_\_\_\_  
 Date