

Safety Standards

Standard 8-4-1

- ▶ Written policy, procedure, and practice provide that the facility conforms to applicable federal, state, and local building codes **and zoning ordinances.**
- ▶ Suggested document(s): Copies of annual inspection reports (e.g. annual fire inspection report, elevator inspection report); Approvals and licenses

Standard 8-4-2

- ▶ (a) **Written policy, procedure, and practice provide that** the facility conforms to applicable federal, state, and local fire safety codes. Compliance is documented by the authority having jurisdiction.
- ▶ (b) **Fire safety inspections are conducted at the following intervals:**
 - (1) An annual inspection is conducted by the authority having jurisdiction or other person **or persons qualified to perform such inspections.**
 - (2) A monthly inspection is conducted by a **trained** fire-safety officer.
 - (3) A weekly inspection is conducted **by a trained facility staff.**
- ▶ (c) The facility is equipped with a fire alarm and automatic detection system. **Additional fire-protection equipment, located throughout the facility as required and approved by the authority having jurisdiction, includes, but is not limited to, the following:**
 - (1) Fire extinguishers.
 - (2) Exit signs.
 - (3) Emergency lighting.
 - (4) Sprinkler systems.
 - (5) Food service hood suppression systems.
- ▶ (d) Testing and maintenance of fire-protection equipment is conducted quarterly by a qualified person.
- ▶ (e) This is a mandatory standard.

Standard 8-4-2 Continue

- ▶ Comment 1: The trained fire-safety officer may be a facility staff member trained in the application of jurisdictional codes and regulations. Periodically and as needed, this individual receives assistance from the independent authority on requirements and inspections. This assistance may include participation in quarterly or bi-annual inspections and approval of checklists used during an inspection.
- ▶ Comment 2: The “trained facility staff” who conducts the weekly inspections shall receive training in and be familiar with the safety and sanitation requirement of the jurisdiction.
- ▶ Suggested document(s): Copies of completed inspection reports by authority having jurisdiction; Documentation of credentials or training of person conducting the inspection; Facility floor plans; Photographs of each required equipment; Documentation of approval from authority having jurisdiction

Standard 8-4-3

- ▶ (a) Written policy, procedure, and practice provide that the facility prevents or limits the onset and spread of fire and toxic smoke through the following methods:
 - (1) Furnishings and interior finish materials comply with recognized fire-safety performance requirements.
 - (2) Trash and refuse receptacles made of noncombustible material are:
 - (A) provided at accessible locations throughout the facility; and
 - (B) emptied at least daily.
 - (3) All flammable items are properly:
 - (A) controlled;
 - (B) handled;
 - (C) stored; and
 - (D) disposed.
 - (4) Approved self-closing metal containers are provided for flammable liquids and for rags used with flammable liquids.
- ▶ (b) This is a mandatory standard.

Standard 8-4-3 Continued

- ▶ Comment: Furnishings, mattresses, cushions, or other items of foamed plastics or foamed rubber (for example, polyurethane or polystyrene) can pose a severe hazard due to high smoke production, rapid burning once ignited and high heat release. Such materials should be subjected to careful fire safety evaluation before purchase or use.
- ▶ Suggested document(s): Fire resistance specifications for furnishings(including trash and refuse materials) and interior finish on materials; Documentation of receptacle locations; Schedule for trash pickup; Control and inventory logs for flammable and caustic items; Documentation of approval of self-closing metal containers; Photographs of noncombustible receptacles; Photographs of combustible containers

Standard 8-4-4

- ▶ **Written policy, procedure, and practice provide that** the physical plant design **and staff office locations** facilitate personal contact and interaction between staff and juveniles. **The facility design supports juvenile housing in accordance with a classification plan.**
- ▶ Comment: Separating staff from juveniles reduces interpersonal relationships and staff awareness of juvenile living conditions. Staff effectiveness is limited if staff are isolated in control centers. The facility should have a sufficient number of rooms or living units in an appropriate configuration so that various categories of juveniles can be housed separately.
- ▶ Suggested document(s): Facility site map indicating the location of staff offices in relation to housing and juvenile programming areas; Facility site map indicating where different classifications are housed; Photography of dayroom

Standard 8-4-5

- ▶ **Written policy, procedure, and practice provide that** if the juvenile facility is on the grounds of any other type of correction facility, it is a separated, self-contained unit.
- ▶ Suggested document(s): Site map of juvenile facility compared to the other type of correctional facility

Standard 8-4-6

- ▶ a) Written policy and procedure provide that a detention facility be:
 - (1) replaced; or
 - (2) expanded for **additional beds**;
 - only after a needs-evaluation study has been completed by the parent agency or other appropriate agency.
- ▶ (b) A copy of this study must accompany blueprints submitted to the department for review.
- ▶ Suggested document(s): Needs-evaluation; Documentation that needs-evaluation and proposed blue print is sent to DOC

Standard 8-4-7

- ▶ **Written policy, procedure, and practice provide that** the facility **location**:
- ▶ (1) **encourages the** use of community-based services;
- ▶ (2) encourages continued contact between juveniles and family **members; and**
- ▶ (3) **ensures a timely response by emergency responders**

- ▶ Comment: By locating juvenile detention facilities in or adjacent to the communities from which the population is drawn, isolation from the community is minimized. Also, juveniles can be reintegrated more easily if they are provided visits from family and friends, home visits, opportunities to participate in recreational and school programs, and other community services.

- ▶ Suggested document(s): City or county map; Visitation log; Copy of control logs

Standard 8-4-8

- ▶ **Written policy, procedure, and practice provide that** the number of juveniles does not exceed the facility's rated capacity.
- ▶ Comment: Rated bed capacity is considered to be the original design capacity, plus or minus capacity changes resulting from building additions, reductions, or revisions.
- ▶ Suggested document(s): Documentation of facility design capacity; Average daily population report for audit period

Standard 8-4-9

- ▶ (a) Written policy, procedure, and practice provide that after 2014 any:
 - (1) renovation or addition to an existing facility; or
 - (2) new facility;
is constructed with living units of no more than sixteen (16) beds per living unit.
- ▶ (b) The juvenile detention facility does not exceed a bed capacity of one hundred fifty (150).
- ▶ Comment: Small living and treatment units are more conducive to enhancing juvenile and staff interaction. A classification system that is departmentalized allows for the grouping/separation of youth who are in need of special management, such as separation of gang members, classification by age, and/or size, and so on.
- ▶ Suggested document(s): Facility design drawings; Records of additions, reductions, and/or revisions; Documentation of facility design capacity

Standard 8-4-10

- ▶ (a) Written policy, procedure, and practice provide that after 2014:
 - (1) any:
 - (A) renovation or addition to an existing facility; or
 - (B) construction of a new facility;
 - (2) has:
 - (A) living units designed for single occupancy sleeping rooms; and
 - (B) each sleeping room with, at a minimum, the following facilities and conditions:
 - (i) Some degree of privacy with at least thirty-five (35) unencumbered square feet per occupant.
 - (ii) When confinement exceeds ten (10) hours per day, there are at least eighty (80) square feet per occupant.
 - (iii) A bed for each juvenile.
 - (iv) Adequate storage space for clothing and personal belongings for each juvenile.
 - (v) A desk and a chair or stool available for each juvenile.
 - (vi) Access to toilets and a washbasin with hot and cold running water twenty-four (24) hours per day.
 - (vii) Natural light.
 - (viii) Temperatures that are appropriate to the summer and winter comfort zones.
- ▶ (b) Hot and cold running water is thermostatically controlled at temperatures ranging from one hundred (100) degrees Fahrenheit to one hundred twenty (120) degrees Fahrenheit.

Standard 8-4-10 Continued

- ▶ Comment: Unencumbered space is usable area not to include space utilized for furnishings or fixtures. In determining the unencumbered space in the cell or room, the total square footage is obtained and the square footage of fixtures and equipment is subtracted. All furnishings must be in operable position.
- ▶ Suggested document(s): Documentation of facility design with square footage and the number of unencumbered square feet per juvenile; Documentation of daily confinement length of time per different facility areas; Documentation of square feet in those areas; Documentation of total number of rooms and beds per unit; Room design or photograph of personal storage space, bed and chair and desk, toilet, and washbasin and natural light; Temperature log for facility rooms for summer and winter months

Standard 8-4-11

- ▶ Written policy, procedure, and practice provide that detention facilities constructed prior to 2014 with multiple-occupancy sleeping rooms, including open-bay dormitories, have, at a minimum, the following facilities and conditions:
- ▶ (1) Some degree of privacy with at least twenty-five (25) square feet of unencumbered space per occupant.
- ▶ (2) When confinement exceeds ten (10) hours per day there are at least eighty (80) square feet per occupant.
- ▶ (3) A bed for each juvenile.
- ▶ (4) Adequate storage space for clothing and personal belongings for each juvenile.
- ▶ (5) Access to toilets and a washbasin with hot and cold running water twenty-four (24) hours per day for use without staff assistance.
- ▶ (6) Natural light.
- ▶ (7) Temperatures that are appropriate to the summer and winter comfort zones.
- ▶ (8) A desk and a chair or stool available for each juvenile.

Standard 8-4-11 Continued

- ▶ Comment 1: Best practice indicates where practical, facilities should make adjustment to limit population levels to comply with living units that do not exceed 16 youth and a total bed capacity of 150.
- ▶ Comment 2: Unencumbered space is usable space that is not encumbered by furnishings or fixtures. In determining the unencumbered space in the cell or room, the total square footage is obtained and the square footage of fixtures and equipment is subtracted. All furnishing must be in operable position.
- ▶ Suggested document(s): Documentation of facility design with square footage and the number of unencumbered square feet per juvenile; Documentation of daily confinement length of time per different facility areas; Documentation of facility design with square footage and the number of unencumbered square feet per juvenile; Documentation of total number of rooms and beds per unit; Room design or photograph of personal storage space, bed and chair and desk, toilet, and washbasin and natural light; Temperature log for facility rooms for summer and winter months

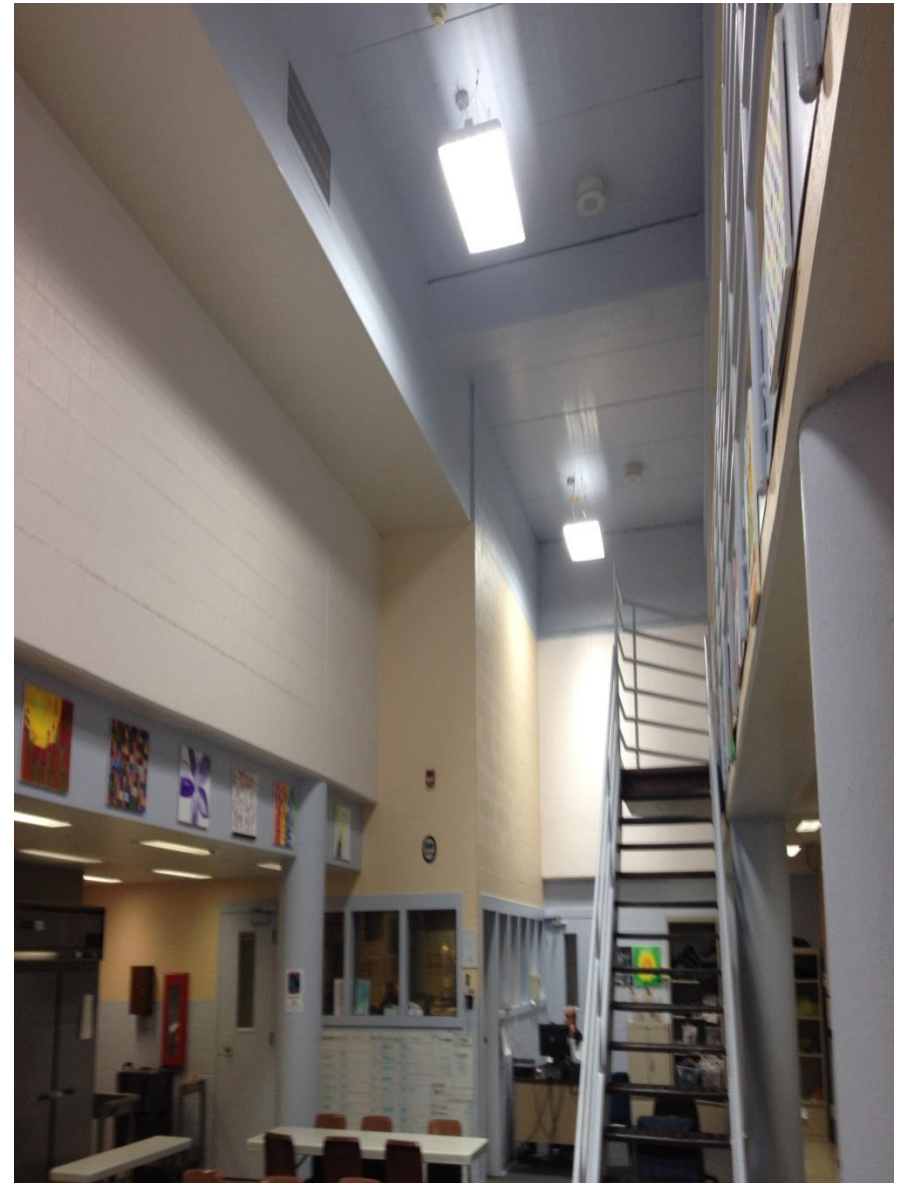
Standard 8-4-12

- ▶ Written policy, procedure, and practice provide that dayrooms or common use areas are as follows:
 - ▶ (1) Situated adjacent to or in close proximity of juvenile sleeping areas.
 - ▶ (2) Provide the following:
 - (A) A minimum of thirty-five (35) square feet per juvenile for the maximum number of juveniles who use the dayroom at one (1) time, excluding lavatories, showers, and toilets.
 - (B) Furnishings and other decorations reflect a home-like, non-penal environment to the maximum extent possible, consistent with the custody level of the juveniles assigned.
 - (C) Sufficient seating and writing surfaces.
- ▶ Suggested document(s): Facility floor plan of dayroom or common area in relation to the sleeping areas; Documentation of the total square footage of the dayroom for each living unit; Documentation of the number of juveniles who use the dayroom at a time; Documentation of the square footage available per juvenile; Photographs of dayroom area

Serving Area

&

Day Room



Standard 8-4-13

- ▶ Written policy, procedure, and practice provide that, unless otherwise specified by national, state, or local codes, plumbing fixtures including showers, sinks, and toilets are provided as follows:
- ▶ (1) All housing units with five (5) or more juveniles have at least two (2) toilets.
- ▶ (2) At least one (1) toilet is provided for every twelve (12) male juveniles (1:12). Urinals may be substituted for up to one-half (1/2) of the toilets in male facilities.
- ▶ (3) At least one (1) toilet is provided for every eight (8) female juveniles (1:8).
- ▶ (4) At least one (1) sink with hot and cold running water is provided for every twelve (12) juveniles (1:12).
- ▶ (5) At least one (1) shower is provided for every eight (8) juveniles (1:8). Showers provide thermostatically controlled hot and cold running water at temperatures ranging from one hundred (100) degrees Fahrenheit to one hundred twenty (120) degrees Fahrenheit.
- ▶ Suggested document(s): Documentation of the number of toilets, sinks, and showers per unit and ratios per male and per female juvenile; Shower temperature documentation; Photograph of male restroom area; Photograph of female restroom area; Photograph of water thermostat

Standard 8-4-14

- ▶ (a) Written policy, procedure, and practice provide that reasonable accommodations are made to ensure that juveniles with disabilities are housed in a manner that provides for their safety and security and appropriate facility programs and activities are accessible.
- ▶ (b) Single occupancy rooms shall be available, when indicated, for the following:
 - (1) Juveniles with severe medical disabilities.
 - (2) Juveniles suffering from serious mental illness.
 - (3) Sexual predators.
 - (4) Juveniles likely to be exploited or victimized by others.
 - (5) Juveniles who have other special needs for single housing.
- ▶ (c) Juveniles with disabilities are provided with the following:
 - (1) Rooms or housing units designed for their use that provide for integration with other juveniles.
 - (2) Programs and services that are modified or specifically accessible, or both, to them.
 - (3) Staff members who are appropriately trained to assist juveniles who cannot otherwise perform basic life functions.
 - (4) Education, equipment, facilities, and the support necessary to perform self-care and personal hygiene in a reasonable private environment.

Standard 8-4-14 Continued

- ▶ Comment 1: While standards permit the housing of juveniles in multiple rooms, there is a need for single rooms for the juvenile groups listed above. The caveat “when indicated” refers to determinations made by the classification system, medical diagnosis, or other professional conclusion.
- ▶ Comment 2: If the facility accepts individuals with disabilities, it must provide for their housing and use of facility resources. Housing includes, but is not limited to, sleeping areas, furnishings, dayrooms, toilets, washbasins, shower/bathing facilities, and other common elements. Program and service areas include, but are not limited to exercise and recreation areas, visiting rooms, laundry facilities, private counseling space, group meeting rooms, dining rooms, telephone facilities, admission and intake areas, and administrative areas, where appropriate.
- ▶ Suggested document(s): Facility housing assignments with designations for populations (1) through (5); Floor plan with designations for populations (1) through (50); Case management records for juvenile with disabilities that show the four requirements are met; Photo of handicap accessible restroom area; Photograph of elevator and ramp for access to gym, dining hall, and living area; Training Agenda; Individual Treatment Plan

Standard 8-4-15

- ▶ (a) **Written policy, procedure, and practice provide that:**
 - (1) security rooms, separate from the living unit, used for:
 - (A) room confinement; **or**
 - (B) **isolation purposes;**
 - (2) are equipped with:
 - (A) **a toilet;**
 - (B) **a sink;** and
 - (C) security furniture.

- ▶ (b) **Security rooms used for one (1) hour or less for:**
 - (1) **intake;**
 - (2) **courtroom holding cell;**
 - (3) **timeout;**
 - (4) **dry cell;**
 - (5) **restraint-chair observation; or**
 - (6) **padded safety room;**
 - **are not required to be equipped with a toilet, sink, and security furniture.**

Standard 8-4-15 Continued

- ▶ Comment: “Security room” is defined as an individual room (with or without a bed) used to separate juveniles from the general population. “Room Confinement” is defined as the locked placement of a juvenile in his/her assigned cell/room for a period of time that exceeds 60 minutes. “Isolation” is defined as the locked placement of a juvenile in a room other than their assigned cell/room for a period of time that exceeds 60 minutes.
- ▶ Suggested document(s): Photograph of security room

Standard 8-4-16

- ▶ (a) Written policy, procedure, and practice **provide that lighting in the facility is appropriate for the task being performed but** of at least twenty (20) foot candles at desk level and in personal grooming areas.
- ▶ (b) Natural light **in housing areas** is available from:
 - (1) an opening or window that has a view to the outside; or
 - (2) a source within twenty (20) feet of the room.
- ▶ (c) **Measurements are documented by a qualified source at least every three (3) years.**
- ▶ Comment: IDOC is available to provide foot candle measurement at least once every three years.
- ▶ Suggested document(s): Dated foot candle measurement by qualified source; Photograph; Inspector's Credentials; Floor plan with natural light sources identified

Standard 8-4-17

- ▶ (a) Written policy, procedure, and practice provide:
 - (1) heating;
 - (2) ventilation; and
 - (3) cooling systems;
- ▶ ensure healthful living and working conditions for juveniles and staff with temperatures appropriate to the summer and winter comfort zones.
- ▶
- ▶ (b) Circulation is:
 - (1) at least fifteen (15) cubic feet of:
 - (A) outside; or
 - (B) recirculated filtered;
 - air per minute, per occupant;
 - (2) for:
 - (A) rooms;
 - (B) housing areas;
 - (C) staff stations; and
 - (D) dining areas.
- ▶ (c) Measurements are documented by a qualified source at least every three (3) years.

Standard 8-4-17 Continued

- ▶ Comment: IDOC is available to provide cubic foot circulation measurements at least once every three years.
- ▶ Suggested document(s): Facility temperature documentation for summer and winter months; Photograph of furnace closet; Photograph of thermostat temperature for each season; Dated documentation by a qualified source for each area listed in standard; Air Quality Test; Inspector's credentials

Standard 8-4-18

- ▶ **Written policy, procedure, and practice provide that** the total indoor activity area provides space equivalent to a minimum of one hundred (100) square feet per juvenile. Indoor activity area includes the following:
 - ▶ (1) Gymnasium.
 - ▶ (2) Multipurpose room or rooms.
 - ▶ (3) Library.
 - ▶ (4) Arts and crafts room.
 - ▶ (5) All other leisure areas outside the living unit.

- ▶ Suggested document(s): Floor plan of indoor activity area; Daily population report; Photographs of gym, dayroom area, library (including measurements of each area)

Standard 8-4-19

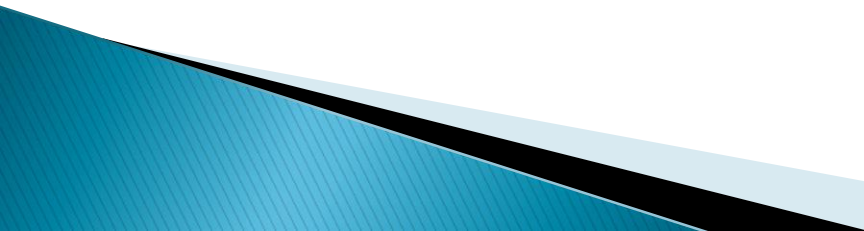
- ▶ (a) Written policy, procedure, and practice provide that recreation facilities ensure that each juvenile is offered at least one (1) hour of access daily and includes the following areas:
 - (1) Outdoor; and
 - (2) Indoor covered; or
 - (3) Indoor enclosed.

- ▶ (b) Any renovation, addition, or new construction after 2014, regardless of facility size, of outdoor or indoor, covered or enclosed, or both, recreation areas must as follows:
 - (1) Provide at least fifteen (15) square feet of unencumbered space per juvenile for the number of juveniles who may use the space at the same time.
 - (2) Have outdoor recreation that meet the following criteria:
 - (A) Facilities where one hundred (100) or more juveniles utilize one (1) recreation area have no less than one thousand five hundred (1,500) square feet of unencumbered space.
 - (B) Facilities where less than one hundred (100) juveniles utilize one (1) recreation area have no less than seven hundred fifty (750) square feet of unencumbered space.
 - (3) Have indoor, covered or enclosed, or both, recreation:
 - (A) Facilities where one hundred (100) or more juveniles utilize one (1) recreation area have no less than one thousand (1,000) square feet of unencumbered space and a ceiling height of at least eighteen (18) feet.
 - (B) Facilities where less than one hundred (100) juveniles utilize one (1) recreation area have no less than five hundred (500) square feet of unencumbered space and a ceiling height of at least eighteen (18) feet.

Standards 8-4-19 Continued

- ▶ Comment: Unencumbered space is usable space that is not encumbered by furnishings or fixtures. In determining the unencumbered space in the cell or room, the total square footage is obtained and the square footage of fixtures and equipment is subtracted. All furnishings must be in operable position.
- ▶ Suggested document(s): Facility schedule; Photographs of indoor and outdoor recreational areas (including measurements); Documentation of total number of square feet and total number of unencumbered square feet; Documentation of the number of juveniles who use the area at one time; Documentation of the number of juveniles who use the outdoor recreation area at one time; Documentation of the total square footage of the outdoor recreation area and the number of unencumbered space; Documentation of the number of juveniles who use the indoor recreation area at one time; Documentation of the total square footage of the indoor recreation area and the number of unencumbered space

Standards 8-4-20

- ▶ (a) **Written policy, procedure, and practice provide that** sufficient space is provided for a visiting room or areas for contact visiting.
 - ▶ (b) There is adequately designed space to permit screening and searching of both juveniles and visitors.
 - ▶ (c) Space is provided for the proper storage of visitor's personal items not allowed into the visiting area, including coats, handbags, and other personal items.
 - ▶ Suggested document(s): Floor plan of visitation area; Photographs; Floor plan of screening and searching area for juveniles and visitors
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Standard 8-4-21

- ▶ **Written policy, procedure, and practice provide that there is private** interview space available that **is:**
- ▶ (1) **equipped with a duress security system; or**
- ▶ (2) **located in the direct line-of-sight of staff.**
- ▶ Suggested document(s): Floor plan; Photograph

Standard 8-4-22

- ▶ **Written policy, procedure, and practice provide that** school classrooms are designed in conformity with local or state educational requirements.
- ▶ Suggested document(s): Applicable local or state educational requirements; Floor plans of classrooms

Standard 8-4-23

- ▶ **Written policy, procedure, and practice provide that food service facilities, including kitchen and dining areas, meet the following design requirements:**
- ▶ **(1) Toilet and sink facilities are available in the vicinity of the food preparation area to:**
 - (A) **food service personnel; and**
 - (B) **juveniles.**
- ▶ (2) Space is provided for group dining except where security or safety considerations justify otherwise.
- ▶ **(3) Adequate space is provided for food preparation based on the:**
 - (A) **population size;**
 - (B) **type of food preparation; and**
 - (C) **methods of meal service.**
- ▶ **(4) There are provisions for adequate:**
 - (A) **storage;**
 - (B) **loading areas; and**
 - (C) **garbage disposal facilities.**
- ▶ *Suggested document(s): Floor plan of kitchen and dining areas, with nearby toilet and sink, storage, loading areas, and garbage disposal facilities identified*

Standard 8-4-24

- ▶ **Written policy, procedure, and practice provide that sufficient space is** provided for janitorial closets accessible to the living and activity areas. **The** closets **are** equipped with:
 - ▶ (1) a sink;
 - ▶ (2) cleaning implements; and
 - ▶ (3) a system of ventilation.
- ▶ Suggested document(s): Floor plan; Photographs

Standard 8-4-25

- ▶ Written policy, procedure, and practice provide that there is sufficient space for the:
- ▶ (1) storage; and
- ▶ (2) issuance of:
 - (A) clothing;
 - (B) bedding;
 - (C) cleaning supplies; and
 - (D) other items required for daily operations.
- ▶ Suggested document(s): Floor plan; Photographs

Standard 8-4-26

- ▶ **Written policy, procedure, and practice provide that sufficient** space is provided for storing the personal property of juveniles safely and securely.
- ▶ Suggested document(s): Floor plan; Photographs

Standard 8-4-27

- ▶ **Written policy, procedure, and practice provide that there is** separate and adequate space for mechanical and electrical equipment.
- ▶ Suggested document(s): Floor plan; Photographs

Standard 8-4-28

- ▶ (a) **Written policy, procedure, and practice provide that there is** sufficient space for the following staff:
 - (1) Administrative.
 - (2) Security.
 - (3) Professional.
 - (4) Clerical.

- ▶ (b) This space includes the following:
 - (1) Conference rooms.
 - (2) A storage room for records.
 - (3) A public lobby.
 - (4) Toilet facilities.

- ▶ Suggested document(s): Floor plan; Photographs

Standard 8-4-29

- ▶ **Written policy, procedure, and practice provide that reasonable accommodation is made to ensure that** all parts of the facility that are accessible to the public are accessible to and useable by staff and visitors with disabilities.
- ▶ Suggested document(s): Photographs

Standard 8-4-30

- ▶ (a) Written policy, procedure, and practice **provide that** all flammable, toxic, and caustic materials **are controlled, handled, labeled, and stored properly.**
- ▶ (b) **Staff and juveniles are trained in the proper use and safe handling of toxic and caustic materials as required by federal, state, and local safety codes.**
- ▶ (c) **The following are made available:**
 - (1) **Material Safety Data Sheets (MSDS); or**
 - (2) **Safety Data Sheets (SDS); and**
 - (3) **Personal protective equipment;**
 - (4) **Emergency spill kits; and**
 - (5) **Eyewash stations.**
- ▶ (d) This is a mandatory standard.
- ▶ Comment: Whenever possible, toxic and caustic chemicals (especially those used in housing areas) should be replaced by a nontoxic or non-caustic alternative. Toxic and caustic chemicals should be inventoried, tracked, and their access/use by juveniles strictly controlled and supervised.
- ▶ Suggested document(s): Flammable, Toxic, and Caustic Inventory/Issue log; Photographs; Inspection reports; Staff and juvenile training records; Staff acknowledgement of safety equipment

Standard 8-4-31

- ▶ (a) **Written policy, procedure, and practice provide that** the facility has:
 - (1) an alternate power source, **such as a generator, to maintain** essential services in an emergency; and
 - (2) **an active, effective physical plant maintenance program that includes the following:**
 - (A) **A proactive, written preventive maintenance plan.**
 - (B) **Provisions for emergency repair in life threatening situations.**
 - (C) **A reporting or work order request and response system to document and track needed repairs.**
 - (D) **Weekly power generator inspections and quarterly load tests.**
 - (E) **Quarterly emergency equipment and systems tests.**
- ▶ (b) This is a mandatory standard.
- ▶ Suggested document(s): Documentation of preventative maintenance activities; Documentation of emergency repair; Work order request and response; Weekly power generator inspections; Quarterly load test; Quarterly emergency equipment and system tests

Standard 8-4-32

- ▶ (a) Written policy, procedure, and practice provide for communications systems:
 - (1) **both:**
 - (A) within the facility; and
 - (B) between the facility and community;
 - (2) in the event of emergency situations or incidents that are:
 - (A) urgent;
 - (B) special; or
 - (C) unusual.
- ▶ (b) **Emergency communications systems are tested at least annually.**
- ▶ Comment: The facility should have hand-held two-way radios and/or base station receivers, transmitters or other independent mechanical means of communication in order to maintain constant contact with the outside community if conventional means of communication are interrupted. Facilities located in areas subject to severe storms, tornadoes, or hurricanes should maintain a ready means of voice communication with the community.
- ▶ Suggested document(s): Documentation of communication systems; Photographs; Annual emergency communication system test

Standard 8-4-33

- ▶ (a) Written policy, procedure, and practice provide that facility staff are trained in and knowledgeable about fire and emergency evacuation plans and procedures, which include, but are not limited to, the following:
 - (1) Provisions to ensure adequate Emergency Medical Services (EMS) and fire response for the location, size, and type of facility.
 - (2) Procedures for reporting and notification of designated facility staff and appropriate local emergency responder or responders during an emergency or fire.
 - (3) Means of immediate release of juveniles from locked areas and a backup release system.
 - (4) Instructions for orderly and prompt evacuation, including primary and secondary routes for each area and building.
 - (5) Special instructions for disabled, incapacitated, and high-security juveniles.
 - (6) Use of exit signs and directional arrows that are easily seen and read.
 - (7) Evacuation drills of all occupied areas at least monthly or at intervals designated by applicable codes, whichever is more frequent.
- ▶ (b) Fire and emergency-evacuation plans and procedures are:
 - (1) available to all staff at designated locations; and
 - (2) approved by a person trained in the application of appropriate codes.
- ▶ (c) Plans are:
 - (1) reviewed annually;
 - (2) updated if necessary; and
 - (3) reissued to the local fire jurisdiction or other responding agencies, or both.
- ▶ (d) A critical incident report shall be completed for all unplanned incidents requiring emergency evacuation.
- ▶ (e) This is a mandatory standard.

Standard 8-4-33 Continued

- ▶ Comment: Fire and emergency evacuation plans are part of the facility's Emergency Preparedness Policy and Procedures located in the Security Section of these standards.
- ▶ Suggested document(s): Facility emergency plan; Facility evacuation plan; Facility floor plans indicating exits and exit signs; Monthly emergency drill; Documentation of emergency plan approval; Documentation of credentials of person approving the emergency plan; Staff acknowledgement; Documentation of annual review; Documentation of reissue to local fire jurisdiction/responding agencies; Critical incident report

Standard 8-4-34

- ▶ (a) Written policy, procedure, and practice **provide that the facility is clean, sanitary, and safe.** There are weekly safety and sanitation inspections of all facility areas. **Inspection reports are reviewed, and deficiencies are corrected.**
- ▶ (b) This is a mandatory standard.
- ▶ Suggested document(s): Completed inspection reports/checklists, including documentation that deficiencies were corrected

Standard 8-4-35

- ▶ (a) Written policy, procedure, and practice **complies with applicable federal, state, and local safety, sanitation, and health codes.**
- ▶ (b) **There is an annual health/sanitation inspection of the facility by appropriate government officials, as required by federal, local, and state codes.**
- ▶ (c) **The facility's potable water source and supply, whether owned and operated by the public water department or the institution, is approved by an independent outside source to be in compliance with jurisdictional laws and regulations.**
- ▶ (d) **Waste is disposed of according to a plan approved by the appropriate regulatory agency.**
- ▶ (e) **Vermin and pests are controlled.**
- ▶ (f) This is a mandatory standard.

Standard 8-4-35 Continued

- ▶ Comment: Compliance with safety, sanitation, and health codes is vital for the safety and well being of juveniles and staff. Local, state, federal health and occupational safety codes should be followed as applicable. Safe drinking water is basic to human health and should be provided in any facility operation. In the event jurisdictional laws and regulations are not applicable, the Federal Safe Drinking Water Act regulations present a standard of quality that is attainable by good water-control practices. Liquid and solid wastes should be collected, stored, and disposed of in a manner that will avoid nuisance and hazards and protect the health and safety of juveniles and staff. Any condition conducive to harboring or breeding insects, rodents, or other vermin should be eliminated immediately. Licensed pest-control professionals should be used to inspect, prevent, and treat as necessary.
- ▶ Suggested document(s): Documentation demonstrating compliance;
Completed annual Board of Health Inspection Reports/checklists;
Documentation of water source approval by an independent, outside
source; Documentation of approved solid and liquid waste
treatment/disposal plan