

<p>Milwaukee County Department of Health and Human Services Division of Youth and Family Services</p> <p>POLICY & PROCEDURE</p>	<p>Original Date Issued: 04/21/2014</p> <hr/> <p>Last Revision Date: 01/01/2018</p>	<p>Current Review Date: 06/06/2019</p> <p>Current Review By: DP/JW</p>	<p>Section: ADMINISTRATION</p>	<p>Policy No: 036</p>	<p>Pages: Page 1 of 1 (2 Attachments)</p>
<p><input checked="" type="checkbox"/> Division of Youth and Family Services (DYFS)</p> <p><input type="checkbox"/> Detention Center</p> <p><input type="checkbox"/> DYFS Services Network</p> <p><input type="checkbox"/> Purchase of Service Agencies</p>	<p>Current Effective Date: 08/01/2019</p>	<p>Subject:</p> <p style="text-align: center;">DYFS</p> <p style="text-align: center;">Emergency Action Plan</p>			

I. Policy Purpose

To provide for and ensure the safety of the Division of Youth and Family Services (DYFS) employees and visitors in an emergency or disaster through the development of an orderly action plan for evacuation, shelter, or sheltering-in- place in the event of the following:

- ❖ Emergency
- ❖ Fire
- ❖ Power Outage
- ❖ Severe Weather
- ❖ Violent Event/Threat

II. Policy Scope

This policy applies to the Division of Youth and Family Services (DYFS) only

- ❖ DYFS Location: 10201 W. Watertown Plank Road, Wauwatosa WI 53226
- ❖ DYFS Administrator: Mark Mertens

This policy applies to all DYFS Staff

- ❖ All DYFS Supervisors and/or Managers must maintain this policy in the designated red binder titled "DYFS Emergency/Evacuation Plan."
- ❖ DYFS Section Managers are responsible for taking accounting of all DYFS personnel in the event emergency action is needed.

III. Policy Attachment(s)

This policy has the following attachments:

- ❖ Milwaukee County DYFS Emergency Action Plan
- ❖ Vel R. Phillips Youth and Family Justice Center Grounds Map

Reviewed & Approved By: _____


Mark Mertens, Division Administrator



Division of Youth and Family Services
Emergency Action Plan, [Effective July 2019]

Fire/Medical/Police: 9-9-1-1 (o), 9-1-1 (m)

Building Security: 414-257-5901

Emergency Guidelines:

- Emergency alerts may be through the building PA, fire alarm horns and strobes, or outdoor warning sirens (tornado).
- Emergency notification text/email sign-up is available through OEM.
- Supervisors are responsible to ensure employees are familiar with emergency procedures.
- Team Leaders are identified in Departmental COOP Plans and direct the emergency action herein, to include head counts during evacuation.
- Employees are responsible to report to their Team Leader during an incident or emergency.



Severe weather watches and warnings will be issued by the National Weather Service. Tornado Sirens will be sounded by OEM during a Tornado Warning. Seek shelter in [THE GROUND FLOOR-BASEMENT AREA *see grounds map*]. Close all doors behind you. Follow your Team Leader instructions. Wait for the "All Clear".



If you see smoke or fire, pull fire alarm and dial 9-9-1-1. When horns and strobes are sounded, all occupants must evacuate, each and every time. Evacuate to your [EVACUATION RALLY POINT] and report in to your Team Leader. Assist others. Those that cannot use the stairs will wait at Areas of Rescue Assistance.



Dial 9-9-1-1 for a medical emergency. If an adult suddenly falls to the ground, is unresponsive, and not breathing, perform Hands-Only-CPR. Instruct someone to dial 9-9-1-1 and to grab the nearest AED. Continue CPR and/or AED until paramedics arrive.



A power outage may occur due to mechanical malfunction or severe weather. Emergency lighting may be available. Utilize flashlights and follow instructions. There may be a need to evacuate and close the building. Temporary relocation may apply, follow Supervisor instruction. COOP may apply.



When a violent event occurs, but is not directed at you, do not interfere and immediately call 9-9-1-1. Move away from the threat and monitor it from a safe distance. If you are under attack, **RUN-HIDE-FIGHT**. When in a safe location, dial 9-9-1-1. Follow instructions from first responders.



If you suspect an active shooter, immediately dial 9-9-1-1 and get away. If you are unable to get away from the shooter, find a place to hide, placing barriers between you and the threat. If under attack, fight for your life, disrupt and/or incapacitate the shooter. Follow police orders & OEM alerts. **RUN-HIDE-FIGHT**.



If you receive a bomb threat, immediately have someone dial 9-9-1-1 and notify your supervisor. Keep the caller on the line as long as possible. **DO NOT HANG UP**. Write down or record as much information as possible. Follow police directions and notifications issued by OEM.



If you see or receive a suspicious package, leave it where found and dial 9-9-1-1. Do not disturb or try to conduct any clean up. Keep the immediate area clear of others. Instruct people who've touched the package to wash hands with soap and water. Follow responder's instructions.



When a hazardous materials spill occurs or is suspected, avoid any contact with the substance and avoid breathing in vapors. Dial 9-9-1-1. Alert people in the area to evacuate to [EVACUATION RALLY POINT *see grounds map*]. Turn off ignition sources if you can safely do so. Follow directions from emergency response and alerts from OEM.



Shelter-in-Place [THE GROUND FLOOR-BASEMENT AREA]



Evacuation [EVACUATION RALLY POINT – Grounds Map]

SEE RESPECTIVE TEAM LOCATION ON MAP BELOW

