

Utility Outage

926.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and implement written policy and procedures in the event of utility outage. This policy applies to all juvenile facility staff.

926.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15, Article 3, § 1327

926.3 POLICY

Every reasonable precaution shall be taken to ensure the safety and security of individuals and property in the event of a utility outage.

926.4 REQUIREMENTS

A written procedure shall be available in each juvenile facility that specifies action to be taken in an emergency situation involving a utility outage.

The facility manager(s) shall ensure all juvenile facility staff conduct an annual review of utility outage procedures.

926.5 STAFF RESPONSIBILITIES

In case of a utility outage, staff shall attempt to determine the cause and respond as follows:

- (a) Maintain safety and security of the juvenile facility by supervising youth in such a manner so as to prevent escape, injury or other behavioral problems;
- (b) Turn off electrical switches and equipment, if safe; and
- (c) Notify the duty officer (DO) immediately, who shall notify maintenance staff.

926.6 DUTY OFFICER RESPONSIBILITIES

- (a) If the utility outage occurs when maintenance staff are not on duty, the DO shall contact them and request their assistance;
- (b) The DO shall contact the utility company to report the outage when appropriate;
- (c) The DO shall prepare an incident report in the Juvenile and Adult Management System (JAMS) including the following: time of outage, areas affected by the outage, who was contacted to respond and what steps were taken to maintain safety and security. An entry shall also be made in the duty log;
- (d) In the event a utility outage occurs after daylight hours, the DO shall ensure that all emergency lights in the juvenile facility are operating. Any discrepancies shall be noted and reported to maintenance staff;
- (e) The emergency generator should operate during utility outages; and

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- (f) The facility manager(s) shall be advised of any utility outages in a timely manner.

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Attachments: None