

	State of Indiana Indiana Department of Correction Division of Youth Services	Effective Date	Page 1 of	Number
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<b>HEALTH CARE SERVICES          DIRECTIVE - YOUTH SERVICES          Manual of Policies and Procedures</b>				

Title <b>EMERGENCY PLAN</b>
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Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5	01-02-101	National Correctional Healthcare Standards

I. PURPOSE:

This Health Care Services Directive (HCSD) requires that all facility Health Services units be prepared to provide services in the event of a facility emergency or disaster.

II. GUIDELINES:

- A. The Health Services Administrator (HSA) must ensure the facility emergency plan addresses preparedness to provide necessary health services during emergencies ranging from individual patient emergencies up through mass casualty incidents. The plan should make reference to any identifiable local risks.

This plan shall be written and published for use by staff, shall be implemented upon approval by the Warden, and shall be coordinated with local health services outside the facility (ambulances, hospitals, fire departments, police departments). This plan shall be in compliance with the Department Emergency Manual. The Health Services Division Quality Assurance Managers shall review this plan annually to confirm it is up-to-date and accurate.

- B. The following topics must be included in the Emergency Plan:

1. Preparation for emergency care delivery (obtaining necessary supplies and equipment, training staff in advance of need, etc.);
2. Determination of the nature of the emergency;
3. Notification and mobilization of on-site Health Services and Operations

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staff;

4. Notification of off-site resources as appropriate;
  5. Preparation of the facility as necessary;
  6. Identification of the deceased and planning for a temporary morgue;
  7. Triage, treatment, and/or transfer of the injured;
  8. Report on the results if the Emergency Plan is implemented;
  9. Management of public information distribution;
  10. Disaster drills;
  11. Cooperation with local agencies, such as ambulances, hospitals, fire departments, police departments, etc.
- C. All Health Services staff, including providers and mental health professionals, must participate in at least one disaster drill annually, and records of participation must be maintained.

**III. APPLICABILITY:**

This HCSD is applicable to all facilities providing Health Services to youth.

signature on file

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Kristen Dauss, MD  
Chief Medical Officer

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Date