



Ohio Administrative Code

Rule 5139-36-14 Safety and emergency procedures.

Effective: December 23, 2022

(A) The CCF has written fire, storm, evacuation and other emergency plans, which are posted and communicated to all employees and juveniles and reviewed and updated at least annually.

(B) The CCF will disseminate written emergency plans to appropriate local authorities. Directions to, and the location of exits, fire extinguishers, first-aid equipment, and other emergency equipment are posted in the CCF.

(C) The CCF will conduct monthly emergency evacuation fire drills and quarterly storm drills under varied conditions and times, and on all shifts when a majority of juveniles are present in the CCF. These are to be documented and retained for at least one year.

(D) The CCF will have a written evacuation plan prepared in the event of fire or major emergency that is certified by an independent, outside inspector trained in the application of national fire safety codes. The plan is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction. The plan includes the following:

(1) Location of building/room floor plan

(2) Use of exit signs and directional arrows for traffic flow

(3) Location of public posted plan

(4) Monthly drills in all facility locations are scheduled on a rotating basis for all shifts.

(E) The CCF shall create a plan to meet and comply with the federal Prison Rape Elimination Act of 2003 (PREA) (Pub. L. No. 108-79).

(F) Incident reporting.



(1) A CCF will maintain a document, process and report all incidents and emergencies to the department in accordance with department guidelines.

(2) Critical incidents. Critical incidents will be reported immediately to the ODYS bureau of community facilities. Written incidents shall follow all verbal notification.

(G) Absconders

(1) Absconder detection for youth not on approved leave

(a) Should any verification process indicate a juvenile's absence, the CCF staff on duty will immediately attempt to locate the individual by searching the facility.

(b) If, after, five (5) minutes, the youth has not been located on grounds, the staff identifying the absence will call the facility's director, then local law enforcement, and then the Bureau Chief of Community Facilities. All calls will be made within ten (10) minutes of identifying the absence.

(c) All efforts will be made to locate the youth, to include and calling parents, guardians, friends, employer, and all visitors who have ever signed in to the visitation log to visit youth.

(2) Absconder detection for youth on approved leave

(a) In the event a youth has not returned within five (5) minutes following the conclusion of their scheduled activity, the parent/guardian, supervising staff member, or employer will be contacted by phone. During this call, the facility's director or designee will ascertain anticipated time of arrival back to the facility, confirm whom the youth is with, and the reason for the tardiness. The conversation will be immediately entered into the case documentation system. Following the call, the facility's director will be notified of the revised return time.

(i) In the event that no contact has been made and the youth has failed to return by the originally approved return time, the director or designee will immediately notify local law enforcement, and then the Bureau Chief of Community Facilities.



(ii) In the event that contact was made and youth fails to return by the revised approved return time, the director or designee will immediately notify local law enforcement, and then the Bureau Chief of Community Facilities.

(b) After local law enforcement and the Bureau Chief of Community Facilities have been notified, all efforts will be made to locate the youth, to include calling parents, guardians, friends, employer, all visitors who have ever signed in to the visitation log to visit youth, and the last destination signed on an itinerary sheet.