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Appendix C

Evacuation of Oakley Youth Development Center

Evacuation Organization		
Assignment	Staffing	Responsibilities
Facility Administrator Director of Operations	OYDC	Coordinates departure and arrival of vehicles. Stocks buses. Maintains records of vehicles. Completes vehicle trip logs.
Maintenance Personnel	OYDC	Conducts fueling. Completes maintenance checks.
Bus Driver	OYDC	Drive vehicles to shelter.
JCW Shift Supervisors (9) Assigned JCWs	OYDC	Assign JCW staff. Maintain order on bus.
Health Services Coordinator Nursing Staff	OYDC & Contract Staff	Administer medications. Performs first aid.
Food Services	OYDC/DYS	Provide meals.
Supervision of Youth	JCW Staff	Supervise youth.
Recreational Activities	Recreation Therapists	Provide recreation.
Educations Activities	Academic Teachers	Provide education.
Mental Health Services	Youth Services Counselors Contract Staff	Provide counseling therapy.

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Appendix C (Continued)

Evacuation of Oakley Youth Development Center

Shelter Site Organization		
Assignment	Staffing	Responsibilities
Receiving Coordinator	OYDC Director V Director of Mental Health & Rehabilitative Services	Assign housing in accordance with DYS classification policy. Assign staff as needed.
Purchasing Coordinator	DYS Director of Administration	Process emergency purchases. Coordinate issuance of credit cards.
Bus Driver	OYDC	Drive vehicles to shelter.
Supervision of Youth	JCW Staff	Supervise youth.
Recreational Activities	Recreation Therapists	Provide recreation.
Educations Activities	Academic Teachers	Provide education.
Mental Health Services	Youth Services Counselors Contract Staff	Provide counseling therapy.