# DISASTER AND EMERGENCY PLAN

# FOR THE\_\_\_\_\_\_\_\_\_\_\_\_\_FAMILY

POLICY: Agency personnel and foster parents are responsible to responding effectively during an emergency or a disaster that may include, but not limited to, acts of nature (i.e. flood hurricane, fire or tornado), chemical or hazardous material spills, critical equipment failure, weapons of mass destruction events, and/or acts of terrorism.

Agency personnel and foster parents are responsible for maintaining all children in their care during disasters that require mandatory evacuation or quarantine. Agency Personnel and foster parents are required to be educated and aware of disaster and emergency procedures and be prepared to fulfill their respective roles be implementing the Disaster and Emergency Plan.

PROCEDURES

MANDATED EVACUATION BY LOCAL OFFICIALS

* In the event of an evacuation, foster families will immediately notify their Case Manager or the Licensed Child Placing Agency Administrator before evacuating and notify the Case Manager or Licensed Child Placing Agency Administrator the location of their family’s evacuation.
* After the foster family reaches safety, they will inform the Case Manager or Licensed Placement Agency Administrator of their safe arrival at their destination.
* Anchor Family Services Child Placement Agency will contact CPS giving information about the foster families and where the children are located during an evacuation. The Licensed Child Placement Agency Administrator or Case Manager will contact CPS daily during the evacuation.
* Foster parents will assist children at collecting clothing, baby needs, blankets, pillows, books, and games.
* Medicines and dosing instructions for children will be gathered by foster parents and placed into an emergency kit for easy transport.
* Emergency items such as flashlights, first aid supplies, snack foods, and water will be gathered for the children.
* All children will congregate in a central area of the foster home and will be accounted for. No Child will ever be left behind. Our Family’s Central Area is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* The children will be transported to a safe location (i.e. shelter, home of extended family) outside of the area being evacuated. Foster Parents will remain with the children throughout the evacuation. Our Family’s safe locations are:
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The foster family home is responsible for having a location where they can go in the event of an evacuation. This location must be disclosed to the Case Manager and located in the foster home record at the agency office.
* Documentation of the evacuation will be maintained by the Licensed Child Placing Agency Administrator and will be placed in the foster home record. This information will be shared with DFPS Licensing, Contracts, and CPS Case Workers.
* Return to the foster family home after and evacuation will comply with instructions of local officials. Foster Parents will utilize personnel vehicles to transport children.

FIRE

* A floor plan of each foster home that identifies two (2) possible exits (i.e. a door and a window exit). Each foster family home will have a floor plan that identifies fire exits at their home. A copy of this plan will be submitted to the Licensed Child Placement Agency Administrator and maintained in the family home record at the agency office of Anchor Family Services. Our Family’s two (2) possible exits are:
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Foster families will have smoke detectors and/or alarms located throughout the home as directed by the local fire marshal in their area.
* Foster families will train developmentally appropriate children regarding the use of the telephone to call 911 in case of a fire emergency.
* Each foster parent is responsible for conducting fire drills when children are placed in respective homes.
* Documentation of the family fire safety plan will be shared with the child at the time of a child’s admission.
* Fire exits and fire precautions will be reviewed with the family at quarterly monitoring visits.
* Foster parents will assist the children in exiting the foster family home. Once in the designated meeting place, foster parents will account for all children to make sure everybody is out of the building/home. No Child will ever be left behind. Our family’s designated meeting place is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

IF A FIRE OCCURS

1. Each foster home shall ensure children know what to do in the event a fire occurs, including exit options. Each foster home is equipped with smoke detectors or alarms in accordance with local fire marshal standards in each community in which a foster home is located.
2. Foster parents and children will each know where fire extinguishers are located in the home. Foster parents will instruct the children as is age appropriate on the use of fire extinguishers. Our Family’s fire extinguishers are located: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Foster parents will call 911 and instruct children that are old enough to call 911 in case of a fire.
4. The foster parent and children will exit the home through designated exits.
5. Get the children out immediately. Wrap infants in quilts or blankets covering babies entirely.
6. Gather at the appointed destination spot – never leaving a child behind.
7. If weather is inclement, if possible, assist children with outer clothing and insure they carry coats or blankets with them when exiting the home.
8. Once emergency services have responded, foster family will contact the Licensed Child Placement Administrator or Case Manager.
9. If the foster family needs to remain out of the home, the foster family will identify a place where they can stay out of danger until local authorities give clearance for the family to return. Information regarding the family’s whereabouts in case of evacuation by fire occurring in the foster home will be maintained in the foster home record.
10. The foster family will notify the Child Placing Agency Administrator or Case Manager of the fire and the family’s location in case of evacuation as soon as possible after the facts are known to the foster family.
11. Should fire cause damage to the property, or the family will need to remain outside their home, the Licensed Child Placing Agency Administrator will complete an incident report and forward to DFPS Licensing, CPS Personnel, and contract officials within 24 hours of the incident.
12. The Licensed Child Placing Agency Administrator will be responsible for communicating with the child’s Placing Agent during the time of fire
13. If necessary, the children will be placed in a respite home if it is determined by Anchor Family Services Professional Staff and foster parents that respite placement is in the child’s best interest. The child’s managing conservator will be notifies of the location of the respite home and the condition of the child.

WEATHER

* Each foster home will identify the safest location for parents and children to go. A copy of this plan will be provided to the Licensed Child Placement Agency Administrator and placed in the family home record at the office of Anchor Family Services. Our family’s safe location is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Should weather cause damage to the foster family property, the Licensed Child Placing Agency Administrator should be contacted immediately. The Licensed Child Placing Agency Administrator is responsible for completing Incident Reports and forwarding them to DFPS Licensing and contract officials within 24 hours of incident.
* As in the case of fire, please use steps 11-14 in the fire Section of this document.
* Foster Parents will participate in emergency plan review quarterly at the time of Foster Home Monitoring by Anchor Family Services Agency Personnel.
* The Licensed Child Placing Agency Administrator will notify CPS of the take cover action taken by a foster family and which children in CPS custody are involved.

IF BAD WEATHER OCCURS:

1. A battery-operated radio and flashlight should be located in or near the take cover site in foster family’s home. Our battery-operated radio and flashlight are located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. If possible, foster families should acquire some type of emergency lighting for their homes.
3. Keep the radio on during bad weather.
4. In foster family homes, foster parents will assist the children in the gathering in the take cover place.
5. In the event of a flood, foster families will call the licensed Child Placing Agency Administrator immediately upon reaching Safety. In the event children need to be removed from the foster home during repairs, and cleanup, the children will be placed in a respite home if it is deemed in the best interest of the child.
6. The licensed Child Placing Agency Administrator will keep CPS aware of children’s whereabouts during and after bad weather.
7. Count Children when you depart and when you get to your destination to ensure all children are accounted for. Never leave a child behind.

CHEMICAL OR HAZARDOUS MATERIAL SPILL

* In the event of a chemical or hazardous material spill occurs in or near a foster family home, all children and foster parents will relocate to an area away from the spill preferably indoors to avoid breathing the vapors and gases. Our Family’s Safe Locations are (list two possible locations, one in the home and one away from the home): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The Licensed Child Placing Agency Administrator is responsible for completing Incident Reports and forwarding to DFPS Licensing and Contract officials within 24 hours of the incident.
* In the event of evacuation of a foster family is required, procedures for a mandated evacuation by local officials will be followed.
* Foster Parents and their case manager will review procedures for evacuation at quarterly monitoring visits.

IF A CHEMICAL OR HAZARDOUS MATERIAL SPILL OCCURS

1. Children and parents with windows and doors closed or to the front or back of the foster home depending on the location of the spill.
2. All children and foster parents should remain in a safe location until advised by emergency personnel that it is safe to return to normal activities.
3. If evacuation is required, foster parents must assist children in collecting clothing, medicines, baby needs, blankets, pillows, books/games, flashlights, and snack food. The children will be transported to a safe location outside the threatened area. Procedures for Mandated Evacuation by Local Officials will be followed.
4. Licensed Child Placing Agency Administrator should complete Incident Report and forward to DFPS Licensing and Contract officials within 24 hours of the incident.
5. Return to the foster family home after an evacuation will comply with instructions from local officials, Foster Parents are responsible for providing transportation for the children in their personal vehicles.

WEAPONS OF MASS DESTRUCTION

If an international crisis should threaten to result in a nuclear attack, local officials will advise Anchor Family Services to evacuate in accordance with local authorities. Individual foster parents are required to follow their respective city guidelines.

* Foster family homes will identify a safe zone within their individual homes where children and parents can go in the event an attack should occur. Our family’s safe zone is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Should evacuation occur, the Licensed Child Placing Agency Administrator will be contacted immediately after the family has reached safety. The Licensed Child Placing Agency Administrator is responsible for completing Incident Reports and forwarding to DFPS Licensing and Contract officials within 24 hours of incident.
* Foster parents will inform the Anchor Family Services Case Manager or Child Placing Agency Administrator of their safe arrival at an approved shelter.
* At Quarterly monitoring visits, foster parents will review their plans for evacuation with the case manager from Anchor Family Services.

IF A WEAPONS OF MASS DESTRUCTION EVENT OCCURS

1. A Battery-Operated radio and flashlight should be located in foster family home in or near family safe zone.
2. If possible, foster family should acquire some type of emergency lighting for their home.
3. Keep radio on throughout event for public announcements or plans.
4. Should evacuation occur, follow the guidelines for mandated evacuation by local officials, including informing Anchor Family Services Case Manager or the Licensed Child Placing Agency Administrator.
5. Count children when you depart and when you arrive at your destination to ensure all children are accounted for. Never leave a child behind.
6. Return to the foster family home following an evacuation will comply with instructions from local officials.
7. Foster Parents are responsible for providing transportation for the children in their personal vehicles.

ACTS OF TERRORISM

* In the event of acts of terrorism, local officials will advise persons in their area on the appropriate action to take.
* Should evacuation occur, the Licensed Child Placing Agency Administrator should be contacted as soon as the family reaches safety stating their whereabouts. The Licensed Child Placing Agency Administrator is responsible for completing Incident Reports and forwarding to DFPS Licensing and Contract officials within 24 hours of incident.
* Foster parents will review this plan with Anchor Family Services Case Manager at Quarterly Monitoring visits.

IF ACTS OF TERRORISM OCCUR

1. A battery-operated radio and flashlight should be located in foster family home.
2. If possible, foster family should acquire some type of emergency lighting for their home.
3. Each foster parent will determine a central location for children in their respective homes. Our family’s central location is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Keep the radio or television on throughout the event for public service announcements, plans and updates.
5. Should evacuation be required, follow the guidelines for Mandated Evacuation by Local Officials.
6. Count Children before departure and when you arrive at your destination to ensure all children are accounted for. Never leave a child behind.
7. Return to foster family homes following an evacuation will comply with instructions of local officials. Once the family has returned home, they will immediately notify Anchor Family Services Case Manager or Child Placing Agency Administrator of their safe return. Foster Parents are responsible for providing transportation in their personal vehicles.
8. The Child Placing Agency Administrator will notify DFPS, managing conservator and CPS contracts of the family return.

CRITICAL EQUIPMENT FAILURE

* The most critical equipment with the possibility of failure is the computer system where all documents are stored on behalf of the agency and it’s programs.
* All Records are backed up onto a secured cloud that is backed up daily.
* The cloud drives use RAID 5 and are backed up daily.
* The Director of Business Services is responsible for maintaining the cloud and is notified whenever a problem arises.

PROVIDER REQUIREMENTS DURING A DISASTER

Each Childs records and important information must be protected or recovered.

1. All child records including placement information, medical authorization, Medicaid cards, Star Health Cards, and education records must be taken with Provider during an evacuation.
2. Provider must ensure that each child continues to receive medical services including medication as prescribed. Locked Medicine Box must be maintained and taken with Provider during the emergency.
3. The provider must have plans in place for maintaining any services required in the child’s service plan, for any child in care both during and after a disaster.
4. Communicate with Agency Personnel, DFPS, and CPS. Two Emergency Contact will be available at all times:
	1. Contacts are
		1. Shea Stephens-940-453-7137
		2. Amanda Timoteo 972-415-8220
5. REPORT THE LOCATION AND CONDITION AS SOON AS CHILD HAS REACHED THE EVACUATION DESTINATION
	1. The provider will use the online reporting feature on the DFPS website [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or call 1-800-252-5400
	2. The provider will contact Agency Personnel at 469-723-5019

OTHER EMERGENCIES

* Personnel, children, and foster parents will be prepared in case of accident or injury. Children will be taught to help themselves, each other and adults who are in trouble.
* Getting immediate help for an injured child is crucial. Foster Parents cannot leave the other children to go get help. Even small children should understand the idea of getting help. Age appropriate children (3-11) will be taught by foster parents how to utilize the telephone to call 911.
* Teach children how to use 911 as is developmentally appropriate.
* Personnel and Foster Parents will be CPR and First Aid Certified. Copies of certifications will be maintained in the foster family home record at the office of Anchor Family Services.
* In the event of serious injury or a medical emergency, personnel and foster parents should contact 911 immediately.
* For Foster Homes, the foster parents will inform the case manager or child placing agency administrator within 24 hours of the injury.
* In the event the injury or illness is not an emergency, foster parents will call the child’s primary care physician or their local emergency room for information on treatment and have the child seen as soon as possible.
* Children needing to be transported for emergencies shall be taken to the nearest Emergency Room. A foster parent is to accompany any child who requires transport via Ambulance.
* Never leave a child unattended during treatment. A foster parent shall remain with children at all times. The foster parent must do to the hospital with the child.
* Immediately following an emergency, an incident report must be completed and forwarded to the case manager or child placing agency administrator within 24 hours of injury.
* During Quarterly monitoring visits in foster homes, the foster parents and case manager are responsible for ensuring first aid kits and emergency equipment are checked/monitored for supplies, batteries, expiration dates, etc. Individual foster parents are responsible for ensuring medical equipment and/or supplies are available at their respective homes. Our family’s first aid kit is located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

METHODS TO PROTECT AND RECOVER CHILDREN’S RECORDS

Children’s records for children placed in Anchor Family Services Foster Homes will be located at 106 E Main St. Suite 106, Royse City, TX 75189. Each Foster Family also has a copy of the child record that is placed in their individual homes. Foster Families carry a copy the child’s record with them in case of disaster, injury or evacuation. Children’s records are also kept electronically in a secured cloud. In addition, foster family records including identifying information, foster home location, and contact information will also be kept in a secured cloud.

POST DISASTER ACTIVITIES

* Transportation through a disaster will be provided by individual foster parents in their personal vehicles.
* Kitchens should be kept well stocked in order to avoid the possibility of running out of food during a disaster if foster families are required to remain in their homes for an extended period of time.
* If evacuation is required, foster parents should collect snack food and drink (if possible) for the children during the evacuation.
* Counselors and/or medical personnel will be retained following a disaster for evaluation of the children. Professionals are responsible for prescribing recommended treatment and/or follow-up services as necessary.
* The Anchor Family Services Disaster and Emergency Policy shall be reviewed and updated by the Licensed Child Placement Administrator on a regular basis. Any changes that need to be made will be documented in this policy. Licensed Child Placement Administrators are responsible for ensuring foster parents are kept informed of any changes to this policy on an ongoing basis. Changes will be discussed at Quarterly Monitoring Visits with foster parents.

COMMUNICATION WITH DFPS AND CPS

DFPS or CPS may contact the following persons for information on the location of children and conditions of children placed in Anchor Family Services Foster Homes when a disaster occurs or when an evacuation is ordered by local authorities.

Conversely, Anchor Family Services Case Managers for the Foster Family Program or Our Licensed Child Placing Agency Administrator will inform CPS Caseworkers or Supervisors daily of the condition of the children, their whereabouts and the foster family with whom they are placed during an evacuation. During the time of an evacuation that is widespread, Anchor Family Services will utilize the following methods for contacting DFPS and Contracts of their whereabouts. They will contact the DFPS Website or the DFPS hotline when online reporting is not possible.

Information on Children placed with Anchor Family Services, Please Contact

Anchor Family Services

972-415-8220

940-453-7137

This contact number will also serve as the foster family’s contact with the agency.

In addition, Anchor Family Services Licensed Child Placement Agency Administrator and Case Managers will remain in close communication with CPS caseworkers, caseworker supervisors, and the residential childcare contract manager. This flow of communication should begin with the first notification of imminent danger due to the approach of hurricane or other disaster. Case Managers will inform DFPS and CPS of the children’s reactions to evacuation.

Anchor Family Services Personnel will also work with other similar agencies located in different parts of the state that may not be affected by the imminent disaster to secure beds for children in its foster homes. It is Anchor Family Services expectation that if and when children must be evacuated that Anchor Family Services foster parents will accompany the children and provide the needed supervision prescribed in the Minimum Standards for Child Placement Agencies.

At all times, and to the best of their ability to communicate given the uncertainty of an imminent disaster, Anchor Family Services Child Placing Agency Staff will keep CPS informed of all the children’s whereabouts. CPA staff will have in their possession the names of CPS caseworkers and supervisors and Residential Contract Managers in order to keep those entities informed, Foster Parents will keep Anchor Family Services Case Managers and Licensed Child Placing Agency Administrator informed of their whereabouts and the children’s reactions to the evacuation. During the time of a disaster and evacuation, Anchor Family Services foster families will comply to the best of their ability with all court orders and other orders involving the children in care.

After the evacuation and during the evacuation as is applicable, the children will be provided counseling services to assist them in processing the event.

* Foster Families will share their plans to return home after the all clear signal has been given by local authorities with their Anchor Family Services Case Manager or Licensed Child Placing Agency Administrator.
* Foster Families will inform their Case Manager or Licensed Child Placing Agency Administrator of their return giving information on the condition of the home following the disastrous event.
* Anchor Family Services Case Managers or Licensed Child Placing Agency Administrator will inform DFPS of the family and children’s safe return.
* A copy of this plan will be given to all foster parents and receipt of the plan will be placed in the Family Home Record.

**PLEASE ATTACH A FLOOR PLAN FOR YOUR HOME THAT INIDICATES EVACUATION ROUTES, EMERGENCY EXITS, AND A DESIGNATED SAFE LOCATION IN THE HOME. PLEASE INDICATE THE DESIGNATED MEETING SPOT LOCATED OUTSIDE THE HOME IN THE EVENT OF A FIRE**

|  |  |
| --- | --- |
| **Foster Parent** | **Date** |
|  |  |
| **Foster Parent** | **Date** |