



# **Brevard Family Partnership**

Protecting Children, Strengthening Families, Changing Lives.

## **Disaster Preparedness Plan**

**FY**

**2021-2022**

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## INTRODUCTIONS

This document lays out a plan of action, responsibilities, and tasks for BFP personnel in the event of a disaster striking Brevard County, Central Region, the state, or portions of it.

The State Emergency Operations Center will notify the Regional Managing Director that a natural disaster may impact Brevard County. The Regional Managing Director will then notify the BFP Chief Executive Officer. Following this notification, all disaster preparedness notifications will be issued through the chain of command. Should this occur on a weekend or anytime outside of normal working hours, notification is made through established phone trees using cell phones, the Remind system, land lines, e-mail, local TV, and radio stations. All clients will be directed to their local community shelters if evacuations are required.

It is the responsibility of Directors and Managers to discuss this emergency plan with staff to ensure compliance with this plan and disseminate phone tree information. Notification procedures, emergency office preparations and the location of alternative work sites are reviewed with all staff. Staff should be familiar with any specific duties or responsibilities they will be expected to perform in the event of an emergency.

It is the policy of BFP that Case Management Agencies are responsible for maintaining a current emergency staff roster available in the event of an impending natural disaster. In the event of an approaching storm, all Care Management supervisors maintain current copies of these listings at home as well as the office. Listings include home addresses in case telephone communication is down.

## APPLICABLE LAWS AND POLICIES: (FLORIDA STATUTES)

Chapter 252, Emergency Management: 252.34, Definitions; 252.36, Emergency Management Powers of the Governor; 252.41, Emergency Management Support Forces; 252.42 Government Equipment, Services and Facilities; 252.45, Lease or Loan of State Property; Transfer of State Personnel; 252.46, Orders and Rules, the State of Florida Department of Community Affairs, Division of Emergency Management, Comprehensive Emergency Management Plan.

## DEFINITION OF A DISASTER

Disaster means any natural, technological, or civil emergency proclaimed by a county, the governor, or the president of the United States. Disasters are identified by the severity of the resulting damage as follows:

1. "Catastrophic Disaster" means a disaster that will require massive state and federal assistance, which could include military involvement.
2. "Major Disaster" means a disaster that will likely exceed local capabilities and require a broad range of state and federal assistance (major hurricane, etc.).
3. "Minor disaster" means a disaster that is likely to be within the response capabilities of local government and will result in only a minimal need for state and federal assistance (tornado, local flooding, fire, etc.).
4. "Pandemic Influenza" are influenza strains occurring over a wide geographic area and affecting an exceptionally high proportion of the population as declared by the United States center for Disease Control.

## BFP EMPLOYEE RESPONSIBILITIES

Specific responsibilities for BFP management staff begin with a review of the plan with their immediate staff. Planned actions in the event of an impending disaster are articulated with staff to ensure that an orderly preparation is made with the least disruption in the service delivery system. An emergency alert system, Remind, was implemented, using cell phone notifications. This is the primary communication used to update staff. This is a voluntary system, and all employees are strongly encouraged to sign up for the notifications.

The Chief Financial Officer is responsible to have an emergency management kit that includes BFP checks, a check register, copies of the tax-exempt certificate, and other company documents deemed necessary.

Creative Network Innovations (CNI) now houses all servers and related equipment for Brevard Family Partnership's family of agencies. This state-of-the-art fortress, containing climate-controlled temperature systems, fire suppression systems, continuous power with redundant backup, will ensure that Brevard Family Partnership's family of agencies have access to data systems without interruption during impending hurricanes and natural disaster events.

The Human Resources Director maintains a current listing of all BFP staff, which contains their home addresses as well as emergency contact information. The Public Relations department is responsible for sending out the Remind cell phone notices. This information is made available to the CEO, and Executive Leadership team.

The Chief Financial Officer maintains current phone lists on all staff and makes them available to the members of the Emergency Leadership team. The Chief Financial Officer ensures that the plan is updated each year. The Senior Director of Public Affairs is the primary contact for the coordination of child welfare disaster planning, communication with the local media, other state, and child welfare entities, and the BFP provider network. Any updates are communicated to Public Relations so they may keep employees informed via the Remind protocol. The Senior Director of Public Affairs serves as backup for all the functions assigned to the Chief Financial Officer. Employees must be aware that they may be required to perform necessary tasks to assist clients, other employees, or the general public during a period of natural disaster or other extreme emergency where a clear danger to life and property may exist. In addition to assigned responsibilities, employees should be prepared to serve as a backup for other employees in the event of emergency. This includes, but is not limited to, such critical tasks that are vital and necessary to the function and safety of the agency and children and families served. Staff members should be aware that they may be asked to work longer shifts, possibly at an alternate job site from their usual place of employment, should a disaster/emergency occur. They would not be asked to perform a task that would endanger them physically, but staff might find themselves using skills that they have acquired during their career or in other work or life situations. Some examples of tasks that could be assigned are as follows: crisis counseling in an emergency shelter, transporting clients to service locations or shelters, distributing food and clothing at designated sites, determining eligibility for emergency or routine benefits, management of an emergency shelter, performing registration and referral tasks at disaster assistance center locations, performing surveys and assessments, assisting with services to the public in a Red Cross shelter, etc. BFP is a Community Based Care agency and is duty bound to provide extended services associated with the public's welfare during a disaster/emergency condition. In addition, supervisors and care managers will assure that a current Disaster Preparedness Plan is on file for each client's case file.

**All staff will assist in assuring that client safety is a priority during an emergency.**

## PANDEMIC PREPARATION

BFP and its partners must balance a variety of objectives when determining how best to decrease the spread of influenza and lower the impact of influenza in the workplace, and in its contracted provider group homes and family foster homes. The BFP Leadership team will consider and communicate their objectives, which include one or more of the following: (a) reducing transmission among children placed in their custody and BFP staff, (b) protecting people who are at increased risk of influenza related complications from getting infected with influenza, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their Network.

- Disease severity (i.e., hospitalization and death rates) in the community where business is located,
- Extent of disease (number of people who are sick) in the community,
- Impact of disease on workforce populations that are vulnerable and at higher risk (e.g., pregnant women, employees with certain chronic medical conditions that put them at increased risk for complications of influenza); and
- Other factors that may affect employees' ability to get to work, such as school dismissals or closures due to high levels of illness in children or school dismissals.

Brevard Family Partnership has requested and received pandemic plans from each contracted group homes to address how they will prevent the spread of pandemic illnesses and how they will ensure proper treatment of children who exhibit symptoms. These plans were incorporated into the contracted providers annual Emergency Preparedness Plans effective 7/1/21.

BFP works with the Brevard County Health Department and Brevard Health Alliance regarding the proper immunization of children and staff. Workers who have symptoms of influenza-like illness are required to stay home and not come to work until at least 24 hours after their fever has resolved. BFP makes every effort to allow staff who have affected children/ spouses/ or adult family members whom they provide care to work remotely.

## COVID-19 OPERATIONS PLAN

COVID-19 preparation and response plan addresses challenges related to ensuring staff stay safe and healthy, while still providing quality case management to children and families served. The plan includes an increase in staff/supervisor communication to include daily check ins and weekly team meetings. As required by the Center for Disease Control (CDC) this may also include, completing a COVID-19 screening questionnaire with all clients prior to a home visit or face to face contact, utilizing video conferencing for home visits where children are placed in a safe location (foster care, relative/non-relative care), tracking any potential exposure to the virus for staff, clients, and providers, and completing Family Time visits via video conference.

All staff work from home when at all possible and execute a Telework Agreement. All staff have access to computer and wi-fi services, Go to Meeting, Skype, Microsoft Team, and conference lines. When in the office, all staff practice and social distancing guidelines according to the CDC Staff who work remotely keep their daily calendars up to date. Staff also use the daily work report, which is reviewed by their immediate supervisor. All BFP offices are staffed during all regular business hours. All staff utilize Microsoft Teams as a mode of communication to promote teamwork, support, and collaboration for all staff. Supervisors engage in regular video conferencing with all staff. All face-to-face meetings may be modified to phone or video conference when at all possible. If a face-to-face meeting is required, social distancing guidelines are followed. . The leadership team holds daily calls initially to discuss ongoing protocols and

updates. Regular communication updates are provided via email to all staff.

### **Home Visits for Non shelters, Post Reunification cases, Prevention, Non-Judicial In-Home Service and the Safety Management Services Team**

Care Managers (CM) continue to assess safety in person for all children placed in home-post reunification or families involved in non-shelters/in home dependency action, prevention, non-judicial in-home services, and the safety management services team.

*Prior to the Home Visit staff contacts the caregiver to ask the below 3 questions according to CDC guidelines.*

1. Is anyone in your household sick, feverish, or experiencing ongoing coughing or sneezing?
2. Has anyone in your household come into contact with someone who is sick, feverish, or experiencing ongoing coughing or sneezing?
3. Has anyone in your household traveled outside the United States or to any “hot spots” in the last three weeks?

If the caregiver answers yes, or if the team member believes there is a concern, the decision to visit is escalated to leadership to determine the best course of action in ensuring child safety.

If the answer is “no” staff schedule the visit. Staff may complete a quick walk through of the home if required (i.e... to check sleeping arrangements of a baby or to check food, if concerns are present that there isn’t enough, to check med logs, conditions for return assessment, etc.). Then the interview part of the visit may be conducted outside of the home ensuring that staff are 6 feet from the client.

If the parent refuses to allow the CM a face-to-face contact or if there is a potential for exposure for COVID-19, the case is staffed with their Program Director or designee to waive the need for a face-to-face or to discuss next steps. The Care Manager documents the alternative method of contacts with the family to ensure child safety (i.e., Skype, Facetime, WhatsApp, or another video teleconferencing platform.) in FSFN using the guidance below. The use of Facebook Live, Twitch, TikTok, and other similar public-facing video communication applications are not permitted.

For any “in home” cases where the Program Director or designee waives the need for a face-to-face visit, Program Directors submits a report daily by 4:00 p.m. to the Senior Director of Operations. Once a case is added to the report, it remains on the report until a face-to-face home visit is conducted by a Care Manager. The report includes, at minimum, the following information:

- Case Name
- FSFN ID Childs Name
- Brief Summary of reason for involvement
- Date of reunification
- Brief description what led to the case being placed on the list
- Plan to manage/determine the child’s safety

### **Children Placed in Out of Home Care Licensing Levels 1-5 & Relative/Non-Relative Kin Care**

Children placed in out of home care may be exempt from face-to-face visits and videoconferencing can be completed. All staff assess the need for a face-to-face Home Visit based on various risk

factors which may include:

- The type of danger threat identified
- Age of the child(ren)
- Type of placement
- Access to informal safety supports and friendly visitors
- Individual needs of the child(ren) and family.

### **Children in Extended Foster Care, Children placed with Non-Offending Parents, and Parent Contact (on cases with children placed out of home)**

Care Managers and Supervisors work together to determine the best mode of contact for these cases while still ensuring safety. This is assessed on a case-by-case basis based on the information provided above and the decision is documented as outlined in this document.

### **Family Support Services Prevention**

Care Coordinators prevention staff contact their families weekly to check in and to assess current and any new/additional needs. In accordance with DCF requirements, there may be periods where Family Team Conferences and home visits are conducted via video teleconference.

### **Non-Judicial In-Home Services (NJIHS) and Safety Management Services Team (SMST)**

BFP recognizes that families served in NJIHS and SMST are the most vulnerable children served and as a result have implemented diligence in ensuring child safety. NJIHS and the SMST conduct weekly check ins to assess current and any new/additional needs, this includes food, supplies and other tangible supports needed or areas the families are limited on. All cases are reviewed for risk level to determine the required frequency of home visit with a supervisor consult. Consults for all cases are completed by the supervisor. This consult provides guidance to the Care Manager and documents the frequency of contact/visits required for that family's specific needs.

In accordance with DCF requirements, there may be periods where Family Team Conferences and home visits are conducted via Video Teleconferencing. The home visit modification includes a phone call prior to the home visit to ask the questions outlined above with regards to symptoms of the family. If there are symptoms identified the supervisor is notified immediately. The supervisors communicate this information to the Program Director but are still required to do the visit. Once it has been determined when the visit will commence, the worker practices universal precautions including remaining a safe distance from the family. Each case is assessed on an individual basis and the supervisor is consulted regarding the best way to perform the home visit. Providers continue to be engaged in providing services and may be provided via Telehealth according to state guidelines:

1. Behavior Management
2. Individual Counseling
3. Tutoring
4. Life Skills Coaching
5. Medication Management
6. Mentoring

### **Supervisor Responsibilities and Consultations**

Supervisor Consultations are completed on all cases to determine the frequency and mode of

contact with the family. This is labeled as a consult “COVID-19 Family Engagement Planning”. Documenting is completed on all cases, so everyone is in the loop on the plan. Discretion is given for increased frequency when moving to a video conference with a family, depending on the circumstances.

### **Care Manager**

For cases where a face-to-face visit is not warranted or there are COVID-19 concerns in the home, the Care Manager may be permitted to conduct a face-to-face visit via a teleconferencing application in accordance with DCF guidelines. The Care Manager documents the COVID-19 concerns, the information is provided to the family, and the method of communication with the family in FSFN as outlined below. This guidance is specific to virtual home visits and does not apply to telephone calls. To conduct a virtual home visit the Care Manager has the option of using video teleconferencing applications such Skype, Facetime, and WhatsApp. Facebook Live, Twitch, TikTok, and other similar public-facing video communication applications are not permitted.

All virtual home visits are entered into FSFN as a case note using the following steps:

1. Create: Case Note
2. Enter: contact begin date and time
3. Category: Case
4. Type: Home visit- Child’s current residence
5. Narrative: Type in the narrative of the email. This needs to be descriptive and clear and MUST include in the first sentence the following: “*This face-to-face home visit was completed using a virtual platform.*”
6. Attempt to speak to the children alone if they are age appropriate or document the if the child is not age appropriate.
7. Click: on participants
  - a. Add face-to-face contacts
  - b. Enter Completed for every child you were able to see and speak to through the virtual home visit.
  - c. **CASE MANAGERS DO NOT MARK COMPLETED** IF THE CHILD WAS NOT AWAKE AND IF THE CASE MANAGER DID NOT SPEAK TO THE CHILD OR OBSERVE THE CHILD MAKING AGE-APPROPRIATE NOISES/MOVEMENTS ON THE VIRTUAL HOME VISIT.
8. Enter: contact end date and time
9. Save: note

All traditional in-home face to face visits is entered into FSFN as usual. If most of the visit occurred outside the home those specifics are noted.

### **Court**

In the event that the Circuit 18 Brevard County Court is closed except for shelter hearings or other emergency hearings, Care Managers are required to continue to complete Judicial Reviews in accordance with Judicial Reviews tracker of due date even though hearings may be rescheduled. This keeps the workload on the Care Manager from becoming overwhelming when court does begin and help management and leadership stay apprised of case activity and family well-being.

To address any concerns with impending bottlenecks of children entering the system with very few to none exiting during this pandemic. The case management team actively engages in consultations and Out of Home Care Reviews occurring biweekly; a listing of the names of families actively under supervision in the below categories is provided:

1. Families and children appropriate/ready to motion for reunification.



2. Families and children appropriate to motion for change of placement.
3. Families and children appropriate to motion for closure.

If all parties agree and will collaborate on orders for closure, reunification, change of placements, etc., CM staff actively working with CLS to get these filed expeditiously and emergency hearings are heard during shelter hearings each day. The leadership team works collaboratively with CLS to avoid any further delays.

### **Family Time Visitation**

In the event that previous court ordered in person parent/child, legal guardian or sibling visitation which requires the attendance of a DCF employee or contractor is suspended until a specified date and time, the following will occur: In lieu of in person visitation, to the maximum extent feasible, visitation is conducted by electronic means with video communication preferred and telephonic communication permitted when video communication is not feasible. Upon the lifting of the state of emergency, the presiding judge may determine any appropriate make up visitation. Case Management staff are documenting all details of visits in notes. The same guidance noted above for home visits would be applied for family time visits. All caregivers who are supervising Family Time should be encouraged to provide details of the visit to their Care Manager, details may be sent via email to [FTIntake@familyallies.org](mailto:FTIntake@familyallies.org).

### **All Level of Licensure Home Studies for Children Already Placed in the Home by Licensing Specialist:**

- (1) According to DCF guidelines, Licensing Staff may be permitted to complete all interview elements of the home study via telephone/video conferencing. The following would occur:
- (2) Licensing Staff assess the physical environment of the home through the following steps:
  - a. If Licensing Staff had been to the home, they will complete the section based on their observations.
  - b. If Licensing Staff have never been to the home, they will complete the section through the following steps:
    - i. Discuss the physical layout in depth with the caregiver,
    - ii. Review pictures of the home or complete a video walkthrough of the home, and completion of the Health Assessment.
- (3) Licensing Staff will request re-runs of stored fingerprints. If client had not been in fingerprints previously, they will work EZ Mobile to schedule appointment if it can be safely completed.
- (4) Licensing staff email the completed home study via email to the prospective Foster Parent for review. If foster parent has capability to sign remotely, they will do so. If they are unable to sign remotely, they confirm the accuracy of the home study via email which will be uploaded in to FSFN.
- (5) Home studies/files continue to be reviewed and approved electronically by Licensing Supervisor and Director and then submitted to DCF for approval.

### **All Levels of Licensure Visits by Licensing Specialist:**

As directed by DCF, Licensing Staff may be permitted complete all, relicensing, initial, quarterly and Over Capacity Waiver home visits via telephone/video conferencing.

### **Adoption Home Studies:**

As directed by DCF, Adoption Support Coordinators may be permitted to conduct Adoption Home Studies through virtual home visits. Pride Class and Matching Events while in person contact is upon re-evaluation of the status of the COVID-19 situation regarding quarantine measures. Interviews and questions for home studies are addressed over the phone.

### **Post Adoption Services:**

Adoption Support Groups are conducted via the tele-health platform. The Post Adoption Care Coordinator sends invite so that the families can participate in the group through devices from home. For the required contact with families after 1 year of adoption, telephonic contact is still being initiated.

Initial FTC's (Family Team Conferences) may be held via the tele-health platform. The Post Adoption Support Care Coordinator conducts outreach to those families who cancelled, (as well as moving forward with upcoming FTC's) and each family has been invited to use the tele-health platform so that the families can participate through devices from home.

Facebook support group titled "Space Coast Adoptive Parents" is still an active, private group consisting of families who have adopted, or are in the process of adopting. This platform is used to communicate with families, as well as to share any updates.

Families in need of crisis services continue to access the Mobile Response Team. Providers are continuing to be engaged with families and service provision is ongoing via telehealth services.

## **CONTRACTED PROVIDERS RESPONSIBILITIES**

The BFP Contracts and Compliance Director ensures that BFP has on file each contracted provider's agency Emergency Preparedness Plan. These Emergency Preparedness Plans are due each year from each contracted provider to the Contracts and Compliance Director by July 30 and/or 30 days after contract execution. It is the responsibility of each contracted provider to follow their Emergency Preparedness Plan as written. The Contracts and Compliance Director contacts each contracted provider upon notice of an impending natural disaster or severe/extreme weather that would cause implementation of an emergency preparedness plan. Continued notification will continue every 24 hours with the contracted provider's contact person until it has been assessed that the emergency has ended, and normal working conditions can resume. Updates may also be provided to the main contact of each contracted entity by the Foster Care Navigator or Contracts and Compliance Director using the emergency alert system, Remind. All staff within the BFP network shall provide support to any contracted provider needing assistance, especially to the contracted providers who are providing direct care, supervision, and services to BFP children in out-of-home care, relative caregiver placement and/or in-home supervision. In preparation for a disaster, BFP requires that all clients be accounted for through direct communication, telephone or in-person contact by the assigned/contracted Case Management Agency DCM and/or Child Placing Agency staff to ensure safety and plans for evacuation or disaster preparation by the family. BFP will require the following of each caregiver (1 thru 5 shall be completed with the assistance of the Adoptive/Substitute Care families):

1. At the time of initial licensing and/or home study process, each adoptive and foster home completes a disaster preparedness safety plan that identifies a *primary* and *secondary* location to which they would go if they were forced to evacuate their home. This plan is filed in the licensing file. The plan is updated annually. As a new home is licensed the Foster Parent Navigator inputs the parents' contact information into the Remind system.
2. Severe weather warnings are to be taken seriously and adoptive and foster parent must evacuate if ordered to do so.
3. When foster parents are forced to evacuate, they should take with them adequate clothing and medication for the child and other legal documents should also be taken. Foster Parents also utilize the emergency alert system REMIND to provide notification to BFP of their whereabouts no later than their arrival at the emergency shelter or other safe residence. Parents may also send text updates through the Remind alert system. At that time, the adoptive/substitute care parent will inform their worker of any immediate needs that a child has, such as medication, medical attention, clothing, etc. The Remind system is also used to communicate with the foster parents.
4. Adoptive, foster parents, and group homes keep BFP advised of any change in their location and of any needs the child(ren) may have through the Remind alert system. It is imperative that children with critical health and/or service needs have access to necessary medical supplies, equipment, and services in the event of a disaster. It is the responsibility of the agency to maintain accurate medical information for these clients and that this information is always available.
5. The assigned BFP licensing staff will notify Family Allies Dependency Case Managers (DCM) that contact has been made with the substitute care family providing care to a child under supervision of BFP, and the status of that family/child, i.e., location, safety concerns, etc. The Nurse Case Manager will maintain a list of medically fragile children and communicate regularly with the Children's Medical Services to ensure that the medically fragile children have all the supplies necessary in the event of evacuation. This information will be tracked by the Foster Care Navigator.
6. BFP annually provides training to foster parents on how to assist children to cope with the stress of disasters, and the possibility of relocation due to an emergency.
7. Relative/Non-Relative Caregivers complete disaster preparedness safety plans within 30 days of initial placement. The DCM shall input this information into a FSFN Chronological were forced to evacuate their home. This plan will also be filed in the client file and updated annually. Each caregiver must also provide up to 3 contact numbers of family members that will know their location if there is a modification to their previously identified evacuation plan.
8. In-Home Clients complete a disaster preparedness safety plan within 30 days of the case effective date. The Care Manager inputs this information into an FSFN Chronological Note. This plan identifies a *primary* and *secondary* location to which they would go if they were forced to evacuate their home. This plan is also filed in the client file and updated annually.
9. For children placed through Interstate Compact for the Placement of Children (ICPC) the contracted CMA is responsible for contacting those families and children to ensure their safety and that their needs are being met in wake of the disaster. Many of these homes are also connected to the Remind alert system and will be notified using that application. If in the event no contact can be made the BFP Intake staff shall contact the Department of Children and Families Interstate Compact Specialist assigned as the primary local point of contact with a list of children and contact names and numbers to assist in ensuring the safety of these children. The Florida ICPC Office shall work directly with the central ICPC offices in other states to send

and receive information and documents, as customary. If the central ICPC office in another state is unable to communicate, the DCF Interstate Compact Specialist will work with other state and/or national offices to identify alternate means of communication. BFP shall also make available to the DCF Interstate Compact Specialist a list of names of children from other states in which BFP has been assigned to case manage. All information needed to communicate the safety of these children and families to neighboring states shall be made available as soon as contact has been made with these families. For further information on ICPC Disaster Response, please refer to the Florida Interstate Compact on the Placement of Children Disaster Preparedness and Response Team [www.dcf.state.fl.us/publications/fsp/icpc/ispc\\_disasterprep\\_responseplan.pdf](http://www.dcf.state.fl.us/publications/fsp/icpc/ispc_disasterprep_responseplan.pdf).

10. Immediately following any disaster, the assigned/contracted CMA and/or BFP licensing staff contacts each family/client via telephone, Remind alert system, or in person to ensure their safety and determine if they have been displaced or adversely affected by the disaster. If a family has been adversely affected or displaced due to the disaster the assigned CMA and/or CPA shall do the following:

- Determine the needs of the family/children
- Determine if the family needs assistance from BFP or if plans for recovery have already been established by the family
- If assistance is needed (i.e., shelter, clothing, food) the CMA and BFP shall explore and initiate immediate avenues to aid the family until the family can begin recovery independent of BFP, and
- Provide assistance and/or counseling to children affected by displacement and subsequent relocation.

11. BFP coordinates with the Department of Children and Families to plan and prepare for implementation any changes in the acceptance of new cases needing services and supervision. This is especially important for areas adversely affected by the disaster. Coordination with the Brevard County Sheriff's Office shall be of utmost importance in locating and contacting new clients, especially if entrance to damaged areas is prohibited unless accompanied by a person(s) of law enforcement. Priority to these clients shall be to ensure their safety and meet their basic needs following the disaster and then continuing with normal service operations and supervision.

12. In all cases where children and families have been adversely affected by the disaster, appropriate community partners associated with the family and child(ren) (i.e., judicial, GAL, other service providers) shall be notified in writing, when applicable, and/or via telephone or electronic communication immediately, when possible, of their well-being.

13. BFP's main goal is continuity of care to the clients of Brevard County. Employees should be prepared and trained to assist children with understanding disasters. In the event a child has been displaced by the storm, personnel should be trained to help children cope with this relocation and subsequent movements. BFP shall resume normal operations as soon as readily possible following any disaster. The BFP CEO shall determine when normal operations shall resume.

## **BFP EMERGENCY LEADERSHIP TEAM**

The BFP Emergency Leadership Team is a standing team designated by the Chief Executive Officer well in advance of any emergency/disaster. Ordinarily this team should be made up of the Executive Leadership of the BFP Family of Agencies and IT Manager/Contractor. This team and their designated alternates staff the BFP Emergency Operations Center (BFP EOC) during an emergency

should the Chief Executive Officer or designee, determine the need to open the Center. Current BFP Emergency Leadership Team is included within Attachment II of this document.

The governor's office or county emergency operations' manager (through the governor's office) may order the evacuation or closing of an area that has been or may be affected by an emergency/disaster. The Chief Executive Officer has the authority to close BFP Care Centers or Main Office if the conditions warrant.

Only the Chief Executive Officer or designee will authorize the closing of offices. Any such announcement will be communicated via telephone call trees, email messages, the Remind alert system and/or local TV and radio stations. The Chief Executive Officer in coordination with the Central Region public information officer or designee will handle local media contacts.

## **PRE-PLANNING**

The BFP Emergency Leadership Team members are to maintain, in their office and at home, a current copy of the Circuit 18 and BFP Disaster Plan and a current roster of all BFP /Family Allies/Brevard C.A.R.E.S. managers' contact information. A current copy of all calling trees will be sent to the BFP Emergency Operations Center immediately following notification that the Center has been established. The calling tree list will be maintained by the Chief Financial Officer for all staff.

IT planning includes the existence of redundant backups at separate locations. The IT Contractor is responsible for this planning, and subsequent implementation of backup systems to ensure the ability of staff to perform as many functions as possible as soon as possible. Plastic coverings are issued to all staff at BFP and C.A.R.E.S. sites, used to protect computer, phone, and electrical equipment at each site. The Child Welfare Director or designee ensures that each office and workstation phone and electrical equipment have been properly safeguarded.

Financial planning includes the preparation of an emergency finance supply kit that at a minimum contains blank checks, registers, copies of the current tax-exempt certificate, and other documents determined essential by the Chief Financial Officer. The Chief Financial Officer has the responsibility for the preparation of this kit and ensures that internal controls are in place for access to the supplies in the emergency finance supply kit.

## **DAMAGE ASSESSMENT TEAMS**

The Chief Financial Officer will establish a Damage Assessment Team (DAT) 24-36 hours prior to the storm or upon immediate notification of a Disaster. The DAT membership will include a representative from BFP, Family Allies, and Brevard C.A.R.E.S.

Following the Disaster, Damage Assessment Teams are dispatched to each facility as soon as it is safe to do so. The purpose of these teams is to determine the extent of damage to the facilities. Reports from the Teams guide the post-disaster planning of the Emergency Leadership Team.

Damage Assessment Teams returning for care center damage assessments exercise the utmost caution and care that consist of the following: Teams do not proceed through floods/downed power lines, etc., do not proceed into the care center without first looking for downed lines that may be touching the building. Also, the team checks for visible damage that may make the center dangerous to enter. The team does not confront looters and cooperates with law or fire department/staff that may be operating in the area. Common sense and caution should prevail. The normal procedures are to:

1. Examine the building for any visible damage.
2. List each item of damage, noting what will be needed to repair the damage.
3. Prioritize damage into immediate need versus what can wait.
4. Take pictures of damage at the care center.
5. Make any repairs of an immediate need, i.e., placement of tarp if a window is broken, to stop further water damage, etc.
6. Notify the BFP Disaster Coordinator of the situation and needs as soon as communications can be established. After notification to the BFP Disaster Coordinator, the Chief Financial Officer should make contact, as communications allow, with the building lessor and provide a situation report. The integrity of the structure is the lessors' responsibility. This does not mean that BFP may itself determine to take action to secure and make operational a facility. The situation will determine the response however the landlord is contacted if possible.
7. Once it has been determined that the office and care centers are safe for employees, notice will be given to all BFP staff through phone trees, and e-mail. Notice will also be sent to contracted providers who have staff co-located at one of the BFP sites.

## **EMERGENCY LEADERSHIP TEAM CONTACT INFORMATION**

The Leadership Team contact information will be updated as needed by the BFP Disaster Coordinator. It is the responsibility of the Leadership Team members to keep this listing current. The list should include local work numbers, home numbers and mobile cell phones. Each Team member must have a designated alternate included on the Team listing.

BFP will coordinate with the Central Region Emergency Leadership Team. The point of contact for this coordination will be between the BFP Disaster Coordinator and the Central Region Disaster Coordinator. The Central Region Disaster Coordinator will be provided frequent updates regarding the status of activity within BFP pursuant to this Disaster Plan.

## **OFFICE PREPARATIONS**

Emergency Leadership Team members are responsible to assure the review of disaster plans, by all staff under their span of control, and each contract provider prior to the beginning of the hurricane season on June 1 of each year.

The Chief Financial Officer is responsible for maintaining and annually updating the disaster plan subject to the review and approval of the DCF Contract Manager. These updates are completed and distributed by June 1st of each year.

## **BFP EMERGENCY OPERATIONS CENTER**

In the event of a disaster alert, the BFP Emergency Operations Center (CBC EOC) will be established in the BFP training room located at 389 Commerce Pkwy, Rockledge FL, 32955. The alternate location of the Central Care Center at 4050 Riomar Drive, Rockledge, FL, 32955 will be utilized if the main office is unavailable. In the event these locations are unavailable, the South Care Center located at 1600 Minton Road; Palm Bay FL, 32907 will be utilized. Once activated, the CBC EOC will be manned by the BFP Emergency Leadership Team members or their designees. The Chief Executive Officer will determine what hours the Center will be open and what staffing will be maintained. These decisions will be driven by the specifics of the emergency.

## **THE CLOSING OF BFP OFFICES**

Once the decision is made to close one or more of the BFP offices, the BFP Disaster Coordinator, or Chief Executive Officer will notify the Central Region disaster coordinator. The Region can utilize

these numbers for requesting assistance. Office closure decisions will ordinarily be coordinated with county government office closures and recommendations of the county emergency operations centers.

BFP Emergency Leadership will ensure notification of all caregivers and residential providers to advise them the county has been put on alert and mandatory evacuation orders may be forthcoming. Providers need to be reminded that if clients change their location, they need to advise BFP of the new location.

BFP also posts the closing on the BFP website and place notice on exterior doors, with emergency contact numbers

## **PRESERVATION OF RECORDS**

BFP client records are in the central file room of each of the BFP Care Centers. BFP care center staff are contacted immediately upon notice of an impending disaster. These staff then locate and gather all files that have been electronically checked out of the Central File room and alert case management staff to return all client case files immediately. Care Center staff also physically tour and inspect the service center to observe that no files have been left unaccounted for during the client file inventory. Once it has been determined that all client files have been accounted for, BFP Care Center staff secures all unfiled documents in their designated files or if time does not permit secures unfiled documents in one or more binders titled "Documents Pending Filing" and secure these binders in a designated area along with the other client files. In addition to completing an inventory of all client case files the following steps shall be followed for water and fire prevention and preservation of files:

### **Water Damage Prevention**

The most common disasters in records storage areas generally are caused by water incidents. Water damage can result from leaking roofs, seepage, rainstorms, faulty drains, and sewers, breaks in water and steam pipes, malfunctioning sprinkler systems and construction operations. Implementing preventative measures within daily operations can reduce the risk of serious damage to the records.

- Store records inside document boxes, map cases, file cabinets or shelving.
- Never leave documents out overnight, uncovered.
- Know the water hazards of the region, such as flooding history and the region's experience with electrical storms, snow, and other types of storms.
- Perform building surveys routinely.
- Inspect areas where water damage potentially exists especially during or immediately following rainstorms or inclement weather.
- Check for low shelves and documents stored on the floor or close to it; these are vulnerable to any water incidents.
- NEVER store records directly on the floor! Use pallets, blocks, shelving, or other items to raise them at least 6 inches or higher off the ground.

### **Water Leaks and Flooding**

Water damage creates an unstable environment for records. Mold can develop within 48 hours if the relative humidity is over 65%, especially at higher temperatures. Mold is more damaging than the water itself, so time is of the utmost importance when dealing with wet records.

**Consider personal safety: In a water emergency, watch out for electrical hazards. Also watch for slippery footing. Do not enter the affected area until it is checked for electrical and structural hazards and is declared safe to enter.**

### **Damage Control Measures if Records are at Risk: WATER FROM ABOVE**

- Identify the source of the leak and contain the water flow if possible. Use plastic lined wastebaskets to catch water.
- If the water leak cannot be contained quickly and records are threatened, cover the affected area with plastic sheeting.
- Apply plastic sheeting so water is channeled to a container; do not puncture plastic to do this.
- If entire stack is covered, allow plastic to drape on floor.
- Allow air to circulate within the covered areas to inhibit mold growth.
- Leaking or burst pipes and seepage of water from the outside are insidious emergencies because they can remain undetected until considerable damage has been done. In the event of heavy or prolonged rainstorms, staff in the Central File Room should be alert for water leaks and seepage.

### **Water from Below**

- If water damage is extensive, in the case of flooding, **do not remove** any materials from the shelves unless directed to do so. Unorganized removal will compound the damage.
- Move records to higher shelves OR move records off shelves to another location. Use human chain and carts.
- Do not remove materials from special protective wrappers or containers. Move the container and salvage the materials at a later stage.

#### **IMPORTANT:**

If flooding occurs, do not enter the flooded area until declared safe by proper authorities!

BFP shall determine if records recovery can be done using internal agency controls or if outside professional services are needed. If it is determined that professional services are needed the following procedures shall be followed until professional services can be secured:

### **Stabilize the Environment**

The temperature and humidity should be kept as low as possible to reduce the risk of mold growth. Mold will flourish at temperatures of 70° F and 70% relative humidity (RH). Mold can begin to grow on wet materials within 48 hours. Ideal conditions for a recovery operation are 65° F and 40% RH.

Restore environmental control by replacing glass in windows or temporarily blocking broken windows with canvas. Pump out standing water to reduce risk of injury to workers and further damage to records. **Be extremely careful because water may conceal submerged sharp objects, shorted motors, broken live wires, and records or other materials.** BFP makes available if needed the



following equipment to assist in stabilizing the environment for recovery:

- portable generators, in case a power failure occurs,
- pumps, to remove large quantities of standing water, and
- fans, to circulate the air.

### 1. Reduce humidity.

- Utilize portable dehumidifiers (most effective in small, enclosed areas),
- Use pumps or shop vacuums to remove standing water,
- **DO NOT** raise temperature to lower humidity; this will only promote mold growth, and
- Fans and dehumidifiers should be kept running until the relative humidity has stabilized and remains at 40% for several days (follow all equipment safety warnings).

### 2. Reduce the air temperature.

- In winter, turn down the heat in the building to 65° F.
- In the case of water damage, **DO NOT** turn up the temperature to "dry" materials out; this will only promote mold growth.
- In summer, turn air conditioners down to create an inside temperature of 65° F. Keep air conditioners operating 24 hours a day.

### 3. Increase air circulation.

- Keep air circulating and direct fans in such a way that humid air is expelled from the building.
- Open windows and doors to increase air circulation if outside humidity is lower than that inside.
- Keep fans operating 24 hours a day. If power is out, use portable generators.

**SAFETY NOTES:** All electrical lines must be grounded to avoid electrocution. Also, if mold is present do not circulate air.

- Be aware that curtains and furniture placed near heat radiators or things placed on heat radiators pose a potential fire hazard.
- Avoid shelving on the top shelves as this can block the fire sprinklers.
- Keep all aisles, passageways and exit doors unobstructed for safe, rapid exit.
- Keep areas free of excess combustibles and trash, such as boxes, recyclables, and newspapers. Good housekeeping is particularly important.
- Store combustibles, such as cleaning fluids, inks, copier and microfilm developer and toners in safety metal cabinets or in an area separate from the Central File Room.
- Enforce the "No Smoking" policy.
- Do not overload electrical outlets.
- Encourage staff to be responsible for daily routine closing time inspections. They need to be aware of potential fire hazards and watch for the following:
  - 1) Electrical devices should be turned off, i.e., copiers, computer equipment, typewriters, coffee makers and such.
  - 2) Fire or smoke barrier doors to stairwells are closed.
  - 3) Trash and other combustibles are in appropriate containers.

**Remember:** At the end of the day, important records and computer disks are removed from desktops and placed in drawers, cabinets or other areas that reduce the exposure the items would receive from fire or water in the event of a disaster.

## Returning Operations to Normal

The Emergency Leadership Team and the CEO determines when employees can return safely to their work site. Returning operations to normal may prove to be the most difficult, time consuming, and expensive activity. Be prepared to spend the time necessary to formulate an adequate work plan, prepare the facility and make all records available for normal business and reference use. If one of the sites is not safe, staff will be notified through the Child Welfare Director as to which alternate office they will be assigned, until their regular worksite is safe for them to return.

In the days following a disaster, a few tasks that should be done include examining the affected area to verify that all records have been recovered, ensuring that all wet items have been removed, cleaning up garbage and determining if there is structural damage or other safety hazards.

The Chief Financial Officer and Emergency Leadership Team meet to discuss the incident and evaluate the damage, the response, the disaster plan, and determine what can be done to prevent a future reoccurrence. Approval should also be sought to replace all supplies that were used during the incident.

Since it will take several days to several weeks for wet records to adequately dry, the time should be used to gather the inventories of records that had been moved during the disaster. A plan should then be formulated to return the items to their correct locations and have new labels and protective covers made, if necessary. Also, during this time, staff should make use of existing inventories and lists to identify damaged items that are not labeled or otherwise identified.

When the drying operation is over, separate records according to the different follow-up processing intended. Sort those:

- to be returned to the area
- to be repaired
- to be scanned

After operations are back to normal, a staff meeting should be held to discuss the disaster, including the cause, the response, the recovery operation and what can be done to prevent a reoccurrence and improve response and recovery operations during future incidents.

## INFORMATION SYSTEMS

### **INSTRUCTIONS FOR PROTECTING COMPUTER HARDWARE FROM IMPENDING HURRICANES OR WATER DAMAGE**

The care and protection of BFP computer equipment is the responsibility of each user. The below instructions are followed to insure the safekeeping of equipment. Each work unit also appoints a preparation site coordinator and a backup who is responsible for making sure that all CPUs, monitors, and printers are powered off, and that all equipment has been covered or bagged. This includes the equipment of staff not present in the office at the time and all vacant positions. It is recommended that all FAX equipment, copiers, training equipment, etc. are also included. The site coordinator should also make sure that LAN equipment and routers are secured. (See below) Because of other duties and responsibility for district equipment, Information Systems will not be able to cover or bag user equipment.

## **BAGS**

Each care center has on hand enough bags to allow for one for each PC and printer, depending on the layout of the offices. Bags are kept in a central location and not distributed in advance. The Senior Executive of Public Affairs or their designee will make the bags available when necessary.

### **Computers, Keyboards, Printers Directions for all staff:**

1. Power off and unplug all computer and printer equipment from the wall. Do not disconnect the data cables unless there is a possibility that equipment will get wet.
2. If equipment is near a window, disconnect all power and data cables carefully. Label all pieces with room number and data connector if there is more than one in the room. Move the equipment to a more secure area. After the potential for damage has passed, equipment must be returned to the original room and data-connector. Therefore, all equipment must be identified with its original location before it is moved.
3. If there is a potential for water damage, cover equipment with heavy-duty plastic bags. Make sure power is off. If necessary, you should store equipment above floor level to protect from flooding.

### *LANs--Modems, Concentrators, Routers:*

1. If communications equipment is in an area unlikely to be a damaged, leave the power on.
2. If equipment might be damaged (i.e., flooding, near a window), turn the power off, unplug, and secure with heavy-duty plastic bags or tarp to protect from water damage.
3. DO NOT DISCONNECT DATA CABLES FROM COMMUNICATIONS EQUIPMENT!
4. If there are specific or additional instructions for your Care Center, the IT contractor will visit the Care Center and disseminate the information directly.

## **BFP DISASTER COORDINATOR ROLE**

### **Emergency Equipment Required at the Command Center:**

1. Tables
2. Chairs
3. Telephones
4. Electric power source
5. Computer and printer
6. BFP Disaster Preparedness Plan
7. Copies of staff rosters
8. Weather band radio and emergency lights
9. Dry Erase Board with markers

## **Emergency Responsibilities:**

### **Tasks to be performed by the Disaster Coordinator:**

1. Assist in the preparation and annual updating of the BFP Disaster plan.
2. Maintain a current copy of the District Disaster Plan.
3. Serve as the BFP liaison with the Department of Children and Families, American Red Cross and any other appropriate state, and local departments, (County EOC) and agencies.
4. Monitor the weather.
5. Maintain communications with the county emergency operations center either by physically being at the site or by phone.
6. Maintain communications with the Chief Executive Officer or Designee regarding county actions and other potential emergency conditions.
7. Contact the Chief Executive Officer in the event of the possibility of care center closures in the county.
8. Contact Chief Financial Officer in the event of the possibility of care center closure.
9. Contact Chief Financial Officer in case of activation of the district EOC.
10. Contact Management Information Systems in case of activation of the CBC EOC.
11. Work with the Chief Executive Officer and District Public Information Officer regarding press releases.
12. Contact programs and operations if the American Red Cross requests volunteers.
13. Update annually with the county emergency operations center the listing of employees who will be allowed access to the county emergency operations center.
14. Contact Care Center Managers, if necessary, to deploy the Damage Assessment Teams to the site impacted by an event.
15. Assist in the implementation of the BFP alternate site plan when necessary.
16. Assist in planning for housing of resources from other CBCs or the District.
17. Coordinate BFP participation in the district and statewide disaster readiness exercises.
18. Perform any other duties as assigned by the Chief Executive Officer or designee.

### **HURRICANE WATCH (36-72 hours before the storm)**

1. Gather and review BFP disaster plan including staff rosters and checklists.
2. Monitor weather information (weather band radio/TV/radio).
3. Send email and/or Remind message to BFP, CMA, family foster homes and contracted group care facilities leadership and backups regarding the weather. Advise them to initiate their plans at the appropriate level for the current situation.
4. Begin communications with the county emergency operations centers.
5. Keep the Chief Executive Officer or designee posted of county actions, particularly regarding flooding, office closures, road closures, evacuations, etc.
6. Contact Family Allies Care Center Directors, and Brevard C.A.R.E.S. to be on standby to prepare for possible care center closure.
7. BFP Directors begin phone tree process to alert staff to be on standby in the event of office closures.
8. Family Allies and Brevard C.A.R.E.S. leadership begin phone tree process to alert staff to be on standby in the event of office closures.
9. Family Allies and Brevard C.A.R.E.S Care Managers begin contacting Relative/Non-Relative Caregivers and In-Home Clients to update safety plan and obtain evacuation information.
10. BFP licensing staff coordinates efforts to obtain updated safety plan from each licensed caregiver including evacuation information.
11. BFP Contracts and Compliance Director contact all group care licensed caregivers to obtain safety plan and evacuation information. BFP Contracts and Compliance Director will assign

- BFP staff to each provider to visit children following the disaster, if necessary.
12. Notify Chief Executive Officer or designee that all service centers are on standby for closure and safety plan verification is in process.
  13. BFP Disaster Coordinator notifies Circuit 18 Disaster Coordinator that BFP is on standby for closures and in safety plan verification is in process.
  14. BFP Disaster Coordinator contact Chief Financial Officer to initiate the setup of the BFP command center if deemed necessary.
  15. Notify Chief Executive Officer or designee that the BFP command center set up has been completed.
  16. Notify Chief Executive Officer and Central Region Public Information Officer to be on standby to do press releases advising the public and staff if buildings must be closed.
  17. Monitor the radio and television for further updates.

### **HURRICANE WARNING (24-36 hours before the storm)**

1. Continue to monitor the weather.
2. Continue communication with the county emergency operations centers.
3. Update BFP, Brevard C.A.R.E.S., and Family Allies, management and backups about the weather and other important information and actions as determined necessary by the BFP Emergency Leadership Team.
4. Family Allies and Brevard C.A.R.E.S. leadership verifies safety plans have been updated and evacuation information has been obtained from Relative/Non-Relative Caregivers and In-Home services clients. List of current children is completed and provided to BFP intake by Family Allies Leadership.
5. BFP Director of Licensing verifies safety plans have been verified for each licensed caregiver including evacuation information.
6. BFP Contracts and Compliance Director verifies all group homes have updated safety plans and evacuation information has been obtained. Each provider submits list of current censuses of children served.
7. Chief Executive Officer or designee reviews available information and determines office closure plan.
8. Chief Executive Officer or Designee closes offices in the county based upon the decision by the county to close their offices.
9. BFP Disaster Coordinator notifies Care Center Directors and leadership team of care center closure plan.
10. BFP Disaster Coordinator notifies Circuit 18 Disaster Coordinator of care center closures.
11. Brevard C.A.R.E.S. and Family Allies Leadership initiates phone trees to notify care center staff.
12. BFP Disaster Coordinator notifies Family Allies and Brevard C.A.R.E.S. leadership to prepare care centers for closure, release non- essential staff and return call upon closure of the care centers.
13. Notify Chief Executive Officer or Designee that all care centers are closed.
14. BFP Disaster Coordinator notifies Circuit 18 Disaster Coordinator that care centers are closed.
15. American Red Cross may communicate regarding deploying volunteers to shelters.
16. BFP Disaster Coordinator contacts BFP Emergency Leadership team to be on standby for command center activation.
17. Public Relations Manager coordinates with district Public Information Officer to do the press release(s).
18. Command center activated by Chief Executive Officer or designee.
19. BFP Emergency Leadership Team notified to report to the CBC EOC.
20. Notify district command center of activation of BFP command center.
21. BFP forwards emergency contact information to Guardian ad-litem office.
22. BFP completes the CBC pre-Incident Survey following all pre-storm instructions and sends to the DCF Regional Managing Director, Contract Management Supervisor, and Emergency Planner.

## **AFTER THE STORM (RECOVERY)**

1. Brevard C.A.R.E.S. and Family Allies Care Managers begin contact with each relative/non-relative and in-home services client. Contact with each child is verified.
2. BFP licensing staff coordinates contacts with each licensed home to verify the safety of all children on the census initially received.
3. Contracts and Compliance Director contacts all licensed group care providers to verify the safety of all children on the census initially received. Contracts and Compliance Director coordinates efforts to see these children with BFP staff, if deemed necessary.
4. Attempts to contact all children occurs daily until the safety of all children has been verified. This information is reported to the BFP Disaster Coordinator daily. The BFP Disaster Coordinator reports status to Region Disaster Coordinator.
5. Deploy Damage Assessment Team(s) as needed.
6. Care Center Assessment Teams contact the BFP Disaster Coordinator regarding whether the building(s) is/are habitable.
7. Assess damages, brief Chief Executive Officer on initial assessment determining if service center(s) is/are habitable.
8. BFP Disaster Coordinator contacts Region Disaster Coordinator to report damages.
9. BFP forwards copies of the completed CBC Post-Incident Survey to the DCF Regional Managing Director, Contract Management Supervisor, and Emergency Planner
10. Implement the BFP alternate site plan, if necessary.
11. Notify Chief Executive Officer or designee where services are affected and what alternate facilities will be provided.
12. Completes an assessment to determine if resources outside of the county are needed.
13. Implements plan for housing resources from other counties/districts if needed.
14. Notifies Chief Executive Officer or Designee of housing plans.
15. Request resources from the district command center, if needed.
16. Notifies district command center when Chief Executive Officer or designee shuts down the command center.
17. Tracks cost recovery, which is all disaster related costs incurred by BFP.
18. Reports costs to Circuit/ Region office.
19. BFP actively participate in local disaster calls with the Department and other CBCs regarding plans in place for children in care and continuity of operations.
20. BFP completes the CBC pre-Incident Survey following all post storm instructions to the DCF Regional Managing Director, Contract Management Supervisor, and Emergency Planner.

# ATTACHMENT I

## Hurricane Preparedness at a Glance

### Hurricane Watch (36-72 hours)

1. Review Disaster Plan
2. Update staff rosters
3. Begin identifying staff volunteers for post-storm assignments.
4. Begin identifying staff volunteers for assignment to other parts of the district/state if needed.

### Hurricane Warning (24-36 hours)

1. Secure files
2. Secure electronic equipment
3. Contact foster homes, residential facilities, group homes, relative/non-relative placements, prevention and diversion and in-home supervision families as needed
4. Secure building grounds as needed
5. Reschedule appointments
6. Stand by for formal notification of office closures
7. Let your supervisor know if you plan to leave the area in advance of the storm and, if possible, how you can be contacted
8. Damage Assessment Teams conference call to review policy

### After the Storm

1. BFP Emergency Leadership Team members report to the BFP Command Center as soon as it is safe to do so.
2. Damage Assessment Teams assemble at pre-determined locations as soon as it is safe to do so.
3. Staff stay tuned to designated radio and television stations for back-to-work instructions.
4. Depending upon the extent of damage, some staff may be assigned to special recovery operations as needed.

## ATTACHMENT II

### BFP Emergency Management Team

Chief Executive Officer	Phil Scarpelli	(321) 522-9598
Vice President of Operations	Valerie Holmes	(386) 233-5991
Chief Financial Officer	Don Johnson	(321) 272-0994
Child Welfare Director, Family Allies	Colleen Fleming	(321) 514-1916
Senior Director of Operations-Child Welfare, Family Allies	Katie Guemple	(850) 556-2069
Director of Licensing	LaChrista Jones	(321) 223-0984
Senior Executive of Programs	Ashley Carraro	(321) 544-8697
Executive Director, Brevard C.A.R.E.S.	Kathryn Parker	(321) 506-9617
Executive Director, NCFIE	Tracy Pellegrino	(321) 276-5076



## **ATTACHMENT III**

### **Brevard Hurricane Shelters**

1. Apollo Elementary School, 3085 Knox McRae Dr., Titusville
2. Imperial Estates Elementary School, 900 Imperial Estates Lane, Titusville
3. Space Coast Junior/Senior High, 6150 Banyan Street, Port St John
4. Walter Butler Community Center at Bernice Jackson Park, 4201 US Highway 1, Cocoa
5. Manatee Elementary School, 3425 Viera Blvd., Viera
6. Sherwood Elementary School, 2541 Post Road, Melbourne
7. Melbourne High School, 74 Bulldog Blvd., Melbourne
8. Meadowlane Intermediate Elementary, 2700 Wingate Blvd., West Melbourne
9. Heritage High School 2351 Malabar Rd., Palm Bay
10. Bayside High School, 1901 DeGroot Rd. S.W. Palm Bay
11. South Mainland Community Center, 3700 Allen Ave., Micco

### **Pet-Friendly Shelters**

1. Port St. John Community Center, 6650 Corto Road, Port St. John
2. Viera Regional Community Center, 2300 Judge Fran Jamieson Way, Viera
3. Wickham Park Community Center, 2815 Leisure Way, Melbourne
4. Ted Whitlock Community Center at Fred Poppe Regional Park, 1951 Malabar Rd NW, Palm Bay