



## **DISASTER AND EMERGENCY PLAN FOR THE \_\_\_\_\_ FAMILY (FOSTER/ADOPT FAMILY NAME)**

**POLICY:** Agency personnel and foster parents are responsible for responding effectively during an emergency or 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 by 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 tell 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 Child Placing Agency Administrator of their safe arrival at their destination.
- ❑ Jonathan's Place Child Placing Agency will contact CPS giving information about the foster families and where children are located during the evacuation. The Licensed Child Placing Agency Administrator or Case Manager will contact CPS daily during the evacuation.
- ❑ Foster parents will assist children in collecting clothing, baby needs, blankets, pillows and books/games.
- ❑ Medicines and dosing instructions for children will be gathered by foster parents and placed into an emergency kit for easy transporting.
- ❑ Emergency items such as flash lights, 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 – never leave a child behind. **Our family's central area of the foster home is:**
  
- ❑ The children will be transported to a safe location (i.e. shelter, home of extended family) outside the area being evacuated. Foster parents will remain with the children throughout the evacuation. **Our family's safe locations are (list two potential locations):**
  
- ❑ Each 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 TDFPS Licensing, Contracts and CPS case workers.
- ❑ Return to the foster family home after an evacuation will comply with instructions of local officials. Foster parents will utilize personal vehicles to transport children.
- ❑ The Licensed Child Placing Agency Administrator is responsible for completing an Incident Report and forwarding appropriate documentation to TDFPS Licensing, CPS personnel, and Contract officials within 24 hours of the evacuation or disaster.

#### **FIRE**

- ❑ A floor plan of each foster home identifies two (2) possible exits (for example, a door exit 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 Placing Agency Administrator and maintained in the family home record at the Corporate Office of Jonathan's Place. **Our family's two 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 their respective homes.
- ❑ Documentation of the family's 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 homes. Once at the designated meeting place, foster parents will account for all children to make sure everybody is out of the building/home – never leave a child 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 the 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 parents and children will exit the home quickly through the designated exits.
5. Get the children out immediately. Wrap infants in quilts or blankets, covering babies entirely.
6. Gather at the pre-appointed spot. **Our family's pre-appointed spot is:**
7. Count children when reaching your destination spot – never leave a child behind.
8. If weather is inclement, if possible, assist children with outer clothing or insure they carry coats or blankets with them when exiting the home.
9. Once emergency services have responded, foster families will contact the Licensed Child Placing Agency Administrator and the Case Manager.
10. 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.
11. 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 about the fire are known to the foster family.
12. 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 TDFPS Licensing, CPS personnel, and Contract officials within 24 hours of incident.
13. The Licensed Child Placing Agency Administrator will be responsible for communicating with the child's Placing agent during the time of fire.
14. If necessary, the children will be placed in a respite home if it is determined by Jonathan's Place Child Placing Agency Professional Staff and foster parents that respite placement is in the child's best interest. The child's managing conservator will be notified 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 Placing Agency Administrator and placed in the foster family home record at the Corporate Office of Jonathan's Place. **Our family's safe location within the home 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 to TDFPS 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 the Foster Home Monitoring by Jonathan's Place Child Placing Agency Personnel.
- ❑ The Licensed Child Placing Agency Administrator will notify CPS of any 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 homes. **Our family's battery-operated radio and flashlight is 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 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 get to your destination to ensure all children are accounted for – never leave a child behind.

### **CHEMICAL OR HAZARDOUS MATERIAL SPILL**

- ❑ In the event a chemical or hazardous material spill occurs in or near a foster family home, all children and foster parents will locate 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 TDFPS Licensing and Contract officials within 24 hours of the incident.
- ❑ In the event evacuation of a foster family home 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 will move indoors with windows and doors closed or to the front or back of the foster family home, depending upon 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. In the event 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 a Mandated Evacuation by Local Officials will be followed.
4. Licensed Child Placing Agency Administrator should complete Incident Report and forward to TDFPS Licensing and Contract officials within 24 hours of the incident.
5. Return to the foster family homes 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 EVENTS**

If an international crisis should threaten to result in a nuclear attack, local officials will advise Jonathan's Place 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 TDFPS Licensing and Contract officials within 24 hours of incident.
- Foster parents will inform their Jonathan's Place 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 Jonathan's Place.

### **If a Weapons of Mass Destruction Event Occurs:**

1. A battery-operated radio and flashlight are located in foster family homes.
2. If possible, foster families should acquire some type of emergency lighting for their homes.
3. Keep the radio on throughout event for public service announcements or plans.
4. Should evacuation be required, follow the guidelines for Mandated Evacuation by Local Officials, including informing Jonathan's Place Child Placing Agency Case manager or Child placing Agency Administrator.
5. Count children when you get to your destination to ensure all children are accounted for – never leave a child behind.
6. Return to the foster family homes following an evacuation will comply with instructions from local officials. Foster parents are responsible for providing transportation 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 TDFPS Licensing, CPS personnel, and Contracts within 24 hours of incident.
- Foster parents will review this plan with their Jonathan's Place Case Manager at quarterly monitoring visits.

### **If Acts of Terrorism Occur:**

1. A battery-operated radio and flashlight should be located in foster family homes.

2. If possible, foster families should acquire some type of emergency lighting for their homes.
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 when you get to 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 from local officials. Once the family has returned home, they will immediately contact their Jonathan's Place 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 TDFPS, managing conservator, and CPS Contracts of the family's return.

### **CRITICAL EQUIPMENT FAILURE**

- ❑ The most critical equipment with the possibility of failure at our agency is the computer server, where all documents and records are stored on behalf of the agency and its programs.
- ❑ All records for the cottages, business offices and foster family homes are backed-up on an external hard drive that is stored off-site and is rotated weekly. All files updated and created in the past seven (7) days are stored on-site.
- ❑ The server hard drives are mirrored, meaning there are two hard drives running simultaneously for the server. Therefore, if one crashes, the other is available for immediate use.
- ❑ The COO is responsible for maintaining the server and is notified whenever a problem arises at the various agency sites.

### **OTHER EMERGENCIES**

- ❑ Personnel, children, and foster parents will be prepared in case of an 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 to 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 family home record at the Corporate Office of Jonathan's Place.
- ❑ In the event of a serious injury or medical emergency, personnel and foster parents should contact "911" immediately.
- ❑ For foster homes, the foster parents will inform their Case Manager or the Licensed Child Placing Agency Administrator soon as possible and write an incident report and forward it to 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 medical emergencies shall be taken to the Children's Medical Center Emergency Room, if the child is new in placement and does not have a primary care physician. Foster parents are to instruct ambulance drivers to take children to Children's Medical Center. If a child needs to be transported by ambulance, a foster parent is to accompany any child leaving in an ambulance,

- ❑ Never leave children unattended to treat a sick or injured child. A foster parent shall remain with children at all times. The foster parent must go 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 the 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 needed 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 Jonathan's Place foster homes will be located at the corporate office of Jonathan's Place at 6065 Duck Creek Drive, Garland, TX 75204. Each foster family also has a child record for each child that is placed in their individual homes. Foster families will carry a copy of the child's record with them in case of disaster, injury, or evacuation. Children's records are also kept electronically by Kaleidacare. In addition, all foster family home records including identifying information, foster home location and contact information are also kept by Kaleidacare a web-based data base backed up in Austin.

### **POST DISASTER ACTIVITIES**

- ❑ Transportation throughout 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 drinks (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 Jonathans' Place Disaster and Emergency Policy shall be reviewed and updated by the Licensed Child Placing Agency Administrator on a regular basis. Any changes that need to be made will be documented in the policy. Licensed Child Placing Agency Administrators are responsible for ensuring foster parents are kept informed of any changes to policy on an ongoing basis. Changes in this policy or procedures will be discussed with the foster parents at quarterly monitoring visits.

### **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 Jonathan's Place foster homes when a disaster occurs or when an evacuation is ordered by local authorities.

Conversely, Jonathan's Place Case Managers for the for the Foster/Adoptive Family Program or Licensed Child Placing Agency Administrator will inform CPS Caseworkers or Caseworker 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 wide spread, Jonathan's Place Child Placing Agency 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 in Jonathan's Place foster homes please contact:

Jonathan's Place  
972.303.1335

This contact list will also serve as the foster family's contact with the agency.

In addition, Jonathan's Place Licensed Child Placing Agency Administrators and/or Case Managers will remain in close communication with CPS caseworkers, caseworker supervisors, and the Residential Child Care Contract Manager. This flow of communication should begin with the first notification of imminent danger due to the approach of a hurricane or other disaster. Case Managers will inform DFPS and CPS officials of the children's reactions to the evacuation.

Jonathan's Place 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 Jonathan's Place expectation that if and when children must be evacuated, that Jonathan's Place foster parents will accompany the children and provide the needed supervision as prescribed in the Minimum Standards for Child Placing Agencies.

At all times, and to the best of their ability to communicate given the uncertainty of an imminent disaster, Jonathan's Place 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, supervisors, and the Residential Contract managers in order to keep these entities informed. Foster parents will keep Jonathan's Place Case Managers or the Child Placing Agency Administrator informed of their whereabouts and the children's reactions to the evacuation. During the time of a disaster and evacuation, Jonathan's Place 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 much as is applicable, the children will be provided with 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 Jonathan's Place 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.
- Jonathan's Place 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 INDICATES EVACUATION ROUTES, EMERGENCY EXITS, AND A DESIGNATED SAFE LOCATION IN THE HOME. PLEASE INDICATE THE DESIGNATED MEETING SPOT LOCATED OUTSIDE OF THE HOME IN THE EVENT OF A FIRE.**

\_\_\_\_\_  
THE CLIENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
THE CLIENT

\_\_\_\_\_  
DATE