I. **Purpose of District Emergency Planning Guide**
This guide was developed to assist districts in preparing for, providing and maintaining critical child welfare services in the event of a disaster. The below referenced critical operations and activities are mandated by federal law and are outlined in the CAF Emergency Preparedness and Management Plan. District Managers should confirm with local emergency operation centers that conditions are safe for staff to return to work or for staff, volunteers and foster parents to engage in any critical operations.

II. **The District Emergency Management Team**
The District Manager, or designee, is responsible to direct all emergency operations and to report the status of operations to DHS and CAF administration. The District Emergency Management Team consists of the District Manager, Program Managers, and key management staff designated by the District Manager.

It is essential that members of the District Emergency Management Team are able to establish and maintain contact in the event of a disaster. Other contacts will need to be established and maintained with key administrators in central office, district staff, and local emergency management personnel. Districts will need to know, and complete necessary contact information for attachments: A.1, District Emergency Management Team; A.2, Key DHS/CAF Central Office Contacts; A.3 Local Emergency Management Personnel; and A.4, District Staff.

III. **Critical Operations and Activities**
A. **Locate and Contact All Children Under State Care and Supervision**
   1. Locate and contact all children who are placed in foster, group or residential care.
   2. After contact with all children in out-of-home care has been made, locate and make contact with all children in state custody who are placed in the physical custody of their parent(s) or guardian(s) and those children placed through ICPC from other states.
   3. Assist foster parents and service providers in maintaining placements.
   4. Document efforts to establish contact with each family and provider as well as the status of children after contact has been made.
   5. DHS/CAF administration, in consult with field offices, will activate the statewide emergency number if appropriate. The 24 hour emergency toll-free number is 1-866-610-2581. The number will be activated and staffed at an area that is not affected by the disaster.
B. Respond to New CPS Referrals
   • Redirect staff resources to insure the continuation of CPS services.
   • If unable to continue screening function, request LEA to take all child abuse reports.
   • Provide emergency certification for relative and special certifications as needed.
   • Continue foster care placement services.

C. Establish Contact with All Staff
   • Contact all staff and determine well being and work status.
   • Staff may be notified through media of office closures and reporting expectations.

D. Preserve Essential Program Records
   • Ensure hard copies of essential documents are accessible, secure and available in appropriate languages.
   • Ensure all casework activities and client contacts are documented.

IV. Communication Tips
   • Use local media to inform staff of office closures, special contact instructions and reporting locations.
   • Use analog phones when the power is out (identify which outlets allow their use such as the fax machine and other direct hook up lines).
   • Frequently text messaging will work when other features do not on your cell phones, Black Berry and other hand held devices.
   • Utilize established and designated rendezvous sites for information exchange when no other communication lines are available.
   • Use two-way radios, or walkie-talkies with designated channels.
   • The DHS website may be used to post critical information.
   • E-mail systems, both state and private, may be used to exchange information.
   • Post information at buildings and public access points.
   • Use car radios to hear news broadcasts if power is out at home.
   • Identify facilities (both private and government) with back up power systems that will allow staff to recharge cell, Black Berry or laptop batteries.
V. **Training**

- Child Welfare staff should be updated regularly on District Emergency Plans and location of disaster supply kits.
- Foster parents will receive emergency preparedness information at the time of their initial certification/two year recertification process.
- Utilize Office Safety Committee’s in local emergency planning and training.

VI. **Attachment**

A. **Templates for contact information for:**

1. The District Emergency Management Team;
2. Key DHS/CAF Central Office Contacts;
3. Local Emergency Management Personnel; and
4. District Staff