



## **Disaster Preparedness Plan**

*FY 08-09*

## INTRODUCTIONS

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

The State Emergency Operations Center will notify the Circuit Administrator that a natural disaster may impact upon our County. The Circuit Administrator will then notice the CBCB Executive Director. 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 will be made through established phone trees, local TV, and radio stations. All clients will be directed to their local community shelters if evacuations are required.

It is the responsibility of managers and supervisors to discuss this emergency plan with their staff to ensure compliance with this plan, and disseminate phone tree information. Notification procedures, emergency office preparations and the location of alternative work sites should be 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 CBCB that each Care Management Agency is responsible for maintaining a current emergency staff roster and have it available in the event of an impending natural disaster. In the event of an approaching storm, all Care Management supervisors should maintain current copies of these listings at home as well as the office. Listings should 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.).

## CBCB EMPLOYEE RESPONSIBILITIES

Specific responsibilities for CBCB management staff begin with a review of the plan with their immediate staff. Call trees and planned actions in the event of an impending disaster must be articulated with staff in order to ensure that an orderly preparation is made with the least disruption in the service delivery to our clients.

The Chief Financial Officer is responsible to have an emergency management kit that includes CBCB checks, a check register, copies of the tax exempt certificate, and other company documents deemed necessary. In preparation for a hurricane, once the CEO or designee announces impending office closures, the CFO will withdraw \$2,500.00 in cash from the CBCB account in order to purchase goods and services for the company in the event that damage from the storm precludes purchasing with a credit card or check. The CFO will be responsible for keeping accurate records and implementing policies for the use of these funds.

The Network Manager is responsible for the placement of a redundant computer system that is outposted at a CBCB care center. This system must be able to handle the accounting functions of the agency, as well as support care management activities throughout Brevard County.

The Chief Personnel and Administrative Officer will keep a current listing of all CBCB staff which contains their home addresses as well as emergency contact information. This information will be made available to the CEO, CFO, and COO upon request.

The Chief Operating Officer will keep current phone trees on all staff and will make them available to the members of the Emergency Leadership team. The COO will also ensure that the plan is updated each year during the month of June.

Employees must be aware that they may be required to perform necessary tasks in order 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. 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. We are a Community Based Care agency and are 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 clients' case file.

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

#### **CONTRACTED PROVIDERS RESPONSIBILITIES**

The CBCB Contract Manager shall ensure that CBCB 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 Network Director by July 30<sup>th</sup> and/or 30 days after contract execution. It shall be the responsibility of each contracted provider to follow their Emergency Preparedness Plan as written. The Contract manager will contact each contracted provider upon notice of an impending natural disaster or severe/extreme whether 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. All staff within the CBCB network shall provide support to any contracted provider needing assistance especially to the contracted providers who are providing direct care, supervision and services to CBCB children in out-of-home care, relative caregiver placement and/or in-home supervision. In preparation for a disaster, CBCB shall require 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. CBCB will require the following of each caregiver: (1 thru

5 shall be completed with the assistance of the Adoptive/Substitute Care family's contracted Child Placing Agency (CPA) and 6 thru 7 shall be completed by the contracted CMA):

1. At the time of initial licensing and/or home study process, each Adoptive/Substitute Care (foster parent) family will complete a disaster preparedness safety plan that will identify a *primary* and *secondary* location to which they would go if they were forced to evacuate their home. This plan will be filed in the client file. The plan will be updated annually.
2. Severe weather warnings are to be taken seriously and adoptive/substitute care parents must evacuate if ordered to do so.
3. When substitute care 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. They must notify their CPA as soon as it is safe to do so, but no later than their arrival at the emergency shelter or other safe residence. 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.
4. The adoptive/substitute care parents will keep the CPA advised of any change in their location and of any needs the child may have.
5. The CPA will notify CBCB Dependency Case Manager (DCM) that contact has been made with the substitute care family providing care to a child under supervision of CBCB and the status of that family/child i.e. location, safety concerns, etc.
6. Relative/Non-Relative Caregivers complete a disaster preparedness safety plan within 30 days of initial placement. The DCM shall input this information into an FSFN Chronological Note. This plan will identify a *primary* and *secondary* location to which they would go if they 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.
7. In-Home Clients shall complete a disaster preparedness safety plan within 30 days of the case effective date. The Care Manager will input this information into an FSFN Chronological Note. This plan will identify a *primary* and *secondary* location to which they would go if they were forced to evacuate their home. This plan will also be filed in the client file and updated annually
8. For children placed through Interstate Compact the assigned CMA shall be responsible for contacting those families and children to ensure their safety and that their needs are being met in wake of the disaster. If in the event no contact can be made the CBCB Director of Child and Family Services 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. CBCB shall also make available to the DCF Interstate Compact Specialist a list of names of children from other states in which CBCB has been assigned to case manage. Any and 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).
9. Immediately following any disaster, the assigned/contracted CMA and/or CPA shall again contact each family/client via telephone 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 is in need of assistance from CBCB or if plans for recovery have already been established by the family
- If assistance is needed i.e. shelter, clothing, food the CMA, CPA and CBCB shall explore and initiate immediate avenues to aid the family until the family can begin continue recovery independent of CBCB.

10. CBCB shall coordinate with the Department of Children and Families and the Brevard County Sheriffs Office to plan and prepare for implementation any changes in the acceptance of new cases needing services and supervision. This will be especially important for areas adversely affected by the disaster. Coordination with the BCSO 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 that their basic needs are met following the disaster and then continuing on with normal service operations and supervision.

11. 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.

CBCB's main goal is continuity of care to the clients of Brevard County. CBCB shall resume normal operations as soon as readily possible following any disaster. The CBCB CEO shall determine when normal operations shall resume.

### **CBCB EMERGENCY LEADERSHIP TEAM**

The CBCB 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 Strategy Team members, representation of the CMAs, The Network Manager, The Director of Operations for Quality Management. This team and their designated alternates will man the CBCB Emergency Operations Center (CBC EOC) during an emergency should the Chief Executive Officer or designee, determine the need to open the Center. Current CBCB 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 CBCB 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 and local TV and radio stations. The Chief Executive Officer in coordination with the Central Zone public information officer or designee will handle local media contacts.

### **PRE-PLANNING**

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

IT planning will include who will have possession of required backup tapes during the storm, and placement of a redundant server in the event that the main administrative offices are destroyed or without power. The Network Manager will be responsible for this planning, and subsequent implementation of backup systems to ensure the ability of staff to perform as many functions as possible.

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

## **DAMAGE ASSESSMENT TEAMS**

The CBC Care Center Manager for each care center will establish a Damage Assessment Team (DAT) 36-24 hours prior to the storm or upon immediate notification of a Disaster. The DAT membership will include a representative from each CMA.

Following the Disaster, Damage Assessment Teams will be 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 will guide the post-disaster planning of the Emergency Leadership Team.

Damage Assessment Teams returning for care center damage assessment are to exercise the utmost caution and care. 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, check for visible damage that may make the center dangerous to enter. Do not confront looters. Do cooperate 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 verses what can wait.
4. Take pictures of damage at the care center if a camera is available.
5. Make any repairs you can of an immediate need, i.e., Power truck is in the neighborhood and you can talk them into getting power restored, window broken out that you can put something over to stop further water damage, etc.
6. Notify the CBCB disaster coordinator of your situation and needs as soon as communications can be established. After notification to the CBCB disaster coordinator, the CBCB 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 CBCB may itself determine to take action to secure and make operational a facility. The situation will determine the response, but go ahead and contact the landlord if possible.

## **EMERGENCY LEADERSHIP TEAM CONTACT INFORMATION**

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

CBCB will coordinate with the Central Zone Emergency Leadership Team. The point of contact for this coordination will be between the CBCB Disaster Coordinator and the Central Zone Disaster Coordinator. The Central Zone Disaster Coordinator will be provided frequent updates regarding the status of activity within CBCB 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<sup>st</sup> of each year.

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

### **CBCB EMERGENCY OPERATIONS CENTER**

In the event of a disaster alert, the CBCB Emergency Operations Center (CBC EOC) will be established in the CBCB conference room located at 760 North Drive, Melbourne, FL, 32934. The alternate location of the South Care Center at 1591 Robert Conlon Blvd Palm Bay, Fl. 32934 will be utilized if the main office is unavailable. In the event these locations are unavailable, the Central Care Center will be utilized. Once activated, the CBC EOC will be manned by the CBCB 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 CBCB OFFICES**

Once the decision is made to close one or more of the CBCB offices, the CBCB disaster coordinator, or Chief Executive Officer will notify the Central Zone disaster coordinator or Circuit Administrator. The Circuit or Zone will notify the Department Disaster Office (850) 488-4306, fax (850) 488-4933, or via Lotus Notes "Emergency" address. The Zone 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.

CBCB 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 are moved they need to advise CBCB of the new location.

### **PRESERVATION OF RECORDS**

CBCB client records are located in the central file room of each of the CBCB Care Centers. CBCB care center staff shall be contacted immediately upon notice of an impending disaster. These staff shall 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 shall 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 CBCB Care Center staff shall secure all unfiled documents in their designated files or if time does not permit secure 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 potential 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 in an attempt to do this.
- If entire stack is covered, allow plastic to drape on floor.
- Allow air to circulate within the covered area 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, e.g. 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!

CBCB 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.** CBCB shall make 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
- 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 in an attempt to lower humidity; this will only promote mold growth.

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.

## **Fire Prevention**

The most destructive event that could affect an institution is a fire. Most fires can be prevented if the proper precautions are taken. Fire precautions that include making staff aware of fire hazards and appropriate fire prevention and fire fighting tools include:

- Train staff to be thoroughly familiar with the locations and use of:
  - fire extinguishers
  - fire alarm pull stations
  - fire hoses
- Keep fire doors to stairwells and corridors closed at all times as this can effectively contain a fire.
- Report maintenance problems, particularly electrical deficiencies, immediately to **your supervisor**.
- 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, e.g. 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, make sure that important records and computer disks are removed from desktops and placed in drawers, cabinets or other areas that will reduce the exposure the items would receive from fire or water in the event of a disaster.

## **Returning Operations to Normal**

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

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 Care Center Manager and Emergency Leadership Team should 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 microfilmed, scanned otherwise

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 CBCB computer equipment is the responsibility of each user. Please follow the instructions below to insure the safekeeping of equipment. Each work unit should also appoint a preparation site coordinator and a backup who is responsible for making sure that all CPUs, monitors, and printers are completely off and that all equipment has been covered or bagged. This should include the equipment of staff that was not 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 manager should order and have on hand enough bags to allow for one for each PC and printer, depending on the layout of the offices. Bags should be kept in a central location and not distributed in advance. The care center manager or their backup should make the bags available when necessary. If bags have been distributed, please keep in consistent location.

#### **Computers, Keyboards, Printers:**

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.

The following information is for Care Center Manager.

*LANs--Modems, Servers, 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!**

If there are specific or additional instructions for your Care Center, Information Systems will contact the Care Center Manager directly.

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

1. Tables
2. Chairs
3. Telephones
4. Electric power source
5. Computer and printer
6. CBCB Disaster 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 CBCB Disaster plan.
2. Maintain a current copy of the District Disaster Plan.
3. Serve as the CBCB 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 in the event that 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 CBCB alternate site plan when necessary.
16. Assist in planning for housing of resources from other CBCs or the District.
17. Coordinate CBCB 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 (72-36 hours before the storm)**

1. Gather and review CBCB disaster plan including staff rosters and checklists.
2. Monitor weather information (weather band radio/TV/radio).
3. Send email message to CBCB, CMA and CPA leadership and back ups 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 Chief Financial Officer and alert CBCB Care Center Managers to be on standby to prepare for possible care center closure.
7. Care Center Managers begin phone tree process in order to alert staff to be on standby in the event of office closures.
8. CMA Leadership to begin phone tree process in order to alert staff to be on standby in the event of office closures.
9. CMA Care Managers begin contacting Relative/Non-Relative Caregivers and In Home Clients to update safety plan and obtain evacuation information.
10. Each CPA coordinate efforts to obtain updated safety plan from each licensed caregiver including evacuation information.
11. CBCB Contract Manager to contact all Non CPA licensed caregivers to obtain safety plan and evacuation information. CBCB Contract Manager to assign CBCB 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. CBCB Disaster Coordinator to notify Circuit 18 Disaster Coordinator that CBCB is on standby for closures and in safety plan verification is in process.
14. CBCB Disaster Coordinator to contact Chief Financial Officer to initiate the set up of the CBCB command center if deemed necessary.
15. Notify Chief Executive Officer or Designee that the CBCB command center set up has been completed.
16. Notify Chief Executive Officer and Central Zone Public Information Officer to be on standby to do press releases advising the public and staff in the event that buildings must be closed.
17. Monitor the radio and television for further updates.

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

1. Continuing to monitor the weather.
2. Continuing communications with the county emergency operations centers.
3. Update CBCB, CMA and CPA management and back ups about the weather and other important information and actions as determined necessary by the CBCB Emergency Leadership Team.
4. CMA Leadership verifies safety plans have been updated and evacuation information obtained from Relative/Non-Relative Caregivers and In-Home services clients. List of current census of these children must be completed and provided to CBCB intake by CMA Leadership.
5. Each CPA verifies safety plans have been verified for each licensed caregiver including evacuation information. Each CPA must provide current census of children.
6. CBCB Contract Manager verifies all Non CPA licensed caregivers have updated safety plan and evacuation information has been obtained. Each provider must provide list of current census 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. CBCB Disaster Coordinator notifies Care Center Managers and CMA leadership of care center closure plan.
10. CBCB Disaster Coordinator notifies Circuit 18 Disaster Coordinator of care center closures.
11. CMA Leadership initiates phone trees to notify care center staff.
12. CBCB Disaster Coordinator notifies Care Center Managers 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. CBCB Disaster Coordinator notifies Circuit 18 Disaster Coordinator that care centers are closed.

15. American Red Cross may communicate regarding deploying volunteers to shelters.
16. CBCB Disaster Coordinator contacts CBCB Emergency Leadership to be on standby for command center activation.
17. Notify Director of Community Relations to coordinate with district Public Information Officer to do the press release(s).
18. Command center activated by Chief Executive Officer or Designee.
19. CBCB Emergency Leadership Team notified to report to the CBC EOC.
20. Notify district command center of activation of CBC command center.

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

1. CMA Care Managers begin contact with each relative/non-relative and in-home services clients. Contact with each child must be verified.
2. Each CPA to coordinate contacts with each licensed home to verify the safety of all children on the census initially received.
3. Contract Manager to contact all licensed non-CPA providers to verify the safety of all children on the census initially received. Contract Manager to coordinate efforts to see these children with CBCB staff, if deemed necessary.
4. Attempts to contact all children will occur daily until the safety of all children has been verified. This information will be reported to the CBCB Disaster Coordinator daily. The CBCB Disaster Coordinator will report status to District Disaster Coordinator.
5. Deploy Damage Assessment Team(s) as needed.
6. Care Center Managers contact the CBCB Disaster Coordinator regarding whether or not 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. CBCB Disaster Coordinator contacts District Disaster Coordinator to report damages.
9. Implement the CBCB alternate site plan, if necessary.
10. Notify Chief Executive Officer or Designee where services are affected and what alternate facilities will be provided.
11. Do an assessment to determine if resources outside of the county are needed.
12. Implement plan for housing resources from other counties/districts if needed.
13. Notify Chief Executive Officer or Designee of housing plans.
14. Request resources from the district command center, if needed.
15. Notify district command center when Chief Executive Officer or designee shuts down the command center.
16. Track cost recovery, which is all disaster related costs incurred by CBCB.
17. Report costs to Circuit/ Zone office.

# HURRICANE PREPAREDNESS AT A GLANCE

## Hurricane Watch (72-36 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.

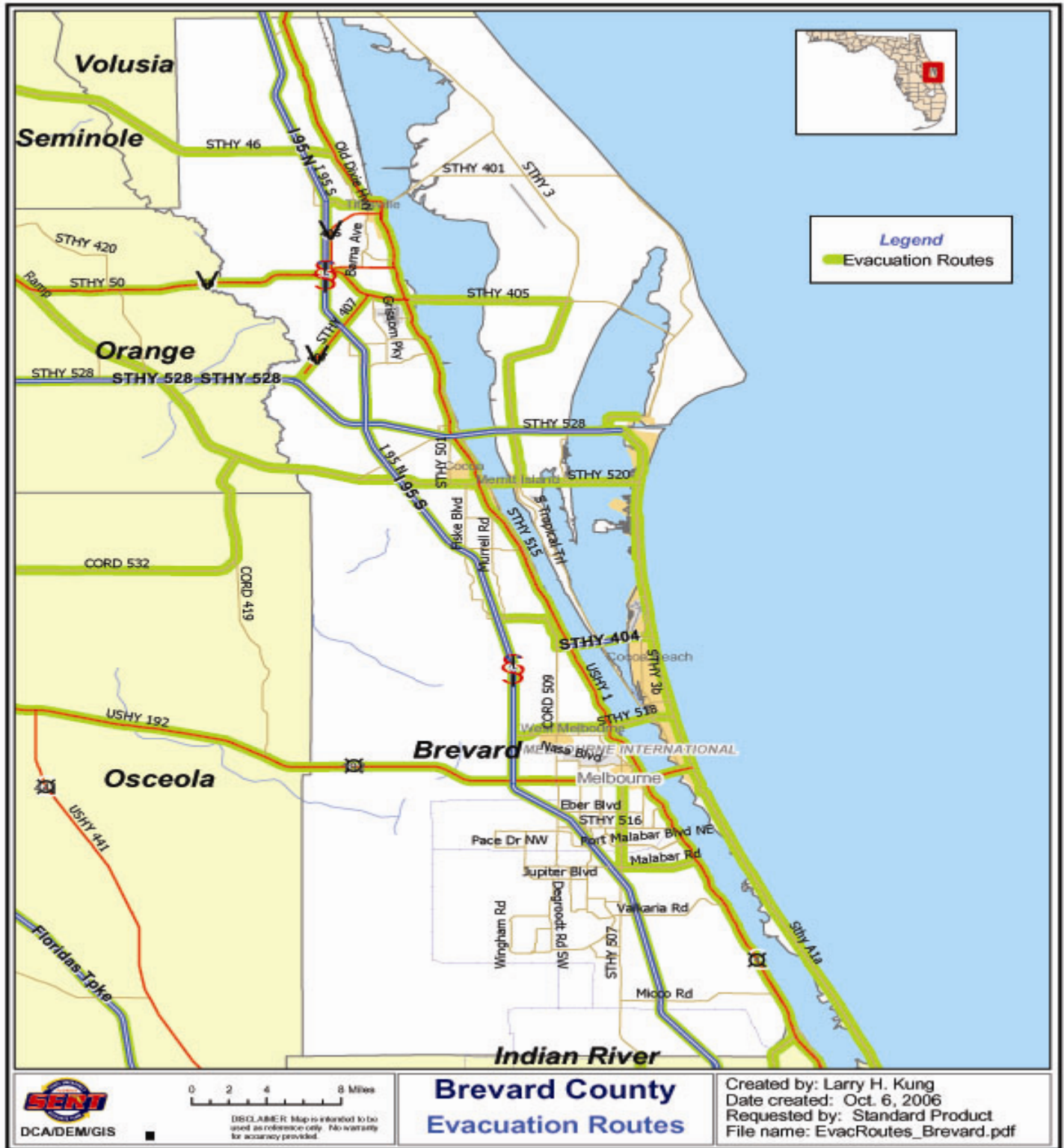
## Hurricane Warning (36-24 hours)

1. Secure files
2. Secure electronic equipment
3. Contact foster homes, residential facilities, relative/non-relative placements 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. Care Center Managers establish Damage Assessment Teams

## After the Storm

1. CBCB Emergency Leadership Team members should report to the CBCB Command Center as soon as it is safe to do so.
2. Damage Assessment Teams should assemble at pre-determined locations as soon as it is safe to do so.
3. Staff should 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.

# HURRICANE EVACUATION ROUTES FOR BREVARD COUNTY



# BREVARD COUNTY HURRICANE SHELTERS

## BREVARD COUNTY SHELTERS

- ▶ Apollo Elementary, 3085 Knox McRae Drive, *Titusville*.
- ▶ Bay Side High School, 1901 DeGroot Road SW., *Palm Bay*
- ▶ Brevard Community College, Cocoa Campus, 1519 Clearlake Road, *Cocoa*.
- ▶ Brevard Community College, Melbourne Campus, 3865 N. Wickham Road, *Melbourne*.
- ▶ Central Middle, 2600 Wingate Blvd., *West Melbourne*.
- ▶ Eau Gallie High, 1400 Commodore Blvd., *Melbourne*
- ▶ Imperial Estates Elementary, 900 Imperial Estates Lane, *Titusville*
- ▶ Manatee Elementary, 3425 Solerno Blvd., *Viera*
- ▶ Melbourne High, 74 Bulldog Blvd., *Melbourne*
- ▶ Meadowlane-Intermediate, 2700 Wingate Blvd., *West Melbourne*
- ▶ Mims Elementary, 2582 U.S. Highway 1, *Mims*
- ▶ Port St. John Community Center, 6650 Corto Rd., *Port St. John*
- ▶ Riviera Elementary, 351 Riviera Drive N.E., *Palm Bay*
- ▶ South Mainland Community Center, 3700 Allen Ave., *Micco*
- ▶ Viera Regional Community Center, 2300 Judge Fran Jamieson Way., *Viera*
- ▶ Westside Elementary, 2175 DeGroot Road S.W., *Palm Bay*

**NOTE:** *Barefoot Bay Community Center, Building A, Barefoot Boulevard, Micco, is not a shelter. The center is only for residents who don't have transportation. They should go to Building A for transportation to Westside Elementary or South Mainland Community Center.*

**NOTE:** *Port St. John Community Center and Viera Regional Community Center are the only two pet friendly shelters in Brevard County.*