



DISASTER PLAN

Nebraska Department of Health and Human Services
Division of Children and Family Services
2015-2019 Child and Family Services Plan

Department of Health & Human Services



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I. PLAN SUMMARY

A. INTRODUCTION

The Division of Children and Family Services (DCFS) performs essential functions and services that may be adversely impacted in the event of a natural or man-made disaster. This plan has been updated to reflect correct contact names and now includes each Service Area's Disaster Plan. These plans provide guidance to DCFS and serves as the Division's plan for maintaining essential functions and services during a disaster. Natural or human-made disasters such as floods, tornadoes, fires, and chemical spills can occur at any time and any place. Disasters may occur on a local scale or be widespread and affect multiple counties and/or states. Pandemic flu is another emergency event that would have a dramatic impact on the delivery of services.

The Nebraska Department of Health and Human Services (DHHS) is a multiservice agency. DHHS is led by a Chief Executive Officer (CEO), appointed by the Governor. The CEO leads six divisions: the Division of Children and Family Services (DCFS); the Division of Behavioral Health; the Division of Developmental Disabilities; the Division of Medicaid and Long-Term Care; the Division of Public Health; and the Division of Veterans' Homes. These Divisions are supported by centralized operations. The Director of each division reports directly to the CEO.

DCFS is comprised of three sections—the Office of Juvenile Services, Economic Assistance and Protection and Safety. The Director's leadership team includes the Deputy Directors for each unit; a Fiscal Administrator; a Research, Planning and Evaluation Administrator; Service Area Administrators; and a Special Projects Coordination Administrator. This organizational structure allows DCFS to focus attention on and support the priorities identified by the division. The organizational chart can be found here: <http://dhhs.ne.gov/Org%20Charts/CFS.pdf>

The DCFS Office of Juvenile Services (OJS) oversees the operation of the Youth Rehabilitation and Treatment Centers (YRTC). The YRTCs serve youth between 12 and 18 years that have been adjudicated as a juvenile offender and committed to the Office of Juvenile Services. The DCFS Economic Assistance Unit is responsible for the administration of the Supplemental Nutrition Assistance Program (SNAP), Aid to Dependent Children, refugee resettlement, energy assistance, child care subsidy and child support enforcement.

The DCFS Protection and Safety Section, is responsible for Title IV-B Subpart 1 (Child Welfare Services), IV-B Subpart 2 (Promoting Safe and Stable Families), Title IV-E (Foster Care and Adoption Assistance), Child Abuse Prevention and Treatment Act (CAPTA), Chafee Foster Care Independence Program (CFCIP), and Chafee Education and Training Vouchers (ETV). In addition, the unit operates the statewide Child/Adult Abuse and Neglect Hotline and is responsible for conducting all initial safety assessments. Services are primarily delivered through the five, state-administered, local Service Areas and through tribal-administered child welfare programs.

Case management functions are state-administered in the Western Service Area (WSA), Central Service Area (CSA), Northern Service Area (NSA) and Southeast Services Area (SESA). DCFS contracts for case management and service coordination in the state's largest service area, the Eastern Service Area (ESA), with Nebraska Families Collaborative <http://www.nebraskafc.org/>

The COOP plan also includes procedures for contacting and maintaining links with Nebraska Emergency Management Agency (NEMA) officials, who have overall responsibility for managing major and catastrophic disasters. NEMA officials have firsthand knowledge of state-coordinated disaster recovery efforts, and up-to-date information that can be shared with DCFS personnel and assist in responding to

the needs of children and families impacted by the disaster. NEMA may activate the state's Emergency Operations Center (EOC) located in the Agency headquarters, situated in the underground bunker. The EOC becomes the center for any state response. Depending upon the nature of the emergency, state teams can be dispatched to the disaster area.

In the event of an emergency, the role of DCFS is to support consumers and providers in the provision of safe and healthy service alternatives for children and families during and after disasters or emergencies. The DCFS Disaster Plan provides specific actions that the Division and Service Areas may take in emergency situations. This includes provisions for the coordination and communication in the event of a disaster or emergency, coordination in the relocation of children in affected areas, the assessment of the ability of DCFS and partner agencies to function, the assessment of providers' needs, and provision for the establishment of temporary residential child placement.

In summary, DCFS planning details the procedures to be followed in caring for children, youth and families in the event of a disaster or emergency; and focus on planning and procedures for the continued care and supervision of all children and families served, both during and after the disaster. for the care of their children during and after disasters.

B. PLANNING ASSUMPTIONS

- DCFS will be operational during a disaster or pandemic influenza outbreak.
- DCFS Units and Service Areas have identified critical functions and capabilities.
- Alternative facilities may be used or developed during a disaster as a precaution to separate staff i.e. implement social distancing protocols or for residential care for those children and youth who have been displaced during a disaster.
- Essential functions, division operations and support requirements will continue to be people-dependent. Most activities require human interactions to be carried out; however, many interactions may not require face-to-face contact or can be conducted with precautionary measures.
- Travel restrictions, such as limitations on mass transit, implemented by Federal, State; local and/or Tribal levels will affect the ability of staff to get to work and conduct business activities.
- Increased absenteeism will occur. Additionally, employees may be absent as they may be personally affected by the disaster.
- Due to the open nature of the work environment, social distancing and other precautionary measures may be implemented during a pandemic to limit the spread of influenza virus.

C. PURPOSE

The primary purpose of this plan is to ensure that DCFS can continue normal business operations, and assure that critical operations can resume/continue normal processing. Throughout the recovery effort, this plan establishes clear lines of authority and prioritizes work efforts to:

- Ensure that DCFS can deliver critical services to children and families as it did prior to the incident;
- Provide services to newly identified children and families to assure that children are safe from present and impending danger threats;
- Provide for the safety, physical care and well-being of children served on DHHS premises and in contracted placements;
- Continue critical business operations;

- Maintain electronic copies of the DHHS Disaster/COOP Plan, DCFS Disaster Plan, each Service Area Disaster plan and lead contractor disaster plans which are readily accessible at any time to needed staff;
- Minimize the duration of a serious disruption to operations and resources (both information processing and payments);
- Establish management succession and emergency powers;
- Facilitate effective coordination of recovery tasks;
- Identify critical lines of business and supporting functions, and
- To establish and implement a management system for coordinating with State agencies,' Federal agencies,' private and non-governmental agencies' responses using the multi-agency coordination structure in the State Disaster COOP Plan.

D. CHILD AND FAMILY SERVICES IMPROVEMENT ACT

The Child and Family Services Improvement Act of 2006 amended the requirements for a state to have a compliant Title IV-B State Plan by adding section 422 (b)(16) to require that all states have in place by October 1, 2007, procedures for responding to a disaster, including how the state will:

- Identify, locate, and continue availability of services for children under state care or supervision who are displaced or adversely affected by a disaster;
- Respond to new cases in areas adversely affected by a disaster, and provide services in those cases;
- Remain in communication with caseworkers and other essential personnel who are displaced because of a disaster;
- Preserve essential program records; and
- Coordinate services and share information with other states.

In general, the intent of the legislation was to ensure that agencies across the country have plans in place to address natural disasters, man-made crisis, or medical events that can affect the routine ways agencies operate and serve children, youth and families. The federal disaster planning requirements specifically apply to children under state care or supervision served by programs funded by Title IV-B and Title IV-E.

In order to meet the federal requirement for disaster planning, DCFS requires each Service Area and Lead Contractors to develop and maintain a written disaster plan and submit it for review annually. Such plans must focus on planning and procedures for the continued care and supervision of all children served by DCFS, in the event of a disaster. All Service Area and Lead Contractor disaster plans must be developed in accordance with the criteria set forth by the federal government and the additional guidelines provided in this plan.

E. DIVISION OF CHILDREN AND FAMILY SERVICES ESSENTIAL CORE FUNCTIONS AND SUPPORTING PROGRAMS

Priority	Essential Functions	Supporting Programs	
Child Welfare Unit	<ul style="list-style-type: none"> •Foster Care •Adoption/Guardianship •Central Register/Policy-CPS & APS •Employment Checks •Expungements •ICPC •Family Preservation 	Child & Adult Abuse/Neglect	<ul style="list-style-type: none"> •Hotline (Centralized) •Expungements •CR Employment checks •Domestic Violence •CAPTA •CJA •Child Protective Services •Adult Protective Services

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	<ul style="list-style-type: none"> •Transitional Youth Services •IV-E •Domestic Violence •ICWA •Social Service Block Grant for Families 	Foster Care/Adoption	<ul style="list-style-type: none"> •Foster Care •Adoption/Guardianship •Subsidies •ICPC •IVE •Websites/Exchanges •Adoptive Tech •Adoption Consortium
		Family Preservation & Independent/ Transitional Living	<ul style="list-style-type: none"> •Service Array Implementation •Non-Court Youth/Families •In-home Services •Medical •Mental /Behavioral Health •Aftercare •Prevention/Early Intervention •Former Ward •ETV •Records •Gov's Youth Councils •Positive YD •Transition Services
		Child Care/NHAP/Refugee Program/CSBG	<ul style="list-style-type: none"> •Child Care Subsidy •Inter-agency Coordination •State-wide coordination of Homeless activities •Process grants statewide/ coordination of Refugee activities •Policy Support •CSBG oversight of Community agencies •Social Services Block Grant for Families
		Indian CW/OJS Act/Tribal Liaison	<ul style="list-style-type: none"> •ICWA •Tribal contracts for CPS •Training
Comprehensive Quality Improvement/ Operations	<ul style="list-style-type: none"> • Quality Assurance •Contact Monitoring •Data Analysis//Reporting •Utilization/Capacity Management •Audits •Case Reviews •Federal/State Compliance Reviews 	Quality Assurance	<ul style="list-style-type: none"> •QA in Service Areas •Contract Monitoring •Data Analysis/Reporting •Accuracy Reviews •Improvement/Corrective Action Plans •Utilization/Capacity Management •Case Reviews •Process Reviews •Compliance Reviews
		Operations/DCFSR	<ul style="list-style-type: none"> •Contracts •Audits •Budget •NFOCUS/CHARTS •Fed/State Reports •Child and Family Service Review (DCFSR) •Program Improvement Plan (PIP) •Policy Management •Training •Grant Management

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Office of Juvenile Services	<ul style="list-style-type: none"> •YRTC Operation •Parole/Direct Commit •ICJ •Detention billings •YLS/CMI 	<p>Youth Rehabilitation & Treatment Centers (YRTCs) Geneva and Kearney</p>	<ul style="list-style-type: none"> •YRTC Geneva & Kearney Operations •AR's & OM's •Contracts for Services •Programming •Discipline •Grievances •ACA Accreditation •PbS Monitoring •Monitoring Releases •Review/Monitoring Physical Interventions •Maintenance/Renovation of structures -monitoring
		<p>Parole/Direct Commitments</p>	<ul style="list-style-type: none"> •Community re-entry from YRTC's •Triage Center/Crisis/Re-entry evaluations •Revocation of Parole •ICJ •Detention Billing •Community-Based programs •Graduated Sanctions
Economic Assistance/Child Support Enforcement Unit	<ul style="list-style-type: none"> •Economic Assistance •Food Stamps •Food Distribution •ADC •Employment First •Child Support Enforcement •AABD •LIHEAP •Service Area Policy Support •N-FOCUS Business Support 	<p>Public Assistance</p>	<ul style="list-style-type: none"> •AABD Eligibility/Policy Support •Low Income Energy •Service Area Policy Support •Corrective Action •Processing Medicaid Applications for:-New Applicants-Regional Office Releases-Corrections Releases-Women Cancer Program •Medicare Part D Assistance •TMA Premiums •Process all new Kids Connect applications for Omaha/Lincoln
		<p>Food Stamps& TANF</p>	<ul style="list-style-type: none"> •Food Stamp Program Eligibility/Policy Support •ADC Eligibility/Policy Support •Employment First Policy Support •Employment & Training (FSP) •Policy Support •Facilitates CA Meetings w/SA
		<p>Child Support Enforcement</p>	<ul style="list-style-type: none"> •CSE Finance •CSE Policy •CSE Field Operations •Paternity Establishment •Court Order Establishment •Current Collection of Support •Collection of Arrears •Federal Compliance Reviews
		<p>N-FOCUS Business</p>	<ul style="list-style-type: none"> •Data Imaging and On-line Application •Initiate new N-FOCUS Automation Initiatives •Support Policy Teams
		<p>Food Distribution</p>	<ul style="list-style-type: none"> •Carrier Contracts •Warehouse Contracts

			<ul style="list-style-type: none"> •Food Processing contracts •Commodity Delivery to 500 entities •TEFAP Program
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F. EMERGENCY PREPAREDNESS

DCFS emergency preparedness efforts include:

- On-going development of partnerships with emergency response agencies;
- On-going training as necessary for staff and contractors;
- Annual review of the DCFS Disaster Plan;
- Annual review of the Service Area and Lead Contractor's Disaster Plans;
- Plans for delegation of authority for each DCFS unit and Service Area that are at least three deep per responsibility where possible in key positions,
- Utilize a call down phone trees for DCFS staff communication;
- Coordinating with key partners;
- Strengthen internal and external communication systems;
- Support statewide, automated information systems;
- Establish ongoing support services to help staff deal with the day-to-day trauma work; and
- Communicate critical information to staff, families and providers.

G. DCFS DISASTER FUNCTIONS

DCFS has identified the following as activities it will carry out during or after a disaster to ensure that children remain safe and healthy:

- Communicate with partners and customers during, after, and in anticipation of emergencies;
- Work with providers to ensuring that children are relocated off-site if hazardous materials, fire, or another emergency poses a threat to their safety while they are in out-of-home care;
- Assess whether DCFS capacity to carry out its roles has been affected by the disaster and making provision for the continuation of core Division functions;
- Maintain a database to track clients who have called in and have been affected by a disaster;
- Conduct an initial assessment of locations and needs of families, providers and youth in independent living situations;
- Offer assistance assessing facilities' damages and needs resulting from a disaster;
- Facilitate the development of temporary residential child placement arrangements;
- Developing special licensing policies;
- Assure the continuation of child abuse and neglect investigations; and
- Provide assistance tailored to specific disaster needs.

DCFS additional programs and services to children, youth and families affected by the disaster, such as:

- Provide information, support, and services for children, youth and families, and coordinate services with other agencies;
- Facilitate access to immediate trauma services for children, youth and families;
- Provide assistance for medically fragile children and their caregivers;

- Assist in finding child care for families seeking help;
- Provide assistance needed by foster families to provide for their own children;
- Identify children separated from their families;
- Locate services close to where families and children are—disaster assistance centers along with other service providers, if possible, and/or use mobile units, neighborhood centers, or coordinated outreach to provide access.
- Deliver culturally competent services, and information about them, in the language clients use, in a culturally appropriate way.
- Compile and distribute lists of other disaster-related services and programs available through statewide emergency management efforts and/or other agencies.

During disasters, DCFS and its partners can draw on relationships established to communicate as necessary about the situation. This includes:

- Statewide emergency management staff: between agencies, discuss location of emergency services, get information on the agency's role in response, and advocate for needs of children, youth, families, staff and volunteers.
- Liaisons in other jurisdictions: Contact liaisons in other counties or States for assistance, or to consult and share information on families leaving or coming into the area.
- Contractors: roles and responsibilities are functioning as needed between the agency and various contractors.
- Service providers: Consult about status of current services and plans for services to be delivered after the disaster.
- Courts: Coordinate efforts with courts to locate children and workers. Communicate about any necessary delay in court proceedings and on emergency placements of children. Consult on a process to transfer jurisdiction across State lines when the child and foster family have relocated and the family has no plans to return. For others, institute ICPC requests as appropriate.
- Federal partners: Maintain contact with federal partners to share information and communicate about federal requirements and local needs.
- Volunteers: Draw on any trained or available volunteers.

Coordinate with Communication and Legislative Services (CLS) for communication with consumers, staff and organizations.

- Use the internal communication system to broadcast messages about the disaster to staff in all locations.
- Ensure that toll free phone numbers are working or are available as soon as possible.
- Post critical information on websites and keep updated.
- Implement the media plan.

II. DISASTER PLANNING/ PREPAREDNESS

A. STATE DISASTER COORDINATION

The Nebraska Emergency Management Agency (NEMA) is responsible for general emergency planning and agency coordination in support of the State Emergency Operations Plan. The NEMA Director has been designated to act as the State Disaster Coordinator by Nebraska's Governor.

NEMA has prepared The State Emergency Operations Plan which establishes the policies, plans, guidelines and procedures that will allow Nebraska's emergency planning, response, recovery or mitigation responsibilities to function effectively, as a team, when disaster strikes.

The preparation phase will begin when it is determined a disaster is imminent. A disaster is considered imminent when the DCFS emergency response plan is activated.

Before, during and after a disaster or emergency, the DHHS Management Team, DCFS Director or Deputy Director will notify the DCFS Management Team the nature of the disaster and that the plan has been activated. This communication will continue during the disaster or emergency. Decisions will be made at the Division level by a DCFS Management Team.

If necessary, DCFS Management Team members will be asked to report to a designated location to ensure coverage of DCFS' essential functions. Emergency contact information will be collected on all DCFS employees that include history of previous work experiences within DHHS and any special expertise for assignments. The specific role of DCFS staff members will be clarified during the assignment of specific activities for the disaster. DCFS Management Team members will coordinate with other DHHS Disaster Team members (ESF-8).

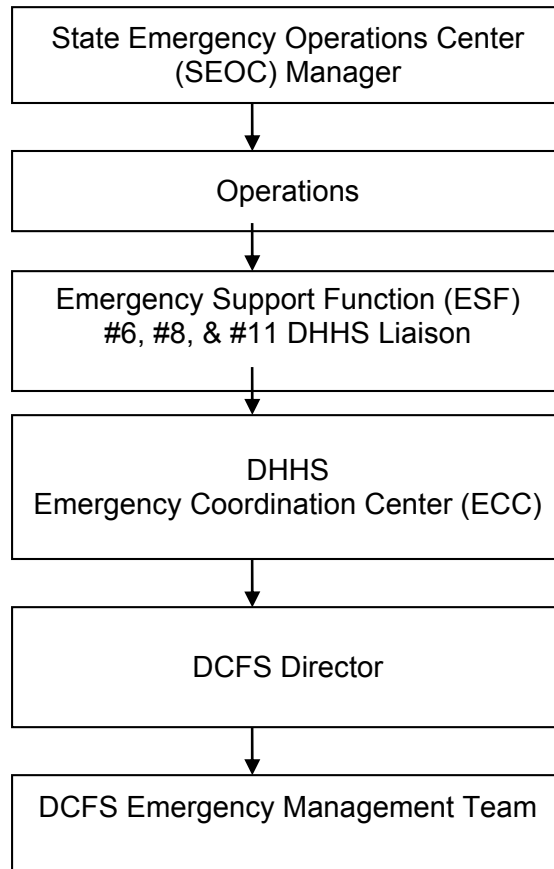
The DCFS Director, Deputy Director's or a member of the DCFS Management Team will determine which disaster teams to activate and which functions in the Division's Disaster Plan are to be carried out. DCFS field staff, central office staff and partner agencies will be called upon, as needed, to assist in making decisions and/or facilitating responses. DCFS staff may also be temporarily reassigned to carry out specific duties.

B. COORDINATION IN DISASTER RESPONSE FUNCTIONS

The DCFS Management Team will make important decisions about emergency strategies, policies, and resources and will serve primarily as the Division's lead in the event of a disaster.

DCFS will use a team structure to plan and oversee its disaster response. The DCFS Management team will provide oversight, and specific disaster response tasks will be assigned to specific disaster function teams as developed by the DCFS Management Team. Service Area coordination and collaboration across functions will be managed by Service Area disaster teams known as the Service Area Disaster Teams.

DCFS will collaborate with other agencies on disaster response activities through the state emergency response team. The DCFS Director or his/her designee will participate in any statewide emergency planning processes and make strategic decisions about coordination with other agencies.



For each unit within DCFS the emergency response specifies:

- The role of the supervisor charged with determining whether it is safe for the unit to do its work and with activating phone tree to contact staff; and
- Mobilizing staff into specific roles needed specific to the emergency.

Disaster response planning provides guidance for foster families and necessitates residential and in-home providers to implement their emergency plans.

In an emergency, the Division maintains its regular on-call procedures (already established for night and weekend work) to assure there is no interruption in services to families in need. These on-call workers would also respond, with law enforcement or other responders, to incidents where children are displaced from parents by the disaster.

Communication is critical in an emergency. Whenever possible, staff will use cellular phones to stay in communication. If that avenue is unavailable, staff will “pony express” messages, carrying them from person to person until an operable communication method is found. Local emergency management staff will use ham radio operators to communicate, when necessary, and this would be available to DCFS staff in emergencies.

Where approved, staff may access NFUSE/CITRIX from remote locations. NFUSE/CITRIX allows the staff to access work related documents that include electronic documents, files, and email from remote locations via the internet. Access can also be established for program specific data bases as well.

Access to the web based Outlook is also available to individuals who only need access to email. Access to NFUSE/CITRIX must be set up in advance.

DCFS Administrators are responsible for:

- Identifying individuals who currently have access to NFUSE/CITRIX with the help of the DHHS helpdesk and local security administrators in each DCFS service area;
- Securing access to NFUSE/CITRIX for individuals who may have the potential for working at home or at a remote location and have a need to access work related documents prior to a disaster;
- Establish reliable access and security protocols;
- Ensuring individuals have the necessary equipment (i.e. computer, fax, printer, internet connection) at the remote location.

Currently all DCFS laptop computers are equipped with NFUSE/CITRIX.

C. DISASTER FUNCTIONS

DCFS could undertake the following disaster functions in order to fulfill the Division’s role in supporting service providers and providing families with safe and healthy alternatives for services during and after disasters or emergencies.

DCFS may use multiple disaster function teams to carry out specific disaster response/ recovery activities and deploy resources to meet specific needs. A team leader and co-leader or alternate team leader are designated for each disaster function, and key roles are assigned to the appropriate team members in advance. Disaster function team leaders will report to DCFS’ Management Team.

Service Area Disaster teams will be used to facilitate communication and collaboration among DCFS and partner agencies at the Service Area level, as well as promote clear communication between Service Areas, Central Office and other State Agencies.

Disaster Function Team	DCFS section/staff responsible for function	Partner agencies who may play a role
Planning and Emergency Preparedness DCFS preparations, including disaster plan update/training	DCFS Emergency Management Team and assigned personnel	DHHS Emergency Response Coordinator Nebraska Emergency Management Agency (NEMA)
Communications Making the public/partners aware of DCFS assistance; facilitating communication among partners to improve disaster response and recovery	Director’s Office Communication and Legislative Services	NEMA/local EM, Service Area, Service Area Administrators, DHHS Chief Medical Director
Operations and Coordination Including identification and verification of safety and availability of all employees in making work assignments; and temporally ceasing some non-critical operations, evaluating COOP templates	DCFS Emergency Management Team	DHHS Human Resources

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Assistance with Location Verification and Relocation of Children Off-Site if a disaster strikes while children are in out-of-home care	DHHS Public Health Licensure Unit Director's Office Administration Service Areas	NEMA/DCFS Management Team DHHS Emergency Response Coordinator
Facilitating the Development of Temporary Child Placement and Services Help establish to: 1) keep children safe during and immediately after disasters; 2) expand capacity/ access to child placement.	DHHS Public Health Licensure Unit Director's Office	Red Cross/EM personnel DHHS Emergency Response Coordinator
Continuation of Abuse/Neglect Investigations	Intake Staff	Local DHHS DCFS office – Child and Family Specialists
Legal Requirements Of Children And Family Services	DHHS Legal	
Interstate Compact On The Placement Of Children	ICPC and ICJ Staff	
Continuing the Reimbursement of Services Enable providers who offer subsidized care to continue to get reimbursed after a disaster	DCFS Administration Subsidy Services	Automation contacts DHHS Finance and Support Office
Other Assistance – solutions tailored to the disaster, Assessment of Child Care Providers' Damages and Needs	Director's Office Other sections, TBD	TBD

III. DISASTER FUNCTION TEAMS

A. PLANNING AND EMERGENCY PREPAREDNESS

Regular Review and Update of Disaster Plan: The DCFS Disaster Plan will be reviewed annually at the DCFS Operations meeting. The DCFS Management Team will oversee the annual review of the plan, which will involve review by disaster function and Service Area teams (with input from partner agencies), updating of team member and partners lists as needed, and development of recommended changes for Management Team's review. After the Management Team decides on changes, the plan will be finalized and the revised version distributed to DCFS staff and partners. This is coordinated by the designated Disaster Plan Coordinator in Central Office.

Training of DCFS Staff, Contractors and Partners: Distribution of Plan Materials – All DCFS staff will be provided with computer access to the DCFS Disaster Plan and DCFS' emergency procedures. New staff will be directed to the plan as part of their general orientation with the DCFS personnel representative. All DCFS staff members will also be provided with a brief emergency procedures document that explains what to do in case of emergencies/disasters that take place during the workday. DCFS key partners will be provided with an electronic copy of the DCFS disaster plan.

Disaster-related team lists including work and home contact information will be updated on a quarterly basis. Each team list will be kept confidential and will be shared only with team members, the Disaster

Team Leaders, DCFS Management Team members, and the DCFS Disaster Coordinator. DCFS may choose to share management team members contact information with key partners.

Training DCFS Emergency Management team members, which consist of; team leaders and management team members, may be asked to participate in emergency drills or attend meetings to discuss disaster roles or procedures, as requested by the Emergency Response coordinator with the Division of Public Health, who is responsible for disaster planning within the Department of Health and Human Services.

B. COMMUNICATIONS

Disseminating timely and accurate information to public health officials, medical care providers, the media, and the general public is clearly one of the most important facets of preparedness and response. Nebraska Communication and Legislative Services (CLS) has an established Crisis and Emergency Risk Communication Plan in place to coordinate all communications for DHHS. This section describes the procedures for assisting in communications to ensure that service care providers, the public, and partners are aware of DCFS and other agencies' assistance. Coordination with other DHHS divisions will occur to facilitate communication among partner agencies to improve collaboration and avoid duplication.

Overall DCFS responsibilities:

- Help develop and disseminate emergency preparedness information. DHHS maintains a website for employees and consumers with up-to-date information on Nebraska Emergency Preparedness. http://dhhs.ne.gov/Pages/emergency_preparedness.aspx
- Develop a management plan to post information for DCFS staff, families, providers and youth on a designated website, and update it regularly (disaster updates, alternate transportation routes, toll-free numbers and other contact information);
- To encourage consumers, providers and families receiving in-home services to develop and update family disaster plans, and provide them with emergency preparedness information and DCFS emergency contact numbers that they can call;
- To check on the safety and status of state wards and their families after a disaster or evacuation.
- Help disseminate information about available service and other types of assistance to parents in affected areas in the event of a disaster;
- Collect and share information on response/recovery efforts with DCFS partners (act as a central clearinghouse to reduce the chance of duplication);
- Post information for DCFS staff, families, providers and youth on a designated DHHS website, and update it regularly (disaster updates, alternate transportation routes, toll-free numbers and other contact information);
- Directly communicate with agencies likely to be involved in running emergency shelters to help locate displaced children and families after a disaster.

Communications Before a Disaster:

- The DCFS Management Team, in conjunction with the Service Area Administrators develops a plan for information to convey to DCFS staff, partners, service providers, and families in preparation for emergencies;
- The DCFS Management Team works with other Service Area Administrators and the Disaster Coordinator to develop and disseminate information to DCFS staff and partners;
- Request that all contracted and licensed providers have an on-site written plan detailing the procedures to be followed in caring for children in the event of an emergency or disaster;

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- The DCFS Management Team and Service Area Teams will develop and collect information to share with providers to encourage them to be prepared for disasters;
- Develop a management plan to activate and post toll-free telephone numbers or reserve numbers for DCFS staff, families, youth, and foster care and other service providers to contact during and after a disaster

Implement Response:

- Declaration of a state of emergency is made by the President of the United States or the Governor of Nebraska. Because disasters may require immediate action, the Director or designee has full authority to activate disaster functions and temporarily reassign staff as needed to carry out response functions;
- The DHHS Communications and Legislative Services (CLS) will take the lead in reviewing press releases, disaster updates, and other written communications regarding the disaster. The DCFS Management Team designee assigns all communications responsibilities and, as appropriate, asks for help from other Service Areas. DCFS Management Team and the leaders of disaster function teams will work closely with the Team Leader, making the Team Leader aware of perceived communications needs;
- If children need to be relocated from residential child care facilities facing potential dangers, the DCFS Management Team will work with DCFS field staff, Emergency Management personnel, and/or providers to obtain information about the relocation and assist as needed in contacting parents;
- The tribes shall be notified by DCFS of the nature of the emergency or disaster and whether the child described by the Indian Child Welfare Act has been affected by the emergency or disaster. As deemed appropriate, DCFS will coordinate identified services with the tribe to ensure continued health and safety of the child;
- The DCFS Director or DHHS Disaster Communications Team Leader asks DHHS' Communications and Legislative Services office to help disseminate information via media outlets in the affected areas. DHHS CLS has pre-developed web pages and are able to work with video production to stream important video messages on the internet. If it necessary, the CLS will request activation of the planned public information hotline;
- DCFS shall contact all Federal partners involved in the delivery of services and notify partners of the emergency or disaster. DCFS personnel shall share necessary information with our Federal partners to promote the continuity of service delivery during the emergency or disaster;
- The DHHS Communications office will update the DHHS web site to include pertinent information that needs to be disseminated to providers;
- Service Area Team Leaders will communicate with field staff, the DCFS Policy Director, and each other.

As coordinated by the DCFS Policy Administrator or his /her designee, DCFS will ask partners to assist the DHHS CLS efforts, and will in turn seek opportunities to make partners' activities known to child and family service providers and families. DCFS will work with local and state health departments, Nebraska Emergency Management Agency (NEMA), and other partners to determine what information related to their disaster efforts should be disseminated to providers.

Communication Center:

A Division Communication Center may be established to centralize communication between the Central Office, Service Areas, satellite offices, and other Divisions. The Center will be located at 301 Centennial Mall South, Lincoln, Nebraska 68509.

The Division Director or his/her designee activates the Center when a specific disaster results in major damage in one or more counties and when the division resources to support its disaster response and recovery efforts generally exceed normal operations. It is anticipated the center may be activated in preparation for a major disaster. During many disasters, the impact or the event may not exceed the division capacity to respond using the personnel normally assigned to support a city or county involved in a specific disaster. In these situations, the division would rely on normal personnel assignments and communications channels in a disaster response.

The utilization of telephone land lines and cell phones will be the primary means of communications during a disaster. The utilization of teleconferences/video conferences will be maximized and group meetings/conferences will be minimized or eliminated during a pandemic event. Alternate communications modalities will include the internet, satellite telecommunications, satellite radio, local 800 mhz trunk radios (Local communications), cell / smart phones, and where necessary, media outlets. All DHHS Public Health communications equipment is interoperable with the Nebraska Emergency Management Agency.

The use of laptops, high-speed telecommunications links, cell / smart phones, flash drives, and other systems will also enable employees performing mission essential functions and services to communicate and maintain connectivity with internal organizations, external partners, and critical customers.

It is the responsibility of DCFS Administrators to identify all individuals that may work from alternate facilities or home to ensure that they have the telecommunications equipment necessary to perform essential job functions. Where internet connectivity is required for essential job functions, DCFS Administrators must ensure this as well. Essential communications and information technology resources are included in each Service Area's essential information templates.

Administrative staff should be made available to assist with requisitions for any supplies, equipment, copying or printing needs, and arranging for specific phone numbers to be assigned to the center. Personnel may be also be tasked with arranging for conference call-in numbers for county briefings.

A minimum of three division employees are assigned to be contact persons at the center. These individuals include two DCFS Central Office staff and at least one employee from the Economic Assistance Section. The Economic Assistance Section employee will serve as the Disaster Food Stamps Program liaison. Additional staff may be assigned as needed.

Conference calls with the affected counties are to be held on an established schedule. Conference calls should be scheduled daily during center operations unless otherwise noted. The Division should notify Service Areas by e-mail or post on the intranet the activation of the center, contact persons, telephone numbers, e-mail address, conference call numbers and schedule. The division should also distribute information to the department and other divisions regarding contacts, phone numbers and department briefings.

Division Liaisons with Service Areas:

In order to provide continuity of information and planning for the Division in its role to support Service Areas during a disaster, the Division will identify liaisons to work with identified Service Area staff. To the extent possible, all communications should go through the identified specific staff person assigned to the Service Area. Each Service Area has designated a "Disaster Coordinator" this will help the Division maintain a clear picture of what the situation is like in one or several counties and how to best support a specific geographic area. It also provides for tracking of requests from and responses to counties located in each Service Area. This method of operation does not preclude other Division staff and Division management from communication with counties as may be necessary such as during conference calls. The number of counties that an individual has responsibility for depends on the nature of the disaster, the extent of the disaster geographically, and the number Division staff available to staff the Communications Center

Depending on the nature of the disaster, it may be necessary to assign one or more staff to act as the liaison to a specific Service Area if staffing is needed for periods of time that is impractical for one individual to handle. A normal assignment would be 48 hours, but not to exceed 72 hours unless there is no means to relieve.

C. OPERATIONS AND COORDINATION

Sustaining operations will be performed until normal business activity can be reconstituted; this may take longer than 30 days. The principal focus in making this determination is to minimize the effects of the disaster on consumers, staff and operations. In the event of a pandemic flu, operations will emphasize and implement procedures such as social distancing techniques, infections control and personal hygiene and telework to sustain operations. Based on the event, the Division Director or designee will make the final determine what essential positions/skills are needed to maintain division operations based on division priorities and identified functions that must be maintained as identified by Unit/Program COOP templates

This disaster function team reviews the COOP templates and coordinates strategies for ensuring that critical everyday functions of each operating program core functions are identified and maintained in the presence of the disaster or expected staffing levels of a pandemic event. In the event of a pandemic flu, programs will be reviewed to take in account the need to perform essential functions beyond the traditional 30-day COOP requirement.

Under the DCFS Emergency Plan, there are five Service Areas. If there is an identified disaster in any one area of the state, all Service Area Administrators can be deployed.

Deployment begins with a request from the local emergency management or a state agency for involvement.

1. The DCFS Director decides to activate the needs assessment function and determines whether, given the disaster scenario, the field or Central Office staff should take the lead.
2. If the DCFS field staff is given the lead role:
 - At the direction of Service Area Administrators, assigned staff gathers information they can about licensed providers and foster homes in their area.;

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- With the help of their partners if needed, staff provides information they gather to their supervisors and indicate which programs may require additional follow-up. The supervisors assure that Central Office has up-to-date information;
- A team in Central Office helps follow up to complete the needs assessment by making phone calls to providers whom could not be reached.

3. If the DCFS Central Office is given the lead role:

- A team in Central Office conducts the initial survey of programs in affected area(s) by making phone calls to providers;
- The disaster function team leader identifies programs for which information is incomplete and asks assigned staff to fill in the missing information;
- As requested by their supervisors, staff will track down as much information as they can (e.g., visiting programs that could not be reached by phone) to fill in the missing information;
- A spreadsheet will be used to update the status of affected programs as the information from various sources is consolidated;
- The disaster function team leader shares the data gathered through the needs assessment with the Management Team, and this information will be used to help determine what types of disaster responses may be needed;
- Assessments should be continued or repeated periodically until most, if not all, providers have resumed normal operations.

4. Continuity of Operations

The DCFS Emergency Management team establishes a chain of command and procedures to signal altering specific operations of Children and Family Services, such as shutting down non-critical operations or operations in affected areas or concentrating resources on critical activities, as well as returning to normal operations

5. Relocation of Offices

If the Central Office were impacted by the emergency, the Division Director will work with the members of Management Team to identify any impacts on Central Office staff, the Division office, and computer/phone systems – and what resources may be needed to address negative impacts. The key personnel of the DCFS Central Office staff would relocate to the identified near alternate site in the Lincoln area or the distant alternate site. The next alternative site location would be Omaha at 1313 Farnam, then Grand Island at 208 North Pine Street, then Kearney at 24 W 16th St, then Lexington at 800 N. Washington in progressive order across the interstate following west to Gering at 1600 10th Street. Offices would relocate east to the west in opposing order in the event of a disaster in a western office. Offices to the North or South of the interstate 80 would relocate to offices close to the interstate.

DCFS shall rely on the Department of Administrative Services (DAS) Building Division logistical support services, and infrastructure systems at DCFS facilities that remain open (for greater than 30 days), to include alternate operating facilities in the event of an incident concurrent with a pandemic influenza outbreak. This support includes:

- Prioritization/determination of accessible facilities/buildings (as alternative to relocating to remote facility)
- Necessary building support staff

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- Sanitation
- Essential Services

Partners such as ITS (Information Technology Services) may also be called upon to help with the assessment, and could be asked to help the Division develop solutions.

Service Area Administrators would activate phone trees to determine how their field staff have been affected, what resources would be needed to enable the field staff to resume operations, and any information the field staff know about the status of partners in their areas.

If the Central Office were so severely impacted that staff were unavailable to assume leadership roles in the immediate aftermath of the emergency, the Eastern Service Area Director could play the primary leadership role for the Division until the Central Office staff were available to reassume these responsibilities. The Eastern Service Area Director would coordinate with the team members and the other Service Area Team Leaders to carry out the assessment of DCFS functionality and the status of staff.

DCFS' Management Team members would work with the DHHS Emergency Response Coordinator and other staff as needed to collect information about the nature of the threat, the geographic area involved, service providers who may be at risk and the number of children who should be relocated. If time allows, providers in the affected area could be polled to determine whether they have child seats/vehicles that could be used to transport children to safety.

Providers in the threatened area(s) would be alerted about the relocation and told what key supplies and child records to gather. DCFS staff will be in contact with other management team members to determine whether state or local emergency personnel are contacting provider facilities. If so, DCFS will ensure that emergency personnel have the latest information on location of provider facilities, and find out where emergency personnel are directing facilities to relocate. DCFS and partners could then assist providers in locating transportation, if needed. If emergency personnel are not contacting facilities, DCFS will find out from state or local emergency personnel where providers could relocate, if needed. DCFS will enlist partners to assist in calling providers facilities to alert them of the relocation, and to share information from emergency personnel on relocation sites. DCFS and partners could also assist providers in locating transportation, if needed.

To the extent possible, DCFS staff or partners would work with providers throughout the relocation to coordinate records regarding the location and status of children and families who were evacuated. Information would be made available to parents as quickly as possible concerning where their children are and how/when the parents could pick up their children (if applicable). DCFS will keep other management team members or local emergency personnel informed of providers who have relocated with the affected children. Strict procedures would be established to make sure that children are released only to adults who have been authorized by DCFS and/or each child's parent/ guardian and that the names/contact information of these authorized persons is recorded and taken to the relocation/evacuation site.

Depending on the nature of the relocation, DCFS staff can work with the Division of Behavioral Health and Developmental Disabilities to offer mental health services and other supportive services to children who might have been traumatized by the evacuation. The Division of Behavioral Health also maintains this web-site for information: <http://www.disastermh.nebraska.edu/>

Assessments should be continued or repeated periodically until the Division and key partners have returned to normal operations. The DCFS Emergency Management Team and State Emergency

Response Team members would be provided with the latest information on needs in order to develop appropriate responses.

6. Pandemic Flu

In the event of pandemic influenza, businesses and other employers will play a key role in protecting employees' health and safety as well as limiting the negative impact to the economy and society. DHHS has a special responsibility to plan for continued operation in a crisis and should plan accordingly. In the event of a pandemic flu, employee absences of 30-40% are possible and to be predicted.

The DCFS Management Team will work with Service Areas to identify which staff have been cross-trained in multiple areas. The DCFS Management Team with coordination of DHHS Human Resources will give direction on establishing flexible worksite options (e.g. telecommuting) and flexible work hours (e.g. staggered shifts) when appropriate for planned social distancing.

All staff will be required to report immediately their own possible influenza illness during a pandemic. Prompt action by Supervisors can prevent/minimize the spread of pandemic influenza. In the event an employee is identified as having potentially contracted influenza while at the workplace, administrators/supervisors shall grant the individual sick leave and ask that they go home. If an employee exhibits flu like signs/symptoms and refused to leave the workplace during pandemic influenza event, the individuals shall be referred to workplace medical services if available. If an employee continues to refuse to leave the workplace, next level supervisors and human resources shall be contacted to provide direction on removal of a potentially infected employee.

Administrators are responsible for the accountability of all employees who:

- Are ill due to influenza or other illness or injury
- Working from home or alternative location due to pandemic event
- On leave status due to the pandemic influenza event
- Have been reassigned to other functional areas due to the pandemic event.

Necessary documentation shall be in accordance with guidance from Human Resources and/or appropriate personnel policies.

D. ASSISTANCE WITH LOCATION VERIFICATION AND RELOCATION OF CHILDREN OFF-SITE

Location verification is a critical task in preventing state wards dispersing to unknown locations. Verification and location of all state wards and families is a critical task in making vaccines and antiviral drugs available to vulnerable populations. Contact with youth and families assists in the identification of immediate behavioral health needs and social adjustment following a disaster.

1. "Relocation" (also known as "off-site evacuation") refers to the movement of children away from regulated out-of-home facilities to a safer location during an emergency.

DCFS does have the authority to require providers to relocate children, and will assist providers, parents, and emergency personnel as needed when current placement agreements exist. DCFS recommends that providers designate in advance the site where children would be relocated, periodically notify parents of this relocation site, and plan for safely transporting the children. Providers are expected to follow instructions from local authorities regarding when to relocate children.

The Division's role in case of relocation will be to serve as a central point of contact to:

1. Ensure that that all state wards are safety accounted for and to assist in their evaluation/relocation to safety if they are currently placed with a child caring agency or group home,
 2. Maintain a centralized report for each Service Area of all children by designated type of placement, physical address and contact phone number,
 3. Ensure that emergency personnel who may be activating the evacuation/relocation have accurate information so that they can find all the providers in the area,
 4. Ensure that all providers in the area being relocated by local authorities are aware of evacuation,
 5. Inform providers, as needed, of sites designated by local authorities where they might relocate,
 6. Assist providers, as needed, in locating transportation to relocate children,
 7. Obtain information as to where evacuating providers are relocating and when they leave, to relay to parents or emergency personnel as needed,
 8. Remind providers who are relocating children of safe transportation procedures so that there is the safe accounting for every child, and
 9. Identification and relocation of unaccompanied minors.
2. Assistance with Relocation of Children and Families in the Community receiving In-home Safety Services:

Individuals and their families have primary responsibility for being prepared for and surviving disasters. Local governments and/or the American Red Cross provide assistance as their capacities allow during disasters. During disasters, most people needing to move from harm's way seek shelter with relatives, friends, and neighbors or in hotels or other commercial residential options. If those options are not available, general public shelters may be available under emergency conditions.

During and after the disaster or emergency, DCFS will continue to assess the ability to maintain the integrity of the safety plan where the family has been relocated and determine if the safety plan needs to be adjusted.

E. ASSESSMENT OF PROVIDERS' DAMAGES AND NEEDS

A key part of operations will be to determine how DCFS and/or key partners' ability to function has been affected by the emergency. It will be critical to determine how DCFS staff, equipment, and offices may have been affected by the emergency in order to develop appropriate responses.

F. FACILITATING THE DEVELOPMENT OF TEMPORARY RESIDENTIAL CARE AND SERVICES

DCFS will work with partners to ensure that healthy and safe residential care and service arrangements are accessible to meet the needs of children and parents. Definition of "temporary residential care" for the purposes of this plan: organized supervision of unrelated children that may ordinarily be subject to child caring agency or group home licensure, but due to the severity of a disaster, may be allowed to operate without a license for a limited amount of time. Temporary residential care arrangements would be allowed to protect the health and safety of children, as well as promote families' efforts to recover from the disaster.

DCFS will work with the partners listed above to make them aware of conditions under which temporary services may be allowed and encouraged:

- Existing licensed providers who are temporarily or permanently unable to continue providing services if the overall supply of child residential care in the community is no longer sufficient, as determined through the needs assessment/other sources;

- Families needing child residential care while they are seeking disaster assistance or living in temporary housing/shelters so they can focus on recovering from the disaster and their children can get special attention; and/or
- Emergency workers with young children need child care to be able to report for duty.

1. Service Provision

- a) The DCFS' Director, or at the Director's request, the DCFS Management Team decides whether service provision arrangements are needed to supplement existing capacity or make more easily accessible to families affected by the disaster or assisting with the relief effort. If temporary arrangements are needed, the Director determines the appropriate scope of DCFS involvement.
- b) Using information on family needs gathered with the DCFS Management Team representatives, the Director will determine what kind of temporary service arrangements may be allowed and encouraged.

G. CONTINUATION OF ABUSE/NEGLECT INVESTIGATIONS

If Child Abuse and Neglect reports are received in areas affected by a disaster, hotline intake staff will make every reasonable effort to process the report. If hotline staff need assistance and if other staff trained in Intake and Safety Assessment procedures are available to provide assistance, the DCFS Child Abuse/Neglect Administrator may temporarily give the backup staff intake assignments. If the disaster prevents intake staff from processing reports within the normal time frame, the Service Area Administrator will inform the Director of DCFS.

Throughout the disaster, DCFS will deploy staff to provide a variety of services to the aforementioned children to include, but not be limited to the following:

- Intake staff shall be assigned to designated identified shelters to process the initial intake and registration of unaccompanied minors, as well as make efforts to reunify said children with their parents, legal guardians or responsible relatives
- Intake staff shall be assigned to be available for 24 hour, 7 day emergency standby to conduct child and abuse and neglect referral investigations as reported to the abuse/neglect hotline and/or on behalf of families.
- Intake staff will work with law enforcement and local emergency response teams to receive referrals and to get authorization to enter a physical disaster area to provide services.
- Intake staff shall provide pre-placement preventative services and/or foster care placement services, as needed
- Intake staff shall ensure ongoing case management duties are fulfilled on behalf of all dependent children and their families
- Intake staff will make all reasonable efforts to provide supportive services to all children under its care, custody and control, those under its temporary care and supervision and the children's care providers during the disaster.
- Intake staff will respond to emergencies with other emergency personnel as requested and as applicable to their roles and duties (i.e. law enforcement, probation, parole, fire).

H. LEGAL REQUIREMENTS OF CHILDREN AND FAMILY SERVICES

Federal and state laws have been enacted to improve the timeliness and quality of care determinations. The Adoption Assistance and Child Welfare Act of 1980, 42 §§ 620-629, 470-477, as amended by the Adoption and Safe Families Act (ASFA) is the principle federal legislation governing foster care and permanent planning for dependent and neglected children. ASFA necessitates more timely, decisive and substantive hearings, and more frequent court and administrative reviews.

These include:

- Reviews at least every six months;
- Permanency hearings at least once every 12 months; and
- Petitions for the termination of parental rights by the time a child had been in foster care for 15 out of the most recent 22 months.

Other legal deadlines commonly found in the state statutes or court rules include:

- Deadlines for hearings to determine whether to continue children's removal from home;
- Deadlines for filing child abuse or neglect petitions;
- Deadlines for the completion of the hearing to decide whether the allegations of the petition are true and the court will therefore assert its authority over the child;
- Deadlines for the completion of the hearing to decide whether the state will be given the custody of the child for placement into foster care; and
- Deadlines for the completion of termination of parental rights proceedings (TPR).

During an emergency, DHHS Legal will review applicable Nebraska statutes and give recommendations on which, if any, could be waived in the event of a disaster or pandemic flu.

I. INTERSTATE COMPACT ON JUVENILES

DCFS will identify all youth currently placed in Nebraska through an Interstate Compact of Placement of Children (ICPC) or Interstate compact on Juvenile Offenders (ICJ). DCFS Specialists and/or Supervisors will communicate with ICPC and ICJ Program Specialists regarding the need for evacuation and the overall well-being of the youth placed through ICPC or ICJ. The continued coordination of services shall be discussed for purposes of minimizing any disruption in services.

In the event that a child placed in Nebraska through ICPC or ICJ is affected by the emergency or disaster, a determination shall be made with the home/sending state regarding the continued placement and disposition of the child/juvenile.

J. CONTINUING REIMBURSEMENT FOR SERVICES

DHHS Operations financial team will ensure that providers who offer services are reimbursed as quickly as possible.

The first day of disruption, the disaster function team leader calls together the team. The team determines the extent and estimated duration of the disruption. If the reimbursement system is down throughout the state and it is not anticipated that the system can be reestablished within two weeks, the disaster function team identifies procedures for Service Areas to follow in the interim. Staff members contact agencies to make them aware of new procedures. In the event that phone, fax, and email communications are disrupted, staff will make contact on-site if it possible to travel. If the subsidized reimbursement system

experiences only partial disruption and the main system is not affected, the disaster function team continues automated procedures with unaffected counties.

The DHHS Operations Disaster Team will identify the needs of families' currently receiving subsidy services, establish processes that there is no disruption in services and implement procedures to process new applications for families needing assistance as a result of the emergency.

Based on information provided by DCFS staff, partners, or statewide disaster reports, the DCFS Director or the Director's designee determines that emergency procedures are needed. DCFS Division Director or the alternate verifies that state funding is available for emergency service provision.

IV. DISASTER RESPONSE

A. DISASTER RESPONSE ACTIVATION/EMERGENCY PREPARATION PROCESS

The Central Office and Service Areas will communicate about the counties that have been declared an emergency. The purpose of this communication will be to discuss Division specific issues and to obtain information not provided through Emergency Management. The initial call will include identification of the counties endanger of an imminent disaster and give information regarding if and when the DCFS Communication Center will be activated.

Notification will also provide:

1. Alternative Communication methods in the event that telephone service is interrupted;
2. Update the directory of changes and telephones using e-mail, conference calls and web intranet; and
3. Notify state and field staff assigned to disaster response and review responsibilities.

Each Service Area will have the following responsibilities:

1. Provide any changes to the directory;
2. Review the Service Areas plan with staff;
3. Coordinate with local Emergency Management; and
4. Notify Central Office of any needed personnel, equipment, forms or supplies.

B. RESPONSE TO AN IDENTIFIED DISASTER EVENT

Response will begin as soon as communication can be established between the Central Office and Service Areas immediately following the event.

The Central Office will have the following Management responsibilities:

1. Contacting the Service Areas known to have been impacted by the event to determine immediate needs. This will be accomplished through use of Emergency Management Communications systems and the regularly scheduled conference call with the agency director or his/her designee. In addition, communication for changes in written procedures may be transmitted via e-mail and the state division computer systems at pre-arranged intervals as required.
2. Responding to requests by Service Areas for specific needs. This will include coordination of multi-agency resources.
3. Determining the need to provide to staff as necessary to assist in the Service Area operations.

4. Implementing plan to assign staff to special duties as required, making adjustments to these assignments as necessary based on event's impact on staff;
5. Serving as a clearinghouse for cities and counties volunteering to share with staff;
6. Providing a list of shelters, their capacity, and availability to out of county residents to be updated on conference call and EMS information.

The Central Office will have the following Service Responsibilities:

1. Conducting an initial assessment of locations and needs of families, providers and youth based on the location and scope of the disaster;
2. Activating computer mechanisms to identify and serve children separated from parents;
3. Providing information, support and services to families, providers and youth disrupted or severely impacted by the disaster;
4. Planning with other service providers for the provision of additional programs/services for children, youth and families affected by the disaster;
5. Maintaining a central database of displaced or youth not found by location;
6. Establishing emergency field offices and information sites and relocating services to alternate locations as required;
7. Activating staff re-assignment to critical designed job functions;
8. Activating additional toll-free numbers that may be released to the general public to secure DCFS assistance and/or services; and
9. Designating public access websites for disaster information sharing and enrollment for benefits; for example, where to go for emergency assistance.

The Service Area will have the following responsibilities:

1. Notifying the Central Office of the known areas to have been impacted by the event, if they are unaware
2. Activating immediately the Service Area disaster plan;
3. Determining any changes needed to assignments as a result of the disaster;
4. Notifying the Central Office of any special needs;
5. Providing updated data through the intranet web-site and participation in scheduled conference calls; and
6. Coordinating with local Emergency Management for all requests for assistance other than personnel needs.

C. RECOVERY EFFORTS AFTER THE EVENT

Recovery begins once normal operations have been resumed.

The Central Office will have the following responsibilities:

1. Developing a format used to debrief staff;
2. Debrief Central Office and Service Area staff
3. Analyzing debriefing data and modify procedures accordingly; and
4. Recognizing staff as appropriate.

The Service Area will have the following responsibilities:

1. Debriefing staff and evaluating the results to determine any necessary changes in the Service Area disaster plan.

V. SERVICE AREA PLANNING

A. DISASTER PREPAREDNESS

1. The Service Area Administrators, management team members, and the designed staff identify information that may be helpful for management team members to have at the Emergency Operations Center to assist with relocation of children.
2. Service Area Administrators and Supervisors determine the specific information Emergency Management Coordinators in their areas may desire to have in advance of a disaster – e.g., lists of providers in their areas, estimates of the number of children at each facility, and contact information for primary contacts for each facility.
3. Providers will be requested to have a written plan detailing the procedures to be followed in caring for children in the event of an emergency or disaster, such as fire, earthquake, pandemic flu, and flood or energy failure. In addition, the Department requires foster families to develop a disaster plan and update their plan on a regular basis.

B. SERVICE AREA DISASTER PLANS

1. Each Service Area is to have a disaster plan for responding to an emergency or events that disrupt the ability of the Service Area to conduct business. Each Service Area designates who is in charge during a disaster or an emergency. The DCFS disaster plan will provide an administrative plan for responding to a disaster across all Services Areas. Each DHHS Division and Operations maintains a larger disaster plan identified as the Continuity of Operations Planning (COOP) plan. Together, these plans compose the disaster planning efforts for Nebraska Health and Human Services.
2. Communication Plan
 - Identify a Service Area Disaster Coordinator to assume responsibility for collecting Service Areas Disaster Plan, updating and disseminating emergency contact information and providing disaster training as necessary (e.g. e-mail information). Contact information for staff should include a listing of previous positions held with DHHS to assist in temporary work reassignment, if necessary.
 - For each Service Area, in the event of a Disaster, the plan should specify:
 - The specific staff charged with determining whether it is safe for the unit to do its work and with activating phone tree to contact staff;
 - Mobilizing staff into specific roles needed specific to the emergency;
 - Plan to assure that each Service Area has access to current list of foster parents, group homes and other congregate care settings and corresponding emergency contact numbers (home, business, cell, and emergency backup numbers).
3. A Service Area must develop plan that describes how all DCFS Specialists in an identified Service Area will advise and encourage families receiving in-home services, including families of children in out-of-home placement, to develop and update family disaster plans. DCFS staff will provide families with emergency preparedness information on our state web-site and through NEMA. DCFS staff will provide emergency contact numbers for families to call and check on the safety and status of their children following a disaster or evacuation.

4. Each Service Area will work with foster families and their sponsoring agencies to develop disaster plans that may include, but not limited to:
 - Where the foster family, provider children and youth would go in an evacuation (if possible, identify two alternate locations);
 - Personal telephone numbers and contact information (for example, cell phone numbers, fax numbers, e-mail address);
 - Emergency contact information for individuals who may know where they are currently (for example, out-of-area relatives or friends);
 - A list of critical items to take when evacuating with children/youth, including identification for the child (birth certificate, SSN, citizenship documentation), the child(ren)'s medical information (including health insurance card), medication and/or medical equipment, educational records, and existing court orders dealing with who has legal authority over the child;
 - Normal contact, emergency contact or toll free telephone numbers for DCFS agency personnel, including foster parents and agency based foster providers; and
 - Stockpiling necessary medicines, food and water.
5. Each Service Area must have a plan that includes, but not limited to:
 - Means to access information to identify and locate all children in the custody of the state of Nebraska in that Service Area, including those across Service Area or state lines. Priority will be given to medically fragile children, physically impaired children, youth with cognitive and/or developmental deficits and youth participating in independent living arrangements or other vulnerable group; and
 - Direction for staff and/or supervisors to contact all youth and families on assigned caseloads and immediately notify the DCFS Emergency Response Team the name of any individual that cannot be contacted or found. Staff will also follow all procedures for reporting any reported or known deaths. Service Area staff will work to identify families needing emergency services and to prevent unknown dispersion of children and families.
6. Each Service Area must have access to phone numbers for emergency contacts, which includes, but is not limited to:
 - Access to current personnel lists and corresponding emergency contact numbers (home, business, cell and emergency backup numbers) and means to contact and verify availability of all employees;
 - Access to current list of foster parents, group homes and child caring agencies and corresponding emergency contact numbers (home, business, cell, emergency backup numbers); and
 - Management plan to activate and post toll-free telephone numbers or reserve numbers for DCFS staff, families, youth, and foster care and other providers to contact during and after a disaster.
7. Each Service Area must have designated disaster plan that includes the following:
 - Encouraging staff to develop personal disaster plans and keep them updated;
 - Supervisors will keep a book logging staff emergency contact information;

- Requiring staff to check in after disasters and provide information on how to do so;
- Keeping emergency supplies in the office (including satellite offices);
- Training all staff on the DCFS disaster plan and having them participate in drills;
- Establishing personal and professional support services for staff; and
- Developing expectations of and support for staff in the event of a disaster or emergency.

8. Disaster Plan includes processes to:

- Conduct an initial assessment of locations and needs of families, providers and youth based on the location and scope of the disaster;
- Activate computer mechanisms to identify and serve children separated from parents;
- Provide information, support and services to families, providers and youth disrupted or severely impacted by the disaster;
- Communication plan for working with agencies likely to be involved in running emergency shelter to help locate displaced children and families after a disaster;
- Plan with other providers for the provision of additional programs/services for children, youth and families affected by the disaster;
- Establish emergency field offices and information sites and relocating services to alternate locations as required;
- Activate staff re-assignment to critical designed job functions;
- Activate additional toll-free numbers that may be released to the general public to secure DCFS assistance and/or services; and
- Designate public access websites for disaster information sharing and enrollment for benefits; for example, where to go for emergency assistance.

9. Procedures that Detail the Protection of Equipment and Records

Procedures requiring protecting data and equipment from environmental factors (i.e. covering/bagging computers and office equipment, installing surge protectors)

See V. Service Area Planning D. Service Area Disaster Plans; for each DCFS Service Area's Disaster Plan and how they identify and respond to each requirement of the DCFS Disaster Plan.

C. DISASTER RESPONSE

1. Each Service Area will activate the relocation function to assist service care facilities once it is learned that local authorities are requiring public schools in an area to be evacuated, or that individual service providers may face health/safety concerns due to the emergency. Team Leaders work with Management Team to determine which roles DCFS may play in offering guidance to providers or giving information to parents during relocation.

2. DCFS' Management team members and Service Area Administrators would work with the DHHS Emergency Management Team, the DHHS Emergency Response Coordinator and other staff as needed to collect information about the nature of the threat, the geographic area involved, service providers that may be at risk and the number of children and adults who should be relocated. If time allows, providers in the affected area could be polled to determine whether they have child seats/vehicles that could be used to transport children and adults to safety.

c. The DCFS management team member on duty would immediately discuss the needs with the DHHS Emergency Response Coordinator and request help from emergency management resources.

d. Service care providers in the threatened area(s) would be alerted about the relocation and told what key supplies and child records to gather. DCFS staff will be in contact with other Management team members to determine whether state or local emergency personnel are contacting service care facilities. If so, DCFS will ensure that emergency personnel have the latest information on location of child care facilities, and find out where emergency personnel are directing facilities to relocate. DCFS and partners could then assist providers in locating transportation, if needed. If emergency personnel are not contacting facilities, DCFS will find out from state or local emergency personnel where providers could relocate, if needed. Service Area Administrators and Supervisors will be alerted so that they will know and pass the information that is being communicated to providers and families.

e. To the extent possible, DCFS staff or partners would work with providers throughout the relocation to coordinate records on the location and status of children/adults who were evacuated. Information would be made available to parents as quickly as possible concerning where their children are and how/when the parents could pick up their children, if appropriate. DCFS will keep other Management Team members or local emergency personnel informed of providers who have relocated with the affected children. Strict procedures would be established to make sure that children are released only to adults who have been authorized by each child's parent/ guardian and that the names/contact information of these authorized persons is recorded and taken to the relocation/evacuation site.

f. Depending on the nature of the relocation, DCFS staff could work with the Division of Behavioral Health, and the Division of Developmental Disabilities, to offer mental health and supportive services to children who might have been traumatized by the evacuation.

D. SERVICE AREA DISASTER PLANS

Central Service Area

Contact Information		
Primary Contact for Decision-Making and Authority	Name:	Kathleen Stolz
	Address:	208 N. Pine Street, Grand Island
	Primary Phone:	Desk Line: 308-385-6173
	Secondary Phone:	Work Cell: 308-390-8218 Home: 308-384-6965
Secondary Contact for Decision-Making and Authority	Name:	Trenton Waite
	Address:	208 N. Pine Street, Grand Island
	Primary Phone:	Desk Line: 308-385-6179
	Secondary Phone:	Work Cell: 402-309-5378 Home: 402-432-8905
Tertiary Contact for Decision-Making and Authority	Name:	Deb Pool
	Address:	208 N. Pine Street, Grand Island
	Primary Phone:	308-385-6126
	Secondary Phone:	Home: 308-382-3658 Personal Cell: 308-379-1635

Child and Family Services' DISASTER PLAN

Current List of all Staff and Emergency Contact Information	
Date of Last Update of List:	4-28-14
Hard Copy located where:	In CSA Disaster Plan Binder on the Bookshelf in Deb Pool's Office and backup copy located at Central Office with the Disaster Plan Program Specialist
Electronic Copy located where:	Intranet Share Point – Children and Family Services - Central Service Area – CSA Administration – CSA Disaster Plan
Current List of Foster Care Homes and Emergency Contact Information:	
Date of Last Update of List:	4-28-14
Hard Copy located where:	In CSA Disaster Plan Binder on the Bookshelf in Deb Pool's Office
Electronic Copy located where:	Intranet Share Point – Children and Family Services – Central Service Area – CSA Administration – CSA Disaster Plan
Current List of Group Homes and Congregate care, Shelter Settings:	
Date of Last Update of List:	4-25-14
Hard Copy located where:	In CSA Disaster Plan Binder on the Bookshelf in Deb Pool's Office
Electronic Copy located where:	Intranet Share Point – Children and Family Services – Central Service Area – CSA Administration – CSA Disaster Plan
Communication Plan	
Identify where your emergency office will be located	Ainsworth Office – 644 E. 4 th Street Broken Bow – 2475 E Street Grand Island – 208 N. Pine Street Hastings – 300 N. St. Joseph Avenue Holdrege – 701 – 5 th Avenue Kearney – 24 W. 16 th Street O'Neill – 128 – 6 th Street Ord – 801 S Street, Suite 2 Valentine – 365 N Main Street, Suite 4
Alternative location	Ainsworth – no alternative location currently Broken Bow – NE Dept of Roads, 515 East South, Contact Person is Gary Tahery 308-535-8031 or Dan Lewandowski 308-872-6735 Grand Island – Nebraska Veteran's Home, Burkett Station on Capital Avenue

	<p>Hastings – Hastings Regional Center, 4200 West Second Street Holdrege – ResCare or Dept of Roads, 701 – 4th Avenue, Suite 4 Kearney – YRTC, 2802 – 30th Avenue, Contact Person is Jana Peterson O’Neill - no alternative location currently Ord – ResCare, 1523 N Street, Suite 105, Contact Person is Shawna Alloway 402-462-5918 or Randi Weise 308-728-7085 Valentine - no alternative location currently</p>
<p>Describe process for quarterly updating personnel lists and corresponding emergency contact numbers</p>	<p>The following CSA staff will provide quarterly updates in each of the CSA Offices. Updated information will be submitted to Deb Pool to be added to the CSA Disaster Plan Binder in Deb’s Office, as well as the CSA Share Point location on the intranet. Ainsworth: Nancy Schmitz Broken Bow: Nancy Lyne Grand Island N. Pine – Shawn La Roche Grand Island S. Pine – Karen Kuta Hastings – Kaye Hoffman Holdrege – Mary Eman, DD Supervisor Kearney: Nora Baluyot O’Neill: Nancy Schmitz Ord: Nancy Lyne Valentine: Nancy Schmitz</p>
<p>Describe process for contacting and verification of staff safety and availability to work in the event of a disaster</p>	<p>Calling Tree whereby Administrators will contact their supervisors and the supervisors will contact the staff they supervise for necessary verification of staff safety and to check staff’s ability to work in the event of a disaster.</p>
<p>Describe process for updating contact information for group homes and other congregate care facilities in the Service Area</p>	<p>The CSA Resource Development Units are in constant contact with contractors and providers and will obtain this information as changes occur, which will be submitted to Deb Pool to store in the Disaster Plan Binder in Deb Pool’s office and to update on the intranet Share Point location.</p>
<p>Describe process for requesting service providers to contact the Department in the event of an emergency and the method for contact:</p>	<p>Contractors, group homes, shelters, and any other service providers will contact the CSA Resource Development Units with changes as they occur. Agency Supported Foster Parents will contact their supporting agency, who in turn will contact the CSA Resource Development Units, which will be submitted to Deb Pool to store in the Disaster Plan</p>

	Binder and update the intranet Share Point location. Contractors have also submitted their Disaster/Recovery Plans, which are on file in the Disaster Plan Book, as well as on the intranet Share Point location.
Describe method for communicating with agencies caring for youth in out-of-home care in the event of a disaster	The Resource Development Supervisors, Marylyn Christenson and Nichole Eilenstine, will relay information regarding families' needs during an emergency situations daily to the Resource Development Administrator, Trenton Waite, who will then forward this information to the appropriate agencies via email or telephone contact.
Emergency Preparedness	
Describe how DCFS Specialists' will advise and encourage families receiving in-home services and families with children placed in out of home placements will develop and update disaster plans.	When DCFS Specialists have contact with the children and families served, and will encourage all families to develop a disaster plan for their family. These contacts are documented on the N-FOCUS data system under the "Required Contacts" narrative section. Bimonthly Provider meetings provide an opportunity to work with our Providers to educate about the importance of disaster plans for families.
Describe how families will have access to DCFS Specialist phone numbers in an emergency to access information about their child.	<p>The following procedure should be followed during an emergency disaster situation:</p> <ol style="list-style-type: none"> 1. If an emergency occurs during normal work hours, the family should call their assigned DCFS Specialist. If they are unable to reach them, the DCFS Supervisor should be contacted. 2. During times outside the normal business hours, the family should contact the Child Abuse and Neglect Reporting Hotline number at 800-652-1999 as soon as possible. The hotline staff will then notify the worker on-call in the appropriate area.
Describe how the expectation for Traditional Foster Families to develop and maintain a disaster plan will be enforced.	These guidelines will be reviewed with each foster family at the time of license renewal by the licensing Resource Development Specialist.

<p>Describe the process for requiring foster families to communicate with the Department in the event of an emergency:</p>	<p>The following information has been provided to existing foster families and will be provided to all new foster families.</p> <p>Central Service Area DHHS Foster Parent Disaster/Recovery Plan</p> <p>Who to contact within the CSA during an emergency situation during normal work hours as well as after hours.</p> <p>Trenton Waite, Resource Development Administrator Office Phone: 308-385-6179 Office Cell: 402-309-5378 Personal Cell: 402-432-8905</p> <p>Marylyn Christenson, Resource Development Supervisor Office Phone: 308-385-6141 Office Cell: 308-850-7003 Personal Cell: 308-379-1056</p> <p>Kathleen Stolz, Service Area Administrator Office Phone: 308-385-6173 Office Cell: 308-390-9436 Home #: 308-379-0348</p> <p>If a foster parent is unable to reach any of the above he/she should call the Hotline number at 800-652-1999. During a disaster, foster parents will need to contact the names and numbers listed above as soon as possible to inform the Department of their situation.</p> <p>Agency Support Foster Homes will contact the agency that supports them and the agency will contact the Department at the above numbers. This information has also been added to the New Foster Parent Packet.</p>
<p>Describe how expectations of Traditional foster families to maintain communication with the Department throughout a disaster will be enforced.</p>	<p>Foster families will be required to contact the Department at the numbers listed in the previous statement. If they have a current child placement in their home, they may also contact their assigned case manager or that case manager's supervisor.</p>

Child Location Verification	
Describe the method the Service Area will take to identify and locate all children in that designated Service Area.	The monthly Supervision List will be printed from N-Reports, which shows all youth in custody placement, schools, and bio-parent information. Changes that occur during the month are sent to the RD Supervisor, who will forward to Deb Pool to post on Share Point, as well keep a printed copy in the Disaster Plan Book.
Describe how priority will be given to medically fragile children, physically impaired children, youth with cognitive and/or developmental deficits and youth participating in independent living arrangements.	DCFS Specialists and the agencies who support the foster homes will know which homes have children and youth with these needs and will be in contact with them on a daily basis to make sure their special needs are being met throughout the disaster timeframe.
Describe process for responding to youth needing new placement and care and placement of unaccompanied minors.	Youth that need new placement will have their caretaker call the case manager to indicate what the placement/care needs are. The case manager will respond accordingly. If the need arises outside of normal business hours, then the caretaker will call the Child Abuse Hotline Number – 800-652-1999 and the on call worker will be contacted to handle the situation.
Describe the process for notification of each child's status to the biological family if the child is in an out-of-home placement.	The DCFS Specialists, DCFS Supervisors, and DCFS Administrators will contact the bio-parents to inform them of the child's status in the event of an emergency.
Staff	
Describe how Disaster Drills will occur in your Service Area	Disaster Drills will be conducted on a yearly basis in all of the CSA Offices. The CSA Administrator will be responsible for determining the dates the drills will be held. This information will be communicated via e-mail and during Administrative Leadership Team meetings to all Administrators and their assistants. The dates for the drills will be communicated to all CSA Supervisors by the Unit Administrators for each program area. On the dates the drills are to be held, the Calling Tree process will be followed as outlined in the Communication Plan above. After the drills are held, every Unit Administrator will be responsible for following up within a week with his/her staff for the purpose of identifying any deficiencies and recommending opportunities for improvement based

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	<p>on lessons learned. The findings will be reported to Deb Pool, Administrative Assistant, to compile for the Service Area Administrator's review.</p>
<p>Describe plan to train staff on disaster planning and procedures for checking in after a disaster</p>	<p>A review of the Disaster Plan will be done yearly at the CSA DCFS All Staff Meetings. Supervisors will be responsible for training of any new staff they hire prior to the annual review.</p>
<p>Describe procedures on action that will be taken for staff that do not contact/report to duty after a disaster.</p>	<p>The DHHS Weather Policy will be used as a guideline regarding the contact and report to duty process for any disaster within the CSA.</p> <p>The State of Nebraska has a statutory responsibility to have state offices open from 8:00 a.m. to 5:00 p.m. With the safety and welfare of our employees as a concern, employees will determine for themselves their ability to drive, their vehicle condition, the immediate road conditions, and the impact the disaster has placed on them personally.</p> <p>If an employee determines they cannot report to work, they must contact their immediate supervisor to report their absence. Supervisors will report employee absences to their administrator. If an employee's normal work site is not available, they should report to the alternative work location, as described in the disaster plan. Employees not choosing to work during a disaster will have to use accrued vacation leave, earned compensatory time, leave without pay, or may be allowed to make up missed work time within the work week.</p> <p>To assure all employees are safe and accounted for, employees must contact their supervisor to report if they are unable to come to work. If an employee fails to call in or report to work as scheduled, the supervisor will contact Human Resources to determine if additional action is needed, which could include contacting law enforcement to assure the employee and their family is safe.</p>
<p>Supplies</p>	
<p>Describe how emergency supplies will be maintained in each office (including satellite office(s)).</p>	<p>Offices in Central Service area will each have a First Aid Kit available in their offices with all staff knowing its location. Kits will be maintained and kept updated by the Office Managers and staff listed below: Grand Island North Pine: Shawn La Roche</p>

	<p>Grand Island South Pine: Karen Kuta Hastings: Kaye Hoffman Holdrege: Mary Eman Kearney: Nora Baluyot Broken Bow: Nancy Lyne Ord: Nancy Lyne O'Neill: Nancy Schmitz Ainsworth: Nancy Schmitz Valentine: Nancy Schmitz</p> <p>Emergency/First Aid Kit: Kit to include but not limited to: Adhesive Band-Aids, Antiseptic Wipes, Tylenol Extra Strength Caplets, Antibiotic/Pain Relieving Ointment/First Aid Cream, Health Care Gloves (non-latex) , Non-sterile rolled bandage, First Aid Tape, Scissors, Instant Cold Pack, Hand Sanitizer, face masks, bottled water, and blankets.</p> <p>Also suggested that each office have an emergency Rubbermaid "office box" with a clear lift top for room for the following supplies:</p> <ul style="list-style-type: none"> • Current 12 month calendar • Pens, pencils, highlighters, erasers • Map of local county areas • Sticky notes – various sizes • Battery operated calculator with extra batteries (preferably one with a tape) • Battery operated flashlights with extra batteries • Note pads – various sizes • Telephone message pads • Scissors, staple puller, binder clips, white-out tape, paper clips, flair marker, post-it tabs, rubber bands, stapler • Tape and tape dispenser • Small binder with empty page protectors – provides a place to put all the various "procedure" memos to make a quick manual for the various procedures that evolve during a disaster. • Couple of empty 2 sided pocket folders to organize extra copies of forms and information sheets to give to clients • Crayons for children to draw pictures along with some blank paper.
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	<ul style="list-style-type: none"> • Copy of CSA Disaster Plan • Phone book • CSA Staff phone numbers <p>Other items that don't fit in the box, however, should be easily available are as follows:</p> <ul style="list-style-type: none"> • 2 sided folders for client files • Office cell phone and charger • Bottled water
Describe procedures to maintain a current list of equipment that can be accessed in the event of disaster (e.g. laptops, cell phones, pagers)	All Administrators, Supervisors, and DCFS Specialists have work cell phones that can be made available for use in the event of a disaster. DCFS Specialists, Supervisors, and Administrative Assistants have laptops that will be made available in the event of a disaster. Staff with Citrix/NFOCUS access are available to work from a home computer as well.

**EASTERN SERVICE AREA
(NFC Disaster Plan on page 102)**

Contact Information		
Primary Contact for Decision-Making and Authority	Name:	Robert J. Kubat
	Address:	1313 Farnam Street, Suite 230
	Primary Phone:	402-676-1974
	Secondary Phone:	402-422-1282 (Home)
Secondary Contact for Decision-Making and Authority	Name:	Camas Steuter
	Address:	1313 Farnam Street, Suite 230
	Primary Phone:	402-669-5404
	Secondary Phone:	402-670-1648 (Cell)
Tertiary Contact for Decision-Making and Authority	Name:	Jennifer Potterf
	Address:	1313 Farnam Street, Suite 230
	Primary Phone:	402-595-1383
	Secondary Phone:	402-595-1383
Current List of all Staff and Emergency Contact Information		
Date of Last Update of List:	3/10/2014	
Hard Copy located where:	OSOB, 2 nd floor, Adm. Office	
Electronic Copy located where:	OSOB, 2 nd floor	

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Current List of Foster Care Homes and Emergency Contact Information:	
Date of Last Update of List:	12/31/13
Hard Copy located where:	Eastern Service Area
Electronic Copy located where:	Central Office
Current List of Group Homes and Congregate care, Shelter Settings:	
Date of Last Update of List:	12/31/13
Hard Copy located where:	Eastern Service Area
Electronic Copy located where:	Central Office
Communication Plan	
Identify where your emergency office will be located	Pacific Street Bldg., 1101 South 42 Street, 1 st floor – using North Entrance, Omaha, NE
Alternative location	1215 South 42 Street, Omaha, NE
Describe process for quarterly updating personnel lists and corresponding emergency contact numbers	Karen Marquez updates all lists quarterly. This list includes afterhours contacts and is maintained electronically.
Describe process for contacting and verification of staff safety and availability to work in the event of a disaster	Each supervisor maintains a copy of their staff's contact information. The supervisor will contact their respective staff to make contact. The supervisor is then to report to their respective administrator and the service area administrator.
Describe process for updating contact information for group homes and other congregate care facilities in the Service Area	Included in NFC plan. Contact information is updated quarterly as or as information changes. This is included in each provider's disaster plan.
Describe process for requesting service providers to contact the department in the event of an emergency and the method for contact:	Included in NFC plan. Each service provider is also to maintain their own disaster plan. This plan is provided to NFC as the contracting entity and includes emergency contact information.
Describe method for communicating with agencies caring for youth in out-of-home care in the event of a disaster	Included in NFC plan. The DHHS RD administrator and Service Area Administrator will coordinate with NFC to making contact with agencies.

Emergency Preparedness	
Describe how DCFS Specialists' will advise and encourage families receiving in-home services and families with children placed in out of home placements will develop and update disaster plans.	Case manager will develop individualized crisis plans with the family that includes contact information.
Describe how families will have access to DCFS Specialist phone numbers in an emergency to access information about their child.	Families will have a developed afterhours or emergency contact plan as developed with their case manager. Families can also utilize the hotline 800-652-1999 to obtain information. In the event of an emergency, ESA would also assign additional staff to the hotline and identify a single point phone number for the public and families to contact DHHS for information.
Describe how the expectation for Traditional Foster Families develop and maintain a disaster plan will be enforced.	Reviewed with foster family at renewal visits. Families will be expected to make contact with their case manager or DHHS single contact line to report emergency and/or make contact.
Describe the process for requiring foster families to communicate with the department in the event of an emergency:	Included in NFC plan as well. The initial point of contact will be the assigned case manager as identified and discussed with the family prior. Additionally, an additional single point contact phone number that is manned 24/7 will be announced and made public for all information/assistance calls. Depending on the size of the emergency, more than one identified numbers may be necessary. If a family is unable to make contact through these options, the family can reach the Hotline at 800-652-1999. Additional staff will be provide to this hotline during an emergency.
Describe how expectations of Traditional foster families to maintain communication with the department throughout a disaster will be enforced.	Will be reviewed with each family at renewal periods. Families will be expected to make contact with their case manager or DHHS single contact line to report emergency and/or make contact.
Child Location Verification	
Describe the method the Service Area will take to	Included in NFC plan as well. A listing of all current state wards and non-court involved families will be

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identify and locate all children in that designated Service Area.	generated. This information will include contact information, placement information and any specific needs of the child/family. As contact is made, this will be noted as well as identification of any needs the family has.
Describe how priority will be given to medically fragile children, physically impaired children, youth with cognitive and/or developmental deficits and youth participating in independent living arrangements.	Children with specific needs or independent living youth will be highlighted on the listing of all children.
Describe process for responding to youth needing new placement and care and placement of unaccompanied minors.	In the event of a need for a new placement, the current placement, youth or other will indicate this need to the assigned case manager/supervisor or point of contact. A process for available homes and placements/shelters will be utilized to secure new placement.
Describe the process for notification of each child's status to the biological family if the child is in an out-of-home placement.	The assigned case manager or point of contact will notify the parent of the location and status of their children in the event of an emergency. If appropriate, the foster parent for respective child may also contact the parent to inform. This will be determined in the individual crisis plans developed with out of home placements.
Staff	
Describe how Disaster Drills will occur in your Service Area	Drills are held annually. These include building wide drills as well as program specific drills. The DHHS administrator will work with the building manager to plan and notify of drills. After scheduled drills, DHHS administrator and building manager will discuss the outcome and any identified needs, updates or revisions to plan procedure.
Describe plan to train staff on disaster planning and procedures for checking in after a disaster	There are plans specific to each building location in the ESA. These plans will be reviewed with all staff at building meetings and supervisory meetings. Staff will be given the opportunity to suggest revisions and edits to the plan following a disaster.
Describe procedures on action that will be taken for staff that do not contact/report to duty after a disaster.	The DHHS Weather policy will be following as a guidelines for reporting to work processes specific to any weather disaster. Employees who choose not to report for work will need to discuss this with their supervisor so that other work needs can be met and locations covered with appropriate number of staff.

	<p>At the time of a disaster, all staff will make contact with their supervisor as previously noted in this plan. Any staff that are unable to be contacted will be reported to their respective administrator for additional attempts to contact and direction.</p> <p>If an employee's normal work site is unsuitable for work due to the disaster, staff will be given alternate work locations.</p>
Supplies	
Describe how emergency supplies will be maintained in each office (including satellite office(s)).	<p>Each office will maintain a First Aid Kit and other relevant emergency equipment, including gloves, sterilization supplies, masks, cleaning products and emergency water.</p> <p>Hotline equipment will be maintained at two locations to use for a backup site during an emergency.</p> <p>Emergency office supplies will be maintained at each office in a single place that could be easily transported off site as needed.</p>
Describe procedures to maintain a current list of equipment that can be accessed in the event of disaster (e.g. laptops, cell phones, pagers)	A current list is maintained of all those assigned laptops and cell phones. This equipment could be accessed and utilized in the event of an emergency.

NORTHERN SERVICE AREA

CONTACT INFORMATION

Primary Contact for Decision-Making and Authority	<p>Name: _____ Mike Puls</p> <p>Address: _____ 209 N 5th Street, Norfolk, NE</p> <p>Primary Phone: _____ (402) 370-3359</p> <p>Secondary Phone: _____ (402) 649-6338</p>
Secondary Contact for Decision-Making and Authority	<p>Name: _____ Cindy Williams</p> <p>Address: _____ 824 Lincoln Ave, York, NE</p> <p>Primary Phone: _____ (402) 362-0176</p> <p>Secondary Phone: _____ (402) 649-2715</p>
Tertiary Contact for Decision-	<p>Name: _____ Lara Novacek</p> <p>Address: _____ 2365 39th Ave, Columbus, NE</p> <p>Primary Phone: _____ (402) 564-1113 x 228</p>

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Making and Authority	Secondary Phone:	<u>(402) 750-0560</u>
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Current List of all Staff and Emergency Contact Information	
Date of Last Update of List:	April 2014
Hard Copy located where:	Administrators and Supervisors have a current list.
Electronic Copy located where:	An electronic copy will be placed in the NSA Resource Book.
Current List of Contracted Foster Care Agencies, Group Home, Shelter and Congregate Care Settings and Emergency Contact Information:	Resource Development Staff have a current list of contracted foster care agencies, group home, shelter and congregate care settings and emergency contact information.
Date of Last Update of List:	April 2014
Hard Copy located where:	All Resource Development Staff and Supervisors have a current list.
Electronic Copy located where:	An electronic copy will be placed in the NSA Resource Book.

Communication Plan

Identify where your emergency office will be located	209 N 5 th Street, Norfolk, NE
Alternative Location	<p>Current NSA DCFS offices are: Blair – 597 Grant Street Suite 100 Center – 309 Bazile Street Columbus – 2365 39th Ave Dakota City – 1401 Pine Street Fremont – 124 East 5th Street Neligh – 501 Main Street Norfolk- 209 N 5th Street Pender – 415 Maine Street Pierce – 111 West Court #15 Seward – 1313 285th Rd York – 824 Lincoln Ave</p> <p>NSA will work towards having community locations or other state office locations.</p>
Describe process for quarterly updating personnel lists and corresponding emergency contact numbers	An Administrative Assistant will update personnel home phone numbers and confirm employee emergency contact numbers quarterly. Administration and Supervisors will have access to all personal phone number information. The

	designated Service Area Disaster Coordinator will also have a copy.
Describe process for contacting and verification of staff safety and availability to work in the event of a disaster	NSA has a Calling Tree whereby administrators contact their supervisors and supervisors call their staff they supervise for necessary verification of staff safety and to check staff's ability to work in the event of a disaster.
Describe process for updating contact information for agency supported foster care, group homes, shelters and other congregate care facilities in the service area	Resource Development will gather this information at the time of a new contract or contract renewal and then again in January as that is six months after contract renewal. Resource Development will update the NSA Resource Book as appropriate. The designated Service Area Disaster Coordinator will also have a copy.
Describe process for requesting all service providers to contact the Department in the event of an emergency and the method for contact	Each provider is to develop a Disaster Plan for their agency and in this plan they should outline how they will communicate with the Department in the event of an emergency or disaster. The providers are to submit their plan to the Service Area Administrator who will then pass it on to the Contract Administrator. In the event of a crisis, the provider(s) shall contact their Resource Development (RD) staff. Designated RD and DCFS staff will call their appointed provider(s) to do a check in with that provider as well. The providers will have access to emergency contact numbers and the hotline number.
Describe method for communicating with agencies caring for youth in out-of-home care in the event of a disaster	Designated Resource Development and DCFS Staff will communicate with out-of-home care agencies. Staff will be designated at the time of emergency based on the where the disaster occurred.

Emergency Preparedness

Describe how DCFS Specialists' will advise and encourage all families receiving services to develop and/or update disaster plans	<ul style="list-style-type: none"> For Agency Supported Homes: The Agency, through their Disaster Plan should mandate that all of their foster homes have a Disaster Plan for their home that fits into their Agency's Disaster Plan. The Agency's plan should include a communication plan
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	<p>that details how their foster families will maintain communication with them as well as how the Agency will maintain communication with DHHS-NSA during a disaster or epidemic.</p> <ul style="list-style-type: none"> • For Traditional Foster Homes and Kinship Homes: Resource Development staff will work with the Traditional Foster Homes in the development of their Disaster Plan that fits into the Northern Service Area's Disaster Plan. • For bio-parents: The DCFS Specialist assigned to the case will encourage the bio-parents to develop a disaster plan for their family.
<p>Describe how families will have access to DCFS Specialist work phone numbers in case of a disaster or pandemic illness</p>	<ul style="list-style-type: none"> • For Agency Supported Homes: Agency Support Foster Homes are to call their Agency Foster Care Specialist before contacting DHHS workers. The Foster Care Specialists with each Agency has the phone numbers for DHHS and the Child Abuse and Neglect Reporting Hotline numbers. • For Traditional Foster Homes and Kinship Homes: All Traditional foster parents and Kinship homes are given the phone numbers for their worker(s). This would include their cell and land line numbers. Families will also have the Child Abuse and Neglect Reporting Hotline number and explained that this is a backup number if the DCFSS cannot be reached. • For bio-parents: All bio-families are given the phone numbers for their worker. This would include their cell and land line numbers. Families will also have the Child Abuse and Neglect Reporting Hotline number and explained that this is a backup number if the DCFSS cannot be reached.
<p>Describe how the expectation for foster families to develop and maintain a disaster plan will be enforced</p>	<ul style="list-style-type: none"> • For Traditional Foster Homes and Kinship Homes: RD staff can check to see if Disaster plans need to be written/updated on a yearly basis.

<p>Describe the process for requiring foster families to communicate with the Department in the event of an emergency</p>	<ul style="list-style-type: none"> • For Traditional Foster Homes and Kinship Homes: Staff can talk with foster families explaining how this is their responsibility to contact the Department. • For Agency Supported Homes: It is in their contract that the Agency must report any 'Critical Incident' that affects the youth in their care. It would be the foster parent's responsibility to contact their Foster Care Specialists who will then contact the Department regarding the Critical Incident. If the Agency cannot get a hold of the worker, or on-call worker, they should notify the Child Abuse and Neglect Reporting Hotline number at 1-800-652-1999.
<p>Describe how expectations of traditional foster families to maintain communication with the department throughout a disaster will be enforced</p>	<ul style="list-style-type: none"> • For Agency Supported Homes: This will be a part of the communication plan developed by each Agency Supported Foster Care agency. • For Traditional Homes and Kinship Homes: This expectation will discussed with Traditional homes during the licensing/renewal process. This will be discussed with Kinship homes at the time of placement/annually. We will discuss with them how it is their responsibility to do this. It should also be written into their family's support plan. • For bio-parents: This expectation will discussed during home visits with the family and how it their responsibility to do this. It should also be written into their family's disaster plan.

Child Location Verification

<p>Describe the method the service area will take to identify and locate all children in that designated service area</p>	<ul style="list-style-type: none"> • Who do we have to contact? All contracted providers (ASFC, Shelters, Group Homes, other Congregate Care Facilities, Traditional Foster Homes, Kinship Homes) and bio-parents within the affected area will be contacted.
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	<ul style="list-style-type: none"> • Who makes the contacts? Staff will be designated at the time of emergency based on the where the disaster occurred. In the event phone lines are inoperable, staff will make physical face to face contact with state wards when weather and road conditions allow. • Who does the information funnel to (i.e. worker, supervisor, and administration)? The NSA staff gathering information on a child will inform the youth's worker and supervisor of findings. The supervisor will provide the information to their administrator who will then funnel their information to the SAA. • How often are the checks completed? Checks will be completed after the disaster, at a minimum, to ensure the safety and protection of the children during the disaster or emergency. Checks will proceed as the disaster/emergency requires.
<p>Describe how priority will be given to medically fragile children, physically impaired children, youth with cognitive and/or developmental deficits and youth participating in independent living arrangements</p>	<p>The designated NSA staff assigned to identifying and locating all children will inquire regarding any medical or physical needs of the children at the time of the call. Once identified, priority will be given to the safety and well-being of these individuals.</p>
<p>Describe process for responding to youth needing new placement and care and placement of unaccompanied minors</p>	<p>During the RD/DCFSS call to the providers and bio-parents they can ask if a new placement is needed. It is also acceptable for caregivers and/or bio-parents to call the case manager and indicate alternative placement is needed. During the course of our contacts with providers to identify and locate children, placement stability will be addressed. If the need arises outside of normal business hours, the caretaker or provider will call the DHHS Hotline 1-800-652-1999 and the on call worker will assist with emergency situations.</p>

Describe the process for notification of each child's status to the biological family if the child is in an out-of-home placement	NSA DCFS Staff will make every effort to contact the biological parents of their wards regarding their child in out of home care. It is also appropriate for the biological parent to call the case worker for information regarding their child.
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Staff

Describe how Disaster Drills will occur in your service area	Disaster Drills will be conducted on a quarterly basis. The NSA Administrator will be responsible for determining the dates the drills will be held. This information will be communicated via e-mail and during Administrative Team meetings to all Unit Administrators. The dates for the drills will be communicated to all NSA Supervisors by the Unit Administrators for each program area. On the dates the drills are to be held, the Calling Tree process will be followed as outlined in the Communication Plan. After the drills are held, every Unit Administrator will be responsible for following up within a week with his/her staff for the purpose of identifying deficiencies and recommending opportunities for improvement based on lessons learned.
Describe plan to train staff on disaster planning and procedures for checking in after a disaster	The NSA Disaster Plan will be reviewed annually at a DCFS Supervisor's Meeting. Particular attention and emphasis will be placed on any revisions that were made to the Plan since the last review. Supervisors will be responsible for reviewing the Disaster Plan with their teams on a yearly basis in Team Meetings. The Team Meetings must be chaired by at least one Unit Administrator. This is to insure consistency in presentation between program areas. It will also allow for the free exchange of information between all levels of management. Any staff person at any time may submit suggestions and ideas to their supervisor or any member of the Leadership Team for consideration. It is the supervisor's responsibility to insure that

	<p>every staff on his/her team has reviewed the Disaster Plan. In the event a staff person is absent from the team meeting, the supervisor must individually review the Disaster Plan with him/her within 24 hours of his/her return to the office.</p> <p>All new staff will receive an orientation from their supervisor on the NSA Disaster Plan and the procedures for checking in with them should a disaster happen.</p>
<p>Describe procedures on action that will be taken for staff that do not contact/report to duty after a disaster</p>	<p>The State of Nebraska has a statutory responsibility to have state offices open from 8:00 a.m. to 5:00 p.m. With the safety and welfare of our employees as a concern, employees will determine for themselves their ability to drive, their vehicle condition, the immediate road conditions and the impact the disaster has placed on them personally.</p> <p>If an employee determines they cannot report to work, Workplace policy requires that they contact their immediate supervisor to report their absence. Supervisors will report employee absences to their administrator.</p> <p>If an employees' normal work site is not available they should report to the alternative work location, as described in the disaster plan.</p> <p>To assure all employees are safe and accounted for, employees must contact their supervisor or Administrator to report if they are unable to come to work. If an employee fails to call in or report to work as scheduled, the supervisor or Administrator will attempt contact with the employee. If the employee is not located, the supervisor will contact Human Resources to determine if additional action is needed, which could include contacting law enforcement to assure the employee and their family is safe.</p>

	<p>Employees choosing not to work during a disaster will have to use accrued vacation leave, earned compensatory time, leave without pay or may be allowed to make up missed work time within the work week.</p> <p>The DHHS Weather policy will be used as a guideline regarding work status for a disaster within the NSA. See attached Weather policy.</p>
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Supplies:

<p>Describe how emergency supplies will be maintained in each office (including satellite office(s))</p>	<p>Offices in the Northern Service Area will each have a First Aid Kit available with all staff knowing its location. Kits will be maintained and updated by the Case Aides assigned to each office.</p> <p>Kit to include but not limited to: Adhesive Band-Aids, Antiseptic Wipes, Tylenol Extra Strength Caplets, Antibiotic/Pain Relieving Ointment/First Aid Cream, Health Care Gloves (nonlatex), Non-sterile rolled bandage, First Aid Tape, Scissors, Instant Cold Pack, Hand Sanitizer, face masks and blankets.</p> <p>Safety kits will also be located in the state cars.</p> <p>Also suggested that each office have an emergency binder for the following documents:</p> <ul style="list-style-type: none"> • Map of local county areas • Copy of NSA Disaster Plan • NSA Staff phone numbers • Emergency contact numbers for county areas • Directions to access Citrix
<p>Describe procedures to maintain a current list of equipment that can be</p>	<p>All DCFS Specialists, Supervisors, Administrators and Resource Development staff have available to them</p>

<p>accessed in the event of disaster (e.g. laptops, cell phones, pagers)</p>	<p>an assigned work cell phone. Some staff are also assigned laptops for work use.</p> <p>Dictation System – the dictation line will be open and available for employees to call in to the Dictation Line. Dictation will be transcribed when support workers return to the office. Transcription capabilities are not available at this time from home.</p> <p>Home Computers – supervisors will maintain a list of their staff who are willing to use their home computer. Staff can access their DHHS email from an outside computer. Staff will be provided access to Citrix if a disaster occurs.</p>
<p>NSA Emergency Response Volunteer Team</p>	<p>The following staff have volunteered to be on the NSA Emergency Response Volunteer Team:</p> <p>Lara Novacek- Columbus Cindy Williams- York John Ullrich- Norfolk</p> <p>Ashley Starostka – Columbus Kristin Dewispelare – Columbus Kelli Smith – Dakota City Kelly Wandishion – Dakota City Seth Coates – Fremont Sarah Hjorth – Fremont Benita Steffes – Fremont Bob Furr – Fremont LaDonna Mead – Norfolk Kim Seelmeyer – Norfolk Melissa Murphy – Norfolk Kathy Ewing – Seward Tony Mitzel – West Point Brandee Ehlers – York</p>

Southeast Service Area

<p>Contact Information</p>		
<p>Primary Contact</p>	<p>Name:</p>	<p>Sherrie Spilde</p>
<p>for Decision-</p>	<p>Address:</p>	<p>5220 South 16th Street/Lincoln, Ne</p>
	<p>Primary Phone:</p>	<p>402.471.1353</p>

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Making and Authority	Secondary Phone:	402.432.8091
Secondary Contact for Decision-Making and Authority	Name:	Stacy Scholten
	Address:	1050 N Street, Suite 200/Lincoln, NE
	Primary Phone:	402.471.5335
	Secondary Phone:	402.432.8022
Tertiary Contact for Decision-Making and Authority	Name:	Jennifer Runge
	Address:	5220 South 16 th Street/Lincoln, Ne
	Primary Phone:	402.471.1499
	Secondary Phone:	402.420.0550
Current List of all Staff and Emergency Contact Information	SESA Disaster Coordinator (Stacy Scholten) has an electronic and a hard copy of current staff with contact information. If Stacy Scholten is unable to be reached during a disaster, Matthew Drevo and Monica Dement are identified as alternative options.	
Date of Last Update of List:	4.1.2014	
Hard Copy located where:	Human Resources office in Lincoln, Ne South office (5220 South 16 th St.)	
Electronic Copy located where:	Share Drive-Folder-Disaster Plan SESA	
Current List of Foster Care Homes and Emergency Contact Information:	SESA Foster Care Resource Development Staff have an updated list (monthly) of all current foster homes with emergency information. This information is also kept on the share drive under the Disaster Plan SESA Folder.	
Date of Last Update of List:	4.1.2014	
Hard Copy located where:	All SESA local offices: Lincoln South, Beatrice, Geneva and Nebraska City. SESA Disaster Coordinator also has a hard copy.	
Electronic Copy located where:	Share Drive-Folder-Disaster Plan SESA	
Current List of Group Homes and Congregate care, Shelter Settings:	SESA Resource Development Staff maintain a list (monthly) of all Group Home/Shelters and also have current contacts for all facilities during business hours and also after hours.	

Date of Last Update of List:	4.1.2014
Hard Copy located where:	All SESA local offices: Lincoln South, Beatrice, Geneva and Nebraska City. SESA Disaster Coordinator also has a hard copy.
Electronic Copy located where:	An Electronic copy can be obtained from N-FOCUS and a current list is on the Share Drive in the Folder-Disaster Plan SESA
Communication Plan	
Identify where your emergency office will be located	<p>The SESA has several offices locations. Depending on where an emergency has occurred, would depend on where the emergency office would be located. All DCFS specialists, supervisors, and administrators who have been employed longer than 6 months have access to Citrix. This would allow workers to work from home as long as they had access to the internet on an emergent need. Emergency Offices will be located at the following:</p> <p>Lincoln-5220 South 16th St Beatrice-3000 Lincoln Blvd-201 Kennedy Geneva-535 South 13th St Nebraska City-917 Wildwood Lane Suite A</p>
Alternative location	<p>The alternative location would depend on where the emergency took place in SESA.</p> <p>Lincoln-Golds Office-1050 N. Street-Lincoln, Ne Beatrice-BSDC2000 Lincoln St.-Beatrice Ne Geneva-YRTC 855 North 1st-Geneva, Ne Nebraska City-Nebraska City Police Dept-1520 Central Avenue, Nebraska City, Ne</p>
Describe process for quarterly updating personnel lists and corresponding emergency contact numbers	DHHS Human Resources will update the SESA personnel list on a quarterly basis. This list will include emergency contact phone numbers provided by staff. This list will be given to each

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	administrator in the SESA every quarter as it is updated.
Describe process for contacting and verification of staff safety and availability to work in the event of a disaster	Administrators will be responsible for calling all their supervisors and supervisors will call all staff on their team to determine the safety and availability of staff during an emergency/disaster situation.
Describe process for updating contact information for group homes and other congregate care facilities in the Service Area	The Resource Development Worker in the SESA will update contact information for group home and emergency shelter providers located in the SESA on a monthly basis or as information is received from the providers.
Describe process for requesting service providers to contact the department in the event of an emergency and the method for contact:	Each service provider is assigned to a specific SESA Resource Development Worker. As a part of each of the individual service providers' emergency plan, they have all been required to name at least two positions who will notify their assigned Resource Development worker as well as the hotline, should they not be able to talk with their assigned Resource Development worker. Each agency is responsible for having a live conversation with either their Resource Development worker or hotline staff. Leaving a message over the phone or writing an email is not considered sufficient communication.
Describe method for communicating with agencies caring for youth in out-of-home care in the event of a disaster	In the event of an emergency, Resource Development workers and Resource Development supervisors will either send emails or communicate by phone with their assigned agencies to communicate information. Resource Development Administrator will make phone calls and send emails to agency CEO's. If a phone message is left, Resource Development Administrator will call again within an hour and communicate with Resource Development worker to ensure someone from the agency has information from DHHS. This process will occur daily until disaster situation is considered safe.
Emergency Preparedness	
Describe how DCFS Specialists' will advise and encourage families receiving	For youth in out of home care the foster family will be responsible for developing an emergency or disaster plan upon licensing of their home.

<p>in-home services and families with children placed in out of home placements will develop and update disaster plans.</p>	<p>The agencies and SESA DHHS plans will need to be reviewed every two years as part of the renewal process for their license. If a disaster occurs the assigned Resource Development worker can communicate these plans to the DCFS specialists and inquire of any additional information that may be helpful for that family. If this is a kinship placement who does not go through the licensing process the DCFS Specialist and assigned agency will encourage the family to develop a disaster plan and document efforts into the foster home's org. on N-Focus.</p> <p>If this is a family who is receiving in-home services the DCFS Specialists are required to maintain monthly face to face contact with the families and children served. During these contacts the DCFS Specialist will encourage all families to develop a disaster plan for their family. These efforts can be documented on N-FOCUS in the families Master Case.</p>
<p>Describe how families will have access to DCFS Specialist phone numbers in an emergency to access information about their child.</p>	<p>Every ASFC/DHHS foster family will have a support plan for their home that is specific to the needs of the child(ren) placed in their home. On that plan is the DCFS Specialists' phone number as well as the hotline number is listed (1-800-652-1999). The agency the family is affiliated with will also have access to Resource Development workers that can help locate DCFS staff and supervisors during business hours and the hotline staff to communicate concerns to on-call staff after business hours.</p>
<p>Describe how the expectation for Traditional Foster Families develop and maintain a disaster plan will be enforced.</p>	<p>Just like ASFC families, DHHS foster families must also develop emergency plans for their home as part of the licensing process. These plans are reviewed every two years as part of the renewal process for their foster care license.</p>
<p>Describe the process for requiring foster families to communicate with the department in the event of an emergency:</p>	<p>In the event of an emergency, it is the foster family's responsibility to communicate with the department. Resource Development workers and DCFS specialists will be in communication with one another if they have heard from a family who might have been affected by an</p>

	<p>emergency/disaster. If the family has been in communication with one of the DCFS staff, the staff must continue to communicate with the family and relay information to the other department employees. If a family has an emergency and is not able to talk with their assigned Resource Development staff, DCFS specialist, DCFS or Resource Development Supervisor, or DCFS Administrator, they must immediately call the Hotline.</p>
<p>Describe how expectations of Traditional foster families to maintain communication with the department throughout a disaster will be enforced.</p>	<p>DHHS foster families are also responsible for communicating with department staff throughout an emergency/disaster. Once it has been identified that a traditional foster family has been affected by an emergency/disaster, the assigned Resource Development staff and DCFS Specialist working with the child (ren) in the home will communicate with one another to see if either have heard from the family. If not, they will decide which staff should be the primary contact and that staff will send email communication, make phone calls, or travel if need be to the home to ensure that the family and any state wards are safe. If the family has been in touch with someone, that staff will continue to be the family's primary contact and they are responsible for updating the other staff associated with the home. If DCFS Specialist or Resource Development workers are unable to be reached the family will contact the hotline and talk directly with somebody and will not leave a message.</p>
<p>Child Location Verification</p>	
<p>Describe the method the Service Area will take to identify and locate all children in that designated Service Area.</p>	<p>Should an emergency take place, each administrative team will print off their caseload of families from N-FOCUS and make plans to be in communication with each of the children involved, or their caregivers, depending on the age and development of the child. It is preferred that the DCFS specialist will have a face to face visit with the child; however, if conditions are not favorable for traveling, a phone conversation is satisfactory. The DCFS specialist should consult with his or her</p>

	<p>supervisor and administrator about whether conditions are safe or not to travel to see a child.</p>
<p>Describe how priority will be given to medically fragile children, physically impaired children, youth with cognitive and/or developmental deficits and youth participating in independent living arrangements.</p>	<p>After each administrative team has their list of families, they will staff with their supervisor or administrator, those children that are medically fragile, developmentally delayed, physically impaired, or are participating in independent living programs. Those youth will be put at the top of the list to make contact with first. Again, face to face visits are preferred, if the conditions are appropriate for traveling. Otherwise, a phone conversation with the youth is sufficient to ensure safety and that they have what they need.</p>
<p>Describe process for responding to youth needing new placement and care and placement of unaccompanied minors.</p>	<p>As department staff are ensuring that the children and families on their caseload are safe, they will also assess if placement is able to continue or not. If a new placement is needed, the DCFS Specialist or supervisor will contact Resource Development immediately. Resource Development staff will follow the protocol for an emergency placement and put the need out to all the agencies as well as make phone calls with agencies to secure placement options for a child.</p>
<p>Describe the process for notification of each child's status to the biological family if the child is in an out-of-home placement.</p>	<p>Administrative teams will work together to coordinate communication to families about the status of each child to their biological family, if the child is placed out of home. DCFS specialists, supervisors, administrators, and Resource Development workers will work together as needed to ensure families are informed about the safety and well-being of their child who is out of the home. If the relationship with the foster parents allows, they can call the foster homes directly in order to talk with and get information regarding their children.</p>
<p>Staff</p>	
<p>Describe how disaster drills will occur in your Service Area</p>	<p>Disaster Drills will be conducted on a yearly basis. The SESA DCFS Administrator will be responsible for determining the dates of the</p>

	<p>drills. This information will be communicated via e-mail to Administrative and Supervisory teams. During these drills SESA will review various types of emergencies and how staff should evacuate, where to go to take shelter, and how they would be in contact with clients during an emergency. After the drills are held, every Administrator will be responsible for following up within a week with his/her staff for the purpose of identifying deficiencies and recommending opportunities for improvement. Revisions to the Disaster Plan will be made as needed.</p>
<p>Describe plan to train staff on disaster planning and procedures for checking in after a disaster</p>	<p>Staff will be trained on procedures as part of their new staff orientation. Procedures will be reviewed on a quarterly basis at all-staff meetings. It is the responsibility of the staff member to check-in with their supervisor and supervisors to check in with their administrator after a disaster. If revisions are made to the plan it will be the administrators and supervisors responsibility to funnel down information to staff. Supervisors are responsible to review the disaster plan with their team once a year. Any staff person at any time may submit suggestions and ideas to their supervisor for consideration.</p>
<p>Describe procedures on action that will be taken for staff that do not contact/report to duty after a disaster.</p>	<p>For those staff that do not check-in after a disaster to their supervisor and administrator, those staff members will be called as well as emergency contact people to ensure staff are safe. If an employee determines they cannot report to work they must contact their immediate supervisor. If an employee's normal work site is not available they should report to the alternative work location as described in the disaster plan. For any staff member that is unable to be located or communicated with after a disaster, local law enforcement will be contacted to ensure the safety of the staff person. This information will also be communicated to Human Resources and the Service Area Administrator.</p>

Supplies	
<p>Describe how emergency supplies will be maintained in each office (including satellite office(s)).</p>	<p>SESA Case aides are currently in charge of maintaining emergency safety kits for state cars and Emergency supplies for the office will be added to that list of responsibilities as well. This will include First Aid Kits. Kits will be maintained and kept updated at all times. All staff will have access to the kits located in each local office (Lincoln South, Lincoln Golds, Beatrice, Geneva, Nebraska City).</p> <p>Supplies in the kits include but are not limited to:</p> <ul style="list-style-type: none"> • Band-Aids • wipes • Tylenol • Pain Relieving Ointment • non latex gloves • rolled bandages • first aid tape • scissors • instant cold pack • hand sanitizer • Face masks. <p>Also suggested items that each office have in case of disaster/emergency:</p> <ul style="list-style-type: none"> • Map of local counties, • Copy of SESA disaster plan • Phone book • office cell phone and charger • SESA staff phone numbers • Blankets • Bottled water • Battery operated flashlight • Battery operated radio
<p>Describe procedures to maintain a current list of equipment that can be accessed in the event of disaster (e.g. laptops, cell phones, pagers)</p>	<p>Administrative Assistants currently update and maintain lists of equipment such as laptops, cell phones, and Wi-Fi devices. The Administrative Assistants will be responsible for checking these devices out to necessary staff and updating supervisors and administrators of the status of these devices to ensure they are working properly and ready for use.</p>

	<p>All DCFS Specialists, Supervisors, Administrators and Resource Development staff have available to them assigned work cell phones. Some staff are also assigned lap tops for work use.</p> <p>Staff will be provided access to Citrix if a disaster occurs and the staff needs to work from their home computer.</p>
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WESTERN SERVICE AREA

Contact Information		
Primary Contact for Decision-Making and Authority	Name:	Debbie Silverman
	Address:	1600 10 th Street, Gering, Ne
	Primary Phone:	308-436-6551
	Secondary Phone:	308-641-8646
Secondary Contact for Decision-Making and Authority	Name:	Darren Duncan
	Address:	1600 10 th , Street, Gering, Ne
	Primary Phone:	308-436-6572
	Secondary Phone:	308-641-3232
Tertiary Contact for Decision-Making and Authority	Name:	Kate Batt
	Address:	1600 10 th Street, Gering, Ne
	Primary Phone:	308-436-6510
	Secondary Phone:	308-641-4527
Current List of all Staff and Emergency Contact Information	Current List of Staff and Emergency Contact Information is available on the LINK Employee Workstation. Staff will be asked to update their information and it will be attached to the Service Area Disaster Plan. This information will be updated on a quarterly basis.	

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Date of Last Update of List:	Staff Emergency contact information is provided by each staff member and maintained on the Employee LINK Work Station. This list can be readily accessed from the LINK Employee Work Station.
Hard Copy located where:	<p>Each DHHS Office in the Western Service Area will maintain a list of current employees and their emergency contact information. Supervisors will be responsible for the upkeep of the list. By office the responsibility for maintaining that list is as follows:</p> <p>Lexington-Dana Gellerman Chadron-Lisa Bell Alliance-Lisa Bell McCook-Nicole Peterson Ogallala-Susan Tomkins Sidney-Susan Tomkins North Platte-April Christensen Gering-Darren Duncan</p>
Electronic Copy located where:	Western Service Area Document Library, specifically "P" Drive. This information is only accessible to Administration and Supervisors.
Current List of Foster Care Homes and Emergency Contact Information:	A current list of Western Service Area Foster Homes will be created and located on the S drive for each local office. Resource Development Supervisors will facilitate this process.
Date of Last Update of List:	Document being created now.
Hard Copy located where:	Each local RD staff will provide a hard copy to each office in the WSA.
Electronic Copy located where:	A copy will be attached to the Disaster Plan will be located on each office's S Drive (Shared Drive – everyone will have access to this) under "Disaster Plan."
Current List of Group Homes and Congregate care, Shelter Settings:	Resource Development supervisors will facilitate the creation of a spreadsheet with all the information regarding these placement resources. It will be updated quarterly on the S Drive in each local office

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	and also attached to the Disaster Plan on the S Drive. This list will include: group home, shelters and other facilities. The Western Service Area will also be requesting these service providers to update their Disaster Plans and emergency contact information quarterly.
Date of Last Update of List:	4/24/14
Hard Copy located where:	A hard copy file will be maintained at each local office as with the Resource Development Supervisors (Tina Gastineau and Alicia Kuklish).
Electronic Copy located where:	An electronic copy will be located on the S Drive for each local office. It will also be attached to the Disaster Plan.
Communication Plan	
Identify where your emergency office will be located	<ul style="list-style-type: none"> - <u>North Platte – 200 south Silber, North Platte, Ne 69151</u> - <u>Gering – 1600 10th Street, Gering, Ne 69341</u> - <u>Lexington – 200 West 7th Suite 1, Lexington, Ne 68850</u> - <u>Ogallala – 201 East 5th, Ogallala, Ne 69153</u> - <u>McCook – 108 West D, McCook, Ne 69110</u> - <u>Alliance – 411 Black Hills, Alliance, Ne 69301</u> - <u>Chadron – 1033 East 3rd Street, Chadron, Ne 69337</u> - <u>Sidney – 10th and King (Court House), Sidney, Ne 69162</u>
Alternative location	<ul style="list-style-type: none"> - <u>North Platte: Lexington DHHS, Dana Gellermann: 308-641-6884</u> - <u>Gering: Customer Call Center in Scotts Bluff:CSC: Kathy Carter: 308-4366500</u> - <u>Lexington: Customer Call Center in Lexington: Alvin Zimmerman: 308-324-1400</u> - <u>-Ogallala: North Platte: April Christensen: 308-530-7487</u> - <u>McCook – North Platte, April Christensen: 308-530-7487</u> - <u>Alliance – Gering, Darren Duncan: 308-641-3232</u> - <u>Chadron – Alliance, Lisa Bell: 308-672-5370</u> - <u>Sidney – 1820 Illinois Street, Ne 69162</u>
Describe process for quarterly updating personnel lists and corresponding emergency contact numbers	<p>The following Supervisors will be charged with making sure that each office has updated personal information. The supervisor will ensure that quarterly (January, April, July and October) the information will be checked for accuracy and any updates will be done by staff. Supervisors will then send the information to Chet Peluso to compile an updated master list to be placed on each office's S Drive and also within the Disaster plan.</p> <p>Supervisors responsible for this are induced as follows:</p> <p>Dana Gellermann – Lexington North Platte – April Christensen</p>

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	<p>McCook – Nicole Peterson Alliance and Chadron – Lisa Bell Ogallala and Sidney– Susan Tomkins Gering – Darren Duncan</p>
Describe process for contacting and verification of staff safety and availability to work in the event of a disaster	<p>The Western Service Area will utilize a calling tree in which Western Service Area Administrator, Debbie Silverman will contact her Administrations. Darren, Kate and Jerrilyn will then contact their Supervisors who will then contact their DCFSS Staff. Upon contact, each supervisor will assess their staff's safety and ability to return to work.</p>
Describe process for updating contact information for group homes and other congregate care facilities in the Service Area	<p>Resource Development Supervisors (Tina Gastineau and Alisha Kuklish) will facilitate requesting the updated contact information from the group home and congregate care providers. This information will then continue to be updated during license/contract renewal.</p>
Describe process for requesting service providers to contact the department in the event of an emergency and the method for contact:	<p>Resource Development Supervisors will initiate communication with service providers regarding the expectations of contacting the department during an emergency. Expectations for contact would be as soon as possible following the emergency by telephone if possible. Emailing May also be acceptable depending on the status of the emergency but local law enforcement may also need to be utilized.</p>
Describe method for communicating with agencies caring for youth in out-of-home care in the event of a disaster	<p>Resource Development Supervisors will forward information regarding the children's emergency situation to the resource Development Administrator on a daily basis. The RD Administrator will then forward this information to the appropriate agencies via email or telephone contact.</p>
Emergency Preparedness	
Describe how DCFS Specialists' will advise and encourage families receiving in-home services and families with	<p>DCFS Specialists are required to maintain monthly contact with the children and families DHHS serves. During the monthly contacts during the months of May, June and July of 2014, DCFS Specialists will encourage families to develop a disaster plan. These efforts to work with families to develop these plans will be documented on the NFOCUS system under the required contacts section.</p>

Child and Family Services' DISASTER PLAN

<p>children placed in out of home placements will develop and update disaster plans.</p>	
<p>Describe how families will have access to DCFS Specialist phone numbers in an emergency to access information about their child.</p>	<p>When a member of the household has been tested and known to have the recognized pandemic illness and a state ward is in the home, the following procedure will be followed.</p> <ol style="list-style-type: none"> 1. If an emergency occurs during normal business hours the family will call their assigned DCFS Specialist. If the DCFS specialist is not available the DCFS Supervisor will be called. Call shall be initiated as soon as practical. 2. During hours outside of the normal business hours the family should contact the Child Abuse and neglect Hotline number at 800-652-1999. The Hotline staff will then contact the on call worker. 3. The family should also contact the child's physician. <p>If the child is in out of home care and is diagnosed with the H1N1 virus, the child's DCFSS will relay information regarding the child's emergency situation to the RD Administrator who will then forward this information to: birth parents/relatives, DDCFS Administrator, Service Area Administrator, and the DDCFS Director.</p>
<p>Describe how the expectation for Traditional Foster Families develop and maintain a disaster plan will be enforced.</p>	<p>Developing a disaster plan will be done with each foster family as soon as possible. A review of this plan shall take place during the time of license renewal.</p>
<p>Describe the process for requiring foster families to communicate with the department in the event of an emergency:</p>	<p>The following information will be provided to all foster families.</p> <p style="text-align: center;">Western Service Area DHHS Foster Parent Disaster/pandemic Plan</p> <p>During emergency situations in the Western Service Area the following individuals will be the contact resources.</p> <p>Alicia Kuklish, Gering, RD Supervisor, 308-633-2822, 308-672-0541.</p> <p>Tina Gastineau, North Platte, RD Supervisor, 308-535-8239,</p>

	<p>Kate Batt, Gering, DCFS/RD Administrator, 308-436-6926, 308-641-4527.</p> <p>Debbie Silverman, Western Service Area Administrator, 308-436-6551, 308-641-8646.</p> <p>If the foster parent is unable to reach any of the individuals listed above he/she should call the Hotline number at 800-652-1999. During a disaster, foster parents will need to contact the names listed above as soon as possible.</p> <p>During a pandemic, recognized as a pandemic by the CDC and the State of Nebraska, if a member of the household has tested and is known to have the recognized pandemic illness and if a state ward is in the home, the foster parent will contact the names listed above in addition to their caseworker. Other precautions such as calling the family physician, the health Department, etc., will also be a part of the foster parent's plan.</p>
<p>Describe how expectations of Traditional foster families to maintain communication with the department throughout a disaster will be enforced.</p>	<p>Initially this will be reviewed with each foster family by the end of September 2014 and subsequently during license renewal.</p>
<p>Child Location Verification</p>	
<p>Describe the method the Service Area will take to identify and locate all children in that designated Service Area.</p>	<p>Case aides will maintain a spreadsheet, by office, that will list all state wards. The "Wards in DCFS Program Cases" report will be utilized as this report lists placement information of the child, contact information for the placement as well as contact information for biological parents.</p>
<p>Describe how priority will be given to medically</p>	<p>A spreadsheet will be created outlining these identified youth and specify the child's condition. This matter will be a standing agenda item in monthly staff meetings in an effort to maintain an accurate</p>

Child and Family Services' DISASTER PLAN

<p>fragile children, physically impaired children, youth with cognitive and/or developmental deficits and youth participating in independent living arrangements.</p>	<p>list of these youth. The information will be provided to a specified support staff member to maintain. The list will be stored on each local WSA S drive and attached to the disaster plan.</p>
<p>Describe process for responding to youth needing new placement and care and placement of unaccompanied minors.</p>	<p>The caretaker for the youth in need of a new placement due to an emergency will call the assigned DCFS Specialist to assess available placement resources. In the event the DCFS specialist is not available the DCFS Supervisor, on-call number and Hotline number will be utilized.</p>
<p>Describe the process for notification of each child's status to the biological family if the child is in an out-of-home placement.</p>	<p>The biological parent will contact the caseworker for information regarding the case manager to indicate what the placement/care needs are. In the event the relationship between the biological parents and foster parents allows, the biological parent can contact the foster family directly for information regarding their child.</p>
<p>Staff</p>	
<p>Describe how Disaster Drills will occur in your Service Area</p>	<p>Disaster drills will be conducted on a yearly basis. The WSA Administrator will responsible for determining the dates the drill will be held. This information will be communicated via e-mail and during Administrative Leadership Team meetings to all unit Administrators. The dates for the drills will be communicated to all WSA Supervisors by the Unit Administrator for each program area. On the dates of the drills the Calling Tree process will be carried out as outlined in the Communication Plan. After the drills are held, every Unit Administrator will be responsible for following up within a week with his/her staff for the purpose of identifying deficiencies and recommending necessary changes to the current plan. The Until Administrators will be responsible for reviewing the feedback and reporting back in the next leadership Team meeting.</p>
<p>Describe plan to train staff on disaster planning and procedures</p>	<p>All supervisors will have the WSA Disaster Plan reviewed with them at a supervisor's meeting. The disaster Plan will be reviewed with supervisors annually, however, these reviews may be held at a team meeting after the initial presentation during the supervisor</p>

Child and Family Services' DISASTER PLAN

<p>for checking in after a disaster</p>	<p>meeting. Particular attention will be paid to any revisions made to the plan since the last review. The team meeting should be chaired by an Administrator in insure the delivery of a consistent presentation between program areas. Supervisors will be responsible for reviewing the plan with their team once a year during a team meeting. Any staff absent from the meeting will have the plan reviewed with them individually at a later time but as soon as possible upon return.</p>
<p>Describe procedures on action that will be taken for staff that do not contact/report to duty after a disaster.</p>	<p>The DHHS Weather policy will be used as a guideline regarding the contact and report to duty process for any disaster within WSA.</p> <p>The State of Nebraska has a statutory responsibility to have state offices open from 8:00 a.m. to 5:00 p.m. With the safety and welfare of our employees as a concern, employees will determine for themselves their ability to drive, their vehicles condition, the immediate road conditions and the impact the disaster has placed on them personally.</p> <p>If an employee determines they cannot report to work, they must contact their immediate supervisor to report their absence. Supervisors will report employee absences to their administrator. If an employee's normal work site is not available they should report to the alternative work site location previously outlined in the disaster plan. Employees not choosing to work during the disaster will have to sue accrued vacation leave, compensatory time, leave without pay or may be allowed to make up missed work time within the work week.</p> <p>To assure all employees are safe and accounted for, employees must contact their supervisor to report if they are unable to report to work. If an employee fails to call in or report to work as scheduled the supervisor will contact Human Resources to determine if additional action is needed, which may include contacting law enforcement to assure the employee and their family is safe.</p>
<p>Supplies</p>	
<p>Describe how emergency supplies will be</p>	<p>Offices in the WSA will each have a /first Aid kit available in the office with all staff knowing its location. Kits will be maintained and</p>

<p>maintained in each office (including satellite office(s)).</p>	<p>kept updated by the office managers or identified staff member. Those individuals are as follows:</p> <p>Chadron: Lisa Bell Alliance: Lisa Bell Gering: Chet Peluso Sidney: Susan Tomkins Ogallala: Susan Tomkins North Platte: April Christensen McCook: Nicole Peterson Lexington: Dana Gellerman</p> <p>The First Aid Kit will include but not be limited to: Adhesive band-aides, antiseptic wipes, Tylenol extra strength caplets, antibiotic/pain relieving ointment/first aid cream, health care gloves (non-latex), non-sterile rolled bandages, first aid tape, scissors, instant cold pack, hand sanitizer, face masks, bottled water and blankets.</p> <p>Also suggested is each office have an emergency Rubbermaid container(s) with a clear top and large enough to contain the following supplies:</p> <ul style="list-style-type: none"> • Current 12 month calendar • Pens, pencils, highlighters, erasers • Map of local County area • Sticky notes-various sizes • Battery operated calculator with extra batteries (preferably one with a tape) • Battery operated flashlights with extra batteries • Note pads-various sizes. • Telephone message pads • Scissors, staple puller, binder clips, white out, tape, paper clips, flair marker, post-it-tabs, rubber bands, stapler • Tape and tape dispenser • Small binder with empty page protectors-provides a place to put all various procedure memos to make a quick manual for the various procedures that evolve during a disaster. • A couple of empty 2 sided pocket folders to organize extra copies of forms and information sheets to give to clients • Crayons for children to draw pictures along with some blank paper • Copy of WSA disaster plan • Phone book • WSA staff phone listing
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	<p>Other items that do not fit in the box should be readily available as well.</p> <ul style="list-style-type: none"> • 2 sided folders for clients file • Office cell phone and charger • Bottled water 																																																												
<p>Describe procedures to maintain a current list of equipment that can be accessed in the event of disaster (e.g. laptops, cell phones, pagers)</p>	<p>Administrators and DCFS staff and supervisors have available to them an assigned work cell phone.</p> <p>Dictation System-The dictation line will open and available for employees to call in for dictation services.</p> <p>Laptops-</p> <table border="1" data-bbox="443 856 1385 1860"> <tr> <td>CYNDI</td> <td>SAMPLE</td> <td>CHILDREN & FAMILY SERVICES</td> <td>WESTERN SERVICE AREA</td> <td>ALLIANCE</td> </tr> <tr> <td>REBECCA</td> <td>FERNAU</td> <td>CHILDREN & FAMILY SERVICES</td> <td>WESTERN SERVICE AREA</td> <td>CHADRON</td> </tr> <tr> <td>ALICIA</td> <td>KUKLISH</td> <td>CHILDREN & FAMILY SERVICES</td> <td>WESTERN SERVICE AREA</td> <td>GERING</td> </tr> <tr> <td>LEANN</td> <td>LAURENT</td> <td>CHILDREN & FAMILY SERVICES</td> <td>WESTERN SERVICE AREA</td> <td>GERING</td> </tr> <tr> <td>RICKIE</td> <td>WYNNE</td> <td>CHILDREN & FAMILY SERVICES</td> <td>WESTERN SERVICE AREA</td> <td>GERING</td> </tr> <tr> <td>PAT</td> <td>ANDERSON</td> <td>CHILDREN & FAMILY SERVICES</td> <td>WESTERN SERVICE AREA</td> <td>GERING</td> </tr> <tr> <td>BRIDGET</td> <td>PHILLIPS</td> <td>CHILDREN & FAMILY SERVICES</td> <td>WESTERN SERVICE AREA</td> <td>GERING</td> </tr> <tr> <td>LISA</td> <td>BELL</td> <td>CHILDREN & FAMILY SERVICES</td> <td>WESTERN SERVICE AREA</td> <td>GERING</td> </tr> <tr> <td>BREANNA</td> <td>BIRD</td> <td>CHILDREN & FAMILY SERVICES</td> <td>WESTERN SERVICE AREA</td> <td>GERING</td> </tr> <tr> <td>SHELLY</td> <td>CHITWOOD</td> <td>CHILDREN & FAMILY SERVICES</td> <td>WESTERN SERVICE AREA</td> <td>LEXINGTON</td> </tr> <tr> <td>DANIELLE</td> <td>DICKMAN</td> <td>CHILDREN & FAMILY SERVICES</td> <td>WESTERN SERVICE AREA</td> <td>LEXINGTON</td> </tr> <tr> <td>DANA</td> <td>GELLERMAN</td> <td>CHILDREN & FAMILY SERVICES</td> <td>WESTERN SERVICE AREA</td> <td>LEXINGTON</td> </tr> </table>	CYNDI	SAMPLE	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	ALLIANCE	REBECCA	FERNAU	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	CHADRON	ALICIA	KUKLISH	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	GERING	LEANN	LAURENT	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	GERING	RICKIE	WYNNE	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	GERING	PAT	ANDERSON	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	GERING	BRIDGET	PHILLIPS	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	GERING	LISA	BELL	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	GERING	BREANNA	BIRD	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	GERING	SHELLY	CHITWOOD	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	LEXINGTON	DANIELLE	DICKMAN	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	LEXINGTON	DANA	GELLERMAN	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	LEXINGTON
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JENNIFER	JOHNSON	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	LEXINGTON
KEITH	POWELL	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	LEXINGTON
PAM	HERRON	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	MCCOOK
BETHANY	MONNAHAN	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	MCCOOK
THERESA	DECKERT	MEDICAID & LONG-TERM CARE	RURAL	NORTH PLATTE
THERESA	DECKERT	MEDICAID & LONG-TERM CARE	RURAL	NORTH PLATTE
BOBBI	CARPENTER	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	NORTH PLATTE
KELLY	NELSON	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	NORTH PLATTE
DENNIS	O'BRIEN	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	NORTH PLATTE
JERRILYN	CRANKSHAW	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	NORTH PLATTE
CINDY	SWANSON	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	NORTH PLATTE
KATIANA	MEYER	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	NORTH PLATTE
APRIL	CHRISTENSEN	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	NORTH PLATTE
TINA	GASTINEAU	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	NORTH PLATTE
KRISTI	CHRISTIANSEN	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	NORTH PLATTE
MELISSA	SMITH	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	NORTH PLATTE
STEPHANIE	BLESSIN	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	OGALLALA
YURI	MANZANARES	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	OGALLALA
KATHY	CARTER	CHILDREN & FAMILY SERVICES	WESTERN SERVICE AREA	SCOTTSBLUFF

Western Service Area Emergency

The Western Service Area has not previously had an emergency response team. This team will be developed as soon as practical.

Child and Family Services' DISASTER PLAN

Response Volunteer Team	
Community Emergency Management Coordinators	In the event of an emergency or disaster, the Western Service Area Administrative team will initiate contact with the applicable County Emergency Response Coordinator. Those applicable contacts are being compiled and will be attached to the Disaster Plan.

V. TRAINING

Testing, training and exercising are essential to assessing, demonstrating and improving the ability of organizations to maintain their essential functions and services. DCFS will participate in disaster and pandemic flu exercises that may be offered by the public emergency coordinator with the Division of Public Health to examine the impact on agency essential functions, to familiarize agency personnel with their responsibilities and to validate the effectiveness of COOP planning.

VI. PRESERVATION OF RECORDS

DHHS Information Systems and Technology (IS&T) is responsible for the security of electronic records. Protection and back up of electronic records is completed per IS&T policies and protocols that include regular back up, alternate servers, and storage of electronic documents. The IS&T procedures addresses processes essential to the safety and security of electronic documents/records. All vital data/documents utilized on a daily basis shall be accessed and stored on DHHS servers and not stored locally on individual desk top computers.

Nebraska's child and family records are largely computerized. In the event of a disaster, relocated staff can access these records from any authorized Nebraska DHHS computer site across the state with the appropriate log-in name and passwords. This allows staff to continue to serve consumers at a variety of sites or at newly established sites during a period of recovery.

Where approved, program personnel may also access NFUSE/CITRIX from remote locations. NFUSE/CITRIX allows access to DHHS information to include an individual's electronic documents, files, and email from remote locations via the internet. Access can also be established for program specific data bases as well. Access to the web based Outlook is also available to individuals who only need access to email. Access to NFUSE/CITRIX must be set up in advance.

Child and Family Services disaster plan includes, but is not limited to, the following information and planned activities:

- The protection of vital records; establishing off-site backup for information systems with case and client records (for example, adoption subsidy and foster care payments systems);
- Procedures requiring protecting data and equipment from environmental factors (for example, covering/bagging computers and office equipment, installing surge protectors);
- Communication plan to initiate contact with federal partners;
- Cross training of multiple staff in ICPC and ICJ arrangements in handling timely transfers of youth across states in the event of an emergency in our state or another state;
- Assessing the critical nature of paper records, prior to a disaster, and then determining what steps may be necessary to protect such records from potential damage in a disaster (for example, use of fire-safe metal filing cabinets);

IX. RECONSTITUTION

Reconstitution embodies the ability of DHHS to recover from a catastrophic event and consolidate the necessary resources that allow it to return to a fully functional entity. Once the emergency situation has ended, one or a combination of the following options may be implemented, depending on the situation.

Child and Family Services' DISASTER PLAN

- Continue to operate from the alternative site locations with support, if necessary;
- Begin and orderly return to established office and rebuild/support office from remaining resources;
- Collaborate with Department of Health on re-credentialing and licensure assurance of facilities impacted by the disaster;
- Begin or establish a new office in some other facility as identified.

Replacement of employees that are unable to return to work is the responsibility of DHHS Human Resources. In areas critical to operations of the division where priority is given for replacement of employees, the following considerations should be made in expediting the hiring process either on a temporary or permanent basis:

- Contracting with external entities to perform job functions
- Hiring temporary employees
- Hiring retired state employees on a temporary basis
- Waiving regulations regarding hiring processes to expedite the filling of vacant positions.

DIVISION OF CHILDREN AND FAMILY SERVICES

DISASTER PLAN Appendices

APPENDIX A

DCFS Emergency Management Team Members

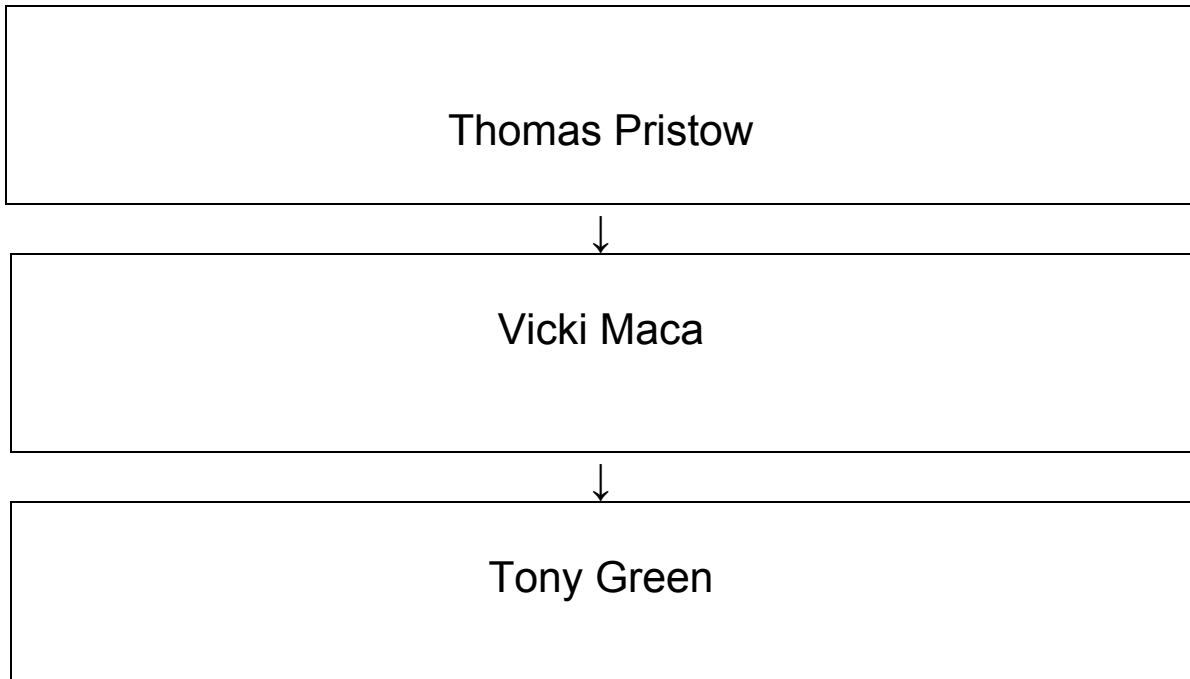
NAME	TITLE
Thomas Pristow	Division Director
Alyson Goedken	IV E Waiver Administrator
Vicki Maca	Protection and Safety Deputy Director
Tony Green	Office of Juvenile Services Deputy Director
Jill Schreck	Economic Assistance Deputy Director
Nathan Busch	Protection and Safety Policy Chief
Teri Chasten	Economic Assistance Policy Chief
Mindi Alley	Chief Financial Liaison
Doug Beran	Research, Planning and Evaluation
Sherri Haber	Child and Adult Abuse/Neglect Administrator
Nannette Simmons	Foster Care and Adoption Administrator
Emily Kluver	Prevention Administrator
Jodie Gibson	NHAP/Refugee Program/CSBG Administrator, AABD, State Disability
Betty Toelle	Child Care Development Fund, TANF, SSCF
Byron Van Patten	Child Support Enforcement Unit Child Care
Claire Speedlin	N-FOCUS Business
Samantha Pfister	Food Distribution, SNAP
Dan Scarborough	Youth Rehabilitation & Treatment Centers (YRTCs) Geneva
Jana Peterson	Youth Rehabilitation & Treatment Centers (YRTCs) Kearney

APPENDIX B

DCFS Delegation of Authority/Decision Making

Succession to office is critical in the event DCFS leadership is debilitated or incapable of performing their legal authorized duties, roles and responsibilities. The following pre-determined orders of succession are designed to allow for an orderly and pre-defined, transition of leadership within DCFS.

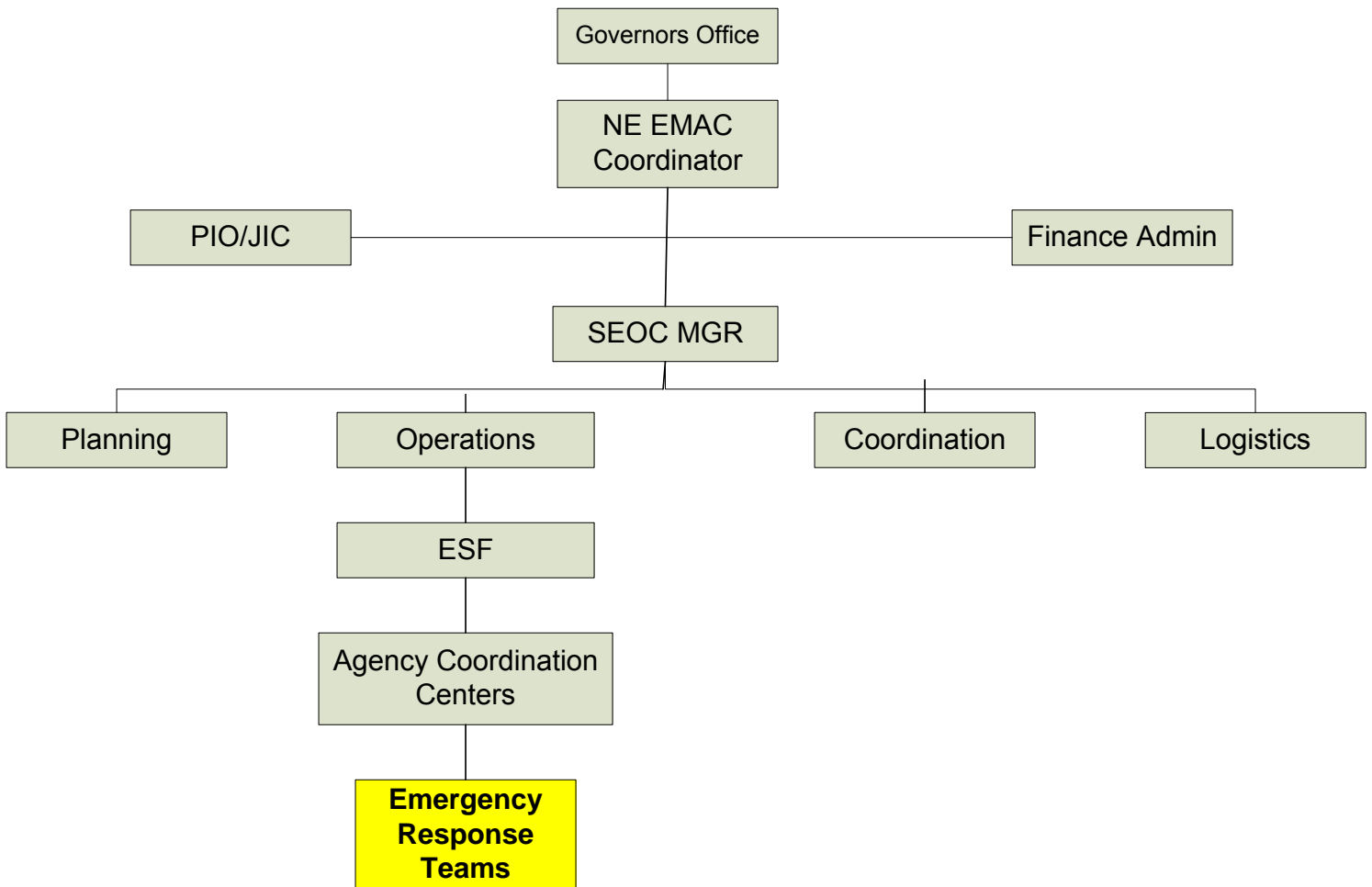
In the absence of an appointment made by the Governor or DHHS CEO, Division of Children and Family Services senior leadership chain of command for delegation of authority is as follows:



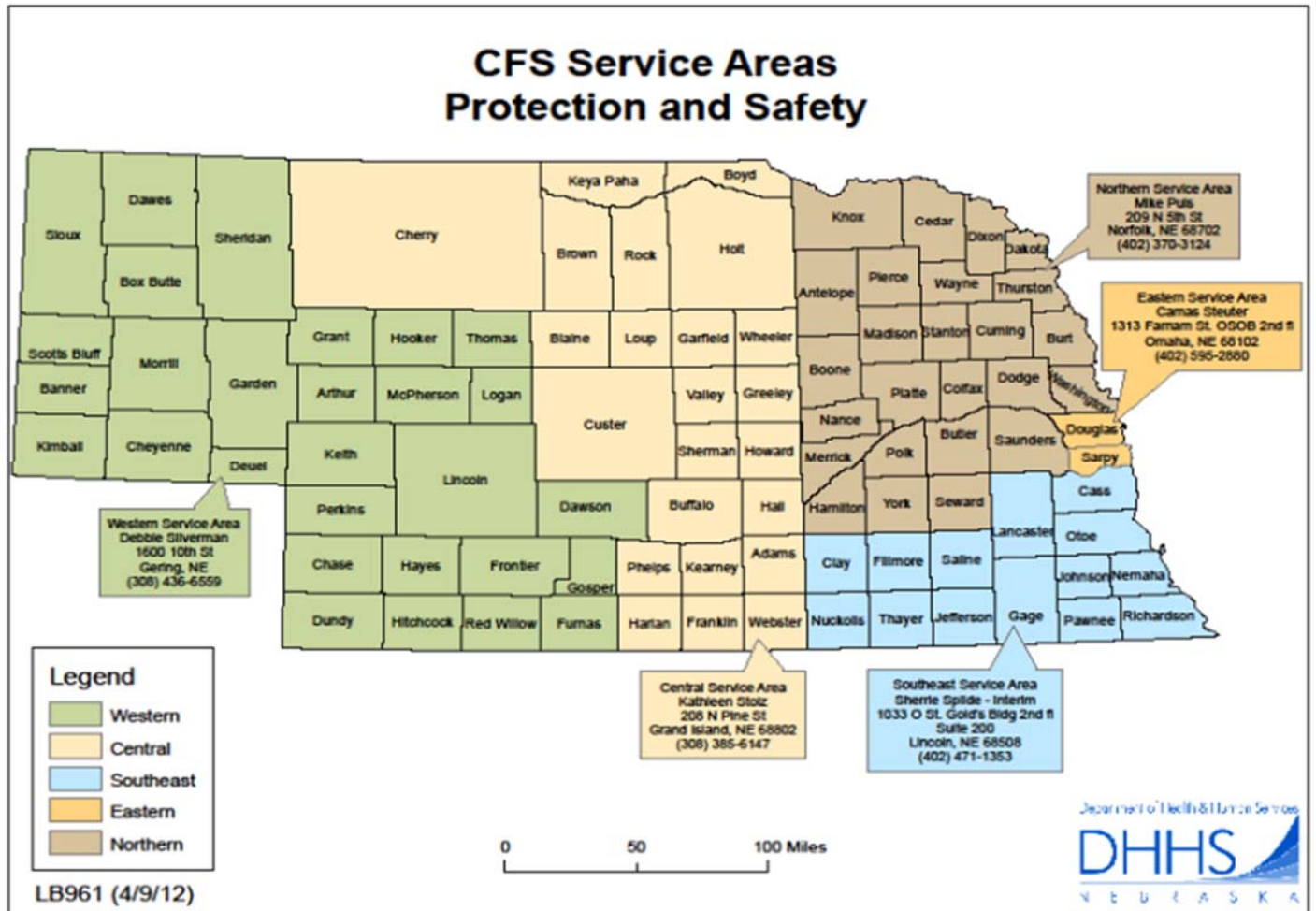
APPENDIX C

Emergency Response Teams in the Nebraska Emergency Management Structure

Below is a simplified organizational chart representing placement of deployed emergency response teams in the Nebraska emergency management structure.



APPENDIX D



APPENDIX E

Service Area Disaster Plan Template: Identified Service Area

Contact Information		
Primary Contact for Decision-Making and Authority	Name:	
	Address:	
	Primary Phone:	
	Secondary Phone:	
Secondary Contact for Decision-Making and Authority	Name:	
	Address:	
	Primary Phone:	
	Secondary Phone:	
Tertiary Contact for Decision-Making and Authority	Name:	
	Address:	
	Primary Phone:	
	Secondary Phone:	
Current List of all Staff and Emergency Contact Information		
Date of Last Update of List:		
Hard Copy located where:		
Electronic Copy located where:		
Current List of Foster Care Homes and Emergency Contact Information:		
Date of Last Update of List:		
Hard Copy located where:		
Electronic Copy located where:		
Current List of Group Homes and Congregate care, Shelter Settings:		
Date of Last Update of List:		
Hard Copy located where:		
Electronic Copy located where:		
Communication Plan		
Identify where your emergency office will be located		
Alternative location		
Describe process for quarterly updating personnel lists and corresponding		

emergency contact numbers	
Describe process for contacting and verification of staff safety and availability to work in the event of a disaster	
Describe process for updating contact information for group homes and other congregate care facilities in the Service Area	
Describe process for requesting service providers to contact the department in the event of an emergency and the method for contact:	
Describe method for communicating with agencies caring for youth in out-of-home care in the event of a disaster	
Emergency Preparedness	
Describe how DCFS Specialists' will advise and encourage families receiving in-home services and families with children placed in out of home placements will develop and update disaster plans.	
Describe how families will have access to DCFS Specialist phone numbers in an emergency to access information about their child.	
Describe how the expectation for Traditional Foster Families develop and maintain a disaster plan will be enforced.	

Describe the process for requiring foster families to communicate with the department in the event of an emergency:	
Describe how expectations of Traditional foster families to maintain communication with the department throughout a disaster will be enforced.	
Child Location Verification	
Describe the method the Service Area will take to identify and locate all children in that designated Service Area.	
Describe how priority will be given to medically fragile children, physically impaired children, youth with cognitive and/or developmental deficits and youth participating in independent living arrangements.	
Describe process for responding to youth needing new placement and care and placement of unaccompanied minors.	
Describe the process for notification of each child's status to the biological family if the child is in an out-of-home placement.	
Staff	
Describe how Disaster Drills will occur in your Service Area	
Describe plan to train staff on disaster planning and procedures for checking in after a disaster	

Nebraska Division of Children and Family Services Disaster Plan

Describe procedures on action that will be taken for staff that do not contact/report to duty after a disaster.	
Supplies	
Describe how emergency supplies will be maintained in each office (including satellite office(s)).	
Describe procedures to maintain a current list of equipment that can be accessed in the event of disaster (e.g. laptops, cell phones, pagers)	

APPENDIX F

Communications with Federal Department of Health and Human Services (DHHS) Partners during a Disaster

If Nebraska is affected by either a natural or man-made disaster that affects the children, youth and families receiving services through CW/OJS Unit or inhibits the ability of either Unit to provide services, the following communication steps shall be followed:

- The Director of the Nebraska Department of Health and Human Services Children and Family Services Division or his/her designee(s), Protection and Safety Deputy Director or the OJS Deputy Director shall call Debi Hatfield, the state's Program Specialist in the Administration of Children and Families (ACF) Region 7 Office, at her office (816) 426-2232 or on her personal cell phone at 785-979-1452.
- If Ms. Hatfield is unavailable, the Director or designee shall call the main number at the Administration of Children and Families (ACF) Region 7 Office at (816) 426-3981.
- If there is no response from the ACF Region 7 Office, the Director or designee shall call the Children's Bureau at (202) 205-8618.
- The content of the call shall be a summary of the situation and a request for any assistance that may be necessary or appropriate.

Communications with Other State and National Organizations

If Nebraska is affected by either a natural or man-made disaster that affects the children, youth and families receiving services through DCFS or inhibits the ability of either unit to provide services, the following communication steps shall be followed related to notification of other states and national groups:

- The Director of the Nebraska Department of Health and Human Services Children and Family Services Division or his/her designee(s), Protection and Safety Deputy Director or the OJS Deputy Director shall call The Nebraska Emergency Management Agency at (402) 471-7421.
- The OJS Deputy Director shall notify the Executive Director of NFAPA (402 476-2273) who in turn will notify the National Foster Parent Association.
- The Director of the Nebraska Department of Health and Human Services Children and Family Services Division or his/her designee(s), Protection and Safety Deputy Director or the OJS Deputy Director shall call the administrative office of the American Public Human Services Association (APHSA) at 202/682- 0100 and the League of America (CWLA) at 703/412-2400.

APPENDIX G

DCFS Employee Duty Coverage Procedures:

1. Whether the disaster occurs when employees are on or off duty:
 - a) DCFS personnel shall, upon learning of the disaster, contact their regularly assigned Supervisor for emergency response assignments. Personnel shall immediately report to their designated work site and conduct their assigned duties and responsibilities. There may be situations wherein following the normal chain of command is not possible. In those situations, personnel shall follow the directives of Supervisors and/or Administrators for other divisions of the Agency.
 - b) If personnel are unsure of what to do or whether to check in, they should listen to local news broadcasts, Emergency Broadcast Station announcements and/or other media to determine the nature of the emergency.
 - c) Unless otherwise directed, all personnel are required to work their regularly scheduled work calendar and hours.

2. During or after a disaster, the status of children under the DCFS' care will be determined as follows:
 - a) If possible, during normal working hours, all DCFS personnel with an assigned caseload will contact the children on their assigned caseloads via telephone and/or personal home visits. The information needed (i.e. caretaker's name, address and telephone number for each child) is located in each case file. If the assigned DCFS Specialist is not available, the OD or another assigned DCFS personnel shall make the contacts.
 - b) Caseload coverage shall be ensured by each DCFS Supervisor or Administrator, in said order. Other DCFS personnel may be assigned to help contact all of the children. Contacts must also be done on behalf of all children placed via the Interstate Compact on the Placement of Children and children residing in the County whereby courtesy supervision services are being provided.
 - c) In the event other counties request courtesy safety home visits on behalf of their dependents, DCFS personnel shall honor those requests only if Nebraska's dependents have been checked on first.
 - d) Supervisors shall maintain a comprehensive list of all children under the care, custody and control of the Agency on a monthly basis utilizing a computer-generated report. This list can be accessed in the event of an emergency wherein DCFS personnel are not available and/or DCFS is operating on a skeleton crew or after normal working hours. In that event, whoever is directed to be responsible for making the contacts will have an up to date list to utilize.
 - e) All attempted and completed contacts will be entered into N-FOCUS as soon as reasonably possible and in accordance with data entry procedures. Hand written notes shall be kept on every contact until the data can be entered into N-FOCUS
 1. The following information, at minimum, shall be kept: child's name, caretaker's name, who the DCFS Specialist spoke to (Staff must speak to the caretaker, child or approved secondary caretakers), information about the child's health, safety and welfare, the child's location throughout the disaster and any services the child may require. If required, all other documents or forms must be filled out by hand.

3. During or after a disaster, services shall be provided to children under the DCFS' care as follows:

- a) Active efforts to follow all Court Orders made prior to the disaster will be made. DCFS personnel will require the approval of management to act in opposition to an existing Court Order and a Court Report will be filed as soon as possible explaining why the applicable Court Order could not be followed.
- b) For any situation wherein emergency services on behalf of a child must be acquired (i.e. surgery, blood transfusion/testing, medical care), DCFS personnel shall seek guidance from Supervisors and/or Administrators prior to giving consent for the procedures. Upon direction, DCFS personnel may provide written consent for the emergency procedure. These situations must present a life threatening condition.
- c) For non-life threatening emergencies, which may become life threatening and require consents above those typically reserved for caretakers and parents, DCFS personnel must make every reasonable effort to obtain a Court Order for care. If one cannot be reasonably obtained, DCFS personnel may approve the procedures in writing after consulting with a Supervisor and/or Administrator.
- d) All other rights given to caretakers and parents by Statute also will apply during a disaster situation.
- e) If a child has died, DCFS personnel shall follow the policies and procedures in relation to child deaths as soon as reasonably possible.
- f) If the child and/or caretaker needs any other services (i.e. transportation, food, shelter, clothing, crisis counseling, water), DCFS personnel shall make every reasonable effort to acquire the services via community-based providers and/or emergency shelters.
- g) DCFS personnel shall document all efforts, services, contacts and the results in N-FOCUS when reasonably possible, regardless of which child or family it is they come into contact with. Hand written notes shall be kept until it is possible to enter the data. Any required documents or forms must be filled out by hand, if necessary.

4. The after-hours policies and procedures shall be followed during and after a disaster to ensure the Agency meets its mandatory 24 hour emergency response requirements. The Emergency Response Supervisor shall coordinate after-hours emergency response coverage to ensure staff and Supervisors are on call as scheduled.

- a) All information shall be entered on documents and forms by hand if N-FOCUS is not available. Information shall be entered into CWS/CMS as soon as reasonably possible.
- b) In the event the disaster results in a necessity for DCFS personnel to be stationed at emergency shelters to handle intake and emergency response duties, staff shall be assigned to provide those services in a rotating manner. Otherwise, the services can be provided via the normal after-hours call in procedures.

5. Emergency Response services to the public shall continue during and after a disaster.

Child abuse and neglect investigations shall be conducted in accordance with regulations, legislation and Agency policies and procedures active prior to the disaster. DCFS personnel shall place children into protective custody as necessary and locate foster care placements on behalf of those children. Emergency relative and home approvals shall be done in accordance with agency procedure and policy during and after a disaster.

- a) DCFS personnel shall continue searching for placement on behalf of detained children until safe, suitable and approved/licensed placements are found and made. During the placement search, DCFS personnel shall be assigned to rotating shifts for the care and supervision of detained children. The care and supervision

site may be in a designated shelter or other facility that is safe and has food, water and proper sanitation for the children.

- b) Welfare and Institutions Code Petitions and Reports must be prepared and filed within statutory guidelines during and after a disaster in the event the Court system is functioning. The Agency is still held to statutory requirements for the detention of children if Court days are being counted in the County. All other legal and civil rights accorded to children and their families will also continue to apply during or after a disaster; therefore, DCFS personnel will make active efforts to comply with those regulations.

6. DCFS personnel shall assist “unaccompanied minors” resulting from the disaster. These children may be delivered to DCFS personnel, sent to emergency shelters and/or must be responded to by DCFS personnel in other areas of the Service Area. DCFS personnel shall make every effort to locate the children’s parents, legal guardians and/or responsible relatives to release the children to during or after the disaster in accordance with the policy and procedure.

- a) If children can be released safely, all efforts, services and contacts shall be entered into N-FOCUS as a referral and closed appropriately. Hand written notes, documents and forms shall be completed if N-FOCUS is not available and the information shall be entered as soon as possible when N-FOCUS becomes available.
- b) If children cannot be safely released or no one fitting the required caretaker description can be located on behalf of the child, DCFS personnel shall treat the referral as an intake.

APPENDIX H

Emergency Plan for Foster Parents

Natural or human-made disasters such as floods, hurricanes and tornadoes, fires, and chemical spills can occur at any time and any place. Disasters may occur on a local scale or be widespread and impact multiple counties and/or states. Regardless of the size and scope of the disaster or emergency, the impact may result in a major disruption of normal operations. In the event of a disaster, essential services to children, youth and families could be disrupted or seriously compromised. Therefore, it is especially important for agencies caring for vulnerable populations, such as foster children, to do what they can to prepare for a disaster and any subsequent disruption of services. In order to address safety issues of children in out of home care during an emergency situation, the following procedure has been established:

This procedure will be communicated to foster parents via the NFAPA newsletter, personal letter and face-face contact.

1. Foster parents are directed to develop and display a family emergency plan within the next 6 months. The plan will include:
 - where the foster family, foster children and youth would go in an evacuation (if possible, identify 2 alternate locations);
 - personal telephone numbers and contact information (for example, cell phone numbers, fax numbers, e-mail address);
 - emergency contact information for individuals who may know where they are currently (for example, out-of-area relatives or friends);
 - a list of critical items to take when evacuating with children/youth, including identification for the child, the child(ren)'s medical information (including health insurance card), medication and/or medical equipment; and
 - normal contact and emergency contact or toll free telephone numbers for DHHS.

The plan will also include the Nebraska Child Abuse Neglect Hotline number, as well as contact information for Service Area staff.

2. Resource Development staff, along with NFAPA, will provide foster parents with a template (Appendix A) to complete. They will also work with foster parents to ensure that the plan is completed.
3. Once the plan is completed, foster parents will submit plan to their local resource development office to be made part of their licensing record.

*Note: Agency supported foster families will submit their plans to both the local resource development office and their supporting agency.

4. Once the plan is submitted, Resource Development staff will document the plan in the NFOCUS under Home Detail-Contact. Create a new narrative entitled "Disaster Plan".
5. Foster parents will review and update, if necessary with their foster children (age appropriate), the case worker and the Resource Development Staff every six months. The Resource Development staff person and the case worker will document the review date, as well as any changes.

6. Foster parents are also directed to assemble a disaster supply kit. Items to include in the kit:
 - A three day supply of water (one gallon per person per day) and food that won't spoil.
 - One change of clothing and footwear per person, and one blanket or sleeping bag per person.
 - A first aid kit that includes your family's prescription medications.
 - Emergency tools including a battery-powered radio, flashlight and plenty of extra batteries.
 - An extra set of car keys and a credit card, cash or traveler's checks.
 - Sanitation supplies
 - Special items for infant, elderly or disabled family members.
 - An extra pair of glasses.

These items should be stored in a waterproof container

In the event of a mandatory evacuation order, foster families must comply with the order insofar as they must ensure that their foster children are evacuated according to the plan and procedures set forth by the Nebraska Emergency Management Agency (NEMA).

- Once they have reached safety, foster parents are directed to inform the Department of their whereabouts and contact information as soon as possible.

*In some instances, evacuation may not be necessary or possible; however, informing the Department of foster family and foster children whereabouts still remains necessary.

In the Central Service Area:

The foster parent must contact Marylyn Christenson, Resource Development Supervisor at 308-385-6141 or 308-850-7003, or 1-800-779-4855 as soon as possible.

In the event that the Resource Development Supervisor is not available the foster parent must contact, Resource Development Administrator at 308-385-6173 or 308-390-9436. [This position has yet to be selected]

The Resource Development Supervisor will relay information regarding children's emergency situations daily to the Resource Development Administrator who will then forward this information to: birth parents/relatives, Protection and Safety Administrator, Service Area Administrator, HHS Director and central office staff.

Foster parents are expected to communicate with the communication sites daily in an effort to keep families and HHS staff current on the well-being and safety of children in their care.

In the Northern Service Area:

Foster parents must call their local office and contact their RD worker, the child's CPS worker or the coverage CPS staff during normal working hours to inform DHHS of an emergency. After hours, they must use the CPS pager system and use that process in their local area to contact the CPS on-call worker. Foster parents need to be provided with the pager information along with daytime phone numbers for a "coverage" office if that is needed in the event of an emergency. If none of those numbers can be reached they should use the SIX system to contact their RD worker and the child's CPS worker and provide as much information as possible so that they can be contacted.

Nebraska Division of Children and Family Services Disaster Plan

The CPS worker or coverage worker is responsible for contacting the birth parents if rights are intact. The worker will consult with their supervisor or the coverage supervisor informing them of the child's situation. The supervisor will create a list with where the child is located and any safety issues and provide that to their CPS Administrator within 24 hours. The CPS Administrator will report to central office.

If the CPS staff identify immediate safety issues communication will be at least daily until the child and foster family are safe. If the child and foster family are safe communication will be at least weekly.

In the Western Service Area:

Foster parent must attempt to call the local office to notify the assigned Protective Safety Worker or assigned Resource Developer to inform them of the emergency situation. If the PSW or RD is not available, the foster parent must request to speak with the Protection & Safety Administrator or the Resource Development Administrator.

If normal communication channels are down, the foster parent must follow the steps outlined by local emergency management personnel to communicate the emergency situation affecting the child/children in their care.

The DHHS personnel who receive the report from the foster parent will communicate as needed to families of origin, Service Area Administrator, Protection & Safety Administrator, DHHS Director and/or Central Office personnel regarding the emergency situation affecting the child/children in the foster home.

If the emergency situation continues more than one week, the foster parent will report the status of the effected child/children in their care at least one time per week. If at any time during the emergency situation the physical location of the child/children changes the foster parent immediately notify DHHS of such change

In the Eastern Service Area:

Foster Parents/ASFC Contractors are required to call the hotline with their required information when there is an emergency situation. Hotline staff will maintain a list of the foster parents, their location and the children in their care.

Foster Parents will be required to check in with designated communication site initially and if their location or situation changes.

In the Southeast Service Area:

Sherrie Spilde will be the point person for information coming in. As information is gathered by staff, and an emergency situation has occurred with a youth, the critical incident process will be utilized to include contacting the birth parents. Both a coverage plan and calling tree procedure will be in place to aid this process.

Foster parents are directed to keep the Department informed of their situation as directed.

All foster parents/foster supported agencies have contact people within Resource Development as well as many have access to the SIX System. When phones are working Foster parents will be asked to call in or send an e-mail to report their current status.

* If the local offices are not accessible due to the emergency situation, the foster parent must call the DHHS Hotline at 800-652-1999 and report the emergency situation affecting the child/children

Nebraska Division of Children and Family Services Disaster Plan

in their care. If information is received by the Hotline staff, staff will communicate foster parents whereabouts to the local office using whatever tools are available (land line, cell phone, e-mail, etc).

In the event that the Hotline becomes overburden or unusable, the DCFS will work with IS&T and the phone company to set up an alternative number for foster parents. The Coordinator will then work with the Nebraska Emergency Management Agency (NEMA) to get the number communicated via the state relay network that includes radio and television.

- Foster parents will be contacted as soon as possible to determine what assistance is needed and to address any concerns that foster parents may have at the time.
- If foster family has relocated to another state, local staff will inform ICPC Administrator as soon as possible.
- The Child Welfare Administrator will notify the Executive Director of NFAPA of the foster parent's situation as soon as possible.
- Local office staff will notify the courts, parents, attorneys and schools as soon as possible of child's whereabouts.

Phone lines for parents will be set up and designated for parents to obtain information about the welfare of their children. The number will be broadcast through NEMA.

Circumstances of the disaster and instructions provided will determine the frequency of contact.

APPENDIX I

Operational Disaster Kits for Managers could include:

- Laptop computer with extra batteries
- 1 gigabit USB thumb drive (with important documents loaded before a disaster)
- Phone lists, address book, with employee and management contact information
- Employee lists
- Cell phones, satellite phones, radios/walkie-talkies, wireless handheld devices
- Radios and extra batteries
- Disaster plans
- Maps, driving directions to alternate facilities
- Portable GPS devices (if available)
- Flashlight, lanterns, with extra batteries
- First aid kit
- Pocket knife or multi-tool
- Car chargers for laptop and cell phone
- Personal hygiene items

APPENDIX J

Emergency Plan for Families

Family's Last Name: _____ Phone: _____

Household Address: _____

Location of Disaster Supply Kit(s): _____

First Names of Family Members	Age	Social Security Number	Date of Birth	Medical Information (including allergies)

Nebraska Division of Children and Family Services Disaster Plan

Pets	Rabies Vaccination #	Vet Name and Number

Car Information:

Car 1: Make _____ **/ Model** _____ **/ Year** _____ **License #** _____

Car 2: Make _____ **/ Model** _____ **/ Year** _____ **License #** _____

Car 3: Make _____ **/ Model** _____ **/ Year** _____ **License #** _____

Household Phone(s): _____

Work Phone(s): _____

Alternative Phone(s): _____

E-mail Contact Information: _____

Day Care / Pre-School: _____

School(s) Phone(s): _____

Back-up Contacts: (include name/town or state)

Close Friend or Neighbor (someone that will know your whereabouts in case of an emergency): _____

Relative: _____

Out-of-State Contact: _____

Emergency Numbers: 911

Law Enforcement: _____ **City:** _____

County: _____ **Highway Patrol:** _____

Medical Contacts: **Doctor:** _____
Doctor: _____
Hospital: _____

Evacuations

In the event of a mandatory evacuation order, foster families must comply with the order insofar that they must ensure that their foster children are evacuated according to the plan.

Local

Household Fire:

Tornado or Severe Thunderstorm:

Winter Storm:

Earthquake:

Medical Emergencies:

Community Disaster / Evacuation:

Nebraska Division of Children and Family Services Disaster Plan

Evacuation plans should include:

- Two places to meet.
 1. Outside your home in case of a sudden emergency.
 2. Outside your neighborhood/community in case you can't return home or there is an evacuation.

Who will the contact person be and their phone number.

Insurance/Other Information (Health, auto/home/life)		
Name	Policy #	Phone

Disaster Kit Content List

In Kit	Item	Perishable/Dated (Put expiration date.)
	Store at least 3 days of food and water for all family members	
	Change of Clothing for each person	
	Sleeping bag or bedroll for each child	
	Battery powered radio or television	
	Extra batteries	
	Flashlight	
	Sanitation supplies	
	Special Needs Items for each person - Extra Medication, extra pair of glasses	
	Names and numbers of Emergency Contacts	
	Copy of Emergency Plan	
	First Aid Supplies	
	Personal Document and ID	
	Money	
	Sanitary Supplies - Include extra toilet paper, feminine supplies, personal hygiene products, bleach, and any other personal products you may need in your preparedness kit.	
	Pet Supplies	
	Tools	

Overview: Consider the following when assembling or restocking your kit to ensure your family is prepared for any disaster:

- Keep your kit where it is easily accessible.
- Remember to check your kit every six months and replace expired or outdated items.

This information is confidential and protected!

Minor and Special Needs Information:

Child/Individual's Name: _____

Date of Birth: _____

Medications / Reason:

(Dosage should be included / General Information, not diagnosis)

_____/_____
_____/_____
_____/_____

Special Needs (allergies, no contact orders, etc.):

Identifying Information:

Hair: _____ **Eyes:** _____ **Height:** _____ **Weight:** _____ **Other:** _____

Location Information:

Babysitter Day Care Pre-School Elementary School High School
 Other: _____

Contact Person (Name, Contact Number, Alternative Number):

Emergency Plan Page ___ of ___

Emergency Contact Information:

1st: _____ **at** _____

2nd: _____ **at** _____

3rd: _____ **at** _____

Child _____ **of** _____ **in household.**

Critical Items to Bring in an event of an Evacuation:

	Item
	Birth Certificate
	Social Security Cards
	Citizenship Documentations/Letters of Entitlement
	Information of Medical History
	Health Insurance/Medicaid Card
	Extra Medication and any Medical Equipment
	Existing Court Orders
	Contact Information for DHHS
	Contact Information for Biological Parents (if know)

Central Service Area: Kathleen Stolz
Northern Service Area: Mike Puls
Southeast Service Area: Sherrie Spilde
Western Service Area: Debbie Silverman
Eastern Service Area: Camas Steuter

APPENDIX K

POST INCIDENT REVIEW QUESTIONNAIRE

Date: _____

Time: _____

Staff: _____

Nature of the event: _____

Is there any threat to personal safety? Fallen shelves, slippery floor, falling tiles, exposed electrical hazards?

Is there structural damage? Are utilities affected? Electricity, heat, air conditioning, telephone?

What kinds of records are damaged?

Is there damage to furnishings, equipment, computers?

What is the nature of the damage? Is the material damp or wet? Was the water muddy, oily, contaminated, or clean? Is there additional damage from fire, soot, or heat?

Is the water in a flooded area contaminated? Water may be contaminated by soot, ash, sewage, or by having passed through a pipe or gutter.

How many and what type of records are affected? Identify the size of area affected as well as nearby area. Estimate the approximate number from the relative size of items and the length of shelving.

Is the institution capable of maintaining services? Full or selective? Can areas be restricted on a selective basis if necessary?

What equipment will be needed? Dehumidifiers, water vacuums, fans, book trucks, freezer trucks, sump pumps, packing crates, generators, other.

What mistakes were made during the response and salvage operations?

How can staff better prepared for similar incidents in the future?

What supplies were needed on hand, but were not readily available?

Appendix L

NFC Disaster Plan



Safety Manual

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(Updated 12.31.13)

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Aggressive Clients (working with)

To limit the risk of personal safety for all employees who provide to clients with a history of violence and/or threats and/or express extreme anger with DHHS and/or NFC.

Employees of NFC in the Operations department will receive de-escalation and safety intervention training as part of their mandatory training.

Employees of NFC are invited to become members of the Safety Committee at their work location.

The following options shall be considered ***with a supervisor*** when visiting with such clients in the community and in residences.

- Visit the client/family with another person. This could include a co-worker, another provider working with the client/family, a trusted informal support, etc.
- Halt visits in the community/residence and enforce all visits occur in a NFC office.
 - NFC supervisor must discuss and receive approval from DHHS
 - If this decision is made, it must be documented in N-FOCUS as a consultation point explicitly describing the safety threat and a plan to return visits to the community or residence.
- Terminate the visit immediately upon experiencing any aggressive or threatening behaviors or statements.
 - Immediately contact someone using your work cell phone to prevent attacks as you leave the visit
 - Contact 911 if you fear for your immediate safety

An Employee Incident Report is required to be completed within one (1) business day of any threat of violence or violent act committed by a client or those associated to that client's case.



Drug-Free Workplace

NFC has established a Zero Tolerance policy on the use or possession of alcohol, drugs, or other controlled substances on NFC premises or property (Reference Drug Free and Alcohol Free Workplace Policy #4250).

NFC employees are required to read and fully understand the NFC policy regarding a drug-free workplace.

NFC employees work closely with clients who may abuse or have a dependence to alcohol, illegal drugs, and/or non-prescribed drugs.

If a NFC employee encounters a *client* (youth or parent) who is suspected to be under the influence of any mood altering substances:

- Request an immediate drug/alcohol screen if the client is court ordered to complete these. You may ask clients to voluntarily complete a screen, but it may not be held up in court.
- Contact 911 immediately if they are trying to drive and/or are attempting to care for children.
- Contact your supervisor and the CFS Specialist.

If a NFC employee encounters a *provider* (relative placement, family support worker, foster parent, etc.) who is suspected to be under the influence of any mood altering substances:

- If the provider is trying to drive, call police immediately!
- Contact your supervisor immediately:
 - You may need to contact CFS next to request alternative placement/respice while the concern is addressed.
 - You and supervisor may request provider complete a drug/alcohol screen.
- Complete a critical incident report if the suspected provider is caring for a client at the time of suspicion.
- Complete a provider complaint form and provide to NFC's Quality Assurance department.

If you find illegal drugs on a client or provider, immediately contact your supervisor, as it is likely that you will need to contact the police.



Infection Control

To assure the safe clean up of any blood borne pathogens to reduce risk of infection for employees.

All NFC employees receive blood borne pathogens training as part of the initial safety orientation.

Every NFC location houses first aid kits, hazardous waste bags, cleaning solution, and gloves. Employees will receive a tour of their location during orientation and learn the locations of these items.

NFC employees are to wear gloves:

- When coming into contact with open wounds
- When coming into contact with mucus membranes of the mouth, eyes, or nose
- When changing a diaper
- When cleaning diarrhea or vomit

After properly removing and disposing of the gloves, employees are to thoroughly wash their hands with hot soap and water.

It is the responsibility of the NFC employee to contact their location's agency office manager and/or safety committee head to report any accident involving the use of gloves and clean up technique. Most locations have an accident report that must be completed for accreditation compliance.



Maintenance Procedures

To provide a safe and secure workplace the agency has established a regular schedule of maintenance and inspections for agency equipment and facilities as shown below:

TYPE	M	BT	RESPONSIBLE PARTY
Sprinkler	A	N/A	Property Management Company
Backflow	A	N/A	Property Management Company
Fire Alarm System	S	A	SEI BT – Boys Town Fire and Safety Department
HVAC Inspection	S		Property Management Company BT – Boys Town Fire and Safety Department
Fire Extinguishers	M		Property Management Company
Security System	A		SEI
Utilities	A		Property Management Company
Snow Removal/Lawn Service	A		Property Management Company
Janitorial Service	D		Property Management Company

Frequency Key: A = Annual S = Semi-Annual Q = Quarterly M = Monthly

D = Daily A = As Needed

Location Key: M = Main BT = Boys Town

To ensure quick responses to emergency situations, all staff are provided emergency numbers for maintenance and management staff, who maintain a call sheet of contractors to respond to in emergency maintenance situations. Routine maintenance issues are reported to the administrative staff.



Office Hazards

To ensure the safety of all NFC employees, employees and visitors of our partnering agencies, and minimize the risk to agency property.

Employees are not permitted to have any lit candles, incense, or other open flames, or any heat producing items at any location.

All personal lighters and matches must be securely hidden and/or locked up.

Space heaters and fans may not be allowed at your office location. It is required that employees contact their office location's office manager to request approval for purchase and use of said items.

Approved space heaters and fans may require employees to use an outlet different than the one used for necessary office equipment including computers.

DO: Practice good housekeeping, follow the smoke free policy, dispose of matches and cigarettes in the proper receptacles outdoors, use an approved outlet strip, and monitor for potential circuit overload.

DON'T: Use electrical equipment carelessly, store flammable materials in any room with the potential for high temperatures, smoke anywhere other than designated outdoor areas, overload circuits.



Off-Site Safety Procedures

To limit the risk of personal safety for all employees who provide service in the community and client residences.

Every NFC employee will participate in the Personal Safety training during their orientation with NFC. NFC Operations employees will receive mandatory de-escalation and intervention technique training. All NFC employees are invited to participate in these trainings.

NFC provides work cell phones to employees based on work need.

In order to assure community safety for our employees, the following procedures should be followed.

- Employees are expected to have their work cell phones with them at all times on the job.
- Employees shall have co-worker and supervisor contacts entered into their work phones.
- Employees will develop a plan with their supervisor regarding after hours visits.
- Employees will enter all their scheduled visits in their Outlook Calendar to include the family name and address of the visit and keep their Outlook up to date.
- Employees will give Outlook Calendar access to their direct supervisor.



On-Site Safety Procedures

To limit the risk of personal safety for all employees who work in an office location.

Every NFC employee will adhere to this procedure as well as follow the procedures developed by the agency of their work location.

NFC employees and partnering agency employees will ask all clients to check in with the main receptionist for that office location for any appointment. Clients are not to enter the actual work space areas of NFC. NFC employees are to utilize meeting rooms for appointments with clients and providers.

NFC employees shall not allow anyone access to a locked building without having full knowledge of this person's right to enter the locked building.



Poison Control

To ensure the safety and well-being of NFC employees and our clients in case of accidental or intentional poisoning.

In case of poisoning, employees are to call 1-800-222-1222 or 911 (9-911 if on Boys Town property) immediately following the recommendations below.

Has the person collapsed or stopped breathing?

- Call 911 immediately

Has the person swallowed poison, the wrong medicine, or too much medicine?

- Call 1-800-222-1222

Has the person inhaled poison?

- Get to fresh air immediately
- Call 1-800-222-1222

Has the person's skin been exposed to poison?

- Remove any clothing the poison has touched
- Call 1-800-222-1222

Have the person's eyes been exposed to poison?

- Call 1-800-222-1222

Upon following the above instructions, immediately contact your supervisor.

An injury report shall be completed with any of the above occurrences within 24 hours.



Responding to Bomb Threats

To ensure employees follow NFC and agency location procedures

In the event of receiving a bomb threat, immediately inform supervisors, office managers, and receptionists in person; either verbally or on a written note. The use of a land-line or cell phone could result in igniting the bomb.

Immediate evacuation from the building is the number one priority to protect employees and clients. Upon exiting the building, a designated agency member will contact 911 using a cell phone.

It is the responsibility of employees to be aware of the evacuation plan for a bomb threat, which is usually the same plan as that agency's fire evacuation plan. It is important to be a safe distance from flying debris and glass if a bomb were to diffuse.

If possible, the employee should alert a co-worker to begin the evacuation process while remaining on the phone with the caller to obtain the following information:

- When the bomb is going to explode
- Where the bomb is located
- The kind of bomb
- What the bomb looks like
- Who placed the bomb in the building
- Where the caller is at this time
- Name and address of the caller

A bomb-threat checklist is attached on page 34. This checklist will be provided to the police.

Employees are expected to know the procedures of their work location for bomb threats.



Disaster and Emergency Plan

As part of Nebraska Families Collaborative (NFC) obligation to protect children and families served, personnel, and facilities during emergency situations, NFC recognizes the need to enhance its ability to prevent and mitigate, respond to, and recover from disaster and emergency situations.

COMPREHENSIVE APPROACH

NFC recognizes that in order to achieve a state of emergency preparedness the approach must be comprehensive. This requires that planning include the implementation of prevention and mitigation measures before a disaster or emergency occurs, timely and adequate response during an occurrence, and provision of short and long term recovery after the occurrence of a disaster or emergency.

Every effort must be made to coordinate with existing Emergency Operation Guidelines of local jurisdictions to insure maximum preparedness. The State of Nebraska Emergency Management Plan (www.nebema.org) and the Iowa Emergency Management Division Plan (www.state.ia.us/government) will be followed in the absence of any local plans. In addition, the following websites will be employed as expert assistance where appropriate: www.redcross.org, www.pandemicflu.gov, www.cdc.gov, www.hhs.gov, and www.who.int.

GUIDELINES FOR STAFF RESPONDING TO LOCAL, REGIONAL, AND NATIONAL CRISIS/DISASTERS

NFC will maintain a sufficient number of staff to be available to meet the needs of NFC children and families, NFC programs and the community at large in the event of a disaster.

The President and CEO and Chief Operating Officer will be responsible for

1. Maintaining a current roster of all NFC staff and calling tree
2. Maintaining a current roster of all children and families served by NFC
3. Maintaining a Disaster and Emergency Management Handbook that includes procedures, resources, and management planning guidelines
4. Making contact with subcontractors to determine any needs that hinder them from providing service to children and families.

5. Coordinating assignments of NFC staff to disaster sites to provide emergency services and working with NFC supervisors regarding staff absence from usual assignments
6. Arranging for debriefing and support of staff upon their return to regular work assignment
7. Evaluating the effectiveness of critical incident interventions a) after each incident and b) periodically, at least once a year, for the purpose of continuous improvement of the process
8. Reviewing the need for additional trained staff on an annual basis and arranging for additional internal and/or external agency training as needed.

PANDEMICS & OTHER MAJOR HEALTH RISKS

The NFC Executive Team is designated as the responsible planning and implementation team in the event of a pandemic or other disaster. Staff availability will be specifically targeted and problem solving in order to continue to serve the community in times of special needs.

Wherever possible, as outlined by OSHA and recommended/required by leading authorities:

- Employee hygiene will be stressed including hand washing and sanitizing.
- Employees will be encouraged to cover coughs and sneezes with tissues.
- Close contact with co-workers and customers will be avoided (6 ft.).
- Laptops, computers, other equipment, and work surface areas will be periodically cleaned with disinfectant.
- Employees will be discouraged from using other employees' phones and equipment.
- Employees will be encouraged to stay at home when the level of safety warrants it as recommended by health authorities.
- Other measures will be taken as recommended by expert authorities including the following leading websites: www.redcross.org, www.pandemicflu.gov, www.cdc.gov, www.hhs.gov, and www.who.int.
- American Red Cross Pandemic Flu Brochures will be in stock and distributed to each employee.

TRACKING CHILDREN AND FAMILIES ASSIGNED TO NFC

NFC maintains a roster of all children and families assigned to NFC from the DHHS. This list is maintained on the Chief Operating Officer and a Family Permanency Supervisors' H drive and is printed every Friday.

NFC utilizes Penelope software which assists in managing Family Permanency Specialists' caseloads and to assist with billing needs. Penelope assists with utilization management by tracking the services that our youth and families utilize. A record of all NFC subcontractors is located on Penelope. Penelope is Web-based for easy access, but is secure as it uses encryption to secure the data.

COMPUTER LOCAL AREA NETWORK (LAN) & WIDE AREA NETWORK DATA BACKUP

Full backups are done every week beginning on Friday evening. Differential backups (partial backups that capture all files created or changed since the last full backup) are

done on Monday – Thursday evenings. Differential backups are done to the Storage Area Network (SAN) and are overwritten every two weeks. Retention periods of tape backups are as follows:

Time of Backup	Media	Retention Period
Last Friday of Month	Tape	One Year
Last Friday of Year	Tape	Three Years
First Friday of each month	Tape	Three weeks (minimum)
Second, and third Fridays	Tape	One month
Fourth Friday (in month with 5 Fridays)	Tape	Two weeks
All Fridays	SAN	Three weeks

Backup media to be transported offsite are stored in a fireproof safe that resides in the ante room of the National Headquarters building loading dock, approximately 320 feet from the computer room. It weighs 4,020 pounds and can withstand temperatures up to 4,000 degrees Fahrenheit up to four hours. The safe is locked at all times. Only the Operations Manager and Operations staff have the combination. The combination periodically changed and is changed whenever required by personnel turnover.

EDUCATION

The New Employee Orientation Team, which consists of the Human Capital Development Director, HR and Family Permanency Supervisors are responsible for reviewing this disaster plan and all policies and procedures with new employees.

EMERGENCY RESPONSE TEAM

In situations where there has been significant destruction of NFC property due to internal or external emergency conditions, the Emergency Response Team works to bring the NFC back to total recovery as soon as possible. The State of Nebraska Emergency Management Plan (www.nebema.org) and the Iowa Emergency Management Division Plan (www.state.ia.us/government) requirements take precedent over the Family Service Emergency Plan.

The following clarifies the key functional areas that will need attention when responding to emergencies:

1. **Emergency Command** - the person who will lead. This person manages the overall response effort including the other functions below.
 - a) Coordinates or assigns responsibility for coordinating with disaster relief agencies (American Red Cross), other service coordinating associations (United Way, Chambers of Commerce) and with local authorities and emergency responders regarding external and internal emergencies.
 - b) Along with those listed below, will determine those primary services that cannot be disrupted, the critical resources needed to sustain those services, and the degree to which staff and other resources and be deployed to assist outside of NFC operations.
 - c) Maintains emergency contact information for the Board and contact the Board as needed.

- d) Maintains emergency contact information for DHHS and other essential CFS personnel and contact them as needed. This includes but is not limited to:
 - i. ESA Administration
 - ii. Central Office
 - iii. Other Leads if necessary
- e) Identifies measures to be taken to communicate with the media and establish and maintain media contact as needed.

Responsible staff person: NFC President & CEO

2. **Operations** - the person who will do the work. Has responsibility for whatever the NFC does in an emergency to respond to client needs. Directs the carrying out of initial response functions, some of which may be delegated to other staff.
- a) Establish an emergency control center for coordination and communication.
 - b) Identifies facilities to permit continued NFC operations, including fax, telephone and internet.
 - c) Ensure all children and families are accounted for.
 - d) Initiate plans for locating anyone not initially accounted for.
 - e) Account for the well-being and needs of children and families by establishing the availability of services.
 - f) Identifies other community resources, which can be employed to ensure the least disruption of services.
 - g) Facilities that can provide housing, computer connection and phone hook-ups include:
 - i. Boys Town 498-1977
 - ii. Omaha Home for Boys 457-7000
 - iii. Doubletree Hotel
 - iv. Holiday Inn

Responsible staff: NFC Chief Operating Officer

3. **Logistics** - the person to get the resources. Responsible for getting everything operations (above) needs to function to ensure the health and safety of clients, staff and volunteers.

Responsible staff person: All NFC Family Permanency Directors

4. **Emergency Responders** – the persons who will serve as liaisons with local and regional agencies coordinating disaster relief. They will identify and locate all children and families. Notify families of the destination of children in out-of-home care and status. They will identify, locate and continue availability of services for children and families that are displaced or adversely affected by a disaster. They will contact, organize and assign staff to provide disaster services, debriefings and other crisis intervention services that may be needed by NFC staff, programs, subcontractors, NFC children and families; or as needed in community disaster responses. Respond to new CFS cases in areas adversely affected by a disaster and provide service in those cases.

Persons Responsible: NFC Family Permanency Supervisors, Family Permanency Specialists, Team Support Specialists

5. **Finance** - the person who will track all activities and costs. Oversees the processing and documenting of all disaster-related costs (includes keeping track of all receipts, etc.). This person must also ensure there are safe backup copies for the following NFC documents:
- a) Articles of Incorporation (e.g., verification of tax exempt status);
 - b) Recent Photographs documenting the interior and exterior of your facility;
 - c) Insurance Documentation,
 - d) Licensing documentation, if appropriate;
 - e) Updated Mission Statement on your letterhead

Responsible staff person: NFC Director of Accounting

6. **Information/Planning** - keeps everyone in the know. Gathers facts and provides current information on the NFC situation. Develops projections with those above (i.e., what are we going to do in the next 24-hours), and longer term needs for client and NFC recovery.
- a) Maintain employee contact information for their program staff, clients, parents and legal guardians.
 - b) Contacts employees as needed.
 - c) Account for whereabouts of staff, NFC children and families.
 - d) Maintain contact with persons served, parents and legal guardians and organizations that need to be notified in case of emergency/disaster situations.

Responsible staff person: All NFC Family Permanency Directors and Human Resources

EMERGENCY HOUSING

In the event evacuation is needed, the Executive Director and Director of PQI and Network Administration will contact affected subcontractors regarding actions to be taken.

Hotel rooms and other arrangements to be made are determined by the Director of Operations. If children are moved for emergencies, DHHS will be notified in a timely fashion. All moves for emergency purposes will be tracked and maintained on a roster and provided to DHHS. Hotels that can be contacted that have a maximum of five to six children (to maintain sibling strips) per room include:

1. Doubletree
2. Holiday Inn
3. Residence Inn



Responding to Fire

To provide a plan of protection to all employees and clients as well as protect agency property from fire emergencies.

Employees are to follow the policies and procedures from their location's agency for all fire drills and emergencies. Specific information is detailed in the agency specific section of this manual.

It is the responsibility of NFC employees to become familiar with their office surroundings to include manual pull alarms, fire extinguishers, fire exits, stairwells and fire exit plan.

Some agency locations may permit their employees to attempt to extinguish small fires prior to leaving the building. While NFC employees receive some training regarding extinguishing fires, **NFC employees are not fully trained to safely extinguish fires and are expected to immediately vacate the premises with other employees and dial 911.**

Always shut doors and windows behind you!

Never use an elevator during a fire!

Never open a door if the knob or interior of the door feels hot!

NFC:

Fire Drills

- To prepare employees and clients for a potential fire evacuation, NFC conducts two drills annually.

Evacuation Procedures

- When the fire alarm or drill sounds, all employees are to evacuate the building immediately.
- Employees are to exit the nearest exit doors and proceed to the designated area for their section of the building.

Boys Town Location:

- Please see attachment B1.



EMERGENCY EVACUATION PLAN

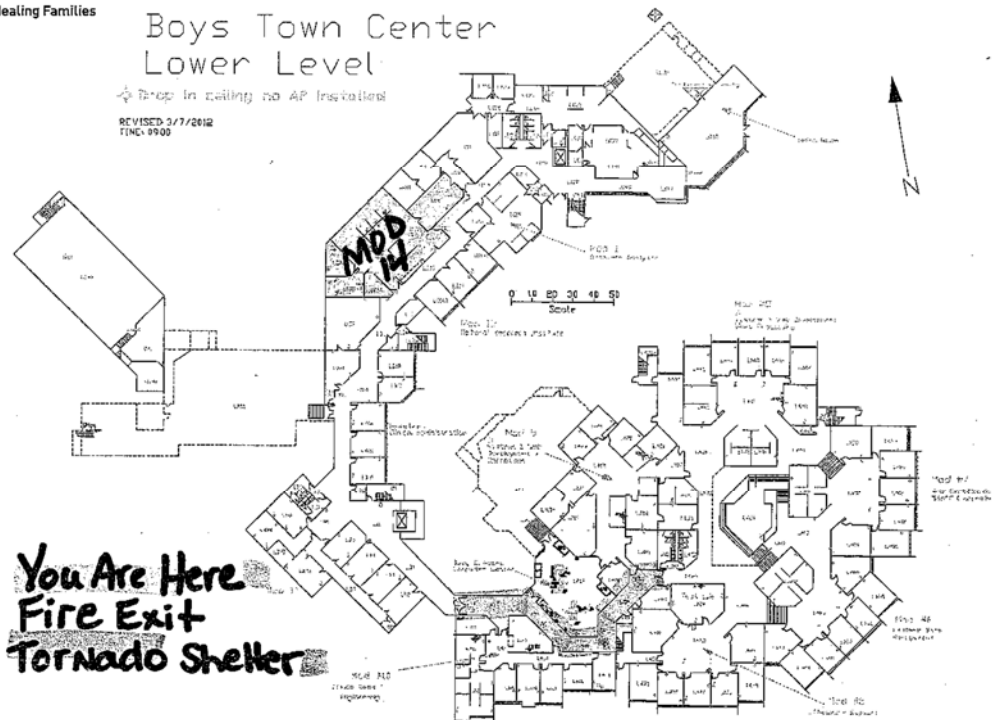
(JUST MAKE A SIMPLE DRAWING OF THE AREA SHOWING TWO MEANS OF EGRESS)

Boys Town Center Lower Level

Drop in ceiling no AP installed

REVISED 3/7/2012
TNCV 0000

MOD 14



WHEN THE FIRE ALARM SOUNDS

- Alert others by shouting "Fire, everyone outside!" and leave immediately.
- Always test any closed doors with the back of your hand before opening them; if the door is warm use your alternate escape route.
- Windows can be an alternate exit.
- If you exit through smoke, crawl low, keeping your head 12 to 24 inches (30 to 60 centimeters) above the floor.
- Once you're outside, stay together with your group or family.
- Do not go back inside for any reason.

SPECIAL SITUATIONS

- When possible, assist older adults and people with mobility disabilities to the nearest exit.

IF YOU STAY OR TRAPPED

- Stay calm and take the following steps to protect yourself.
- If possible, go to a room with an outside window and telephone.
- Close all doors between you and the fire. Stuff the cracks around your door with towels, clothing, or duct tape and cover all vents to keep smoke out of the room.
- If there is a phone in the room, call [911] or [9-911 for Home Campus] even if you see fire trucks.
- Be patient. Help will come.

PLAN AHEAD

- Be familiar with the sound of the fire alarm.
- Learn the fastest route to your building's fire exit, so that you can find them, even in the dark or smoke.



Responding to Floods

To provide a plan of protection to all employees and clients from seasonal flooding.

Floods and Flash Floods are prevalent in Nebraska during certain times of the year.

The following are important terms to know:

- **Flood Watch:** Flooding is possible. Stay tuned to weather stations on the television or radio for further alerts.
- **Flash Flood Watch:** Flash flooding is possible. Be prepared to move to higher ground. Stay tuned to weather stations on the television or radio for further alerts.
- **Flood Warning:** Flooding is occurring or will occur soon. If advised to evacuate, do so immediately.
- **Flash Flood Warning:** A flash flood is occurring. Seek higher ground by foot immediately.

Driving Flood Facts:

- **DO NOT DRIVE THROUGH FLOODED AREAS...** Even if it looks shallow enough to cross.
- Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
- A foot of water will float many vehicles. Water only one foot deep can displace 1500 lbs.
- Two feet of rushing water can carry away most vehicles including sport utility vehicles and pick-ups.
- Roadways concealed by floodwaters may not be intact.
- Be aware of areas where floodwaters have recently receded. Roads may have weakened and could collapse under the weight of a car.
- The large majority of deaths due to flash flooding are due to people driving through flooded areas.

NFC expects its employees to use their best judgment when driving during flooding season. NFC advocates that employees use caution and remember that no meeting or appointment is worth risking anyone's life to drive into any type of flooded driving paths.



Responding to Severe Winter Storms

In preparation for severe and/or winter storms, employees are to listen to weather radios, local radio, and/or television stations for weather information and updates.

In the event of a severe storm or blizzard, employees are not to travel with clients unless it is an emergency situation.

Refer to the NFC Policy Emergency and Adverse Weather Conditions (Policy Number 4300) for work expectations during severe weather. NFC also provides a calling tree to its employees.



Responding to Threat or Harm to Employees or Persons served

To provide steps for employees to prevent or respond to threats of potential harm.

Employees are expected to be alert and aware and immediately inform a supervisor and/or receptionist or agency manager if there appears to be a suspicious visitor or if a situation appears threatening.

Employees are to alert a supervisor and receptionist or agency manager immediately upon receiving a threat from a client, co-worker, or agency visitor.

Every agency location has a code/plan in the event of a threatening or hostage situation. Upon hearing these code words, it is expected that this agency's de-escalation team takes action and the police are immediately called by someone on this team.

In the event of immediate threat or harm, or a hostage situation, immediately call the police.

In the event that a NFC employee or client is involved in a threat or hostage situation, an employee incident report is to be completed within 1 (one) business day.

NFC Main Location: The main receptionist has a panic button. Once this button is pressed, an alarm goes off at the security company and is then forwarded to the Omaha Police Department as an emergency at this location.

The code word is "Parker". Employees in private meetings with clients may also contact the receptionist and request "ice water", which will provide the same alert without tipping off the client.

Boys Town Location:

- The Boys Town main receptionists and security desks have panic buttons. This button will only be used for a situation that includes an **intruder with a weapon**. Once this button is pressed, a silent alarm goes off at the Boys Town police station as an emergency at this location.

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- If a threat occurs, the employee is to notify the Team Support Specialist at **extension 1374**, Boys Town reception desk **extension 1438** or the Campus On Call Officer immediately at **402-676-8797**. The Team Support Specialist will notify the NFC President & CEO.



Responding to Tornadoes and High Winds

To ensure safety for NFC employees and persons served during tornado season.

The potential for these storms exist from April through July with more than half striking between 3pm and 7pm.

Tornado Evacuation Preparation

All NFC office locations conduct occasional and unannounced tornado drills to ensure all office members are aware of their role and evacuation standards. Specific evacuation standards are provided in the agency/location specific section of this manual.

Tornado Evacuation

When the weather radios or sirens alert employees to a potential tornado, employees move to tornado evacuation areas immediately. NFC employees are to follow all standards of the agency where they are located.

Travel

Tornado Watch:

- When working in an environment that calls for evacuation during a tornado watch, NFC employees are to follow this plan. It is not acceptable for an employee to leave this environment instead of following the evacuation plan.
- Employees may choose to cancel or delay any travel during a watch and will be supported by NFC. Employees must discuss delaying travel to court hearings or court ordered services with their supervisor immediately.
- Employees are not to transport clients during a watch.
- If a tornado watch occurs while driving and/or mid-transport of a client:
 - Keep your radio tuned into weather reports
 - Continue to drive at a safe and legal speed to your destination unless you are driving into an area currently in a tornado warning

Tornado Warning:

- Seek shelter immediately
 - Follow the procedures of the agency or location where you are located
 - If in a residence, seek shelter:

- In the basement
- In a closet
- In a bathroom/tub
- Underneath a stairwell
- Under a bed or table
- Covered by a mattress
- If in a mobile home:
 - Exit the home and seek shelter at the community shelter
 - Find a close sturdy permanent building
 - Find a low lying part of ground
- Employees **must** cancel or delay any travel during a warning. Employees must discuss delaying travel to court hearings or court ordered services with their supervisor immediately.
- If a tornado warning occurs while driving and/or mid-transport of a client:
 - Seek shelter immediately:
 - Park your car if time permits
 - Find a permanent sturdy building
 - Find a low lying part of ground

NFC Main Location:

Tornado Evacuation Preparation

NFC conducts one Severe Weather Drill during Tornado Awareness week each year.

Tornado evacuation

When the weather radios or sirens alert employees to a potential tornado, employees and clients are to move to tornado evacuation areas immediately.

Evacuation maps are posted on the wall at each building entrance.

Boys Town:

Tornado Evacuation Preparation

Boys Town conducts one Severe Weather Drill during Tornado Awareness week each year.

NFC will conduct its own Tornado drill at the Boys Town location at least once per year.

Tornado evacuation

When the weather radios or sirens alert employees to a potential tornado, employees and clients are to move to tornado evacuation areas immediately.

Employees are to take the stairs to the basement level and gather at the identified tornado site. Elevators are restricted from use during a drill or real tornado warning.

The NFC Executive Assistant and/or Safety Compliance manager will ensure a proper evacuation has occurred and will inform employees and clients when they can safely return to their work stations.

Evacuation maps are posted on the wall at each building entrance. *Please see attachment A1.*

Attachment A1

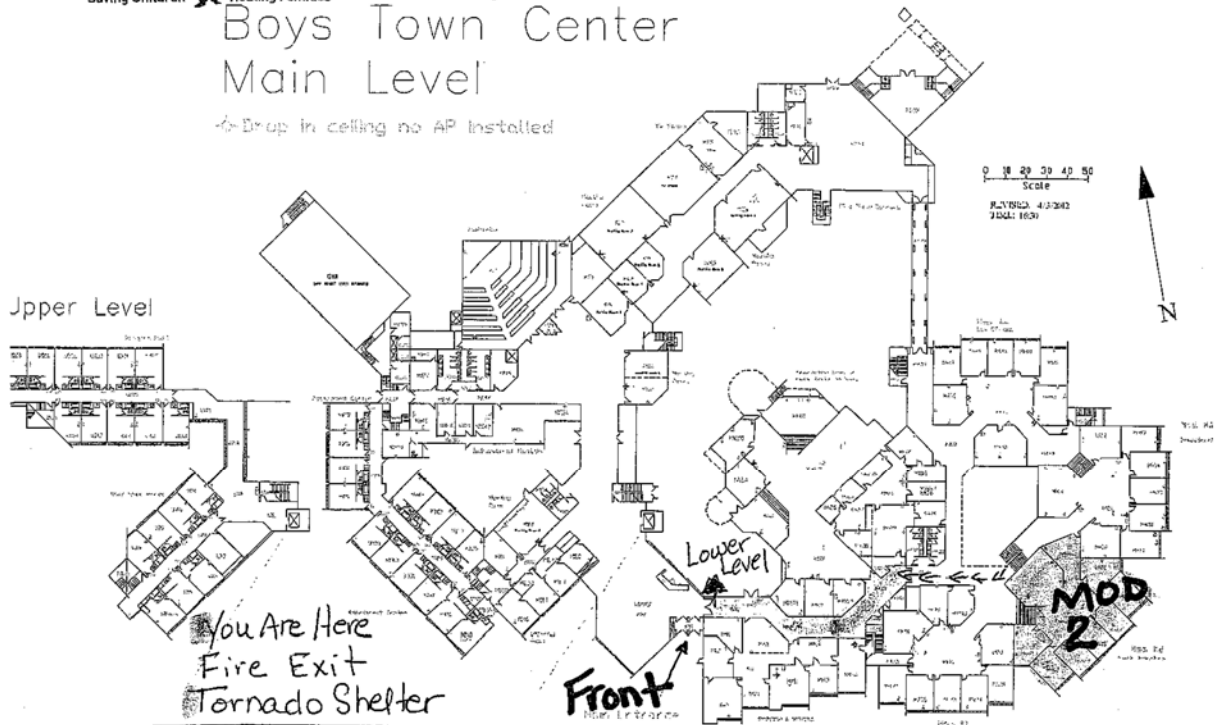


EMERGENCY EVACUATION PLAN

(JUST MAKE A SIMPLE DRAWING OF THE AREA SHOWING TWO MEANS OF EGRESS)

Boys Town Center Main Level

Drop in ceiling no AP installed



WHEN THE FIRE ALARM SOUNDS

- Alert others by shouting "Fire, everyone outside!" and leave immediately.
- Always test any closed doors with the back of your hand before opening them; if the door is warm use your alternate escape route.
- Windows can be an alternate exit.
- If you exit through smoke, crawl low, keeping your head 12 to 24 inches (30 to 60 centimeters) above the floor.
- Once you're outside, stay together with your group or family.
- Do not go back inside for any reason.

SPECIAL SITUATIONS

- When possible, assist older adults and people with mobility disabilities to the nearest exit.

IF YOU STAY OR TRAPPED

- Stay calm and take the following steps to protect yourself.
- If possible, go to a room with an outside window and telephone.
- Close all doors between you and the fire. Stuff the cracks around your door with towels, clothing, or duct tape and cover all vents to keep smoke out of the room.
- If there is a phone in the room, call [911] or [9-911 for Home Campus] even if you see fire trucks.
- Be patient. Help will come.

PLAN AHEAD

- Be familiar with the sound of the fire alarm.
- Learn the fastest route to your building's fire exit, so that you can find them, even in the dark or smoke.



Safety Committees

To ensure NFC employees are aware of and assist in maintaining safety at agency locations.

NFC works collaboratively with Heartland Family Service, to ensure the safety of all employees and clients in these locations.

NFC will have at least one employee per location as a member of that agency's Safety Committee.

The purpose of a safety committee is to support safe work practices, increase employee participation, improve accident and loss prevention, and improve employee safety awareness.

To find out who your Safety Committee member is or to request to be a member, please contact your supervisor.



Safety Training

To ensure NFC employees receive knowledge and skill based training to ensure the well-being of NFC employees and clients.

Upon employment, every NFC employee will participate in the following trainings within one month of hire:

- Safety Orientation to include Blood Borne Pathogen and Fire Safety Training
- Personal Safety in the Workplace and community
- Review of NFC Safety Manual

Child Passenger Safety Training is mandatory for many of our Operations employees; however, this training is available to any employee at no cost. This training is available through the NFC Training Department and is trained by Certified Child Passenger Safety Technicians.



Security Systems

To ensure the safety and security of NFC's employees, employees of partnering agencies, and persons served.

NFC and its partnering agencies continually work to ensure the working environments provide safety and security to the employees and clients.

It is the responsibility of every NFC employee to adhere to the security systems and policies of each agency location.

- Employees are not to allow persons unknown to them into locked facilities without prior approval of that agency.
- Employees are to fully shut secure doors behind them upon entering and exiting.
- Employees are to alert agency personnel immediately upon finding a breach in the security system or that the system is not in proper working order

All locations allow cleaning staff to enter locked offices after hours. It is the responsibility of every NFC employee to fully lock up all client information and lock up or take home any valuable items.

NFC Papillion Parkway

The Papillion Parkway location provides 24/7 access to all full time employees through the use of NFC issued security badges.

Badges and access permissions are managed by the IT staff. IT requests 24 hour notice of any new staff member that will require a security badge.

The main lobby doors are unlocked from 8 AM – 6 PM Monday through Friday. All other doors require the use of the security badge to gain entry.

All visitors are required to check in with the receptionist desk in the front lobby and must be accompanied by a NFC employee when inside the secure areas of the building. If the visitors work with NFC on a regular basis and have signed a business agreement or confidentiality statement they may conduct their business without an escort (examples include the HVAC contractor, the food vendor, and the Matrix copier technicians).

Only PQI staff and designated directors are allowed 24/7 access to the records and file rooms. All other staff are granted access to the records management office area from

Nebraska Division of Children and Family Services Disaster Plan

8-5 Monday through Friday. Any access outside these times must be coordinated with the Records Management staff or the Human Capital Development Director.



Tobacco-Free Workplace

To ensure the well-being of NFC employees and persons served and prevent fires in all agency locations.

NFC employees will adhere to the NFC Tobacco-Free Workplace policy, regardless of their agency location (Reference Tobacco-Free Policy Number 4550).

Employees are allowed to carry legal tobacco products, matches, and lighters with them and have in the workplace; however, these items should be safely locked up at all times.



Transporting Clients

To ensure the safety and well-being of NFC employees and persons served.

NFC employees are expected to have read and understand the policy “Vehicle Safety” and follow this policy (Reference Policy Number 4650).

NFC employees are allowed and expected to transport clients if they:

- Possess the job title of Family Permanency Specialist, Family Permanency Supervisor, or Program Support Worker
- Have a valid driver’s license
- Have the proper insurance and is verified by HR
- Have completed Defensive Driving training on a yearly basis
- Have received child passenger safety training (when transporting clients requiring car seats)

NFC mandates that any client riding in an NFC employee’s vehicle must use the proper restraints. If a person refuses to use the restraints, the transport must not occur.

NFC encourages its employees to pre-plan transports with their clients. In pre-planning, the following should be considered:

- Check tires and oil prior to any trip one hour or longer
- Car seats for the proper age, weight, and size are available and properly installed
- Ensure enough gasoline is in the vehicle prior to the transport
- If transporting a person of the opposite sex, consider the need to bring another professional on this transport
- If transporting or traveling a long distance, consider the need to bring another professional on this trip



Universal Precautions

To assure the safe clean up of any blood borne pathogens to reduce risk of infection for employees.

All NFC employees receive blood borne pathogens training as part of the initial safety orientation.

Every NFC location houses first aid kits, hazardous waste bags, cleaning solution, and gloves. Employees will receive a tour of their location during orientation and learn the locations of these items.

NFC employees are to wear gloves:

- When coming into contact with open wounds
- When coming into contact with mucus membranes of the mouth, eyes, or nose
- When changing a diaper
- When cleaning diarrhea or vomit

After properly removing and disposing of the gloves, employees are to thoroughly wash their hands with hot soap and water.

It is the responsibility of the NFC employee to contact their location's agency office manager and/or safety committee head to report any accident involving the use of gloves and clean up technique. Most locations have an accident report that must be completed for accreditation compliance.



Weapon-Free Workplace

To ensure the safety of NFC employees, agency employees, and persons served.

NFC does not tolerate or allow any weapons to be carried by its employees. Weapons are identified as:

- Any firearm
- Any type of knife

If an employee or client is found to have what is perceived to be a weapon:

- They will be asked to leave the premises immediately
- The police may be called
- The employee may receive disciplinary action



Workplace Injuries

To ensure the immediate care and well-being of NFC employees in case of an injury while on the job.

NFC employees are expected to have read and understand the “Workers Compensation” policy.

Employees are considered to be ‘on the job’:

- While driving to a meeting or other work location once their day has already begun,
- Walking on agency property including at the start and end of the work day,
- While working in any of the agency properties
- While working directly with a client, regardless of location.

Employees are not considered to be ‘on the job’:

- While driving to work at the beginning of their day,
- While driving home from work,
- While on the phone or laptop in their own home

1. For any employee injury, supervisors are required to:

- Contact NFC Human Resources and the Executive Director immediately. After hours/weekends/holiday the supervisor should leave a voicemail or email.
- Complete the Supervisors Report of Injury/Accident form within one business day.
- Ensure the employee completes Form 50 within one business day.

2. Treatment for injuries

Car accident:

- Call 911.
- Failure to contact the police (unless during a snow emergency) can negatively affect your car insurance claim and proper documentation for yourself and NFC should the accident result in a personal injury.
- Contact your supervisor immediately.

Medical Emergency:

- Call 911 to be taken by ambulance to the nearest emergency room for care.

- Inform paramedics and doctors that this is work related.
- Contact your supervisor as immediately as possible.

Medical Non-Emergency:

- Contact your supervisor immediately.
- If the injury occurs Monday-Friday between 8am-5pm:
 - Drive or have someone drive you to **WorkFit**.
 - **WorkFit** is located at 140 S. 77th St, Omaha NE (behind McDonalds on 77th and Dodge Streets).
 - There is no need to make an appointment.
 - Their phone number is 402-934-4535.
- If the injury occurs after hours or on a weekend or holiday:
 - Drive or have someone drive you to **Midwest Minor Medical**
 - **8610 West Dodge Road**—402-827-6511.
 - Open 7 days/wk from 8am-9pm.
 - **5310 S. 84th St (84th and Q)**—402-827-6510.
 - Monday-Friday 8am-9pm
 - Saturday 8am-6pm
 - Sunday 10am-6pm
 - **13518 West Center Road**—402-827-6502
 - Monday-Friday 8am-8pm
 - Saturday and Sunday 10am-6pm
 - OR to **the emergency room at Bergan Mercy Hospital**
 - 7500 Mercy Road
 - OR to **the emergency room at Clarkson West EmergiCare**
 - 2727 S. 144th St (144th and Center)
- Inform the receptionist and/or doctors that this is a work related injury.

3. If treatment is provided, the employee must bring the original paperwork and physician's note/recommendations to the HR Generalist at the NFC Administrative offices within 24 hours.

4. If an employee chooses to deny treatment after an accident or injury, an injury report must still be completed and the employee must report denial of treatment to Human Resources within 24 hours of the incident occurring.

APPENDIX

Bomb Threat Checklist—Telephone Procedures

Action to take immediately after call is received:

- Notify any co-worker through signal or written note—do not use your computer, cell phone, or another land line.
- Co-workers are to:
 - Notify director, supervisor, office manager, and/or receptionist
 - Notify 911

Instructions regarding receiving a bomb threat: Keep the caller talking. If he or she seems agreeable to further questions, ask questions like the following:

When will the bomb go off? _____ Time remaining? _____
Where is the bomb located? _____
Where is the caller now? _____
How does the caller know so much about the bomb? _____
Callers name? _____ Phone number? _____
Address? _____

Inform the caller that detonating the bomb could cause injury or death

Date: _____ Current time: _____ Number on Caller ID: _____
Male or female? _____ Approx age? _____ Ethnicity? _____

Voice Characteristics

- ___ Loud
- ___ High-pitched
- ___ Raspy
- ___ Intoxicated
- ___ Soft
- ___ Deep
- ___ Pleasant
- ___ Other

Accent

- ___ Local
- ___ Foreign
- ___ Race
- ___ Not local
- ___ Regional
- ___ Other

Speech

- ___ Fast
- ___ Distinct
- ___ Stutter
- ___ Slurred
- ___ Slow
- ___ Distorted
- ___ Nasal
- ___ Lisp
- ___ Other

Demeanor

- ___ Calm
- ___ Rational
- ___ Coherent
- ___ Deliberate
- ___ Righteous
- ___ Angry
- ___ Irrational
- ___ Incoherent
- ___ Emotional
- ___ Laughing

Background sounds

- ___ Office machines
- ___ Factory machines
- ___ Bedlam
- ___ Animals
- ___ Quiet
- ___ Music
- ___ Mixed
- ___ Trains
- ___ Voices
- ___ Airplanes
- ___ Street traffic
- ___ Party atmosphere

Language

- ___ Excellent
- ___ Fair
- ___ Foul
- ___ Good
- ___ Poor
- ___ Other

Write out the message in its entirety, as received from the caller, and any other comments, on the reverse side of this checklist.

Help Stop the Spread of Germs

Cough Etiquette

- Cough and sneeze into your upper sleeve, not your hands
- OR
- Cover your mouth and nose with a single use tissue when you cough or sneeze

To Avoid Illness

- Clean your hands often
 - Wet hands with warm water
 - Lather up both hands with soap
 - Scrub hands together for at least 20 seconds
 - Rinse hands thoroughly
 - Dry hands completely
 - Alcohol-based sanitizers can be substituted for soap and water—do not use with water.
- If hands are visibly dirty, ALWAYS use soap and warm/hot water if possible
- Avoid touching your eyes, nose or mouth
- Stay home when you are sick
- Check with a health care provider when needed
- ALWAYS wash or sanitize your hands after smoking
- Do not share cups, glasses, or eating utensils
- Get the appropriate vaccines when available

Supervisor's Report of Injury Accident

This form must be completed at the time of an injury/accident and emailed/faxed to Anita Bigger within 24 hours Fax # 402-492-2527



Part I—GENERAL INFORMATION							
NAME OF INJURED PARTY	FIRST	MIDDLE	LAST				
HOME ADDRESS	# & STREET	CITY	STATE AND ZIP				
PHONE NUMBERS	HOME	PERSONAL/CELL	WORK/OFFICE				
JOB TITLE	DATE OF HIRE	TIME SHIFT BEGAN	REPORTING SITE/HOME OFFICE LOCATION				
Part II—DESCRIPTION OF ACCIDENT							
DATE OF ACCIDENT	TIME OF ACCIDENT	LOCATION OF ACCIDENT					
PLEASE DESCRIBE IN DETAIL WHAT HAPPENED—BE VERY SPECIFIC!							
TYPE OF INJURY							
LACERATION/CUT	<input type="checkbox"/>	BRUISE	<input type="checkbox"/>	EXPOSURE TO DISEASE	<input type="checkbox"/>	DERMATITIS/RA SH	<input type="checkbox"/>
NEEDLE/PUNCTURE	<input type="checkbox"/>	BURN/SCALD	<input type="checkbox"/>	FRACTURE/DISLOCATIO N	<input type="checkbox"/>	ABRASION/CONT USION	<input type="checkbox"/>
BURN/CHEMICAL	<input type="checkbox"/>	SPRAIN/STRAI N	<input type="checkbox"/>	OTHER	<input type="checkbox"/>		
BODY PART							
HEAD/FA CE	<input type="checkbox"/>	BACK/TORS O	<input type="checkbox"/>	ARM	<input type="checkbox"/>	LEG	<input type="checkbox"/>
						FEET/ TOE(S)	<input type="checkbox"/>
						FINGER(S)/HA ND(S)	<input type="checkbox"/>

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WITNESSES			
NAME	PHONE/CONTACT	NAME	PHONE/CONTACT
Part III—CAUSE ANALYSIS **TO BE COMPLETED BY HR**			
DESCRIBE ANY UNSAFE ACTS:			
DESCRIBE ANY UNSAFE CONDITIONS:			
IS EMPLOYEE BEING/HAS EMPLOYEE BEEN TAKEN FOR MEDICAL TREATMENT?		Yes	<input type="checkbox"/> No <input type="checkbox"/>
HOSPITAL	<input type="checkbox"/>	NAME OF HOSPITAL/CLINIC/PHYSICIAN	PHONE
CLINIC	<input type="checkbox"/>		
PHYSICIAN	<input type="checkbox"/>	ADDRESS	CITY STATE AND ZIP

SUPERVISOR'S NAME

DATE

EMPLOYEE'S CHOICE OR CHANGE OF DOCTOR FORM

NOTICE TO EMPLOYER:

GIVE THIS FORM TO THE INJURED WORKER AS SOON AS POSSIBLE AFTER EACH INJURY

PART A: NOTICE REGARDING CHOICE OR CHANGE OF DOCTOR

Under the Nebraska workers' compensation laws, you may have the right to choose a doctor to treat you for your work-related injury. You may choose a doctor who has treated you or an immediate family member before this injury happened. Immediate family members are your spouse, children, parents, stepchildren, and stepparents. The doctor you choose must have records to show that past treatment was provided. Your employer may ask the person who was treated to give permission so the doctor can verify past treatment.

If you want to choose your doctor, you must tell your employer the name of the doctor you choose. Do this as soon as possible after your employer gives you this notice and *before* getting any treatment unless it is emergency medical treatment. Once you tell your employer the name of the doctor, you may not change your choice unless your employer agrees or the Nebraska Workers' Compensation Court orders a change.


If you do not choose your doctor, your employer has the right to choose the doctor to treat you. The employer may also choose the doctor to treat you if you or your family member does not give permission so your employer can verify past treatment by the doctor you choose.

You may choose a doctor if your claim is denied. You may also choose the doctor to do major surgery or for an amputation.

You may use Part B (below) to tell your employer the name of the doctor you choose.

My employer has informed me of the above information regarding choice or change of doctor

(SIGNATURE OF EMPLOYEE)

 _____
(DATE)

PART B: CHOICE OF DOCTOR

I choose the following doctor to treat me for this work-related injury. I certify that this doctor has treated me or an immediate family member before the work-related injury.

I do not have or I do not wish to choose a doctor who has treated me or an immediate family member.

(DOCTOR'S NAME)

(SIGNATURE OF EMPLOYEE)

(DOCTOR'S ADDRESS)

(DATE)

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PART C: USE TO CHANGE THE CHOICE MADE IN PART B, ABOVE

I wish to change my choice of doctor or I wish to choose a doctor to treat me for my work-related injury. I certify the doctor named below has treated me or an immediate family member before this work-related injury. I understand that I cannot make this change unless my employer agrees or unless the Nebraska Workers' Compensation Court orders a change.

(DOCTOR'S NAME)

(SIGNATURE OF EMPLOYEE & DATE OF SIGNATURE)

(DOCTOR'S ADDRESS)

(SIGNATURE OF EMPLOYER & DATE OF SIGNATURE)

Copied from NWCC Form 50—Revised 06/2010