



Continuity Of Operations Plan

Broward & Palm Beach

**Disaster Planning for
Planned and Unplanned Emergencies
2020-2021**

ChildNet's Mission:
To Protect Abused, Abandoned and Neglected Children in the Communities We Serve.



EMERGENCY HOTLINES

Employees: 954-917-1316

Automated information hotline updated as new information becomes available to staff members.

Service Providers: 954-917-1315

Automated information hotline updated as new information becomes available to providers.

Emergency Response Team: 954-414-5920

To speak to a ChildNet Emergency Response Team (ERT) Member.

Emergency Landline in Broward Board Room: 954-917-1328

CHILDNET LOCATIONS

ChildNet Headquarters/Administrative Offices:

BROWARD

1100 W. McNab Road
Fort Lauderdale, FL 33309
954-414-6000

Intake and Placement Broward (SafePlace)

1100 W. McNab Road
Fort Lauderdale, FL 33309
954-414-6006

PALM BEACH

4100 Okeechobee Blvd.
West Palm Beach, FL 33409
561-352-2500

Intake and Placement Palm Beach (SafePlace)

4100 Okeechobee Blvd.
West Palm Beach, FL 33409
561-313-6818

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FOREWORD

The Continuity of Operations Plan (COOP) is a comprehensive and effective plan to ensure continuity of essential services under all types of disruptive circumstances. The plan identifies a baseline of preparedness for a full range of potential emergencies and establishes a viable capability to perform essential functions during any emergency or other situation that disrupts normal operations.

The plan identifies essential functions, programs and personnel; procedures to implement the plan and personnel notification and accountability; delegations of authority and lines of succession; alternative facilities and related infrastructures; procedures to protect paper and electronic files and databases; and schedules and procedures for periodic tests, training and exercises.

ChildNet is committed to protecting clients receiving our services and those of our contracted providers. Likewise, ChildNet is committed to our employees to ensure a safe and stable workplace while facing external and internal adversities.

Thank you,



Larry N. Rein
CEO and President

SECTION I – INTRODUCTION

I-1. Purpose

This Emergency Disaster Continuity of Operations Plan (COOP) establishes policy and guidance to ensure the execution of ChildNet mission-essential functions in the event of a disaster or threat to the agency. This could require relocation of ChildNet personnel, equipment, and functions if the agency becomes incapacitated. Specifically, this plan is designed to:

- Ensure that ChildNet is prepared to respond to emergencies, recover from them, and mitigate their impacts;
- Ensure that ChildNet is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated; and
- Establish and enact time-phased implementation procedures to activate various components of the plan, providing sufficient operational capabilities relative to the event or threat thereof.

I-2. Applicability and Scope

This document is applicable to all ChildNet personnel at all ChildNet sites. Contracted providers servicing ChildNet clients are required to have an emergency continuity of operations plan as part of their contract documents.

I-3. Policy

- A. The ChildNet CEO will maintain and identify the agency's mission-essential functions and the staff to support them.
- B. The CEO and Chief Financial Officer (CFO) will prepare supplemental plans specifically addressing operations in an emergency that would require a full or partial relocation of ChildNet.
- C. The CEO and CFO are responsible for the annual review and update of this plan.
- D. The CEO and the Senior Management Team are responsible for scheduling and conducting periodic tests, training, and exercises in coordination with the department Directors and contracted service providers relating to the viability and execution of the ChildNet COOP.
- E. The CEO is responsible for a thorough post emergency review of the COOP. This review will address systems that functioned properly and those that require revision. This review should occur within thirty days of the deactivation of the COOP.

SECTION II - CONCEPT OF OPERATIONS

II-1. Objectives

The COOP was developed to ensure that a viable capability exists to continue essential program area functions across a wide range of potential emergencies, specifically when the primary facility is either threatened or inaccessible. The objectives of this plan include:

- Ensuring the continuous performance of a program area's essential functions/operations during an emergency;
- Protecting essential facilities, equipment, records, and other assets;
- Reducing disruptions to operations;
- Providing a time-phased implementation of partial or full execution of the plan to mitigate the effects of the emergency and shorten the crisis response time;
- Identifying and designating program staff and support staff to be relocated;
- Facilitating decision-making for execution of the plan and the subsequent conduct of operations; and
- Achieving a timely and orderly recovery from the emergency and resuming full service to all clients.

II-2. Planning Considerations and Assumptions

- A. In accordance with Federal guidance and emergency management principles, a viable COOP capability:
- Must be maintained at a high-level of readiness,
 - Must be capable of implementation both with and without warning,
 - Must be operational no later than six hours after activation,
 - Must maintain sustained operations for up to 30 days, and
 - Should take maximum advantage of existing State or Federal and local government infrastructures.
- B. The following assumptions were used as a basis of design for the plan's concept of operations and implementation procedures:
1. An emergency condition may require the immediate activation of the COOP and the meeting of the Emergency Response Team (ERT) (**Table A, page 16**).

2. The Emergency Response Team (ERT) (**Table A, page 16**) will include the ChildNet CEO/designee, the Senior Management Team, the Program Officers, the MIS designee and the Director of Community Relations.
3. In addition to activation of the ERT, the Operations Emergency Response Team (OERT) [all managers up to the Executive management team (**Table B, page 17**)] will be activated to ensure effective and efficient communication throughout the emergency condition.
4. If evacuation of one or all ChildNet sites is necessary, staff will be relocated to an Alternate Relocation Point (ARP) (**Section II-7, page 12**) or required to tele-work from their home whichever is deemed most appropriate for the existing circumstance. At the discretion of the CEO, the ChildNet Emergency Response Team (ERT) (**Table A, page 16**) will continue ChildNet's mission and essential functions from that location until the resumption of full operations is re-established at the location that had previously been evacuated.
5. Each ChildNet direct service staff is provided with a laptop computer, and a multi-functional cellular phone. These items allow direct service staff to work off-site when required. Thus, the practice of working from home or other locations is an established pattern and part of the work culture for many members of ChildNet's staff. This will continue and allow staff to proceed with emergency procedures off-site to ensure the safety of children and families under ChildNet care.
6. Cellular communication will be used to ensure direction and control of the COOP activation and possible relocation by the CEO and Emergency Response Team (ERT) (**Table A, page 16**) staff. There will be a land information line activated to provide information to staff, DCF, contracted service providers, and community stakeholders when the COOP is activated. The telephone number of this land information line is **954-917-1316** for staff and **954-917-1315** for service providers.
7. The Director of Community Relations will ensure continuous updates to ChildNet's website to provide updated information to staff, DCF, contracted service providers, and community stakeholders.

II-3. Warning Conditions

- A. With Warning. It is expected that, in most cases, ChildNet will receive a warning of at least a few days or hours prior to an event. This will normally enable the full execution of the COOP with a complete and orderly alert, notification, and activation of the Emergency Response Team (ERT) (**Table A, page 16**) and, if needed, relocation of ChildNet personnel to a pre-identified Alternate Relocation Point (ARP) (**Section II-7, page 12**).
- B. Without Warning. The ability to execute this plan following an event that occurs with little or no warning will depend on the severity of the emergency and the availability of the CEO

and Senior Management Team to form the Emergency Response Team (ERT) **(Table A, page 16)**. If activation of the Emergency Response Team (ERT) **(Table A, page 16)** and the initiation of the Operations Emergency Response Team (OERT) **(Table B, page 17)** is not feasible because of the loss of personnel, temporary leadership will follow the ChildNet policy on delegation of authority, and/or the Emergency Organizational Chart. In either case, notification of staff is essential.

1. Non-Duty Hours. ChildNet staff would be alerted and activated to support operations for the duration of the emergency through the call-down notification process.
2. Duty Hours. If possible, this plan will be activated, and available members of the **OERT (Table B, page 17)** will be deployed to support operations for the duration of the emergency.

II-4. Time-Phased Implementation

The purpose of a Time-Phased Implementation Plan is to maximize the preservation of life and property in the event of any natural or man-made disaster or threat thereof, by making the best use of available personnel, equipment, facilities, and other resources. This Plan **(Attachment 1)** is designed to provide a response that can be used with any type of disaster or threat thereof. The degree to which this plan is implemented depends on the type and magnitude of the event or threat, the amount of warning received, whether personnel are on duty at the ChildNet offices or off-duty, and the extent of damage to the office buildings and their occupants.

The Disaster Magnitude Classification definitions will be used to determine the execution level of the ChildNet COOP. These levels of disaster are defined as:

- Minor Disaster: Any disaster that is likely to be within the response capabilities of local government and results in only minimal need for state or federal assistance.
- Major Disaster: Any disaster that will likely exceed local capabilities and require a broad range of state and federal assistance. The Federal Emergency Management Agency (FEMA) will be notified and potential federal assistance will be predominantly recovery oriented.
- Catastrophic Disaster: Any disaster that will require massive state and federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery needs.
- Pandemic Disaster: An influenza strain or other infectious disease occurring over a wide geographic area and affecting an exceptionally high proportion of the population as declared by the United States Center for Disease Control.

II-5. ChildNet Key Staff

- A. The ChildNet CEO assumes full responsibility for the implementation of the COOP, which includes functioning as the lead of the Emergency Response Team (ERT) **(Table A, page 16)** and determining when activation of the COOP is necessary. The CEO may, at his or her discretion, appoint a designee to act in his or her absence. In order to ensure that ChildNet assignments can continue under all conditions, it will be necessary to identify essential functions that require continuous performance during emergency activation by the ERT.
- B. ChildNet Managers and Directors are required to maintain their staff's current cellular phone in their work cellular telephone. The ChildNet call-down notification process will be conducted at the onset of any anticipated threat. The ChildNet call-down will require everyone in a supervisory role to contact all their direct reports to ensure physical contact, assessment of their safety and or to notify staff of potential or emergency conditions.
- C. The ChildNet Staff Contacts database (Directory of Employees) **(Attachment 3)**, located in Shared Contacts in Microsoft Outlook, contains an accurate and up-to-date list of all staff members' names, work location, and work cellular numbers and will be used for ChildNet call down notifications. This information is put into a Microsoft Excel spreadsheet by the IT staff on a monthly basis. Excel allows users to filter information based on the above categories. In the event of an emergency, this spreadsheet will be provided to the Emergency Response Team (ERT) **(Table A, page 16)**. It is the responsibility of the department Directors to ensure the accuracy of this information in Outlook.
- D. UltiPro contains a Directory by Department list that is updated and distributed, as requested, to the Senior Management Team by a Human Resource designee. This list contains the name, work cell, work location, emergency phone number and address of each ChildNet employee.

II-6. COOP Execution

- A. Emergencies, or potential emergencies, may affect the ability of ChildNet to perform its mission-essential functions from either or all of the ChildNet sites. The following are scenarios that could mandate the activation of the ChildNet COOP:
 - 1. Either or all of the ChildNet sites are closed to normal business activities as a result of an event or credible threat thereof that would preclude access or use of the office.
 - 2. The Fort Lauderdale, FL and/or West Palm Beach, FL metropolitan area is closed to normal business activities as a result of an executive order for a widespread pandemic, utility failure, natural disaster, significant hazardous material incident, civil disturbance, terrorist or military attack. Under this scenario, there could be uncertainty regarding whether additional events such as secondary explosions, aftershocks, or cascading utility failures could occur.

- B. When normal operations are interrupted due to an event or threat thereof, the ChildNet CEO/designee, in consultation with the Emergency Response Team (ERT) **(Table A, page 16)** staff, will activate the ChildNet COOP.
- C. If it becomes necessary to evacuate personnel from either or all of the ChildNet sites due to an event or threat thereof, the CEO/designee and the Emergency Response Team (ERT) **(Table A, page 16)** will designate an Alternate Relocation Point (ARP) **(Section II-7, page 12)**.
- D. The Emergency Response Team (ERT) **(Table A, page 16)** will be responsible for continuing mission-essential functions of ChildNet within six (6) hours and as necessary until access to the ChildNet site that had been evacuated is safe to return. Occupying an ARP will be determined by the situational circumstances in the Broward County and/or Palm Beach County vicinity.
- E. Disasters could occur with or without warning and during duty or non-duty hours. Whatever the incident or threat, the ChildNet COOP will be executed in response to a full range of disasters and emergencies, to include natural disasters, terrorist threats or incidents, and technological disruptions and failures.
- F. It is expected that, in most cases, ChildNet will receive a warning of at least a few hours prior to an incident. Under these circumstances, the process of activation would normally enable the partial or full activation of the ChildNet COOP with a complete and orderly alert, notification of all personnel through the ChildNet call down notification process to identify the whereabouts of staff and service recipients, and activation of the Emergency Response Team (ERT) **(Table A, page 16)**.
- G. Without warning, the process becomes less routine, and potentially more serious and difficult. The ability to execute the ChildNet COOP following an incident that occurs with little or no warning will depend on the severity of the incident's physical impact on the facilities, and whether the ChildNet CEO and the Senior Management Team are present in the ChildNet offices or in the surrounding area. An orderly alert, notification of all personnel through the call down notification process to identify the whereabouts of staff and service recipients, and activation of the Emergency Response Team (ERT) **(Table A, page 16)** will be completed as quickly as possible.
- H. Personnel accountability throughout all phases of emergencies, to include COOP, is of utmost concern, especially if the emergency occurs without warning and during duty hours. ChildNet building evacuation plans with diagrams **(Attachment 4)** are posted at 13 strategic locations within ChildNet's Headquarters and at 17 locations within the West Palm Beach site. Periodic testing of the alarm system and building evacuation are conducted. All ChildNet sites have security systems that are activated 24/7 and in the event of a power outage the generator will automatically start and allow key card access. The Emergency Response Team (ERT) **(Table A, page 16)** and the Facilities Staff all have key cards to

these doors. The Fire Department has access to the lock box, which also contains a key card to open these doors.

- I. ChildNet staff will be provided with a checklist for pre-crisis activities and a list of emergency supplies that need to be obtained and/or on hand prior to an emergency. Specific instructions on the staff members' responsibilities to their families and for their ChildNet activities are included.
- J. In April of each year, Hurricane Preparedness will be undertaken by the gathering of key personnel involved in the tasks as outlined by the Time Phased Implementation Matrix (**Attachment 2**). The list of emergency shelters, hospitals, grocery stores and TV/Radio Stations in Broward, Miami-Dade and Palm Beach counties (**Attachment 5**) will also be updated annually for the June to November Hurricane Season.

II-7. Alternate Relocation Point (ARP) physical damage to ChildNet proper facilities:

- A. The Alternate Relocation Point (ARP) will be a designated fixed site. The determination of an ARP for ChildNet personnel will be made at the time of activation of the COOP by the CEO/designee and the Emergency Response Team (ERT) (**Table A, page 16**), and will be based on the incident or threat thereof, risk assessments, and execution time frame.
- B. Broward County - ChildNet has one site in Broward County located at 1100 W. McNab Road, Fort Lauderdale, FL 33309. If the site is inaccessible, then the Alternate Relocation Point (ARP) will be located at Children's Services Council of Broward County, 6600 W. Commercial Blvd., Lauderdale, FL 33319. Staff will be instructed to call **954-917-1316** for updates regarding when and where to report. The determination to use this ARP will be made at the discretion of the CEO/designee and the Emergency Response Team (ERT) (**Table A, page 16**) based on situational circumstances and the services that are required to be maintained.
- C. Palm Beach County - ChildNet has two sites in Palm Beach County, one located at 4100 Okeechobee Blvd., West Palm Beach, FL 33409 and the other located at 2990 N. Main Street, Belle Glade, Florida 33430. If the many site is inaccessible, then the Alternate Relocation Point (ARP) will be located at the DCF Campus, 111 S. Sapodilla Ave., West Palm Beach, FL 33401. Staff will be instructed to call **954-917-1316** for updates regarding when and where to report. The determination to use this ARP will be made at the discretion of the CEO/designee and the Emergency Response Team (ERT) (**Table A, page 16**) based on situational circumstances and the services that are required to be maintained.
- D. If relocation is required, the Emergency Response Team (ERT) (**Table A, page 16**) will appoint OERT staff to assess, develop and implement the transition of services and relocation of staff and support services to the designated Alternate Relocation Point (ARP). The Operations Emergency Response Team (OERT) (**Table B, page 17**) will either relocate

temporarily to the ARP or operate remotely from their home or an assembly site in the Broward County and/or Palm Beach County vicinity.

- E. The CFO/Designee will initiate inspection of equipment and ordering supplies and equipment necessary to maintain operations.

II-8. Mission-Essential Functions

- A. It is important to establish priorities prior to an emergency to ensure that the relocated staff can complete ChildNet mission-essential functions. All program areas shall ensure that their essential functions can continue or resume as rapidly and efficiently as possible during an emergency situation or relocation.
- B. Each program area's Director is responsible for maintaining a list of essential functions and the necessary support resources that would permit continuation of their functions if there was a local disaster.
- C. The call down procedure will allow staff members to travel to work using their own vehicles, as available. ChildNet will secure a high-volume gas tanker that will be located at 1100 W McNab Road, Ft. Lauderdale FL for fuel replenishment during availability of limited fuel supply as well as each facility has a backup generator. If pre-warning of the emergency occurs, all ChildNet vehicles will be fully serviced and filled with gasoline.
- D. Client Services staff in Broward and Palm Beach will contact, locate, assess both the safety and service needs of our families; staff will provide services to our clients, particularly those displaced and adversely affected by the disaster. Client Services staff in Broward and in Palm Beach will ensure that any new cases received will be assigned for service provision.
- E. Client Services staff in Broward and Palm Beach will identify a point person to share information with other states. This staff member will be available to coordinate Interstate Compact on the Placement of Children (ICPC) functions during emergencies.

II-9. Delineation of Mission-Essential Functions

If the ChildNet COOP cannot be fully implemented for any reason, the CEO/designee and the Emergency Response Team (ERT) (**Table A, page 16**) will determine which of ChildNet's staff will perform critical mission-essential functions. In addition, ChildNet would:

- A. Coordinate our response with local, state, federal governmental authorities including DCF, Office of the Attorney General (OAG), BSO CPIS, Children's Legal Services (CLS), DCF CPI, GAL Program and neighboring CBC's (**Attachment 6**).
- B. Contact the Department of Children and Families (DCF) to ascertain the availability of staff and services that could be utilized by ChildNet in ensuring the continuous performance of ChildNet mission-essential functions. These contacts would be made by the Emergency Response Team (ERT) (**Table A, page 16**).

- C. Contact local social welfare agencies, including those that ChildNet has contracts with, to ascertain the availability of staff and services that could be utilized by ChildNet in ensuring the continuous performance of ChildNet's mission-essential functions. These contacts would be made by the Emergency Response Team (ERT) (**Table A, page 16**) and the ChildNet Contract Director.

II-10.Direction and Control

- A. The CEO may order activation of the ChildNet COOP or appoint a designee to perform this responsibility.
- B. If the CEO becomes or is incapacitated, then the delegation of authority will follow per ChildNet's Emergency Organizational Chart. The delegation of authority will only be in effect for the length of the emergency.

II-11.Operational Hours

- A. During COOP activation, the Emergency Response Team (ERT) (**Table A, page 16**) will determine the hours of work for the Operations Emergency Response Team (OERT) (**Table B, page 17**) and staff affected. However, it is expected that the working hours of the non-affected ChildNet staff will be their normal working hours.

II-12.Alert and Notification Procedures

- A. Alerts. If the situation allows for warning, staff may be alerted prior to a notification of COOP activation.
 - 1. Information and guidance to ChildNet employees will normally be passed on through land or cellular telephones with the call down notification process. An emergency number will be available for staff to call for status and updates on the emergency. Depending on the situation, current information will also be available via:
 - a. ChildNet's COOP hotline: **954-917-1316**.
 - b. Announcements released to local radio and TV stations.
 - 2. The Watch, Warning and Post Hurricane Directors Checklists (**Attachment 7**) will be emailed upon notification of a watch.
 - 3. Employees should listen for specific instructions. All ChildNet employees should remain at their office or home until specific guidance is received.
 - 4. The CEO or designated successor will direct the activation of the ChildNet COOP.
 - 5. The ChildNet Director of Community Relations will be the conduit for any information released to local radio, TV or newspapers.

B. Notifications. Upon activation of the ChildNet COOP:

1. The Emergency Response Team (ERT) (**Table A, page 16**) members will notify the Operations Emergency Response Team (OERT) (**Table B, page 17**) informing them that the COOP is being activated, the current situation and what, if any, staff or service areas are affected. ERT members will have a current staff contact list.
2. The Directors and Managers will notify their immediate Supervisors using the stored cellular telephone numbers or printed list, Staff Directory (**Attachment 3**) and will report the information that they received to the Senior Management Team. The Directors will document the time and date of the telephone calls to their immediate staff.
3. The Supervisors will call their immediate staff using the employee's cellular telephone number and/or non-work landline number. If the employee does not answer, then depending on the severity of the situation, a voicemail message can be left, or the emergency telephone number dialed. The Supervisors will relay the information and guidance provided by the Directors. The Supervisors will document the time and date of the telephone calls to their immediate staff.
4. The Directors will notify their respective Senior Management Team member upon completion of the notification process. The Directors and Supervisors will sign, date, and note the time that the call notification contact sheets were completed.
5. Subsequent information and notifications may be made via personal contact, telephone, cell phone, radio and TV broadcasts, or a combination thereof.
6. The CEO/designee will notify DCF and ChildNet contracted service providers, when necessary, in anticipation of or in the activation of the ChildNet COOP.
7. The Chief Program Officer will contact DCF, Office of the Attorney General, BSO CPIS, Children's Legal Services (CLS), DCF CPI, and GAL for their emergency contact information and will provide ChildNet's information.

TABLE A
ChildNet's Emergency Response Team (ERT)
Emergency Organizational Chart

PROGRAM AREA	NAME	TITLE	CELL PHONE
Broward and Palm Beach	Larry Rein	President/CEO	954-234-3592
Administrative & Finance	Donna Eprifania	Chief Financial Officer	954-579-1218
Operations	Julie DeMar	Chief Program Officer	954-405-4475
Legal and Human Resources	Dionne Wong	Chief Human Resources & Legal Officer	954-551-2344
Service Coordination and Quality	Susan Eby	Chief Clinical Quality Officer	954-551-2265
Information and Technology	Joseph Mbwambo	IT Officer	954-540-9059
Community Relations	Andrea Cunningham	Director of Community Relations	954-204-6198
Client Services - (Case Management & Youth Svcs.)	Deena Ponto	Program Officer of Case Management	954-234-3203
Client Services (Case Management and Adoption)	Sheryl Williams	Program Officer of Case Management & Adoption	954-263-9452
Palm Beach – (Case Management and Intake & Placement)	Nicole Slade	Program Officer of Case Management and Intake & Placement	561-809-1777
Palm Beach – (Case Management)	Lauren Fuentes	DPO CHS	561-675-9657

TABLE B
ChildNet's Operations Emergency Response Team (OERT)
Published by HR

Employee Name	Job Title	Work Cell	Home Phone	Email Address
Allen, Kenia	Director of Support Svcs	(954) 336-7756	(954) 704-2695	kallen@childnet.us
Blavat, Gary	Director of Finance	(954) 826-2284	(954) 303-3924	gblavat@childnet.us
Blythe, Lena	Asst. Director of IP	(561) 351-2427	(561) 714-0054	lblythe@childnet.us
Brown, Shakeyia	Director of Service Coord	(954) 560-1056	(305) 930-5519	shabrown@childnet.us
Chenet, Andrea	Director of CQI	(954) 336-7138	(954) 882-5199	achenet@childnet.us
Collins, Tara	Director, Case Mgmt	(954) 263-7946	(954) 495-9217	tcollins@childnet.us
Combs, Bobbi	Regional Controller	(954) 204-6668		bcombs@childnet.us
Cowan, Yyone	Director of Rev Max	(954) 263-3536	(954) 263-3536	ycowan@childnet.us
Cunningham, Andrea	Dir of Comm. Relations	(954) 204-6198	(954) 330-5761	acunningham@childnet.us
Demar, Julie	Chief Program Officer	(954) 405-4475	(561) 358-2957	jdemar@childnet.us
Eby, Susan	Chief Clinical & Qual. Off.	(954) 551 2265	(954) 610-5831	seby@childnet.us
Eprifania, Donna	Chief Financial Officer	(954) 579-1218	(772) 359-4658	deprifania@childnet.us
Evans, Fiona	Director, Case Mgmt	(954) 464-1269	(954) 990-6308	fevans@childnet.us
Irvin, Alison	Director of Case Mgmt.	(954) 465-9559	(954) 448-3806	airvin@childnet.us
Jovanovich, Maggie	Director, Case Mgmt	(954) 464-5997	(954) 401-7795	mjovanovich@childnet.us
Kenison, Krystal	Director of Service Coord	(561) 329-5801	(561) 352-3986	kkenison@childnet.us
King, Stacy-Ann	Director of Human Resource	(954) 465-0819	(954) 214-1772	sking@childnet.us
Leese, Laura	Manager of CD	(954) 557-0641	(954) 732-8128	lleese@childnet.us
Lewis, Amanda	Accounting Manager	(954) 248-9147	(912) 980-9003	amanda.lewis@childnet.us
Mbwambo, Joseph	Info & Tech Officer	(954) 540-9059	(561) 568-3358	jmbwambo@childnet.us
McCall, John	Asst Controller	(954) 248-8828	(954) 547-8068	john.mccall@childnet.us
McTighe, Gayle	Asst Dir of Service Coord	(954) 816-2086	(954) 779-1847	gmctighe@childnet.us
Ortiz, Martin	Admin Services Director	(954) 560-6515		mortiz@childnet.us
Otto, Daffodil	Director, Case Mgmt	(954) 336-7375	(954) 309-6318	dotto@childnet.us
Phillips, Tamaru	Director of IP	(561) 945-5371	(305) 767-5928	tphillips@childnet.us
Ponto, Deena	Program Officer of CM	(954) 234-3203	(954) 428-4549	dponto@childnet.us
Ponto, Ted	Director of Adoption &PRT	(954) 336-7819	(954) 428-4549	tponto@childnet.us
Ramsaran, Samantha	Director of Perm. & Youth	(561) 945-6629	(561) 818-0532	sramsaran@childnet.us
Rankine-Palmer, Denessee	Director of Contracts	(954) 837-3951	(954) 353-5983	drankine-palmer@childnet.us

TABLE B (cont'd)
ChildNet's Operations Emergency Response Team (OERT)

Reaves, Dedrick	Director of Case Mgmt H	(954) 465-9985	(954) 478-0096	dreaves@childnet.us
Rein, Larry	President / CEO	(954) 234-3592	(954) 564-8484	lrein@childnet.us
Rufus, Diane	Director, Case Mgmt	(954) 336-6189	(954) 822-1025	drufus@childnet.us
Stewart, Kezia	Director of IP	(954) 234-8962		kstewart@childnet.us
Slade, Nicole	Program Officer of CM/IP	(561) 809-1777	(561) 729-9705	nicole.slade@childnet.us
Slick, Gillian	Fin. Inf. Sys. Manager	(954) 395-5412	(305) 798-7778	gslick@childnet.us
Tortora, Sheree	Director of CQI	(561) 779-5280	(813) 842-0818	stortora@childnet.us
Wallick, Andrew	Dir of Service Quality	(954) 732-7484	(954) 732-1517	awallick@childnet.us
Watson, Kaydion	Director of Youth Svcs.	(954) 336-2106	(954) 483-0347	kwatson@childnet.us
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SECTION III – RESPONSIBILITIES AND PROCEDURES

III-1. Emergency Response Team (ERT) Procedures

A. Chief Executive Officer Responsibilities

1. Functions as leader of the Emergency Response Team (ERT) (**Table A, page 16**) or assigns a designee to fulfill this responsibility.
2. Identifies mission-essential functions needing to be maintained at the time of a specific emergency.
3. Establishes an order of succession to positions of leadership within the organization as per ChildNet's Emergency Response Team (ERT) (**Table A, page 16**).
4. Notifies the Board of Directors.

B. Administration, IT and Finance Program Area Responsibilities

1. Coordinates COOP security, safety, and health requirements.
2. Ensures the call down notification process has been completed.
3. Provides guidance on the management of vital records and databases.
4. Ensures that unique or critical information system requirements are considered in planning and, if appropriate, are identified as capabilities to be provided by support organizations.
5. Oversees all phases of the reconstitution process.
6. In conjunction with the Emergency Response Team (ERT) (**Table A, page 16**) and Operations Emergency Response Team (OERT) (**Table B, page 17**), oversees the orderly transition of all ChildNet mission-essential functions, personnel, equipment and records from the Administrative office building to the appropriate Alternate Relocation Point (ARP) (**Section II-7, page 12**) or to a designated / new or restored ChildNet office.
7. Develops plans and schedules for the orderly transition of all ChildNet mission-essential functions, personnel, equipment and vital records from the Alternate Relocation Point (ARP) (**Section II-7, page 12**) to the new or reconstituted Circuit 15 and/or Circuit 17/ChildNet Office.
8. Requests the U.S. Postal Service to forward mail from either or all ChildNet sites to the appropriate Alternate Relocation Point (ARP) (**Section II-7, page 12**) if the situation is expected to persist for several days.

9. Monitors the situation and receives status reports.
 10. Informs Emergency Response Team (ERT) (**Table A, page 16**) on the status of the reconstitution effort.
 11. Maintains a database of potential Alternate Relocation Point (ARP) (**Section II-7, page 12**) facilities for Administrative office and direct service staff.
 12. The CFO/designee will be the lead for damage assessment.
 13. Per the CFO's request, an emergency cash fund will be utilized during COOP activation to provide for travel, supplies, etc. This fund will be made available to the CFO through the Regional Controller.
 14. The CFO/designee will develop a strategic and multi-year plan which includes anticipated funding requirements for the COOP. This plan will include anticipated funding requirements for repairs, salaries, and anything else needed during the activation of the COOP.
- C. ChildNet Client Services, Children's Home Society and Vita Nova Program Area Responsibilities
1. Performs functions in support of the CEO.
 2. Provides staff for the Operations Emergency Response Team (OERT) (**Table B, page 17**).
 3. Assesses the interruption of services to clients.
 4. Assesses the need to relocate staff.
 5. Ensures the call down notification has been completed.
 6. Maintains the ChildNet Emergency Operations telephone message.
 7. Client Services in Broward and Palm Beach County assesses the safety, and provides appropriate notification to parents and caregivers, of children placed in in-home and out-of-home care, including relative and non-relative placements. The call down for children in foster home placements will be conducted by the provider agency for the various homes. The call down for children living with their parents or relatives will be conducted by ChildNet staff. The ChildNet staff will report their findings to the respective Program Officer. The provider agencies will report their findings to the Director of Contracts. Vita Nova who provides services to young adults.
 8. ChildNet staff will work closely with Children's Home Society (CHS), who also provides case management in Palm Beach and Vita Nova who provides services to young adults,

to assess the safety, and provides appropriate notification to parents and caregivers, of children placed in in-home and out-of-home care, including relative and non-relative placements. The call down for children in foster home placements will be conducted by the provider agency for the various homes. The call down for children living with their parents or relatives will be conducted by CHS staff. The provider agencies and ChildNet staff will report their findings to the respective Program Officer.

9. Broward - Two emergency land lines have been installed; one in the Board Room on the 2nd floor and one in the Cafeteria on the 1st floor. These phones can be used during an emergency when the power and main phone lines are down.
10. Palm Beach – An emergency land line is installed on the 2nd floor in Conference Room A.
11. Broward - In May of each year, Hurricane Preparedness packets are updated and are provided to caregivers and reviewed during home visits. Young adults (18-23) are provided a Hurricane Preparedness packet on check days. The Caregiver and Young Adult Hurricane Preparedness packets are available on ChildNet's Resource Links. Included in the packet are the lists of emergency shelters, hospitals, gas stations, grocery stores and TV/Radio Stations in Broward, Miami-Dade and Palm Beach counties (**Attachment 5**).
12. Palm Beach – In May of each year, Children's Home Society (CHS) provides the Hurricane Preparedness packets to caregivers and Vita Nova provides the Hurricane Preparedness packets to the young adults. Hurricane Preparedness packets are updated and are provided to caregivers and reviewed during home visits. Young adults (18-23) are provided a Hurricane Preparedness packet on check days. The Caregiver and Young Adult Hurricane Preparedness packets are available on ChildNet's Resource Links. Included in the packet are the lists of emergency shelters, hospitals, gas stations, grocery stores and TV/Radio Stations in Broward, Miami-Dade and Palm Beach counties (**Attachment 5**).
13. In the event that a major disaster disabled the majority of licensed care options in the Broward and/or Palm Beach County areas, Intake and Placement staff will contact the neighboring Community Based Care Agencies for placement options.

D. Communications Program Area Responsibilities

1. Performs functions in support of the CEO by assuring the call down notification process has been completed.
2. Develops a Communications Plan to ensure contact and information flow to all identified critical customers, including guidance to the ChildNet personnel.

3. Prepares statements to local radio, TV and newspapers related to any incident that causes the activation of the ChildNet COOP and provides updates as required.

E. Contracts Management Area Responsibilities

1. Assesses the safety of clients placed in out-of-home care through the provider contacts and licensing unit.
2. Ensures that contract providers: provide their contract manager with a current emergency continuity of operations plan by the 30th day after signing their ChildNet contract. The plan is to include an evacuation plan, if necessary, as well as a section stating they will call ChildNet by noon every day following a hurricane with updates as to the status of the children, foster parents and staff at their facility. Emergency contacts of key personnel should also be listed.
3. Foster home management provider agencies are to contact their foster parents both prior to and post-disasters/hurricanes to ensure the families' safety and that of the children in their homes.
4. In the event the foster home management provider is not able to relocate a child within their network, ChildNet will be responsible for coordinating an alternate placement.

F. Chief Legal Officer Program Area Responsibilities

1. Performs functions in support of the CEO by ensuring the call down notification process has been completed.
2. Advises, instructs, and disseminates necessary information to ChildNet staff in order to reestablish and maintain the flow of operations.
3. Assists and supports Children's Legal Services (OAG) and (CLS) in their efforts to maintain continuity of service.
4. Has readily available information pertaining to the court system in order to facilitate a seamless recovery period.
5. Ensures that counsel is present during all court hearings during the emergency period.
6. As manpower allows, assists the Contracts and Licensing Departments, as necessary, in returning normal service to their providers and contract holders.

G. Facilities Responsibilities

1. Ensures that the ChildNet offices are properly maintained, and that any required repairs are reported to the CEO, CFO and the facility owner(s).

2. Works closely with the Broward Fire Marshall and the Palm Beach County Fire Inspector to ensure our offices are free of hazards. Periodic Fire Drills are conducted to ensure that all employees are aware of emergency procedures.
3. In May of each year, the following Hurricane Preparedness activities will be performed:
 - i. Generators in Broward location will be tested and, prepped and topped off with fuel.
 - ii. Necessary tree trimming will be performed to minimize debris residual due to potential high winds
 - iii. Lank Oil tank to be delivered to Broward location, 1100 W. McNab Rd and filled upon impending Hurricane Category 2 or greater.
 - iv. Ensure all available resources for building (sandbags) and equipment protection (bags, tarps, etc.) are available for the upcoming annual Hurricane season.
4. Maintains a list of all ChildNet employees with physical disabilities. The Facilities staff will ensure that these staff members have evacuated the building in a safe and timely order.
5. Broward - ChildNet maintains five + (5+) locked rooms which contain the case files/binders of all active ChildNet clients (main file room, two Independent Living file rooms, Rev. Max. file room, Scanning Prep Room, and any temporary storage area). The main file room, scanning prep room, and office with closed files are manned by staff that is responsible for signing in and/or out each file. Unless there is a specific situation, all case files are to be checked back into the File Room at the end of each working day. The last two current volumes in binders are stored, alphabetically, on large 5-tier iron shelves; if a case has more than two volumes, the additional volume is transferred into a pressboard folder and sent to off-site storage. All cases are scanned electronically. To ensure their safety from water damage during an emergency situation, the Facilities staff will cover and secure the file shelves with large water-proof tarps.
6. Palm Beach – All case files must be in their respective Children's Home Society (CHS) facilities.

H. Information Systems Responsibilities

1. Performs functions in support of the CEO and CFO.
2. Is prepared to provide staff for the Operations Emergency Response Team (OERT) **(Table B, page 17)**.
3. Ensures the call down notification process has been completed.

4. Develops an information technology plan that details the transition of critical ChildNet COOP telecommunications and information systems from ChildNet Headquarters, and/or the West Palm Beach site to a designated Alternate Relocation Point (ARP) **(Section II-7, page 12)**, and from the Alternate Relocation Point (ARP) **(Section II-7, page 12)** to a new or reconstituted ChildNet complex.
 5. Coordinates the implementation of COOP per the telecommunications and information systems requirements for PCs, software, connectivity, data, secure and non-secure voice, e-mail, etc.
 6. Informs ChildNet senior management on the status of telecommunications and information systems.
 7. Provides guidance on the periodic backup and transfer of essential ChildNet COOP data systems.
 8. Prepares backup copies or updates for all electronic records.
 9. Covers all equipment (computers, printers, fax machines, copy machines, etc.) with waterproof bags during an evacuation at all ChildNet sites, if there is time and if it is safe to do so, to prevent water damage.
 10. Ensures availability of additional laptops and car chargers.
- I. Human Resource Responsibilities
1. Performs functions in support of the CEO.
 2. Is prepared to provide staff for the Operations Emergency Response Team (OERT) **(Table B, page 17)**.
 3. Ensures the call down notification process has been completed.
 4. Serves as centralized coordination point for personnel augmentees.
 5. Coordinates with the Communications office on amplification guidance to ChildNet personnel – relocated and non-essential.
 6. Ensures provisions for the completion of time and attendance functions by one or more Operations Emergency Response Team (OERT) **(Table B, page 17)** members.
 7. Provides the Senior Management Team every month a current Directory by Department List of all ChildNet staff.
- J. Senior Management Team Responsibilities
1. Performs functions in support of the CEO.

2. Is prepared to provide staff for the Operations Emergency Response Team (OERT) **(Table B, page 17)**.
3. Ensures the call down notification process has been completed.
4. Conducts periodic coordination visits to the various Alternate Relocation Point (ARP) **(Section II-7, page 12)** locations and assembly sites.
5. Develops and conducts comprehensive tests, training, and exercises for ChildNet staff as well as post-crisis review of the COOP.

III-2. Pandemic Procedures

ChildNet's Senior Management Team is aware that in our world today, the threat of a pandemic is present and can occur at any time. The actions to be taken to meet this type of emergency are:

- A. The ChildNet website offers a link to the CDC website for additional information. This website provides accurate, up-to-the-minute information that is easy for the layperson to understand.
- B. When a pandemic threatens ChildNet, staff will pandemic specific protocols for contracted services providers, caregivers, foster parents, young adults (18-23 years of age) and staff. The protocols will provide information regarding the spread of the disease, ways to break the cycle of contamination, items that should be stocked in the event of being isolated for 10 days to 2 weeks, suggestions on how to care for those who are ill, and the need to have a Family Emergency Listing of all family members and children in care noting their health issues (e.g., diabetes, hypertension, etc.) and their medications. Such information will continue to be invaluable to physicians who in the future may treat a family member or a child in care on an emergency basis.
- C. If a vaccine is available, ChildNet staff will provide an Informational Packet for caregivers, foster parents, contracted service providers and staff. It will include appropriate consent forms and instructions for their completion. These consent forms will be available in English, Spanish and Creole.
- D. ChildNet will coordinate with the Department of Health a point of distribution (POD) to provide the vaccine or testing in the event of a pandemic.
- E. ChildNet will utilize published guidance from the Center for Disease Control (CDC).
- F. A Client Services Pandemic Action Plan has been developed (**Attachment 8**) outlining the actions to be taken during the pandemic to ensure continued services to the families and children we serve.

- G. Incorporated hereinto, will be all pandemic specific Executive Orders and protocols and communication established. Current Pandemic – COVID19

III-3. Security Issues

A. Threats or Act of Violence

ChildNet has a Zero Tolerance policy for any inappropriate threat or act of violence by an employee. Also, due to the nature of the work conducted by the agency, employees have been advised to take precautions in situations where a child/youth or other clients may become upset and threaten to harm themselves or others. These precautions include:

1. Employees should alert a supervisor or fellow employee as to their on-site location at which they will meet with their client.
2. In situations where a client has a history of inappropriate or dangerous behavior, employees should ask a supervisor or fellow employee to accompany them to the meeting with their client.
3. During a threat or act of violence the employee should immediately call 911 and, if possible, announce that the call has been made to avoid multiple calls.
4. The employee should alert on-site licensed mental health staff, and they and the employee should make every effort to calm the child/youth/client and if possible, verbally agree with their demands until Law Enforcement arrives.
5. When employees conduct home visits in a known high crime area, they should ask their supervisor or fellow employee to accompany them. Employees are aware that valuables such as jewelry, credit cards or large amounts of cash should be kept at home to avoid loss. Employees laptop computers should either be locked in a desk at the worksite or kept locked in their car trunk. Cell phones should be available to them but kept concealed.
6. SafePlace is a 24-hour/7-day facility, and staff has developed a buddy-system when entering or leaving the facility at off hours.
7. In the event of a bomb or terrorist threat to the facility, 911 should be called immediately, and a full evacuation per section III-4 should be executed.

B. Injury or Fatality

1. In case of a serious injury or fatality, 911 is to be called immediately.
2. All Administrative Executive Assistants and the Facilities staff have a list of staff and their contacts that have been certified in CPR by the American Red Cross.

3. A CPR certified staff person should be contacted and begin medical care on the injured person until the 911 staff arrives.
4. If the injured person is responsive, ask them who they wish to be called to be advised of their injury. If the injured person is an employee, Human Resource staff is to access their personnel file for any information concerning illness, physician and family contacts.
5. In the event of a fatality, the area should be sectioned off and secured. The CEO/designee will make the decision as to whether or not to close the building.
6. If there were witnesses to the injury or fatality, they are to write a statement as to what they witnessed before and/or after the incident.
7. All Law Enforcement reports are to be requested by the CEO/designee for the agency files.

C. After the Threat or Injury

1. Disaster Committee should meet to review the incident and determine if all procedures were followed and/or if improvements can be made in handling such emergencies.

III.-4. Evacuations / Fire Drill Procedures

- A. Facilities staff is in contact with Broward County, the Fort Lauderdale Fire Marshall and the Palm Beach County Fire Inspector to ensure that ChildNet's worksites meet all required codes. Through both announced and unannounced site visits, the Fire Marshall's staff then confirms ChildNet's compliance with these fire codes and safety requirements.
- B. Exits are clearly marked, and fire extinguishers and maps showing the nearest building exits are posted throughout the building. The fire extinguishers are checked and certified by the Fire Marshalls on a periodic basis.
- C. Fire Drills are held at least once a year to ensure their effectiveness in the event of an evacuation, and the results are reviewed by the Facilities staff and staff to determine if improvements are necessary. Periodic testing of the alarm systems is also conducted to ensure they are in full working order.
- D. Staff members are to follow evacuation procedures as practiced during fire drills. For details on the steps taken during evacuation drills, please refer to CN 002.022 (Emergency Procedures policy) and Evacuation Floor Plans (**Attachment 4**).
- E. Facilities staff has a list of all employees with physical disabilities. Facilities staff will verify that these employees have been assisted out of the building and are accounted for.
- F. During an evacuation, if there is time and it is safe to do so:

1. Employees should unplug all equipment in their work area, being careful not to go near any electrical hazards, such as areas that already have water in them, to prevent electrocution.
2. The Facilities staff will cover and secure the case files in the file rooms with waterproof tarps.
3. The Information Systems staff will cover all equipment (computers, printers, fax machines, copy machines, etc.) at all ChildNet sites with waterproof bags to prevent water damage.

III-5. Water Damage Prevention

- A. Anytime there is high risk of water damage from fire sprinklers, leaks, or flooding (e.g., fire evacuation, hurricane warning, broken pipes, heavy rainstorm, etc.), it is imperative that records and equipment are protected.
 1. Employees should always leave items prone to water damage (e.g., paper documents, CDs, DVDs, etc.) in closed desk drawers or high shelves overnight. Paper files and other equipment such as printers and computers should not be stored on or near the floor.
 2. The Facilities staff will inspect all facilities for water damage (e.g., water spots on the ceiling or water on the floor) after unusually heavy rainstorms or other events that are likely to cause water leaks and/or flooding.
- B. When water is present:
 1. The area needs to be assessed prior to entering the facility or area within a facility if there is water present. No one should enter any area that is flooded until a Facilities team member checks the area for structural and electrical hazards and deem that area safe. **Electrical lines should be grounded prior to entering an area that has flooding to avoid electrocution.**
 2. Leaks should be slowed or stopped as soon as possible, and records/materials should be covered, moved to higher shelves, or moved to a dry location depending on the extent of damage and the amount of water.
- C. As Florida is very humid, it is important to dry out any areas, records, and materials that become wet as quickly as possible to prevent mold and further damage by:
 1. Fans and air conditioning should run continuously to lower humidity, increase air flow, and lower the temperature. This will help prevent mold from growing and speed up the drying process. Generators can be used in the event of a power outage.
 2. Open windows and doors to increase air circulation and move humid air away from the wet area in low humid areas.

3. Removing standing water utilizing pumps and/or vacuums. **Use extreme caution when moving in areas that have standing water as there may be sharp objects, live wires, or other obstacles that could cause personal injury.**
4. Fans and air conditioning which should continue until humidity drops down to 40%; this should occur even in dry areas.

III-6. Telecommunications and Information Technology Support

In general, telecommunications capabilities exist at a sufficient capacity at each primary Alternate Relocation Point (ARP) **(Section II-7, page 12)** facility and by cellular means. Access to email and information systems support provided at ChildNet will be available to all employees. Florida Safe Families Network (FSFN) will be accessible through ChildNet equipment. All program areas shall maintain necessary and up-to-date files, documents, computer software, and databases required to carry out mission-essential functions.

A. Category 5 Center – Broward Office

1. All ChildNet file servers, application servers, database servers, exchange servers, operational profiles, configuration files, and backed up data are located at the Broward office in Fort Lauderdale, FL.
2. This is a category 5 rated facility with back-up generators that will remain fully operational in the event of a disaster.

B. Back-up and Recovery of Server Environment

1. To provide same day recovery of the server environment in the advent of catastrophic equipment failure, ChildNet has deployed a backup and recovery solution at the Broward office in Fort Lauderdale, FL. This solution provides auto-failover and auto-recovery to support continuous business operations.
2. The ChildNet network will remain fully operational as provided by ISPs, and employees can access the network.

C. ChildNet's Planned Backup Strategy

1. Implement Grandfather, Father, and Son (GFS) backup strategy for all mission critical network resources (network files, database, and server states).
2. Implement SQL DB maintenance plans on all SQL database servers to backup database files and logs to a central repository, which will be included in the GFS backup strategy.
3. A monthly full backup (Grandfather) will be done on all network resources on the first day of every month.

4. A weekly full backup (Father) will be done on all network resources every Friday.
5. A daily differential backup (Son) will be conducted on all network resources every night to take advantage of the faster backup time (compared to a full backup) and a shorter nightly maintenance/backup window. An added benefit of differential backup also is faster re-store times (compared to an incremental restore).
6. The full backup is conducted on weekends, starting on Friday night when activity to network resources is minimal or reduced, to take advantage of a longer maintenance/backup window.

III-7. Security and Access Controls

The CFO will coordinate security and access to an Alternate Relocation Point (ARP) (**Section II-7, page 12**). Additional access cards and identification cards will be coordinated through this program area.

III-8. Site Support Procedures

- A. The Alternate Relocation Point (ARP) (**Section II-7, page 12**) Director/designee will coordinate with the Emergency Response Team (ERT) (**Table A, page 16**), Operations Emergency Response Team (OERT) (**Table B, page 17**) and DCF in the transition of ChildNet staff relocating from Headquarters, and/or the West Palm Beach site to an Alternate Relocation Point (ARP) (**Section II-7, page 12**).
- B. The Alternate Relocation Point (ARP) (**Section II-7, page 12**) Director/designee will be a core member of the Operations Emergency Response Team (OERT) (**Table B, page 17**).

Attachment 1
Time Phased Implementation Plan

Time Phased Implementation Plan for Natural and Man-Made Disasters

The degree to which this plan is implemented depends on the type and magnitude of the event or threat, the amount of warnings received, whether personnel are on-duty at the ChildNet offices or off-duty, and the extent of damage to the office buildings and their occupants.

HURRICANE

In most cases, ChildNet will receive a warning of at least a few days or several hours prior to a potential hurricane storm. This advanced warning will normally enable the full execution of the Continuity of Operations Plan (COOP) with a complete and orderly alert, notification, and activation of the Emergency Response Team (ERT) (**Table A, page 16 of COOP**) and if needed, relocation of ChildNet personnel to a pre-identified Alternate Relocation Point (ARP) (**page 2**).

Pre-Planning

- All ChildNet staff should familiarize themselves with the COOP and their roles/responsibilities.
- Directors shall review the “Hurricane Watch,” “Hurricane Warning,” and “Post-Hurricane” checklists and meet with their supervisors to ensure comprehension of emergency procedures.
- Assigned staff shall ensure that relevant action steps on the “Hurricane Preparedness Implementation Plan” are met prior to the start of hurricane season each year.

Hurricane Watch (48 hours to prepare)

- Senior Management will start the call down process to inform staff of the implementation of the COOP. Staff will be made aware of any variations to the COOP and provided with specific instructions.
- Staff will be directed to call the ChildNet COOP emergency hotline (**954-917-1316**) to keep abreast of news.
- The Chief Executive Officer (CEO) or designee(s) will notify the Department of Children and Families (DCF) and ChildNet contract providers when necessary, in anticipation of or in the activation of the ChildNet COOP.
- Senior Management will notify staff of the time operations will close. Prior to leaving the office before a storm, all desk landline phones should be unplugged and placed on top of desks. All client case files should be stored in the designated file rooms. Staff members should unplug copiers and other unnecessary electronic devices. Staff members should take home their laptop computers and mobile phone/chargers, as applicable.
- Directors will refer to their individualized “Hurricane Watch” checklists for their preparation responsibilities.

Hurricane Warning (36 hours to prepare)

- Directors will refer to their individualized “Hurricane Warning” checklists for their preparation responsibilities.

Post Storm

- ChildNet’s Directors will initiate the personnel call down notification process to ensure employee safety, assess needs, and to provide necessary information.
- Directors will refer to their individualized “Post-Hurricane” checklists for their recovery responsibilities.
- ChildNet’s staff members are to monitor radio and television broadcasts for information, as well as to call the ChildNet COOP emergency hotline (**954-917-1316**) for important announcements such as where and when to report back to work.
- Client Services’ staff members are responsible for assessing the safety of children living with their parents, relatives, or non-relatives via a call down process. The Program Officers and Directors will report to their respective Chief Officers on the status of children and staff by noon each day.

Re-Entry and Reporting to Work

- Re-entry to any evacuated ChildNet building will be determined by Emergency Responders, fire and rescue, law enforcement, utility management agencies, or Facility Management, as appropriate and applicable. No staff is to re-enter an evacuated building until re-entry is deemed safe by such authorities and staff have received approval by Senior Management or designee.
- ChildNet’s staff members are to bring valid employee identification with them when they report to work regardless of the location.
- **Broward** - ChildNet has one site in Broward County headquartered at 1100 W. McNab Road, Fort Lauderdale, FL 33309. If the site is inaccessible, then the Alternate Relocation Point (ARP) will be located at the Children’s Services Council of Broward County, 6600 W. Commercial Blvd., Lauderhill, FL 33319. Staff will be instructed to call **954-917-1316** for updates regarding when and where to report.
- **Palm Beach County** - ChildNet has two sites in Palm Beach County, one located at 4100 Okeechobee Blvd., West Palm Beach, FL 33409 and the other located at 2990 N. Main Street, Belle Glade, Florida 33430. If the site is inaccessible, then the Alternate Relocation Point (ARP) will be located at the DCF Campus, 111 S. Sapodilla Ave., West Palm Beach, FL 33401. Staff will be instructed to call **954-917-1316** for updates regarding when and where to report.
- The Operations Emergency Response Team (OERT) (**Table B, page 17 of COOP**) will assist in the transition of services and relocation of staff to the designated ARP.
- If there are staff members who fail to report to work or contact cannot be made with them by their supervisors, Human Resource shall be notified of the possible need for rescue.

Events with Little or No Warning

The ability to execute the COOP following an event that occurs with little or no warning will depend on the severity of the emergency and the availability of the CEO and Senior Management to form the (ERT) (**Table A, page 16 of COOP**). If activation of the ERT and (OERT) (**Table B, page 17 of COOP**) deployment is not feasible because of the loss of personnel, temporary leadership will follow the ChildNet policy on delegation of authority, and/or the Emergency Organizational Chart. DCF will be notified within two (2) hours of the occurrence of fire, explosion, and/or major damage to any ChildNet facility, particularly if the health and safety of children, parents, caregivers or staff has been threatened.

Non-Duty Hours: ChildNet staff would be alerted and activated to support operations for the duration of the emergency through the call down notification process.

Duty Hours: If possible, the COOP will be activated and available members of the (OERT) (**Table B, page 17 of COOP**) will be deployed to support operations for the duration of the emergency.

TORNADO

Pre-Tornado or During a Tornado

If there is any **warning** prior to a tornado:

- Staff will assist clients/visitors in moving to interior rooms without windows until the “All Clear” signal is given. Supervisors/Directors will assist Direct Service Staff in ensuring children are in a safe location in the office. Facility staff will assist any staff members with physical disabilities. Caution must be taken not to give the “All Clear” signal too early as large thunderstorms can support multiple tornados.
- Facilities staff will ensure that first aid, flashlights, and battery-powered radios are made available.
- If injuries occur, trained staff will assist with first aid and call 911 as necessary.

If a tornado strikes **without** warning, assessment and treatment of injury and/or damage becomes the immediate priority.

Response and Recovery

- Once the danger has passed, Facility staff or designee will assess the amount of damage to the immediate area.
- A determination may need to be made to shut off gas, water, and electricity if these utilities pose a danger during any rescue efforts.
- Facility staff or designee will scout the outside of the building to determine if there are any dangers for people leaving or entering the building. Concentration will be made on removing debris between the office building and parking lot that could interfere with emergency vehicles trying to access the ChildNet offices.

ChildNet will follow the same procedures as outlined in the **Hurricane** (post-storm) section of this plan to ensure the safety of potentially impacted children, clients, and staff.

FLOOD

The most likely time for flooding in Florida is during or after a hurricane or tropical storm. In any case, ChildNet will initiate **Hurricane** procedures to ensure the safety of potentially impacted children, clients, and staff.

In the event of a flood evacuation order, staff will follow these procedures:

- Continuously listen to news broadcasts for updates on flood or potential flood conditions.
- Elevate important files/documents, electronic and/or electrical equipment (computers, appliances, television, etc.), furniture, and stored food as possible. Electrical items should be unplugged.
- Arrange to obtain sandbags to try and prevent water from entering the offices.

FIRE

Fire Drills

Facility staff conducts fire drills as detailed in the COOP and is the designated liaison with the Broward County and Fort Lauderdale Fire Marshall. The Facilities team is the designated liaison with the Palm Beach County Fire Inspector.

In Case of Actual Fire in the ChildNet Offices

- When a fire occurs, notify 911 to summon the fire department.
- If the fire is small and can possibly be contained, staff may use fire extinguishers that are mounted throughout the building.
- If it is safe to do so, staff will close all windows and interior doors in order to contain and block the spread of fire.
- Staff members are to follow evacuation procedures as practiced during fire drills. Exits are clearly marked, and evacuation maps are posted throughout each office building.
- Designated staff who volunteer as Fire Wardens, as well as Facility staff, will assist in ensuring staff, clients, and visitors have evacuated the building. They will also assist employees with physical disabilities and ensure they are accounted for in the evacuation process.
- If time allows, and it is deemed safe to do so, Facility staff will cover and secure case files in the file rooms with water proof tarps to prevent water damage.

CHEMICAL SPILLS/NUCLEAR INCIDENTS

In the event of an evacuation ordered due to a chemical spill or a nuclear powerplant incident in the area, ChildNet will initiate **Hurricane** (post-storm) procedures to ensure the safety of potentially impacted children, clients, and staff.

BOMB THREATS

A bomb threat should never be ignored. The building should be evacuated, and procedures outlined in the **Fire** section of this plan should be followed. In the event that a bomb threat is made over the telephone, the staff member should perform the following:

- Signal a co-worker to immediately call 911.
- Try and stay calm, keep talking, and don't hang up with the caller.

- If possible, signal a co-worker to listen and place the call on speaker phone.
- Ask the caller to repeat the message and write it down.
- For a bomb threat, ask where the bomb is and when it is set to go off.
- Listen for background noises and write down a description.
- Note if it is a man or woman's voice, pitch of voice, accent, and anything descriptive that you might hear.
- After the call has ended, immediately notify your Supervisor/Director and/or Senior Management.

WORKPLACE VIOLENCE

Violence in the workplace can strike from the outside or from within. The perpetrator can be a stranger, or someone known to all. It can be the result of a robbery, jealous spouse, disgruntled employee, angry client/parent, etc. As ChildNet has a Zero Tolerance policy towards violence, all acts or threats of violence are taken seriously.

Threats or acts of violence can include, but are not limited to:

- Any act or gesture intended to harass or intimidate another person.
- Any act or gesture likely to damage company property.
- Any act or gesture likely to leave another person injured or fearing injury.

➤ **Hostage Situation:**

- A hostage situation involving clients and/or staff should be reported immediately to 911.
- Staff and clients not involved in the situation will be evacuated as per the **Fire** evacuation plan.
- The CEO or Senior Management must be notified immediately of any hostage situation.

➤ **Coping with an Angry or Hostile Client or Co-worker:**

- Stay calm and listen attentively.
- Maintain eye contact.
- Be courteous and patient.
- Keep the situation in your control.

➤ **For A Person Shouting, Swearing, and Threatening:**

- Signal a co-worker or supervisor that you need help so they may call 911 if deemed necessary.
- Do not make any telephone calls yourself (this could be perceived as threatening and escalate the situation.)

➤ **For Someone Threatening You with a Gun, Knife, or Other Weapon:**

- Try and stay calm and quietly signal for help from others if possible.
- Stall for time.
- Maintain eye contact.
- Keep talking but follow instructions of the person with the weapon.

- Don't risk yourself or others.
- Never try to grab a weapon.
- Watch for a safe chance to escape to a safe area.
- Staff who are safe and become aware of the situation should follow **Hostage Situation** protocols.

In the Case of Injury or Fatality

- Staff is to call 911 immediately.
- If CPR is needed, staff trained in CPR may be called for assistance. Facility staff has a list of staff and their contacts that have been certified in CPR by the American Red Cross.
- If the person injured is a client or visitor to the office and is responsive, ask them who they wish to call to be advised of their injury.
- If the person injured is a staff member, Human Resource staff will access their personnel file for any information concerning illness, physician, and emergency contact.
- In the event of a fatality, the area will be sectioned off and secured. 911 will be called. The CEO or designee, along with law enforcement officials, will make the decision as to whether or not close the ChildNet building.

PANDEMIC PREPARATION AND RESPONSE (ONSET / DURING / POST)

A pandemic is a global disease outbreak. A pandemic is determined by spread of disease, not its ability to cause death. Additional information about pandemics can be found on the Center for Disease Control website.

When a pandemic threatens ChildNet:

- When a pandemic threatens ChildNet, staff will establish pandemic specific protocols for contracted services providers, caregivers, foster parents, young adults (18-23years of age) and staff. The protocols will provide information regarding the spread of the disease, ways to break the cycle of contamination, items that should be stocked in the event of being isolated for 10days to 2 weeks, suggestions on how to care for those who are ill, and the need to have a Family Emergency Listing of all family members and children in care noting their health issues(e.g., diabetes, hypertension, etc.) and their medications. Such information will continue to be invaluable to physicians who in the future may treat a family member or a child in care on an emergency basis.
- If and when a vaccine becomes available, ChildNet staff will provide an "Informational Packet" about the vaccine and include a parental consent form to inoculate children-in-care. These consent forms will be available in English, Spanish, and Creole.
- ChildNet will coordinate with the Department of Health to designate a point of distribution to provide the vaccine or testing in the event of a pandemic.
- Staff will be encouraged to become vaccinated. Those employees who have been diagnosed as having a pandemic-related disease/virus are asked to stay home until receiving a written statement from a physician stating they are clear to come to work. This statement shall be provided to Human Resources upon returning to work.

Attachment 2
Time Phased Implementation Plan Matrix

TIME PHASED IMPLEMENTATION MATRIX

Attachment 2

Action Steps	Responsible	Support Resources Needed Internal / External	Start Date	End Date	Implemented Date	Comments	
Prior to Start of Hurricane Season							
Reserved Lank Oil Tank	Martin / Randy						<input type="checkbox"/>
Have generators tested, prepped and topped off with fuel (Broward & Palm Beach)	Martin / Randy						<input type="checkbox"/>
Annual tree trimming to be conducted in both locations	Martin / Randy						<input type="checkbox"/>
Ensure resources are available to protect the physical building and equipment (sandbags / bags, tarps, etc.)	Martin / Randy						<input type="checkbox"/>
Training to Staff on COOP on Relias	Career Development						<input type="checkbox"/>
Obtain HR Published Operations Emergency Response Team (OERT) listing	Dionne						<input type="checkbox"/>
Inventory Phone Chargers and Car Chargers for Laptops	Sandra						<input type="checkbox"/>
Check Phone / LAN lines are working properly in the Broward Board Room and Cafeteria	Sandra						<input type="checkbox"/>
Password for both lines 954-917-1315 (Providers) & 954-917-1316 (Employees)	Sandra/Julie J.						<input type="checkbox"/>
Ensure ERT Conference Line is working (954-414-5920)	Sandra/Julie J.						<input type="checkbox"/>
Ensure Regroup Mass Email/Text Messaging is working	Joe/Julie J.						<input type="checkbox"/>
Get Updated Hurricane Plan from all Residential Providers	Denessee		July				<input type="checkbox"/>
(Broward & Palm Beach) Nurse Coordinators are to be reminded to pre-register @ Children's Medical Services Shelter any medically-fragile child on electronic equipment who is not an already established client of CMS. Registration Form can be found on Resource Link	Kenia/Medical Staff						<input type="checkbox"/>

TIME PHASED IMPLEMENTATION MATRIX

Attachment 2

(Broward) - Caregiver Hurricane Preparedness letter and packet – provide during home visits in May, Document on JRSSR	Deena/Kaydion Julie D/Julie J/ Lisa R.						<input type="checkbox"/>
(PB) - Caregiver Hurricane Preparedness letter and packet – provide to CHS. Document on JRSSR	CHS (Nicole Slade)/Julie D/ Denesee/Julie J.						<input type="checkbox"/>
(Broward) - 18-23 Young Adults Hurricane Preparedness letter and packet – provide during check day	Deena/Kaydion/ Julie D/Julie J.						<input type="checkbox"/>
Action Steps	Responsible	Support Resources Needed Internal / External	Start Date	End Date	Implemented Date	Comments	
Prior to Start of Hurricane Season (cont'd)							
(PB) - 18-23 Young Adults Hurricane Preparedness letter and packet – provide to VitaNova.	Vita Nova (Sam Ramsaran/ Julie D/Julie J)						<input type="checkbox"/>
CAs to request Emergency Preparedness Plan from parents, caregivers, along with Emergency contacts and maintain log	Deena/Sheryl						<input type="checkbox"/>
Test Call Down Tree to ChildNet Staff	Executives/PO's/ Directors						<input type="checkbox"/>
Inform Legal to request blanket Travel Order for any necessary travel outside the state prior to the hurricane	Allyson G./Dionne						<input type="checkbox"/>
Update and Distribute Director Checklist	Julie J.						<input type="checkbox"/>
Send email to CN Staff to update UltiPro with any changes to their contact info.	Stacy-Ann						<input type="checkbox"/>
Flat Screens to provide continuous updates: (SafePlace, Cafeteria, Main Lobby, CEO's office)	Sandra						<input type="checkbox"/>
Ensure Senior Staff have keys.	Randy/Martin						<input type="checkbox"/>
Check condition of Generator and Roof	Randy/Martin						<input type="checkbox"/>
Update Hurricane Binders for Senior Staff/PO/Directors	Julie J.						<input type="checkbox"/>
Hurricane Watch (36 hours)							

TIME PHASED IMPLEMENTATION MATRIX

Attachment 2

Monitor Weather	Larry/Donna E.						<input type="checkbox"/>
Notification of Contracted Providers	Denesee						<input type="checkbox"/>
Call Down Tree Notification to ChildNet Staff	Executives/PO's/ Directors						<input type="checkbox"/>
Instruct Staff to fill up tanks, get cash, charge phones and laptops	Andrea Cunningham						<input type="checkbox"/>
Emergency Cash Funds	Bobbi/Donna E.						<input type="checkbox"/>
Action Steps	Responsible	Support Resources Needed Internal / External	Start Date	End Date	Implemente d Date	Comments	
Hurricane Watch (36 hours) (cont'd)							
Provide Hotline Contact Info to staff	Andrea Cunningham						<input type="checkbox"/>
CAs to ensure that children have adequate supply of medicine	Deena/Sheryl/ Julie D./All Directors						<input type="checkbox"/>
Medically complex children: 1. Medication 2. Plan for children on equipment	Kenia/Susan						<input type="checkbox"/>
(Broward) MIS to remove equipment from high risk areas	Joe						<input type="checkbox"/>
(PB) MIS to remove equipment from high risk areas	Joe						<input type="checkbox"/>
(Broward & PB) Provision for Finance to cut checks for foster parents, adoptive parents and IL	Bobbi/Donna E.						<input type="checkbox"/>
Contact OAG, CLS, BSO, DCF, GAL for Emergency Contact Numbers 954-914-9169 OAG/CLS	Larry/Donna E.						<input type="checkbox"/>
Fill up ChildNet Company Vehicles	Martin/Brenda/ Nicole S.						<input type="checkbox"/>
Relocate ChildNet Company Vehicles	Martin/Brenda/ Nicole S.						<input type="checkbox"/>
Print Transportation Jobs for the next 7 days	Martin/Carolyn						<input type="checkbox"/>
Ensure updated Employee List is sent to Directors, PO, Senior Management	Stacy-Ann/Julie J.						<input type="checkbox"/>

TIME PHASED IMPLEMENTATION MATRIX

Attachment 2

(Broward and PB) Print lists to include the name and number of children residing in each: *Shelter, *Foster Homes by Provider (Traditional, Enhanced, Supported, Therapeutic), *Group Homes (by CA w/ number), *Relative/Non-relative by AD/Supervisor/CA w/ number of children and -18+	Julie D.						<input type="checkbox"/>
(Broward) Set Up Safe Room (Cafeteria)	Martin/Randy/Denese						<input type="checkbox"/>
(PB) Set Up Safe Room	Martin/Amad/Denese						<input type="checkbox"/>
Action Steps	Responsible	Support Resources Needed Internal / External	Start Date	End Date	Implemented Date	Comments	
Check condition of Generator and Roof	Randy/Martin						<input type="checkbox"/>
Close Hurricane Shutters at SafePlace	Randy/Martin/Jordan-PB Landlord						<input type="checkbox"/>
Cover and secure case files in file rooms and cover with water-proof tarp.	Randy/Martin						<input type="checkbox"/>
Ensure All Files are in the file room	Yyone/Sheryl/Deena						<input type="checkbox"/>
List of Outstanding Case Files	Mayra V./Mirna R.						<input type="checkbox"/>
Hurricane Warning (24 hours)							
Employee Hotline Updates – 954-917-1316	Andrea Cunningham/Julie J.						<input type="checkbox"/>
Provider Hotline Updates – 954-917-1315	Andrea Cunningham/Julie J.						<input type="checkbox"/>
Notification to staff of time operations will close	Andrea Cunningham						<input type="checkbox"/>
Post Hurricane Steps							
Employee Updates	Senior Staff/POs/Directors						<input type="checkbox"/>
Provider Updates	Denese						<input type="checkbox"/>
Check Facilities for damages	Donna E/Randy/Amad/Martin/						<input type="checkbox"/>
Notification to staff of time that Operations re-open	Andrea Cunningham						<input type="checkbox"/>

TIME PHASED IMPLEMENTATION MATRIX

Attachment 2

Status of Utilities	Donna E./Randy/ Amad/Martin						<input type="checkbox"/>
Call Down Tree Notification to ChildNet Staff	Executives/PO's/ Directors						<input type="checkbox"/>
Contact providers on drill down for children placed in licensed care	Denessee						<input type="checkbox"/>
Contact PO/Directors for drill down on children placed with parents, relatives, non-relatives	Julie D./PO's						<input type="checkbox"/>
Daily updates from Directors and Providers on status of children and staff by noon each day.	Julie D./Donna E/ POs/Denessee						<input type="checkbox"/>

Attachment 3
Staff Directories

ChildNet Staff Directory - Broward - Updated 06-27-20			Main Phone Number - 954-414-6000		
Name	Title	Department	Supervisor	Email Address	Cell Phone
Addorris Wilcox	Child Advocate D1	Case Management	Marcus Rankin	awilcox@childnet.us	954-288-5161
Alexis Anderson	Child Advocate B4	Case Management	Shanell Smart	Alexis.Anderson@ChildNet.us	954-465-9002
Alfreda Lyons	Child Advocate E2	Case Management	Sheryl Williams	alyons@childnet.us	954-288-0081
Alfreka Campbell	Child Advocate B3	Case Management	Sharon Walker	acampbell@childnet.us	954-405-4529
Alicia Savage	Child Advocate B1	Case Management	Jennifer Leslie	asavage@childnet.us	954-336-7072
Alison Irvin	Director of Case Management	Case Management	Julie DeMar	Alrvin@childnet.us	954-465-9559
Allyson Mayers	Quality Specialist	Licensing	Cynthia Sherman	AMayers@childnet.us	954-464-1278
Amanda Eccles	Child Advocate C3	Case Management	Chavonna Murphy	aeccles@childnet.us	954-560-2017
Amanda Lewis	Accounting Manager	Finance	Bobbi Combs	Amanda.Lewis@ChildNet.us	954-248-9147
Amanda Newland	Child Advocate H1	Case Management	Kathleen Entin	anewland@childnet.us	954-336-6714
Amber Robinson	Supervisor of CA - Unit H2	Case Management	Dedrick Reaves	ARobinson@childnet.us	954-857-3503
Aminah Pointer	Child Advocate H4	Case Management	Joann Martinez	apointer@childnet.us	954-336-3121
Amy Folsom	HR Recruiter	Human Resources	Stacy-Ann King	afolsom@childnet.us	954-907-5932
Andrea Chenet	Director of Continuous Quality Improvement	Process Quality Improvement	Julie DeMar	AChenet@childnet.us	954-336-7138
Andrea Cunningham	Director of Community Relations	Community Engagement	Larry Rein	acunningham@childnet.us	954-204-6198
Andrew Wallick	Director of Service Quality	Clinical Quality Improvement	Susan Eby	awallick@childnet.us	954-732-7484
Angela Brinson	Administrative Assistant - Intake & Placement	Intake/Placement	Deborah Wilson-Witter	ABrinson@childnet.us	954-465-8218
Angela Morris-Powell	Kinship Licensing Specialist	Intake/Placement	Mona Omar-Ali	amorris-powell@childnet.us	954-495-7328
Anna Maria Cichielo	Visitation Intern	Visitation	Tatiana Charles-Ashley	AnnaMaria.Cichielo@ChildNet.us	954-939-4405
Annabelle Ang	Quality Specialist	Licensing	Cynthia Sherman	AAng@childnet.us	954-298-7886
Annette Taylor	Child Advocate Assistant I - Intake & Placement	Intake/Placement	Brenda Smith	ATaylor@childnet.us	954-540-0155
Annie Walker	Lead Child Advocate C1	Case Management	Ashley Kiernan	awalker@childnet.us	954-336-7887
Annika Clarke	Data Specialist	Data	Frances Smith	Annika.Clarke@childnet.us	
Anthony Harris	Child Advocate - Courtesy Supervision	Courtesy Unit	Brenda Crouch	AHarris@childnet.us	954-661-5458
Antonio Simpkins	Eligibility Coordinator	Rev Max/Eligibility	Felicia Whittingham	ASimpkins@childnet.us	954-547-0241
Ariana R. Burgos	Lead CEN Specialist	Youth Services	Melody Morris	aburgos@childnet.us	954-547-6397
Asha Jawahir	Supervisor of CA - Unit A3	Case Management	Tara Collins	ajawahir@childnet.us	954-336-7299
Ashley Badger-Ware	Child Advocate A1	Case Management	Roxann Williams-Brown	abadger-ware@childnet.us	954-465-1006
Ashley Dominvil	Visitation Intern	Visitation	Tatiana Charles-Ashley	Ashley.Dominvil@ChildNet.us	954-945-0702
Ashley Kiernan	Supervisor of CA - Unit C1	Case Management	Magdalena Jovanovich	AKiernan@childnet.us	954-547-8695
Ashley Mitchell	Child Advocate D2	Case Management	Diane Rufus	amitchell@childnet.us	954-495-7979
Autumn Thomas	Child Advocate A3	Case Management	Asha Jawahir	athomas@childnet.us	954-599-0748
Aymee Prieto	Early Childhood Education Specialist	Service Coordination	Shakeyia Brown	aprieto@childnet.us	954-560-7839
Beliot Louis	Child Advocate A3	Case Management	Asha Jawahir	Beliot.Louis@ChildNet.us	954-701-8968
Bernice Kemp	Unit Staff Assistant	Case Management	Lisa Rowe	bkemp@childnet.us	954-939-9427
Betty Louis	Child Advocate E3	Case Management	Kortnei Davis	Betty.Louis@childnet.us	954-599-0862
Beverly Lowe	Background Screening Coordinator	Diligent Search/Background Screening	Danielle Hohn	BLowe@childnet.us	954-585-3763

Bianca Harris	Lead Child Advocate H2	Case Management	Amber Robinson	bharris@childnet.us	954-560-2455
Bobbi Combs	Regional Controller	Finance	Donna Eprifania	bcombs@childnet.us	954-204-6668
Brenda Butts	Child Advocate Assistant III	Transportation	Carolyn Reid	BButts@childnet.us	954-461-9342
Brenda Crouch	Supervisor of CA - Courtesy Unit	Courtesy Unit	Alison Irvin	bcrouch@childnet.us	954-873-3875
Brenda Smith	Supervisor of Transportation - I&P	Intake/Placement	Kezia Stewart	BSmith@childnet.us	954-873-0742
Breon Johnson	Lead Child Advocate B1	Case Management	Jennifer Leslie	BJohnson@childnet.us	954-952-7252
Brian Ottinot	Accounting Coordinator	Finance	Bobbi Combs	BOttinot@childnet.us	
Briana Sepersaude	Safety Practice Specialist	Safety Practice Unit	Sonia Lugo	BSepersaude@childnet.us	954-336-7336
Brianna Peters	Data Specialist Temp	Data	Frances Smith	bpeters@childnet.us	954-939-4381
Brishaun Thompson	Independent Living Aftercare Specialist	Youth Services	Stephen Cook	bthompson@childnet.us	954-263-2017
Brittani Brooks	Intake & Placement Advocate	Intake/Placement	Tracy Smith	Brittani.Brooks@ChildNet.us	
Brittany Allen	Child Advocate C1	Case Management	Ashley Kiernan	ballen@childnet.us	954-336-7155
Brittany Blades	Nurse Coordinator	Wellbeing	Kenia Allen	bblades@childnet.us	954-234-4786
Brittany Burnette	Community Outreach Coordinator	Service Coordination	Shakeyia Brown	bburnette@childnet.us	954-290-5679
Brittany Ceasar	Lead Child Advocate - Drug Court	Case Management	Dawseah Hunter	bceasar@childnet.us	954-599-0003
Brittany Hankins	Child Advocate E3	Case Management	Kortnei Davis	bhankins@childnet.us	954-816-8616
Brittany Souza	Adoption Advocate B	Adoptions	Lanecia Radcliff	bsouza@childnet.us	954-204-6674
Brittney Plummer	Child Advocate A3	Case Management	Asha Jawahir	Brittney.Plummer@ChildNet.us	954-909-9649
Bruce Cannizzaro	Lead Child Advocate B3	Case Management	Sharon Walker	BCannizzaro@childnet.us	954-461-9294
Candace Swan	FIS Coordinator I	Finance	Gillian Slick	cswan@childnet.us	
Carolyn Reid	Supervisor of Transportation	Transportation	Martin Ortiz	creid@childnet.us	954-395-5404
Cassandra Castillo	Child Advocate B3	Case Management	Sharon Walker	ccastillo@childnet.us	954-873-4452
Cathy Macena	Visitation Intern	Visitation	Tatiana Charles-Ashley	Cathy.Macena@ChildNet.us	
Ceasar Byrd	Child Advocate Assistant - Intake & Placement	Intake/Placement	Brenda Smith	CByrd@childnet.us	954-234-4741
Charmaine Mitchell	Behavioral Health Care Coordination Manager	Service Coordination	Shakeyia Brown	CMitchell@childnet.us	954-336-6146
Chavonna Murphy	Supervisor of CA - Unit C3	Case Management	Magdalena Jovanovich	cmurphy@childnet.us	954-218-4862
Cherity Wright	Child Advocate Assistant	Transportation	Carolyn Reid	cwright@childnet.us	954-560-6267
Christine Felix	Child Advocate H3	Case Management	Dario Charlton	cfelix@childnet.us	954-495-6934
Christine Yau	Medical Coordinator	Wellbeing	Lisa Marsh	cyau@childnet.us	
Christopher Garcia	Child Advocate Assistant	Transportation	Carolyn Reid	CGarcia@childnet.us	954-703-0677
Cierra Floyd	Background Screening Coordinator	Diligent Search/Background Screening	Danielle Hohn	Cierra.Floyd@ChildNet.us	
Cindy Sherman	Supervisor of Licensing	Licensing	Susan Eby	Cindy.Sherman@childnet.us	954-560-3307
Claudene Stetzer	Supervisor of Adoption	Adoptions	Theodore Ponto	CStetzer@childnet.us	954-464-1268
Constance Lee	Missing Persons Specialist	Youth Services	Dwayne Smart	CLee@childnet.us	954-873-9364
Courtney Clark	Intern for Service Coordination	Service Coordination	Shakeyia Brown	courtney.clark@childnet.us	954-937-1367
Courtney Guignard	Child Advocate A2	Case Management	Margaret Jordan	Courtney.Guignard@childnet.us	954-288-0207
Crystal Walters	Lead Child Advocate Assistant	Transportation	Carolyn Reid	CWalters@childnet.us	954-873-4138
Daffodil Otto	Director of Case Management Unit B	Case Management	Deena Ponto	DOtto@childnet.us	954-336-7375
Damali Reales	Adoption Advocate A	Adoptions	Joanna Neves	DReales@childnet.us	954-599-0236

Danae Sinclair	Child Advocate E1	Case Management	Michael Jones	dsinclair@childnet.us	954-204-6680
Danielle Hohn	Client Relations Coordinator	Diligent Search/Background Screening	Julie DeMar	dhohn@childnet.us	954-464-5539
Danielle Ibarra	Intern for Service Coordination	Service Coordination	Shakeyia Brown	danielle.ibarra@childnet.us	
Danique Garrick	Child Advocate C1	Case Management	Ashley Kiernan	dgarrick@childnet.us	954-560-6513
Dario Charlton	Supervisor of CA - Unit H3	Case Management	Dedrick Reaves	DCharlton@childnet.us	954-557-4274
Darlande Fabre-Renelus	Medical Coordinator	Wellbeing	Lisa Marsh	dfabre-renelus@childnet.us	
Darrel Blot	Data Specialist	Data	Frances Smith	dblott@childnet.us	
Darryl Holliday	Intake & Placement Advocate III	Intake/Placement	Tracy Smith	DHolliday@childnet.us	954-288-0746
Datrina King	Shelter Court Liaison	Intake/Placement	Kezia Stewart	dking@childnet.us	954-547-2284
David Heikkinen	Child Advocate E4	Case Management	Richard Castro	DHeikkinen@childnet.us	954-288-6386
Davina Jackson	Child Advocate H2	Case Management	Amber Robinson	djackson@childnet.us	954-873-8819
Dawn Erlich	Visitation Intern	Visitation	Tatiana Charles-Ashley	Dawn.Erlich@ChildNet.us	954-918-1084
Dawn Vitale-Warfle	Supervisor of CA - Unit C2	Case Management	Magdalena Jovanovich	DVWarfle@childnet.us	954-336-4727
Dawseah Hunter	Supervisor of CA - Unit D3	Case Management	Diane Rufus	dhunter@childnet.us	954-816-8748
Daynason Eugene	Dependency Drug Court Specialist	Case Management	Dawseah Hunter	deugene@childnet.us	954-405-4544
Debbie Juliano	Administrative Assistant - Independent Living	Youth Services	Kaydion Watson	DJuliano@childnet.us	
Deborah Wilson-Witter	Administrative Office Supervisor	Intake/Placement	Kezia Stewart	DeWilson-Witter@childnet.us	
Dedrick Reaves	Director of Case Management Unit H	Case Management	Sheryl Williams	dreaves@childnet.us	954-465-9985
Deena Ponto	Program Officer of Case Management & Youth Services	Case Management	Julie DeMar	dponto@childnet.us	954-234-3203
Deirdre Bromell	HR File Clerk	Human Resources	Stacy-Ann King	Deirdre.Bromell@childnet.us	
Denesee Rankine-Palmer	Director of Contracts	Contracts	Donna Eprifania	DRankine-Palmer@childnet.us	954-837-3951
Destany Anderson	Billing Medical Coordinator	Wellbeing	Lisa Marsh	Destany.Anderson@childnet.us	
Devene Crooks	Child Advocate B2	Case Management	Simone Gibson	dcrooks@childnet.us	954-204-6193
Diane Rufus	Director of Case Management Unit D	Case Management	Sheryl Williams	drufus@childnet.us	954-336-6189
Dionne Jenkins	Lead Child Advocate E2	Case Management	Melody Noel	dijenkins@childnet.us	954-336-6825
Dionne Wong	Chief Human Resources & Legal Officer	Administration	Larry Rein	dwong@childnet.us	954-551-2344
Djenley Bernadin	Child Advocate E3	Case Management	Kortnei Davis	Djenley.Bernadin@ChildNet.us	945-860-0748
Doctor Vaughn	Child Advocate H3	Case Management	Dario Charlton	dvaughn@childnet.us	954-857-3486
Donna Andrews	Quality Manager	Case Mgmt Quality Improvement (CMQI)	Sheree Tortora	DAndrews@childnet.us	561-945-6628
Donna Eprifania	Chief Financial Officer	Administration	Larry Rein	deprifania@childnet.us	954-579-1218
Donnette Bennett	Eligibility Coordinator III	Rev Max/Eligibility	Felicia Whittingham	DBennett@childnet.us	
Dwayne Smart	Supervisor of Missing Persons	Youth Services	Kaydion Watson	DSmart@childnet.us	954-336-4399
Edelyne Guerrier	Supervisor of CA - Unit A4	Case Management	Tara Collins	EGuerrier@childnet.us	954-336-7136
Eileen L. Geisler	Independent Living Aftercare Specialist	Youth Services	Stephen Cook	EGeisler@childnet.us	954-336-5559
Elaine Y. Corsino	Quality Manager (Regional)	Clinical Quality Improvement	Andrew Wallick	ECorsino@childnet.us	954-837-3961
Eldar Gelin	Adoption Advocate A	Adoptions	Joanna Neves	Eldar.Gelin@childnet.us	954-248-9297
Elise Volk	Child Advocate C2	Case Management	Dawn Vitale-Warfle	evolk@childnet.us	954-560-2534
Ellen Russo	Child Advocate III - Courtesy Supervision	Courtesy Unit	Brenda Crouch	ERusso@childnet.us	954-336-7085
Emily Ehlers	Behavioral Health Compliance Specialist	Service Coordination	Shakeyia Brown	eehlers@childnet.us	954-501-6299

Eric Ellison	Career Development Counselor	Training Department	Laura Leese	EEllison@childnet.us	954-557-0785
Erica Thompkins	Quality Specialist	Licensing	Cynthia Sherman	ethompkins@childnet.us	954-464-3394
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CHS Staff Directory - Updated 06-27-20

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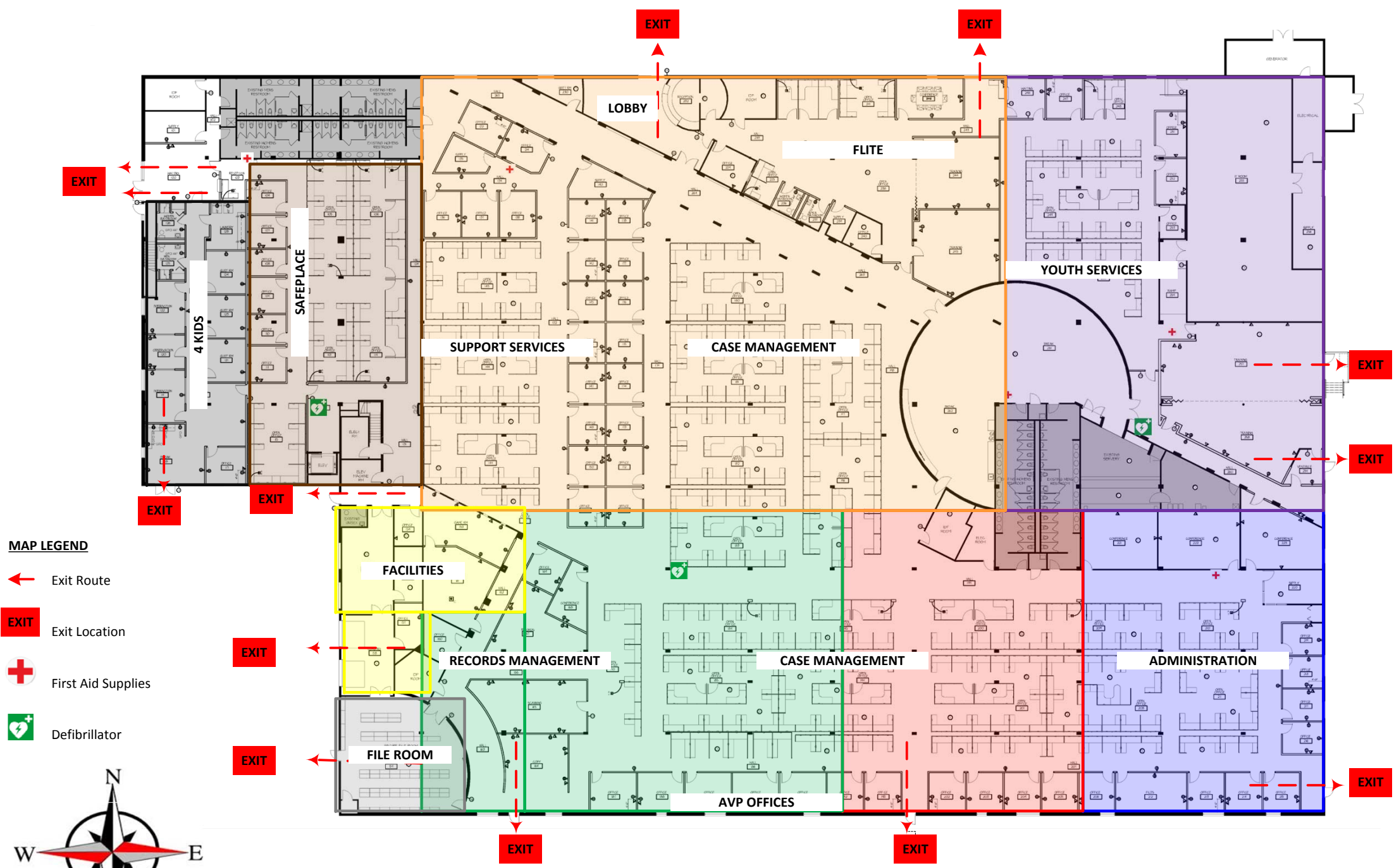
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Nathalie Sylvaince	Dependency Case Manager	Case Management Unit 105	Kelly Crowe	nsylvaince@childnet.us	561-843-9879
Nehemie Bayonne	Dependency Case Manager	Case Management Unit 101	Nyasha Nedd-Wright	nbayonne@childnet.us	561-324-4217
Nicole Grant	Dependency Case Manager	Case Management Unit 106	Wiline Profil	ngrant@childnet.us	
Nicole Slade	Program Director	Case Management - Palm Beach Office		NSlade@ChildNet.us	
Nyasha Nedd Wright	DCM Supervisor	Case Management Unit 101	Nicole Slade	NNeddwright@childnet.us	561-506-5522
Penelope Harper	DCM Trainee	Case Management Unit *	Lauren Fuentes	Penelope.Harper@ChildNet.us	561-303-4639
Rachel Mileon	Dependency Case Manager	Case Management Unit 106	Wiline Profil	rmileon@childnet.us	561-945-6646
Raina Zanders	Dependency Case Manager (ECC)	Case Management Unit 109	Falon Gillespie	rzanders@childnet.us	561-660-0057
Rebecca Eisenberg	Dependency Case Manager	Case Management Unit 106	Wiline Profil	reisenberg@childnet.us	561-324-4219
Rebecca Jenkins	Dependency Case Manager	Case Management Unit	Nicole Slade	Rebecca.Jenkins@ChildNet.us	561-846-0473
Rebecca Pierre	Dependency Case Manager	Case Management Unit 123	Christina Vanegas	rpierre@childnet.us	561-635-1200
Rena Struble	Dependency Case Manager	Case Management Unit 103	Michelle Poindexter	rstruble@childnet.us	561-945-5132
Ruby Horton	Family Support Worker	Case Management	Vincelyn Barbier	rhorton@childnet.us	772-207-9904
Samantha Degen	Dependency Case Manager	Case Management Unit 125	Victoria Faucher	sdegen@childnet.us	561-945-6639
Sandra Archer	Program Director	Case Management	Lauren Fuentes	SArcher@childnet.us	
Sanflore Taylor	DCM Supervisor	Case Management Unit 110	Nicole Slade	staylor@childnet.us	561-323-3530
Sara Kyler	Dependency Case Manager	Case Management Unit 104	Kristen Pittman	Sara.Kyler@childnet.us	
Shanda Mapp	Family Support Worker	Case Management Unit 100	Kathy Crist	Smapp@childnet.us	561-425-2602
Shanice Dehaney	Dependency Case Manager	Case Management Unit 110	Sanflore Taylor	sdehaney@childnet.us	561-414-8514
Shannon Harris	Dependency Specialist	Case Management	Lauren Fuentes	SHarris@childnet.us	561-945-6626
Shawna Machado	Program Director	Case Management Unit	Lauren Fuentes	Shawna.Machado@ChildNet.us	
Sherley J. Charles	Family Support Worker	Case Management Unit 102	Jessica Jones	scharles@childnet.us	561-774-6733
Sherry Poulin	DCM Supervisor	Case Management Unit 108	Lauren Fuentes	spoulin@childnet.us	561-324-7751
Spenciayala Patillo	Family Support Worker	Case Management Unit 122	Sandra Archer	SPatillo@ChildNet.us	561-346-5328
Stacy Ovil	Dependency Case Manager	Case Management Unit 110	Sanflore Taylor	SOvil@childnet.us	561-843-9917
Stephanie Altidor	Dependency Case Manager	Case Management (OCS)	Alysa Cordisco	saltidor@childnet.us	561-402-9220
Sylvonia Spencer	Dependency Case Manager	Case Management Unit 110	Sanflore Taylor	sspencer@childnet.us	
Takyr Bell	Dependency Case Manager	Case Management Unit 109	Falon Gillespie	tbell@childnet.us	561-843-9930
Tamara Hunt	Dependency Case Manager	Case Management Unit 122	Sandra Archer	Tamara.Hunt@childnet.us	
Tamara Lacroix	Dependency Case Manager	Case Management Unit	Kristen Pittman	Tamara.Lacroix@ChildNet.us	561-827-5479
Tanikia Williams	Dependency Case Manager	Case Management Unit 105	Kelly Crowe	TaWilliams@childnet.us	561-843-9946
Teresa Defonseca	Dependency Case Manager	Case Management (OCS)	Alysa Cordisco	TDefonseca@childnet.us	
Terranika Nelson	Dependency Case Manager Trainee	Case Management Unit 102		tnelson@childnet.us	561-952-2068
Tessa Jacobson	Dependency Case Manager	Case Management Unit 122	Sandra Archer	tjacobson@childnet.us	561-414-7581
Thelma Allen	Family Support Worker	Case Management Unit 105	Kelly Crowe	TAllen@childnet.us	561-843-9947

Tiffany Murdock	Dependency Case Manager	Case Management Unit 101	Nyasha Nedd-Wright	tmurdock@childnet.us	561-945-5370
Tiffany Scott	Dependency Case Manager	Case Management Unit 100	Kathy Crist	tifscott@childnet.us	561-414-8378
Tiffany Sears	Dependency Case Manager	Case Management Unit 121	Argentina Moore	TSears@childnet.us	561-789-1851
Torrance Williams	Dependency Case Manager	Case Management Unit 107	Anikee McDonald	Torrance.Williams@childnet.us	
Traneika Delee	Dependency Case Manager	Case Management Unit 102	Jessica Jones	tdelee@childnet.us	561-414-4046
Treunshae' Gibbons	Dependency Case Manager	Case Management Unit 102	Jessica Jones	tgibbons@childnet.us	561-414-8646
Verena Wylie	Dependency Case Manager Trainee	Case Management Unit	Lauren Fuentes	Verena.Wylie@ChildNet.us	561-635-1200
Veronica Lemieux	Dependency Case Manager	Case Management Unit 108	Sherry Poulin	vlemieux@childnet.us	
Victoria Faucher	DCM Supervisor	Case Management Unit 125	Sandra Archer	vfaucher@childnet.us	
Victoria Gonzales	Dependency Case Manager	Case Management Unit 103	Michelle Poindexter	vgonzaless@childnet.us	
Vincelyn Barbier	Visitation Center Supervisor	Case Management	Nicole Slade	VBrown@childnet.us	561-779-8597
Wilberthe Petit-Homme	Dependency Case Manager	Case Management Unit 123	Christina Vanegas	whomme@childnet.us	561-414-7572
Wiline Profil	DCM Supervisor	Case Management Unit 106	Nicole Slade	wprofil@childnet.us	561-402-1308
Yasmine Martinez	Family Support Worker	Case Management Unit 103	Michelle Poindexter	ymartinez@childnet.us	561-303-5713
Zachary Reichert	Dependency Case Manager	Case Management Unit 110	Sanflore Taylor	zreichert@childnet.us	561-400-4250
Zahne Singletary	Dependency Case Manager	Case Management Unit 121	Argentina Moore	zsingletary@childnet.us	561-324-4203
Zykia Clark	Dependency Case Manager	Case Management Unit 121	Argentina Moore	zclark@childnet.us	561-376-3801

Attachment 4

Evacuation Floor Plans

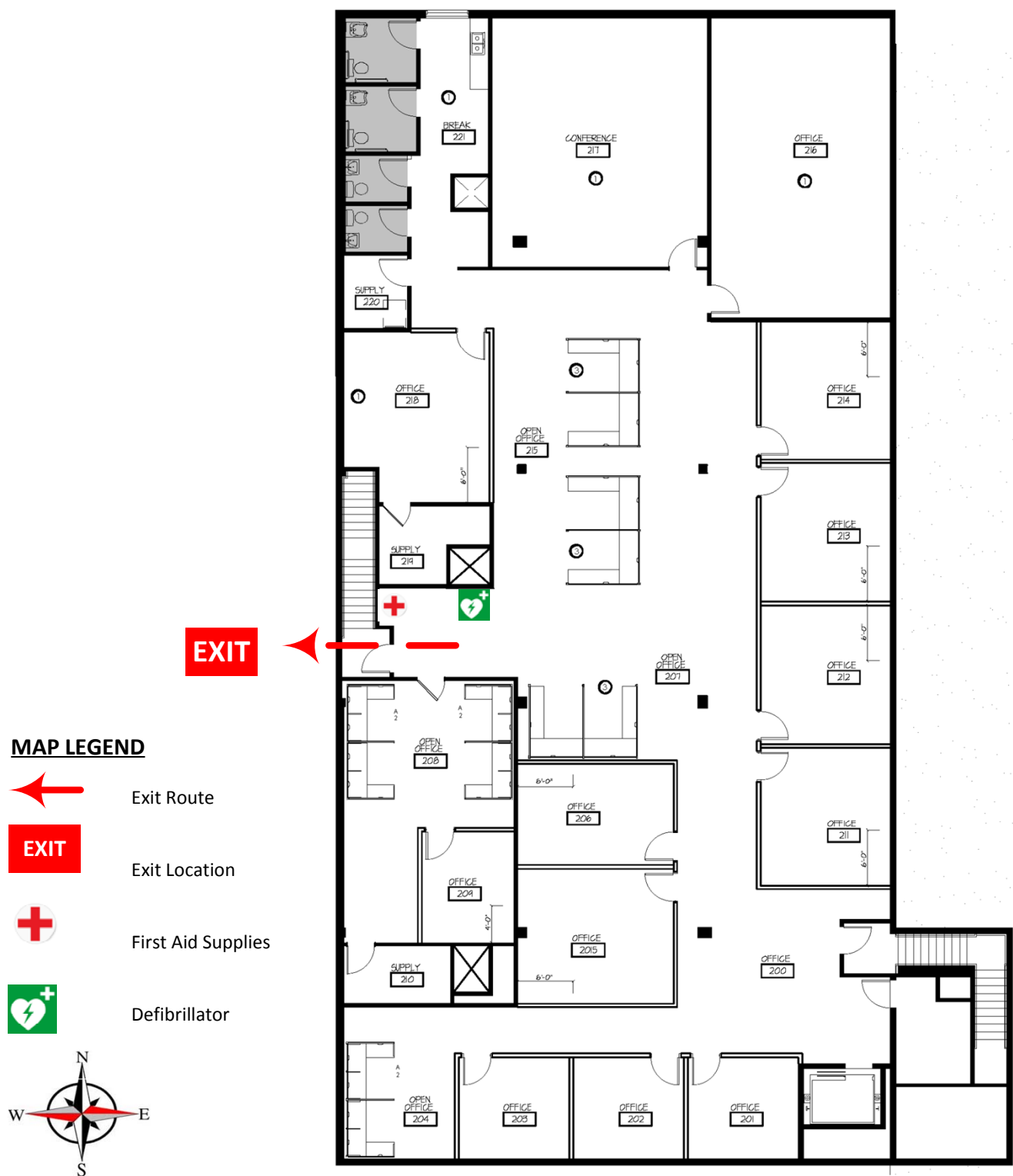
Evacuation Plan - 1st Floor



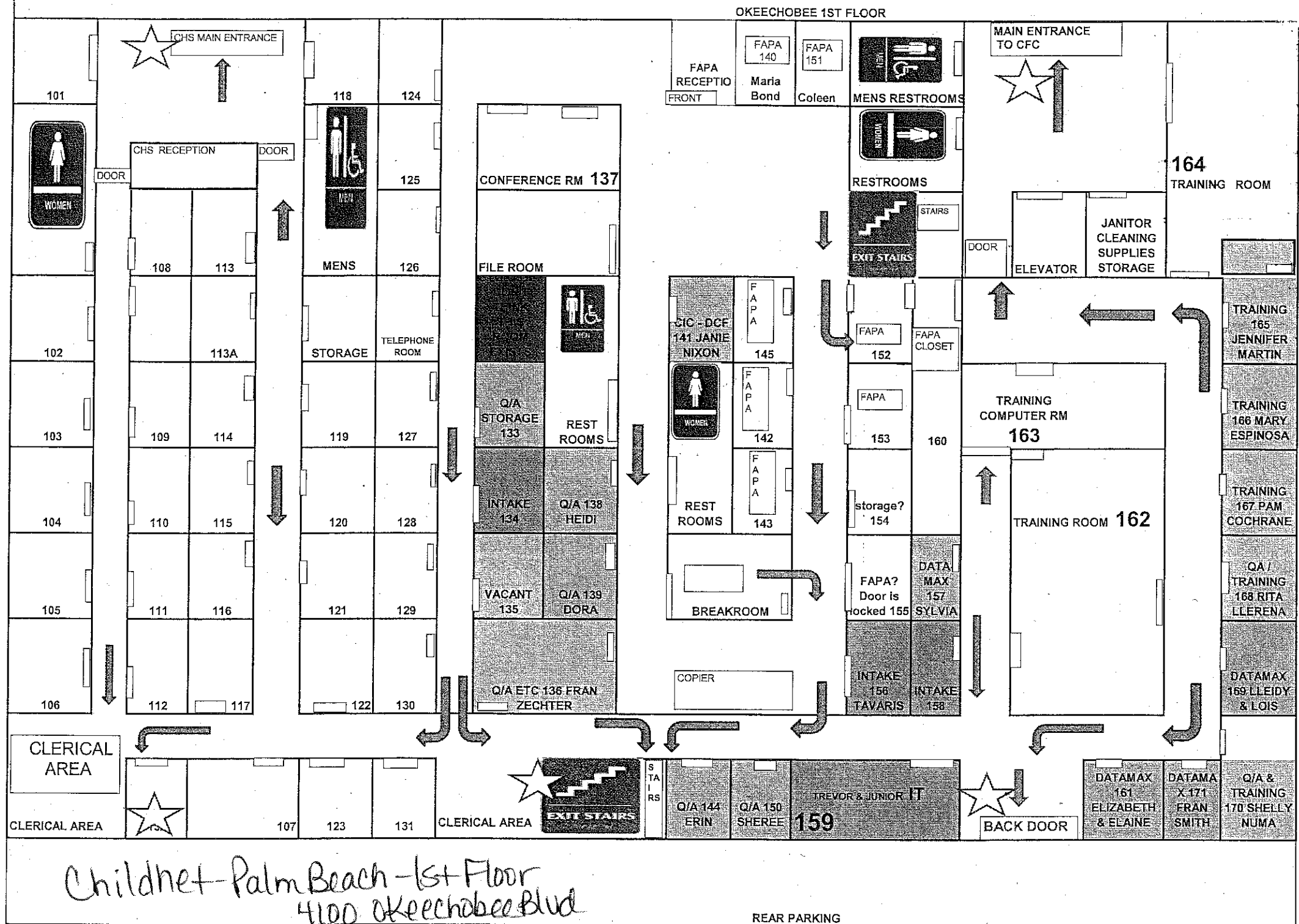
ChildNet, 1100 W. McNab Rd., Ft. Lauderdale, FL 33309

Attachment 4a

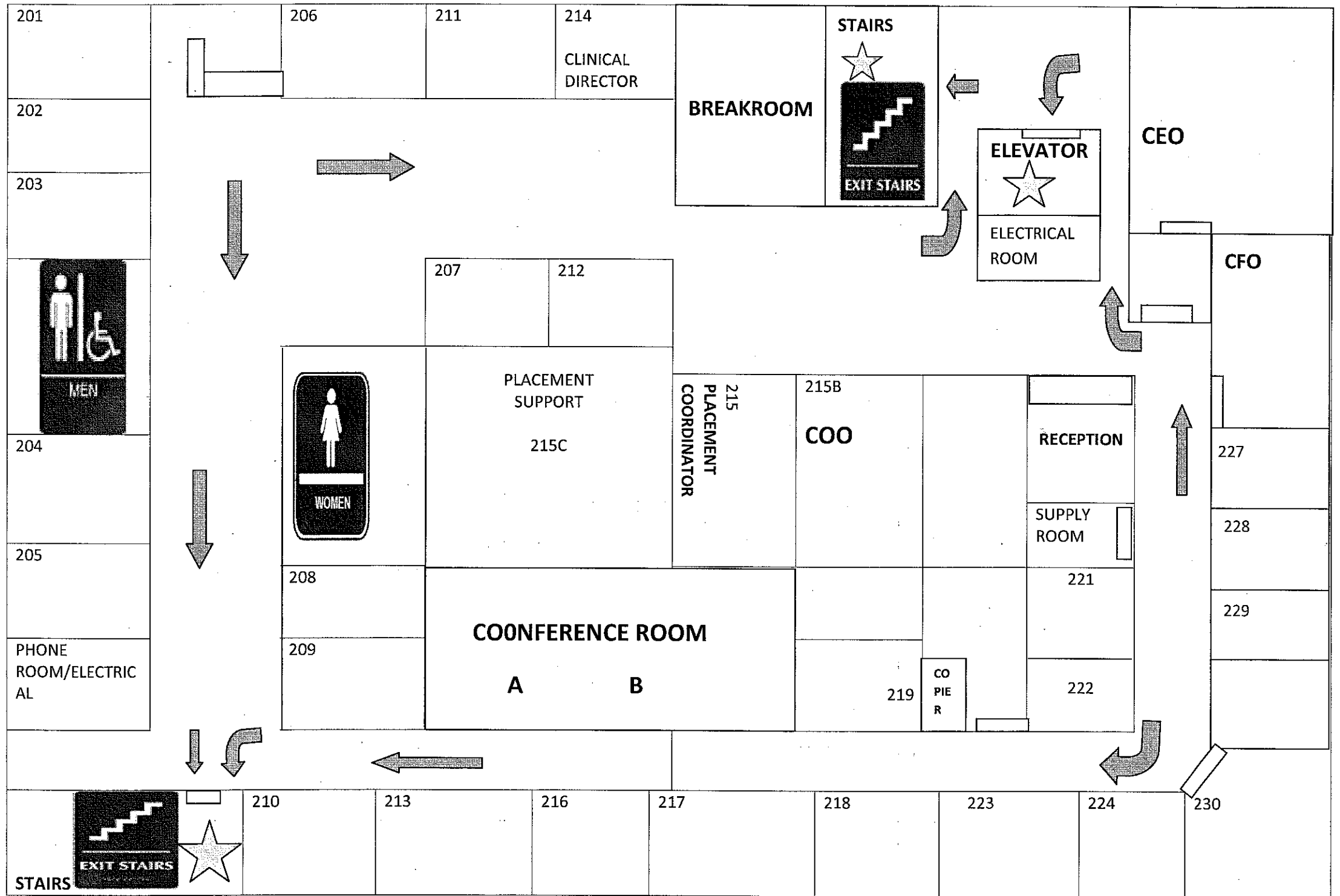
Evacuation Plan - 2nd Floor



ChildNet, 1100 W. McNab Rd., Ft. Lauderdale, FL 33309



Okeechobee Blvd

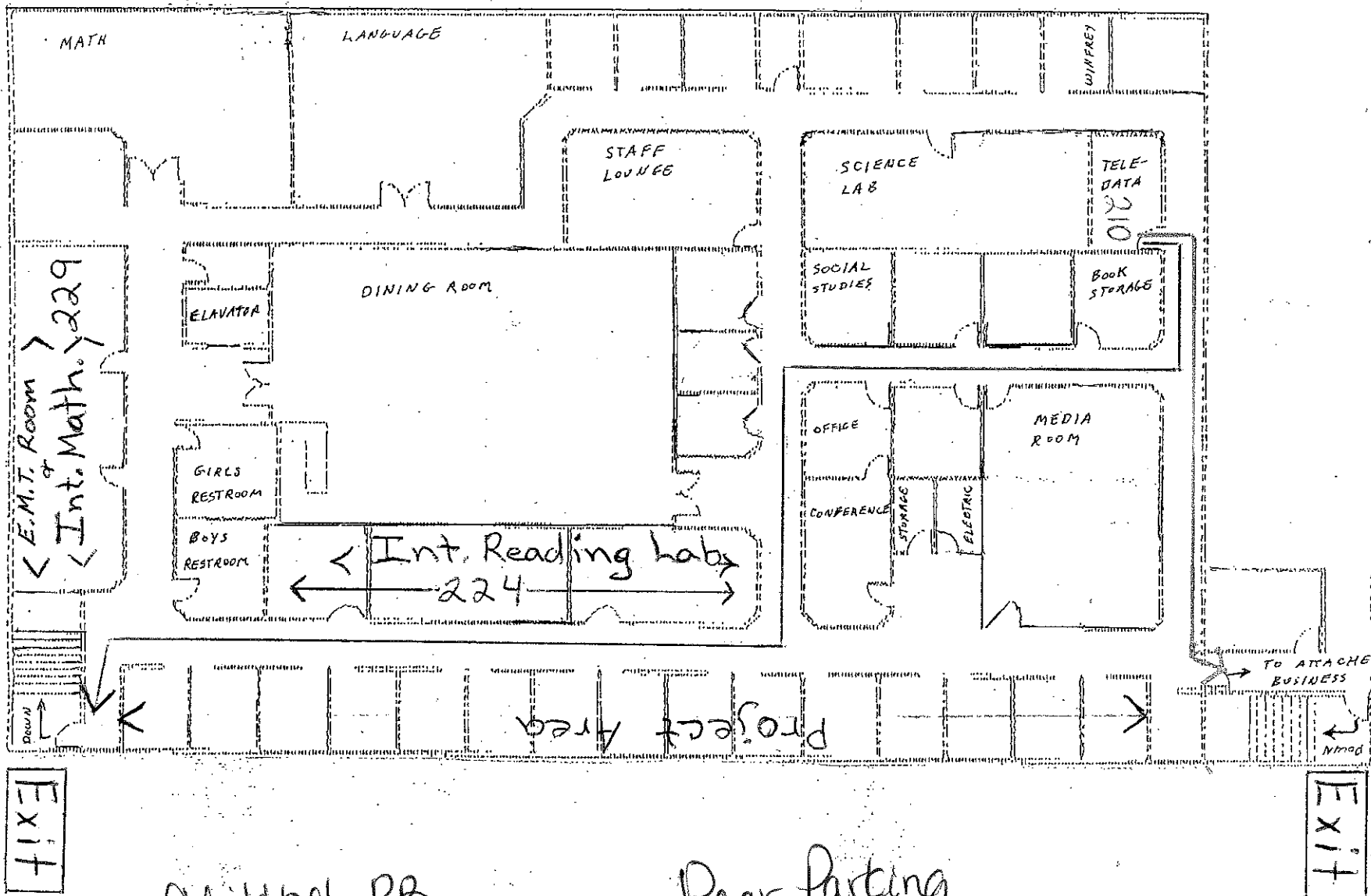


Attachment 4b

Rear Parking

Children's PB
2nd floor
(east side)

MID WEST AREA SECONDARY INTENSIVE TRANSITION PROGRAM
(EXCEL)



Rear Parking

Childnet-PB
2nd Floor
(west side)

Evacuation

Green = Primary

Red = Secondary

North

SECOND FLOOR

4100 OKEECHOBEE BLVD.
WEST PALM BEACH, FL.
33409

Attachment 5
Hurricane Preparedness Packet

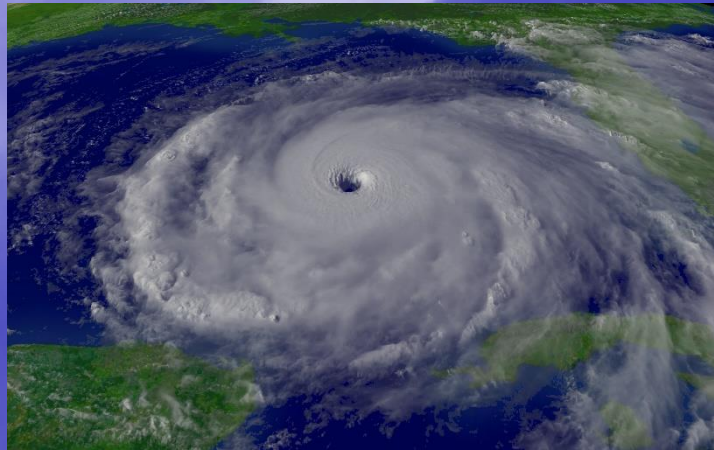


HURRICANE PREPAREDNESS PACKET

Keep Informed – Watch

WATCH – 48 hours

(The storm is on its way. You have 48 hours to prepare)



When a Warning is Issued

WARNING – 36 hours

(The storm is scheduled to be here within 36 hours)

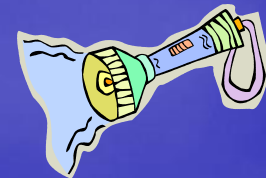
Know All ChildNet Procedures

- Continuity of Operations Plan (COOP) – the COOP can be found on ResourceLinks
- The Executive Team will start the process of informing staff. They will communicate any variations to the plan

Know the plan for your area

Abuse Hotline

- Emergency – Local Law Enforcement/911
- At Hurricane Watch, the Abuse Hotline will cease sending reports to the District; When the storm passes, the Abuse Hotline will resume sending calls to the District



During the Storm

- Monitor Media for Emergency Instructions
- Stay Indoors
 - Away From Windows
 - Away From Doors
 - If In Flood Zone – Upper Level
- Eye of The Storm
 - Calm
 - Reversal of Winds
- Avoid Telephone Use
 - Call 911 if there is a life threatening emergency
 - Use Flashlights
 - Battery Powered Lanterns
 - *DO NOT USE CANDLES OR OIL LAMPS!!!!*



After the Storm

Providers

- Providers are required to call 12 hours after the storm.
- They must call by 1 p.m. every day after the storm for updates and to read off children at their facility.

Your Tasks for Providers

- Log the name of person calling for the provider
- Log the time and date called
- Verify your list with the provider's list regarding number of children at facility
- Ask if any children or staff were injured
- Ask if there is any damage
- Ask if assistance is needed
- Ask if relocation is necessary

After the Storm – Re-Entry

- Access may be controlled
- Roads blocked
- Power lines down
- Curfews
- Monitor Radio & TV for information
- Avoid Driving



Important Phone Numbers



American Red Cross

954-797-3800 (Bwd)
561-833-7711 (PB)

Salvation Army

954-524-6991 (Bwd)
561-686-3530 (PB)

Hurricane Hotline

954-831-4000 (Bwd)
561-233-3500 (PB)

Emergency Management Agency

954-831-3900 (Bwd)
561-712-6400 (PB)

FEMA

800-621-FEMA (3362)

Emergency –Police, Fire, Medical

911

Web Sites

- American Red Cross
 - www.redcross.org/local/south-florida/local-chapters/broward-county (Broward)
 - www.redcross.org/local/south-florida/local-chapters/palm-beach-martin-county (PB)
- Emergency Management Agency
 - www.broward.org/emergency
 - www.pbcgov.com/pubsafety/eoc
- Florida Division of Emergency Management
 - www.floridadisaster.org
- FEMA (Federal Emergency Management Agency)
 - www.fema.gov

For Your Own Safety

- Telephone for Emergencies Only
- Flooded - Electrical inspection prior to re-energizing (turning on breakers)
- Grills
 - Outdoors
 - Well Ventilated Area
 - Do Not use unfamiliar power tools
- Do Not connect portable generators to building wiring:
 - Could cause injury or death to neighbors or workers trying to restore power
 - Plug Appliances directly into generator



NOAA Extreme Weather INFORMATION SHEET



STATE INFORMATION

To download the latest updated version of this sheet: www.ngdc.noaa.gov/newis/

State Assistance Information Line (Only activated during emergencies)	1-800-342-3557
Florida Division of Emergency Management (www.FloridaDisaster.org)	850-815-4000
Ready.Gov	www.ready.gov/florida
Official State Website	www.myflorida.com
Florida Department of Transportation (www.fdot.gov)	1-866-374-FDOT (3368)
Florida Highway Patrol (www.flhsmv.gov/florida-highway-patrol)	(*FHP from any cell phone)
Florida Department of Health (www.floridahealth.gov)	850-245-4444
Florida Office of Insurance Regulation (www.flor.com)	850-413-3140
Florida Office of Tourism (www.visitflorida.com)	1-888-735-2872
Florida Department of Law Enforcement (www.fdle.state.fl.us)	850-410-7000
Governor's Office (www.flgov.com)	850-717-9337
Florida Attorney General (www.myfloridalegal.com)	850-414-3300
Florida Department of Environmental Protection (www.dep.state.fl.us)	850-245-2118
Florida Fish and Wildlife Conservation Commission (https://myfwc.com)	850-488-4676
Florida Department of Veterans Affairs (http://floridavets.org)	1-844-693-5838
Florida Department of Elder Affairs (http://elderaffairs.state.fl.us)	1-800-96ELDER (963-5337)
Florida Department of Agriculture and Consumer Services (www.fdacs.gov)	1-800-435-7352
National Weather Service Forecast Office (Miami-South, FL Office) (www.weather.gov/mfl)	305-229-4522
National Weather Service Forecast Office (Key West, FL Office) (www.weather.gov/key)	305-295-1316
National Weather Service Southern Region	www.weather.gov/srh
StormSmart Coasts	http://gom.stormsmart.org/
US Coast Guard, 7th District	www.atlanticaarea.uscg.mil/Our-Organization/District-7
Seminole Tribe Emergency Management Hotline (https://em.semtribe.com)	954-967-3650
Florida Power and Light (www.fpl.com)	Outage 1-800-4-OUTAGE (1-800-468-8243)
Florida Keys Electric Cooperative (www.fkec.com)	1-800-858-8845
Keys Energy Services (www.keysenergy.com)	Outage 305-295-1010
Florida Keys Aqueduct Authority (www.fkaa.com)	305-296-2454
Florida Public Utilities (https://fpuc.com)	1-800-427-7712

FOR EMERGENCIES CALL 911

• FOR NON-EMERGENCIES CALL 211

COUNTY INFORMATION

BROWARD

Emergency Management	954-831-3900
	www.broward.org/emergency
Broward County Call Center	311
Sheriff	954-764-4357
	www.sheriff.org/Pages/Home.aspx

MIAMI-DADE

Emergency Management	305-468-5400
	www.miamidade.gov/global/emergency/home.page
Miami-Dade Answer Center	311
Miami-Dade Police	305-4-POLICE (476-5423)
	www.miamidade.gov/global/police/home.page

MONROE

Emergency Management	305-289-6018
	www.monroecountyem.com/782/Emergency-Management
Emergency Information Hotline	1-800-955-5504
Sheriff	305-289-2351
	www.keyso.net

PALM BEACH

Emergency Management	561-712-6400
	http://discover.pbcgov.org/publicsafety/dem/Pages/default.aspx
Sheriff	561-688-3000
	www.pbso.org

South

5C
BROWARD

Hurricane Season 2020

Fuel - Broward County

In lieu of utilized strategically placed gas companies within Broward County to ensure a supply of gasoline to ChildNet,

ChildNet has secured a 500 gallon gas tank through Lank Oil which is located on the premises of ChildNet Broward at 1100 W. Mc Nab Rd, Ft Lauderdale, FL 33304



GENERATOR READY BUSINESSES

Last Updated On: Apr 19, 2018 - 11:37 AM

Coconut Creek

Business Name: Home Depot
Business Type: Home Improvement
Address: 4450 N SR 7, Coconut Creek, FL, 33073

Business Name: Publix
Business Type: Grocery
Address: 5365 Lyons Rd, Coconut Creek, FL, 33073

Business Name: Publix
Business Type: Grocery
Address: 6570 N SR7, Coconut Creek, FL, 33073

Business Name: Publix
Business Type: Grocery
Address: 4760 W Hillsboro Blvd, Coconut Creek, FL, 33073

Business Name: Publix
Business Type: Grocery
Address: 4849 Coconut Creek Pkwy, Coconut Creek, FL, 33063

Cooper City

Business Name: Publix
Business Type: Grocery
Address: 5656 S Flamingo Rd, Cooper City, FL, 33330

Business Name: Publix
Business Type: Grocery
Address: 10018 Griffin Rd, Cooper City, FL, 33328

Coral Springs

Business Name: Home Depot
Business Type: Home Improvement
Address: 750 N University Dr, Coral Springs, FL, 33071

Business Name: Lowe's
Business Type: Home Improvement
Address: 3651 Turtle Creek Dr, Coral Springs, FL, 33067

Business Name: Publix
Business Type: Grocery
Address: 11600 W Sample Rd, Coral Springs, FL, 33065

Business Name: Publix
Business Type: Grocery
Address: 6270 W Sample Rd, Coral Springs, FL, 33067

Business Name: Publix
Business Type: Grocery
Address: 2201 N University Dr, Coral Springs, FL, 33071

Business Name: Publix
Business Type: Grocery
Address: 8160 Wiles Rd, Coral Springs, FL, 33067

Business Name: Publix
Business Type: Grocery
Address: 5950 Coral Ridge Dr, Coral Springs, FL, 33076

Business Name: Publix
Business Type: Grocery
Address: 1400 Coral Ridge Dr, Coral Springs, FL, 33071

Business Name: Publix
Business Type: Grocery
Address: 1305 University Dr, Coral Springs, FL, 33071

Business Name: Publix
Business Type: Grocery
Address: 10701 Wiles Rd, Coral Springs, FL, 33076

Business Name: SuperTarget
Business Type: Retail
Address: 4400 N State Rd 7, Coral Springs, FL, 33073

Business Name: Target
Business Type: Retail
Address: 9600 Westview Dr, Coral Springs, FL, 33076

Dania Beach

Business Name: Publix
Business Type: Grocery
Address: 402 E Dania Beach Blvd, Dania Beach, FL, 33004

Davie

Business Name: Costco
Business Type: Warehouse Club
Address: 1890 S University Dr, Davie, FL, 33324

Business Name: Home Depot
Business Type: Home Improvement
Address: 5801 S University Dr, Davie, FL, 33328

Business Name: Home Depot
Business Type: Home Improvement
Address: 5801 S University Drive, Davie, FL 33328

Business Name: Home Depot
Business Type: Home Improvement
Address: 2300 S University Drive, Davie, FL 33317

Business Name: Home Depot
Business Type: Home Improvement
Address: 15885 Rick Case Honda Way, Davie, FL 33331

Business Name: Publix
Business Type: Grocery
Address: 8842 W SR 84, Davie, FL, 33324

Business Name: Publix
Business Type: Grocery
Address: 6525 Nova Dr, Davie, FL, 33317

Business Name: Publix
Business Type: Grocery
Address: 5997 Stirling Rd, Davie, FL, 33314

Business Name: Publix
Business Type: Grocery
Address: 4901 Volunteer Rd, Davie, FL, 33330

Business Name: Publix
Business Type: Grocery
Address: 13700 SR 84, Davie, FL, 33325

Business Name: Publix
Business Type: Grocery
Address: 4901 SW 148th Ave Davie FL 33330

Business Name: Publix
Business Type: Grocery
Address: 4701 S University Dr, Davie, FL, 33328

Business Name: SuperTarget
Business Type: Retail
Address: 5800 S University Dr, Davie, FL, 33328

Business Name: Whole Foods
Business Type: Grocery
Address: 1903 S University Dr, Davie, FL, 33324

Deerfield Beach

Business Name: Home Depot
Business Type: Home Improvement
Address: 60 SW 12th Ave, Deerfield Beach, FL, 33442

Business Name: Publix
Business Type: Grocery
Address: 3740 W Hillsboro Blvd, Deerfield Beach, FL, 33442

Business Name: Publix
Business Type: Grocery
Address: 1337 S Military Trl, Deerfield Beach, FL, 33442

Business Name: Publix
Business Type: Grocery
Address: 150 S Federal Hwy, Deerfield Beach, FL, 33441

Business Name: SuperTarget
Business Type: Retail
Address: 3599 W Hillsboro Blvd, Deerfield Beach, FL, 33442

Business Name: Target
Business Type: Retail
Address: 1200 S Federal Hwy, Deerfield Beach, FL, 33441

Fort Lauderdale

Business Name: BJ's Wholesale Club
Business Type: Warehouse Club
Address: 5100 NW 9th Ave, Fort Lauderdale, FL, 33309

Business Name: Home Depot
Business Type: Home Improvement
Address: 1000 NE 4 Avenue, Fort Lauderdale, FL 33304

Business Name: Publix
Business Type: Grocery
Address: 3500 Davie Blvd, Fort Lauderdale, FL, 33312

Business Name: Publix
Business Type: Grocery
Address: 2501 E Sunrise Blvd, Fort Lauderdale, FL, 33304

Business Name: Publix
Business Type: Grocery
Address: 1415 E Sunrise Blvd, Fort Lauderdale, FL, 33304

Business Name: Publix
Business Type: Grocery
Address: 1940 Cordova Rd, Fort Lauderdale, FL, 33316

Business Name: Publix
Business Type: Grocery
Address: 3102 Griffin Rd, Fort Lauderdale, FL, 33312

Business Name: Publix
Business Type: Grocery
Address: 3400 N Federal Hwy, Fort Lauderdale, FL, 33306

Business Name: Publix
Business Type: Grocery
Address: 601 S Andrews Av, Fort Lauderdale, FL, 33301

Business Name: Publix
Business Type: Grocery
Address: 19441 Sheridan St, Fort Lauderdale, FL

Business Name: Target
Business Type: Retail
Address: 3200 N Federal Hwy, Fort Lauderdale, FL, 33306

Business Name: Whole Foods
Business Type: Grocery
Address: 2000 N Federal Hwy, Fort Lauderdale, FL, 33305

Hallandale Beach

Business Name: Publix
Business Type: Grocery
Address: 1400 E Hallandale Beach Blvd, Hallandale Beach, FL, 33009

Business Name: Winn Dixie
Business Type: Grocery
Address: 1515 E Hallandale Beach Blvd, Hallandale Beach, FL, 33009

Hollywood

Business Name: BJ's Wholesale Club
Business Type: Warehouse Club
Address: 4000 Oakwood Blvd, Hollywood, FL, 33020

Business Name: Home Depot
Business Type: Home Improvement
Address: 1951 S SR 7, Hollywood, FL 33023

Business Name: Home Depot
Business Type: Home Improvement
Address: 3401 Oakwood Blvd, Hollywood, FL 33027

Business Name: Penn Dutch
Business Type: Grocery
Address: 3950 N 28th Terr, Hollywood, FL, 33020

Business Name: Publix
Business Type: Grocery
Address: 9359 Sheridan St, Cooper City, FL, 33024

Business Name: Publix
Business Type: Grocery
Address: 3251 Hollywood Blvd, Hollywood, FL, 33021

Business Name: Publix
Business Type: Grocery
Address: 1700 Sheridan St, Hollywood, FL, 33020

Business Name: Publix
Business Type: Grocery
Address: 5211 Sheridan St, Hollywood, FL, 33021

Business Name: Publix
Business Type: Grocery
Address: 6901 Taft St, Hollywood, FL, 33024

Business Name: Sedano's
Business Type: Grocery
Address: 2319 N 60th Av, Hollywood, FL, 33021

Business Name: Target
Business Type: Retail
Address: 300 Hollywood Mall, Hollywood, FL, 33021

Business Name: Winn Dixie
Business Type: Grocery
Address: 6775 Taft St, Hollywood, FL, 33024

Lauderdale By The Sea

Business Name: Publix
Business Type: Grocery
Address: 4703 N Ocean Dr, Sea Ranch Lakes, FL, 33308

Lauderhill

Business Name: Publix
Business Type: Grocery
Address: 5855 W Oakland Park Blvd, Lauderhill, FL, 33319

Business Name: SuperTarget
Business Type: Retail
Address: 7730 W Commercial Blvd, Lauderhill, FL, 33351

Lighthouse Point

Business Name: Publix
Business Type: Grocery
Address: 2450 N Federal Hwy, Lighthouse Point, FL, 33064

Business Name: Publix
Business Type: Grocery
Address: 3700 N Federal Hwy, Lighthouse Point, FL, 33064

Margate

Business Name: Penn Dutch
Business Type: Grocery
Address: 3201 N SR7, Margate, FL, 33063

Business Name: Publix
Business Type: Grocery
Address: 7230 W Atlantic Blvd, Margate, FL, 33063

Business Name: Winn Dixie
Business Type: Grocery
Address: 5600 W Sample Rd, Margate, FL, 33073

Miramar

Business Name: Home Depot
Business Type: Home Improvement
Address: 3183 SW 160 Avenue, Miramar, FL 33027

Business Name: Publix
Business Type: Grocery
Address: 9951 Miramar Pkwy, Miramar, FL, 33025

Business Name: Publix
Business Type: Grocery
Address: 11000 Pembroke Rd, Miramar, FL, 33025

Business Name: Publix
Business Type: Grocery
Address: 18409 Miramar Pkw, Miramar, FL, 33029

Business Name: Publix
Business Type: Grocery
Address: 14375 Miramar Pkwy, Miramar, FL, 33027

Business Name: Publix
Business Type: Grocery
Address: 6890 Miramar Pkw, Miramar, FL, 33023

Business Name: SuperTarget
Business Type: Retail
Address: 16901 Miramar Pkwy, Miramar, FL, 33027

North Lauderdale

Business Name: Home Depot
Business Type: Home Improvement
Address: 1195 S SR 7, North Lauderdale, FL, 33068

Business Name: Publix
Business Type: Grocery
Address: 1297 S SR7, North Lauderdale, FL, 33068

Business Name: Publix
Business Type: Grocery
Address: 8140 W McNab Rd, North Lauderdale, FL, 33068

Business Name: Sedano's
Business Type: Grocery
Address: 7208 Southgate Blvd, North Lauderdale, FL, 33068

Oakland Park

Business Name: Home Depot
Business Type: Home Improvement
Address: 1701 W Oakland Park Blvd, Oakland Park, FL 33311

Business Name: Lowe's
Business Type: Home Improvement
Address: 1001 W Oakland Park Blvd, Oakland Park, FL, 33311

Business Name: Publix
Business Type: Grocery
Address: 1003 E Commercial Blvd, Oakland Park, FL, 33334

Business Name: Safeway
Business Type: Grocery
Address: 950 E Commercial Blvd, Oakland Park, FL, 33334

Parkland

Business Name: BJ's Wholesale Club
Business Type: Warehouse Club
Address: 5901 W Hillsboro Blvd, Parkland, FL, 33067

Business Name: Publix
Business Type: Grocery
Address: 8095 University Dr, Parkland, FL, 33067

Pembroke Pines

Business Name: BJ's Wholesale Club
Business Type: Warehouse Club
Address: 13700 Pines Blvd, Pembroke Pines, FL, 33027

Business Name: Costco
Business Type: Warehouse Club
Address: 15915 Pines Blvd, Pembroke Pines, FL, 33027

Business Name: Home Depot
Business Type: Home Improvement
Address: 11001 Pines Blvd, Pembroke Pines, FL 33026

Business Name: Lowe's
Business Type: Home Improvement
Address: 130 N University Dr, Pembroke Pines, FL, 33024

Business Name: Publix
Business Type: Grocery
Address: 600 N University Dr, Pembroke Pines, FL, 33024

Business Name: Publix
Business Type: Grocery
Address: 19441 Sheridan St, Pembroke Pines, FL, 33332

Business Name: Publix
Business Type: Grocery
Address: 18341 Pines Blvd, Pembroke Pines, FL, 33029

Business Name: Publix
Business Type: Grocery
Address: 170 S Flamingo Rd, Pembroke Pines, FL, 33027

Business Name: Publix
Business Type: Grocery
Address: 15729 Pines Blvd, Pembroke Pines, FL, 33027

Business Name: Publix
Business Type: Grocery
Address: 1657 N Hiatus Rd, Pembroke Pines, FL, 33026

Business Name: Sedano's
Business Type: Grocery
Address: 10333 Pines Blvd, Pembroke Pines, FL, 33026

Business Name: Sedano's
Business Type: Grocery
Address: 17171 Pines Blvd, Pembroke Pines, FL, 33027

Business Name: Target
Business Type: Retail
Address: 11253 Pines Blvd, Pembroke Pines, FL, 33026

Business Name: Whole Foods
Business Type: Grocery
Address: 14956 Pines Blvd, Pembroke Pines, FL, 33027

Plantation

Business Name: Publix
Business Type: Grocery
Address: 225 S Flamingo Rd, Plantation, FL, 33325

Business Name: Publix
Business Type: Grocery
Address: 1181 S University Dr, Plantation, FL, 33324

Business Name: Publix
Business Type: Grocery
Address: 10065 Cleary Blvd, Plantation, FL, 33324

Business Name: Publix
Business Type: Grocery
Address: 8101 W Sunrise Blvd, Plantation, FL, 33322

Business Name: Publix
Business Type: Grocery
Address: 6921 W Broward Blvd, Plantation, FL, 33317

Business Name: Target
Business Type: Retail
Address: 8201 Federated West Roadway, Plantation, FL, 33324

Business Name: The Fresh Market
Business Type: Grocery
Address: 12171 W Sunrise Boulevard, Plantation, FL

Pompano Beach

Business Name: Costco
Business Type: Warehouse Club
Address: 1800 W Sample Rd, Pompano Beach, FL, 33064

Business Name: Home Depot
Business Type: Home Improvement
Address: 1151 NW Copans Rd, Pompano Beach, FL, 33064

Business Name: Lowe's
Business Type: Home Improvement
Address: 1851 N Federal Hwy, Pompano Beach, FL, 33062

Business Name: Publix
Business Type: Grocery
Address: 1405 S Federal Hwy, Pompano Beach, FL, 33060

Business Name: Publix
Business Type: Grocery
Address: 411 S Cypress Rd, Pompano Beach, FL, 33060

Business Name: Publix
Business Type: Grocery
Address: 1140 SW 36th Av, Pompano Beach, FL, 33069

Business Name: Publix
Business Type: Grocery
Address: 2511 E Atlantic Blvd, Pompano Beach, 33062

Business Name: Winn Dixie
Business Type: Grocery
Address: 3435 N Federal Hwy, Pompano Beach, FL, 33064

Southwest Ranches

Business Name: Lowe's
Business Type: Home Improvement
Address: 6600 Dykes Rd, Southwest Ranches, FL, 33331

Business Name: Publix
Business Type: Grocery
Address: 15801 Sheridan St, Southwest Ranches, FL, 33331

Business Name: Publix
Business Type: Grocery
Address: 15801 Sheridan St, fort lauderdale, fl

Sunrise

Business Name: Home Depot
Business Type: Home Improvement
Address: 12525 W Sunrise Blvd, Sunrise, FL, 33323

Business Name: Home Depot
Business Type: Home Improvement
Address: 2901 N University Dr, Sunrise, FL, 33322

Business Name: Lowe's
Business Type: Home Improvement
Address: 8050 W Oakland Park Blvd, Sunrise, FL, 33351

Business Name: Publix
Business Type: Grocery
Address: 9300 west Commercial Blvd, Sunrise, FL, 33351

Business Name: Publix
Business Type: Grocery
Address: 10155 W Oakland Park Blvd, Sunrise, FL, 33351

Business Name: Publix
Business Type: Grocery
Address: 12500 W Sunrise Blvd, Sunrise, FL, 33323

Business Name: SuperTarget
Business Type: Retail
Address: 12801 W Sunrise Blvd, Sunrise, FL, 33323

Tamarac

Business Name: Publix
Business Type: Grocery
Address: 5881 N University Dr, Tamarac, FL, 33321

Business Name: Publix
Business Type: Grocery
Address: 4121 W Commercial Blvd, Tamarac, FL, 33319

Business Name: Publix
Business Type: Grocery
Address: 8245 NW 88th Av, Tamarac, FL, 33321

Business Name: Winn Dixie
Business Type: Grocery
Address: 7015 N University Dr, Tamarac, FL, 33321

Weston

Business Name: Publix
Business Type: Grocery
Address: 294 Indian Trace, Weston, FL, 33326

Business Name: Publix
Business Type: Grocery
Address: 1170 Weston Rd, Weston, FL, 33326

Business Name: Publix
Business Type: Grocery
Address: 4567 Weston Rd, Weston, FL, 33331

Business Name: Publix
Business Type: Grocery
Address: 1601 Promenade Blvd, Weston, FL, 33326

Business Name: Publix
Business Type: Grocery
Address: 2465 Glades Cir, Weston, FL, 33327

Wilton Manors

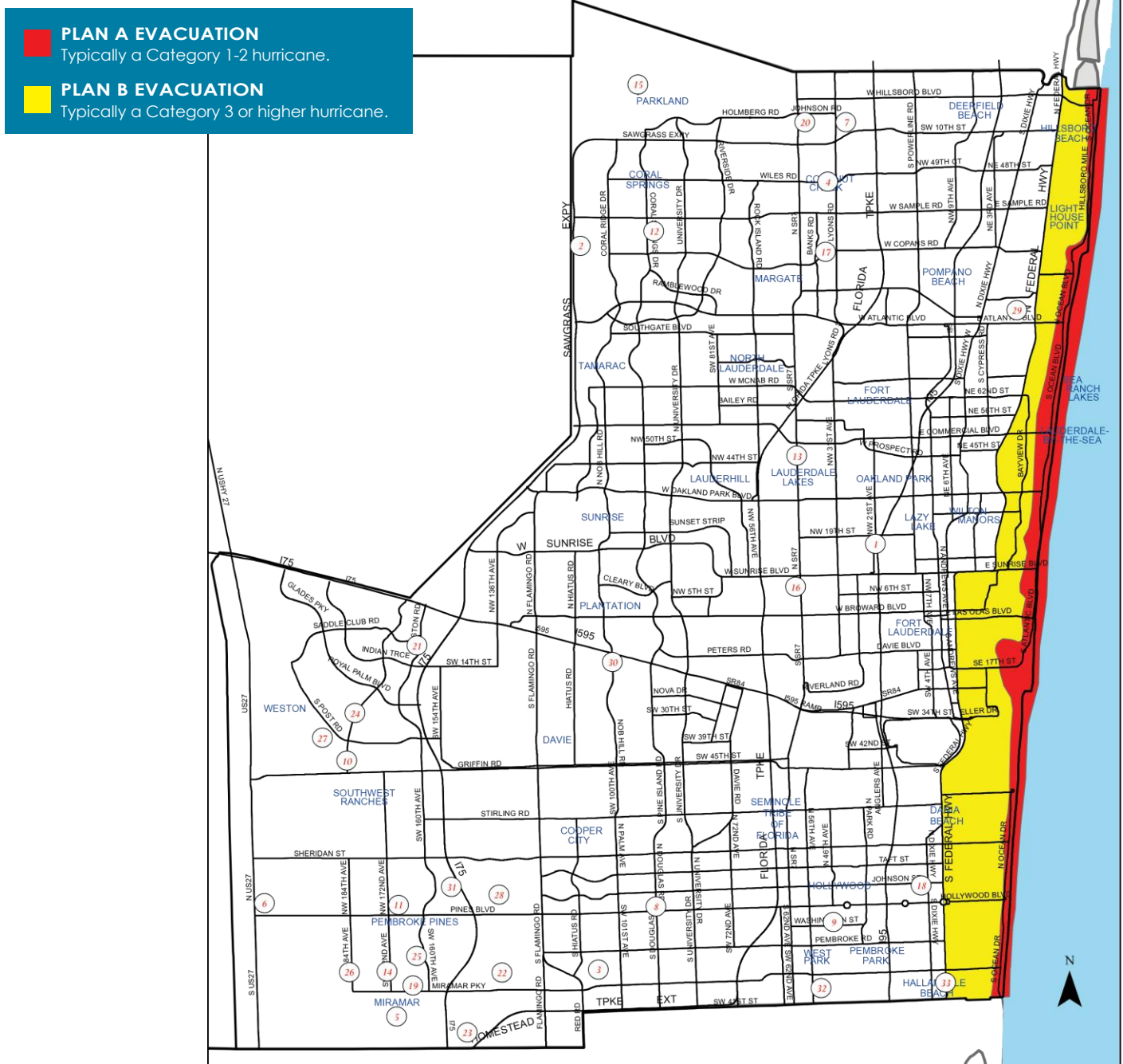
Business Name: Publix
Business Type: Grocery
Address: 2633 N Dixie Hwy, Wilton Manors, FL, 33334

Business Name: Publix
Business Type: Grocery
Address: 100 W Oakland Park Blvd, Wilton Manors, FL, 33311

EMERGENCY SHELTER MAP

The following shelters may not all open during a state of emergency. They are opened as needed. If possible, staying with family or friends outside an evacuation zone is your first and best option. Monitor Broward County's website, Broward.org/Hurricane, local television stations or call our Emergency Hotline at 311 or 954-831-4000 for actual shelter openings. Emergency shelters are a service of the Broward County Commission and the Broward County School Board.

Persons located in low lying areas or beside tidal bodies of water should seek shelter elsewhere if conditions warrant. **ALL** mobile home residents must evacuate in PLAN A and PLAN B and may be ordered to evacuate if tropical storm conditions warrant.



A service of the Broward County Board of County Commissioners. An equal opportunity employer and provider of services.

1,000 copies of this public document were promulgated at a gross cost of \$205, or \$0.205 per copy, to provide members of the public with emergency preparedness information. PI201867423

Special Needs Shelter: These shelters are for persons with medical conditions who do not require hospitalization. They provide basic medical assistance and monitoring. Pre-registration is strongly recommended by calling 954-831-3902 (TTY 954-831-3940).

Pet-Friendly Shelter: Staying with family, friends or at a pet-friendly hotel outside an evacuation zone should be your first and best option. Pet-friendly shelter(s) is available on a first-come basis. Pets accepted include: dogs, cats, domestic birds, rabbits, gerbils, guinea pigs, mice and hamsters. All pets must be in a carrier/crate and all dogs must have a collar with leash. Evacuees must show proof of rabies certificate for dogs and cats. Residents should also be prepared to show their pet's Broward County Registration Tag. Evacuees should bring necessary care supplies for a week such as, supply of food and water, food/water bowls, cat litter and litter box, medicine, cleaning supplies, etc.

General Population and Pet-Friendly Shelters

- 1) **Arthur Ashe/Rock Island**
1701 NW 23rd Avenue, Ft. Lauderdale 33311
- 2) **Coral Glades High School**
2700 Sports Plex Drive, Coral Springs 33065
- 3) **New Renaissance Middle School**
10701 Miramar Blvd, Miramar 33025
- 4) **Monarch High School**
5050 Wiles Road, Coconut Creek 33073
- 5) **Everglades High School - Pet Friendly**
17100 SW 48th Court, Miramar 33027
- 6) **West Broward High School**
500 NW 209th Avenue, Pembroke Pines 33029
- 7) **Lyons Creek Middle School - Pet Friendly**
4333 Sol Press Blvd, Coconut Creek 33073
- 8) **Pines Middle School**
200 NW Douglas Road, Pembroke Pines 33024
- 9) **Orange Brook Elementary School**
715 S. 46th Avenue, Hollywood 33021
- 10) **Falcon Cove Middle School - Pet Friendly**
4251 Bonaventure Blvd, Weston 33332
- 11) **Panther Run Elementary School**
801 NW 172nd Avenue, Pembroke Pines 33029
- 12) **Parkside Elementary School**
10257 NW 29th Street, Coral Springs 33065
- 13) **Park Lakes Elementary School**
3925 N. State Rd 7, Lauderdale 33319
- 14) **Silver Lakes Elementary School**
2300 SW 173rd Avenue, Miramar 33027
- 15) **Park Trails Elementary School**
10700 Trails End Road, Parkland 33076
- 16) **Plantation Elementary School**
651 NW 42nd Avenue, Plantation 33017
- 17) **Liberty Elementary School**
2450 Banks Road, Margate 33063
- 18) **Beachside Montessori Village Elementary School**
2230 Lincoln Street, Hollywood 33020
- 19) **Dolphin Bay Elementary School**
16450 Miramar Parkway, Miramar 33027
- 20) **Tradewinds Elementary School**
5400 Johnson Road, Coconut Creek 33073
- 21) **Gator Run Elementary School**
1101 Glades Parkway, Weston 33327
- 22) **Coconut Palm Elementary School**
13601 Monarch Lakes Blvd, Miramar 33027
- 23) **Coral Cove Elementary School**
5100 SW 148th Avenue, Miramar 33027
- 24) **Everglades Elementary School**
2900 Bonaventure Blvd, Weston 33331
- 25) **Silver Shores Elementary School**
1701 SW 160 Avenue, Miramar 33027
- 26) **Sunset Lakes Elementary School**
18400 SW 25th Street, Miramar 33029
- 27) **Manatee Bay Elementary School**
19200 Manatee Isles Dr., Weston 33332
- 28) **Lakeside Elementary School**
900 NW 136th Avenue, Pembroke Pines 33026
- 29) **Pompano Beach High School**
600 NE 13th Avenue, Pompano Beach 33060
- 30) **Fox Trail Elementary School**
1250 Nob Hill Road, Davie 33324
- 31) **Silver Palms Elementary School**
1209 NW 155th Avenue, Pembroke Pines 33028
- 32) **Watkins Elementary School**
3520 NW 52nd Avenue, Pembroke Park 33023
- 33) **Hallandale Elementary School (Gulfstream Academy)**
1000 SW 8th Street, Hallandale 33009





Broward County Hospitals

Broward General Medical Center

1600 S. Andrews Avenue
Fort Lauderdale, FL 33316
954-355-4400

Coral Springs Medical Center

3000 Coral Hills Drive
Coral Springs, FL 33065
954-344-3000

Hollywood Medical Center

3600 Washington Street
Hollywood, FL 33021
954-966-4500

Imperial Point Medical Center

6401 N. Federal Highway
Fort Lauderdale, FL 33308
954-776-8500

Memorial Regional Hospital

3501 Johnson Street
Hollywood, FL 33021
954-987-2000

Memorial Hospital West

W. 703 N. Flamingo Rd
Pembroke Pines, FL 33025
954-433-7100

North Broward Medical Center

201 E. Sample Road
Pompano Beach, FL 33064
954-941-8300

Northwest Medical Center

2801 N. State Road 7
Margate, FL 33063
954-974-0400

University Hospital & Medical Center

7201 N. University Drive
Tamarac, FL 33321
954-721-2200

Cleveland Clinic Hospital

3100 Weston Road
Fort Lauderdale, FL 33331
954-689-5000

Florida Medical Center

5000 W. Oakland Park Blvd.
Lauderdale Lakes, FL 33313
954-735-6000

Holy Cross Hospital

4725 N. Federal Highway
Fort Lauderdale, FL 33308
954-771-8000

Joe DiMaggio Children's Hospital

3501 Johnson Street
Hollywood, FL 33021
954-KIDS-135

Memorial Hospital Miramar

1901 SW 172nd Avenue
Miramar, FL 33029
954-538-5000

Memorial Hospital Pembroke

2301 N. University Drive
Pembroke Pines, FL 33024
954-962-9650

North Ridge Medical Center

5757 N. Dixie Highway
Fort Lauderdale, FL 33334
954-776-6000

Plantation General Hospital

401 N.W. 42nd Avenue
Plantation, FL 33317
954-587-5010

Westside Regional Medical Center

8201 W. Broward Blvd.
Plantation, FL 33324
954-473-6600

TV-RADIO STATIONS SIMULCAST

Updated 05-20

WSVN – Ch. 7 – Fox Network

Hot 105 FM
99 Jamz FM
Easy 93.1 FM
Hits 97.3 FM

WPLG – Ch. 10 – ABC Network

101.5 LITE FM
102.7 The Beach FM
790 The Ticket AM
96.7 & 101.7 Pirate Radio Key West

WFOR – Ch. 4 – CBS Network

WKIS, KISS 99.9 FM
WPOW, POWER 96 FM
WQAM, 560 AM

WTVJ – Ch. 6 – NBC Network

WIOD 610 (AM)

WBFS – Ch. 33

See WFOR-TV – Ch. 4 listing.

WLRN – Ch. 2 – Public Broadcasting

WLRN 91.3 (FM)

Univision Television

Amor 107.5 (FM)
WRTO Mix 98.3 (FM)
Radio Mambi 710 (AM)
WQBA 1140 (AM)

Telemundo

WZTU - 94.9 (FM)

5D
PALM BEACH

Hurricane Season 2020

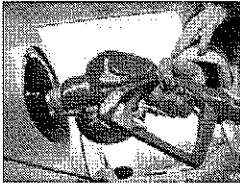
Gas Stations – Palm Beach County

These gas stations are strategically placed within Palm Beach County to ensure a supply of gasoline to ChildNet:

RaceTrac
905 W. Woolbright Rd.
Boynton Beach, FL 33424
561-375-8636

RaceTrac
4156 Blue Heron Blvd. W
Riviera Beach, FL 33404
561-881-8330- Austin Gonzalez – GM

Marathon
4871 Okeechobee Blvd.
West Palm Beach FL 33417
561-855-6332 - Joaquin Alonso – GM



Gas Stations with Transfer Switches

1. PGA Shell East
4150 PGA Blvd.
Palm Beach Gardens, 33418
(561) 288-0454
2. 7-Eleven
6221 PGA Boulevard
Palm Beach Gardens, 33418
(561) 694-6086
3. Murphy USA
103 North Congress Avenue
Lake Park, 33403
(561) 845-7830
4. Racetrac
4156 West Blue Heron Boulevard
Riviera Beach, 33404
(561) 881-8330
5. Palm Beach Citgo
810 N Congress Ave
Riviera Beach, 33404
(561) 848-9800
6. Racetrac
2995 45th Street
West Palm Beach, 33407
(561) 471-1155
7. BP
1840 Palm Beach Lakes Boulevard
West Palm Beach, 33401
(561) 686-5576

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|--|---|
| 8. South Congress Airport Shell
242 South Congress Avenue
West Palm Beach, 33406
(561) 478-1743 | 17. Sunoco
3985 Lake Worth Road
Lake Worth, 33461
(561) 304-4121 |
| 9. Sunoco
130 N. Jog Road
West Palm Beach, 33413
(561) 202-6453 | 18. BP
645 West Boynton Beach Boulevard
Boynton Beach, 33426
(561) 732-2279 |
| 10. Chevron
9141 Southern Boulevard
Royal Palm Beach, 33411
(561) 793-4182 | 19. Mobil
850 Gateway Boulevard
Boynton Beach, 33426
(561) 742-7296 |
| 11. Costco
11001 Southern Blvd
Royal Palm Beach, 33411
(561) 803-8820 | 20. Delray Chevron
1909 W Atlantic Avenue
Delray Beach, 33444
(561) 272-5761 |
| 12. Publix Pix
15961 Orange Boulevard
Loxahatchee, 33470
(561) 383-6177, ext. 279 | 21. Chevron
801 NW 51st Street
Boca Raton, 33431
(561) 988-0993 |
| 13. Valero
255 U.S. Highway 27 North
South Bay, 33493
(561) 992-4800 | 22. Nexstore
8081 Congress Avenue
Boca Raton, 33487
(561) 241-1000 |
| 14. Marathon
890 U.S. Highway 27 North
South Bay, 33493
(561) 996-6599 | 23. Costco
17800 Congress Avenue
Boca Raton, 33487
(561) 981-5004 |
| 15. West Palm Beach / Lake Worth Service Plaza
Turnpike Plaza #2 MM 94
Lake Worth, 33461
(561) 968-5564 | |
| 16. Lake Worth Turnpike Shell
8195 Lake Worth Road
Lake Worth, 33467
(561) 641-0460 | |



Publix Stores with Generators

1. Countyline Plaza
500 North U.S. Highway 1
Tequesta, 33469
2. Chasewood Plaza
6330 W Indiantown Road
Jupiter, 33458
3. Abacoa Plaza
5500 Military Trail
Jupiter, 33458
4. Bluff's Square Shopping Center
4060 South U.S. Highway 1
Jupiter, 33477
5. Jupiter Square Shopping Center
95 U.S. Highway 1
Jupiter, 33477
6. Jupiter Farms Village
10142 Indiantown Road
Jupiter, 33478
7. Sea Plum Town Center
123 Honeybell Way
Jupiter, 33458
8. The Shoppes of Jonathan's Landing
17400 Alternate A1A
Jupiter, 33477
9. Mirasol Walk
6251 P G A Blvd
Palm Beach Gardens, 33418

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10. Oakbrook Square Shopping Center
11566 North U.S. Highway 1
Palm Beach Gardens, 33408
 11. Garden Square
10913 North Military Trail
Palm Beach Gardens, 33418
 12. Promenade Shopping Plaza
9900 Alternate A1A
Palm Beach Gardens, 33410
 13. Gardens Town Square
4200 Northlake Boulevard
Palm Beach Gardens, 33410
 14. Legacy Place Shopping Center
11231 Legacy Avenue
Palm Beach Gardens, 33410
 15. Frenchman's Crossing
Hood Road & Alternate A1A
Palm Beach Gardens, 33410
 16. Northlake Promenade Shoppes
374 Northlake Boulevard
Lake Park, 33408
 17. Publix at Riviera Beach
Blue Heron Boulevard and Lake Shore Drive
Riviera Beach, 33404
 18. Publix on Palm Beach
265 Sunset Avenue
Palm Beach, 33480
 19. Southdale Shopping Center
828 Southern Boulevard
West Palm Beach, 33405

20. Village Commons Shopping Center
831 Village Boulevard
West Palm Beach, 33409
21. Crosstown Plaza
2895 N. Military Trail
West Palm Beach, 33409
22. Shoppes at Ibis
10130 Northlake Boulevard
West Palm Beach, 33412
23. Shoppes at Andros Isle
8989 Okeechobee Boulevard
West Palm Beach, 33411
24. Paradise Place
4075 North Haverhill Road
West Palm Beach, 33417
25. Palm Beach Plaza
6820 Okeechobee Boulevard
West Palm Beach, 33411
26. Polo Grounds Mall
890 South Military Trail
West Palm Beach, 33415
27. Crestwood Square
11977 Southern Boulevard
Royal Palm Beach, 33411
28. The Crossroads at Royal Palm Beach
1180 Royal Palm Beach Boulevard
Royal Palm Beach, 33411
29. Publix at the Acreage
7050 Seminole Pratt Whitney Road
Loxahatchee, 33470

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| 30. Courtyard Shops at Wellington
13880 Wellington Trace
Wellington, 33414 | 40. Lantana Plaza Shopping Center
5970 South Jog Road
Lake Worth, 33467 |
| 31. The Groves at Royal Palm
127 South State Road 7
Wellington, 33414 | 41. Publix at Lake Worth
Dixie Highway and North 2nd Avenue
Lake Worth, 33460 |
| 32. Town Square at Wellington
11950 West Forest Hill Boulevard
Wellington, 33414 | 42. Lantana Shopping Center
1589 W Lantana Road
Lantana, 33462 |
| 33. Riverbridge Centre
6790 Forest Hill Boulevard
Greenacres, 33413 | 43. Fountains of Boynton
6627 West Boynton Beach Boulevard
Boynton Beach, 33437 |
| 34. Publix Atlantis
4849 South Military Trail
Greenacres, 33463 | 44. Meadows Square
4753 North Congress Avenue
Boynton Beach, FL 33426 |
| 35. Greenwood Shopping Center
1700 South Congress Avenue
Palm Springs, 33461 | 45. Boynton Plaza
111 North Congress Avenue
Boynton Beach, 33436 |
| 36. Town and Country Shopping Center
1910 Lake Worth Road
Lake Worth, 33460 | 46. Sunshine Square Shopping Center
501 SE 18 th Avenue
Boynton Beach, 33435 |
| 37. Nassau Square
7745 Lake Worth Road
Lake Worth, 33463 | 47. Aberdeen Square
4966 Le Chalet Boulevard
Boynton Beach, 33436 |
| 38. Town Commons
8899 Hypoluxo Road
Lake Worth, 33467 | 48. Aberdeen
8340 Jog Road
Boynton Beach, 33437 |
| 39. Woods Walk Plaza
9855 Lake Worth Road
Lake Worth, 33467 | 49. Quantum Village
1005 NW 22 nd Avenue
Boynton Beach, 33426 |

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|--|---|
| 50. Canyon Town Center
Boynton Beach Boulevard and Lyons Road
Boynton Beach, 33437 | 60. Westwinds of Boca
9846 Glades Road
Boca Raton, 33434 |
| 51. Valencia Square
Woolbright Road and Jog Road
Boynton Beach, 33437 | 61. Mercado Real
1001 South Federal Highway
Boca Raton, 33432 |
| 52. Whitworth Farms
12425 Hagen Ranch Road
Boynton Beach, 33437 | 62. The Reserve at Boca Raton
9720 Clint Moore Road
Boca Raton, 33496 |
| 53. Village Square
3775 Woolbright Road
Village of Golf, 33436 | 63. West Boca Plaza
22973 South State Road 7
Boca Raton, 33428 |
| 54. The Plaza at Delray
1538 South Federal Highway
Delray Beach, 33444 | 64. Polo Club Shoppes
5050 Champion Boulevard
Boca Raton, 33496 |
| 55. Delray Square Shopping Center
4771 West Atlantic Avenue
Delray Beach, 33445 | 65. Boca Valley Plaza
7431 North Federal Highway
Boca Raton, 33487 |
| 56. Shops of San Marco
13860 South Jog Road
Delray Beach, 33446 | 66. Woodfield Plaza
3003 Yamato Road
Boca Raton, 33434 |
| 57. Village of Oriole Plaza
7375 West Atlantic Avenue
Delray Beach, 33446 | 67. Palmetto Park Square
1339 West Palmetto Park
Boca Raton, 33486 |
| 58. Addison Centre
16130 South Jog Road
Delray Beach, 33446 | 68. Lakeside Square at Logger's Run
11650 West Palmetto Park Road
Boca Raton, 33428 |
| 59. North Delray Commons
555 NE 5 th Avenue
Delray Beach, 33483 | 69. Boca Village Square
21230 Saint Andrews Boulevard
Boca Raton, 33433 |

70. Garden Shops at Boca
Powerline Road and Palmetto Park Road
Boca Raton, FL 33433

71. Publix at Spanish River
4141 North Federal Highway
Boca Raton, 33431



Lowe's Stores Powered by Generator

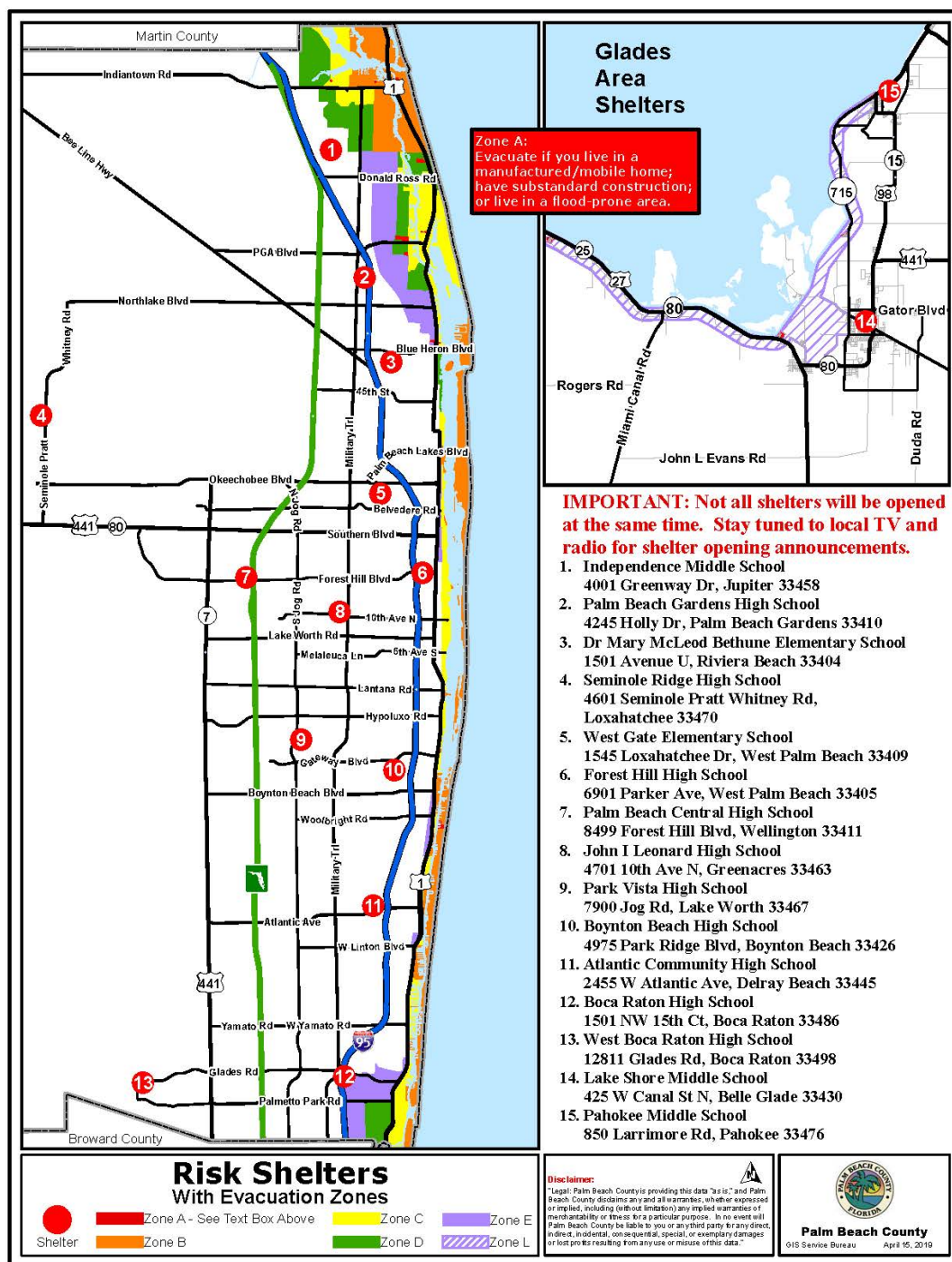
1. North Congress Avenue
Lake Park, 33403
(561) 207-9037
2. 4701 Okeechobee Boulevard
West Palm Beach, 33417
(561) 471-4828
3. 103 South State Road 7
Royal Palm Beach, 33411
(561) 795-3808
4. 1500 Corporate Drive
Boynton Beach, 33426
(561) 733-1397
5. 21870 State Road 7
Boca Raton, FL 33428
(561) 883-1215



Home Depot Stores Powered by Generator

1. 1694 West Indiantown Road
Jupiter, 33458
2. 3860 Northlake Boulevard
Lake Park, 33403
3. 1550 Palm Beach Lakes Boulevard
West Palm Beach, 33401
4. 6800 Okeechobee Boulevard
West Palm Beach, 33411
5. 220 South State Road 7
West Palm Beach, FL 33414
6. 4241 Lake Worth Road
Lake Worth, 33461
7. 5750 Jog Road
Lake Worth, 33463
8. 1500 SW 8th Street
Boynton Beach, 33426
9. 1400 Waterford Place
Delray Beach, 33444
10. 15050 Jog Road
Delray Beach, 33445
11. 9820 Glades Road
Boca Raton, 33434

Palm Beach County

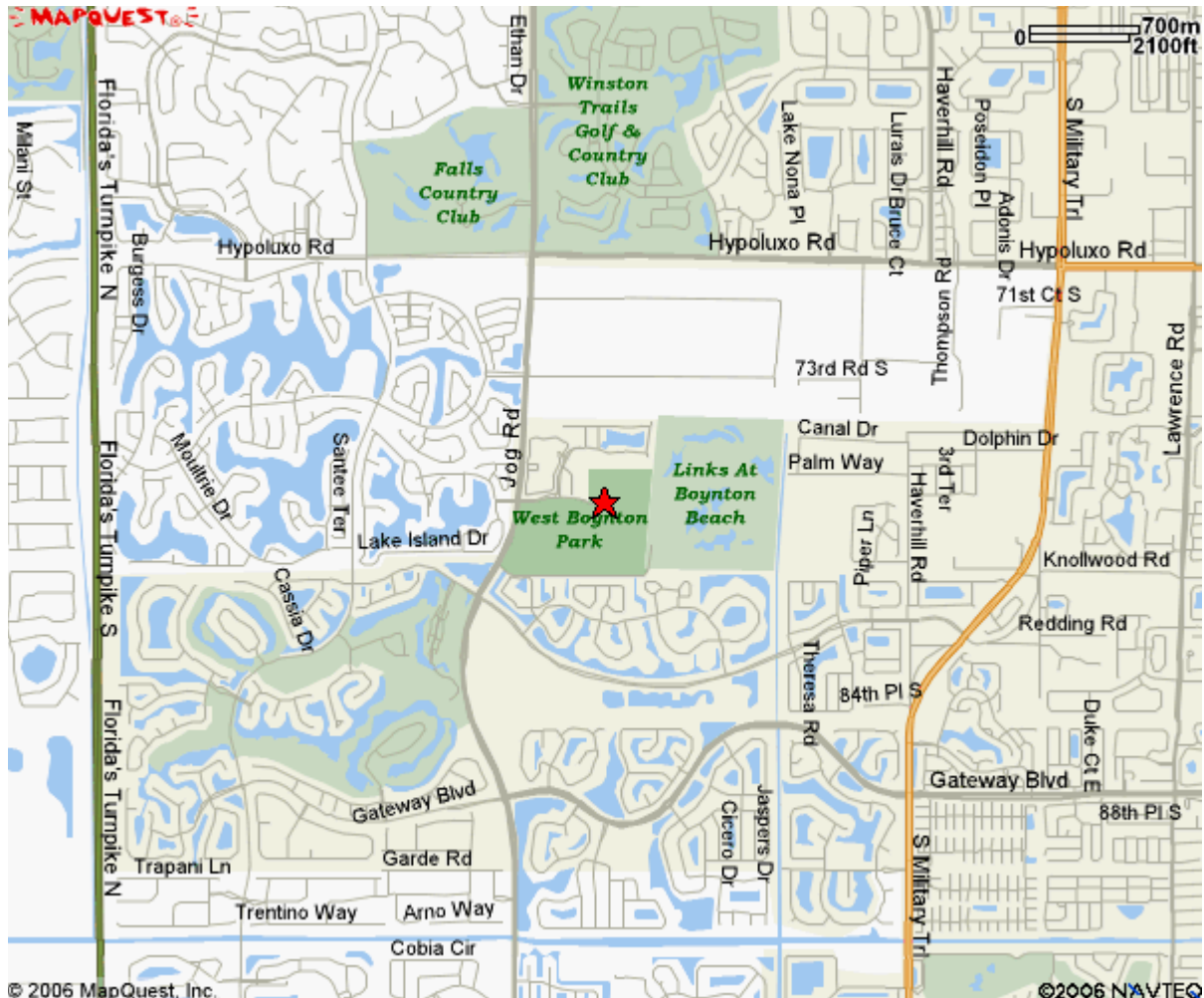


Palm Beach County
Public Safety Department

Animal Care and Control Division

Pet Friendly Shelter Location

Gymnasium at the West Boynton Recreation Center (east of high school)
6000 Northtree Blvd., Lake Worth, FL
(between Hypoluxo Road and Gateway Boulevard off the east side of Jog Road)
561-233-1200, extension 0.



Palm Beach County Board of County Commissioners
www.pbcgov.com/animal



Palm Beach County Hospitals

Bethesda Memorial Hospital - East

2815 S. Seacrest Blvd.
Boynton Beach, FL 33435
(561) 737-7733

Delray Medical Center

5352 Linton Blvd.
Delray Beach, FL 33484
(561) 498-4440

JFK Medical Center

5301 Congress Ave.
Atlantis, FL 33462
(561) 965-7300

Palm Beach Gardens Medical Center

3360 Burns Rd.
Palm Beach Gardens, FL 33410
(561) 622-1411

St. Mary's Medical Center

901 45th St.
West Palm Beach, FL 33407
(561) 844-6300

West Boca Medical Center

21644 St. Rd., 7
Boca Raton, FL 33428
(561) 488-8000

Boca Raton Regional Hospital

800 Meadows Rd.
Boca Raton, FL 33846
(561) 955-7100

Good Samaritan Medical Center

1309 N. Flagler Dr.
West Palm Beach, FL 33401
(561) 655-5511

Jupiter Medical Center

1210 S. Old Dixie Hwy
Jupiter, FL 33458
(561) 263-2234

Palms West Hospital

13001 Southern Blvd.
Loxahatchee, FL 33470
(561) 798-3300

Wellington Regional Medical Center

10101 Forest Hills Blvd.
Wellington, FL 33414
(561) 798-8500

West Palm Beach VA Medical Center

7305 N. Military Trail
West Palm Beach, FL 33410
(561) 422-8262

TV-Radio Station Simulcasts – Palm Beach County

WPEC News Channel 12

- Fox Sports 640 AM
- South Florida's New Country 103.1 FM
- Party 96.3 FM
- WRMF 97.9 FM
- X102.3 FM
- Sunny 107.9
- WFTL 850 AM
- Radio Fiesta 106.1 FM & 95.1 FM
- La Ley 99.5 FM
- Fiesta 94.7 FM & 96.9 FM
- Way-FM 88.1 FM
- News Radio WJNO 1290 AM

WPTV News Channel 5

- 106.3-FM ESPN West Palm
- 93.5-FM WZFL
- 93.7-FM WGYL
- 94.7-FM WPHR
- 99.7-FM WJKD
- 97.1-FM WOSN
- 104.5-FM WFLM
- 105.7-FM and 1490-AM WTTB
- 1330-AM WJNX
- 1590-AM WPSL
- 1450-AM WSTU
- 100.9-FM and 1570-AM WOKC
- 106.1-FM WLMX

5E
MIAMI



Hurricane Season 2020

2019

Gas Stations with Generator or Transfer Switch/Generator

It is important to know that just because a gas station is listed here, it does not guaranteed that the station will be open immediately after a disaster. Residents are encouraged to fill up their gas tanks prior to a disaster if possible and limit travel immediately after a disaster.

Gas Stations with Transfer Switch

Name	Address	City	Zip
14801 SERVICE STATION INC.	11600 BETHUNE DR	MIAMI	33176
168 BP INC.	16815 S DIXIE HWY	PALMETTO BAY	33157
ELEVEN 37572H	13795 SW 88TH ST	MIAMI	33186
7 ELEVEN INC. / MARATHON	1550 NE 205TH TER	NORTH MIAMI BEACH	33179
7-ELEVEN FOOD STORE # 34984	15199 S DIXIE HWY	MIAMI	33176
7-ELEVEN STORE #30025	6700 MILLER DR	MIAMI	33155
7-ELEVEN STORE 34986	11680 SW 72ND ST	MIAMI	33173
79TH ST VALERO	1300 NW 79TH ST	MIAMI	33147
A & WR CORP./CHEVRON	1101 NW 42ND AVE	MIAMI	33126
A&M FUEL INC./ TRIANGULO-SHELL	401 SW 8TH ST	MIAMI	33130
CHEVRON	3251 NW 103RD ST	MIAMI	33147
ALEX ELECTRIC INC./BP	8200 NW 25TH ST	DORAL	33122
AMA SHELL	11690 QUAIL ROOST DR	PERRINE	33157
AMERADA HESS CORP.	8190 BIRD RD	MIAMI	33155
APF GROUP INC./MOBIL	10701 W FLAGLER ST	MIAMI	33174
B.J.'S WHOLESALE INC. #51	7007 SW 117TH AVE	MIAMI	33183
BAY POINTE SHELL	3601 BISCAYNE BLVD	MIAMI	33137
SHELL	8399 NW 12TH ST	DORAL	33126
BIG THREE LLC	9201 SW 40TH ST	MIAMI	33165
BJ'S WHOLESALE #111	8005 NW 95TH ST	HIALEAH GARDENS	33016
BJ'S WHOLESALE CLUB #170	650 SE 8TH ST	HOMESTEAD	33034
BJ'S WHOLESALE CLUB 091 GAS	10425 MARLIN RD	CUTLER BAY	33157
BP AMOCO # 13526	2755 NW 119TH ST	MIAMI	33167
SHELL	2010 NE 2ND AVE	MIAMI	33137
WESTAR	9700 SW 40TH ST	MIAMI	33165
BV OIL COMPANY	7950 NW 58TH ST	DORAL	33166
CHEVRON. #307157	801 NE 43RD AVE	HOMESTEAD	33033
MOBIL	1781 NE 8TH ST	HOMESTEAD	33033
CARRIBEAN GAS/MOBIL	20201 S DIXIE HWY	CUTLER BAY	33189
CHEVRON	5100 NW 7TH ST	MIAMI	33126
CHEVRON # 202639	13801 SW 88TH ST	MIAMI	33186
CHEVRON #200188	15698 SW 88TH ST	MIAMI	33196
CHEVRON STATION INC. # 202646	13710 SW 152ND ST	MIAMI	33177
COLLEGE PARK SHELL	10898 SW 104TH ST	MIAMI	33176
CORIANA GAS LLC./WESTAR	10701 SW 40TH ST	MIAMI	33165
COSTCO WHOLESALE CLUB #1023	13450 SW 120TH ST	MIAMI	33186
CUPIDO CORP. GAS STATION.	11001 SW 40TH ST	MIAMI	33165
CUTLER RIDGE SHELL	20195 S DIXIE HWY	CUTLER BAY	33189
DBA RODRIGUEZ SHELL	7201 NW 36TH ST	MIAMI	33166

Gas Stations with Transfer Switch

Name	Address	City	Zip
DINAJ QUICK MART # 5 /MOBIL	777 S HOMESTEAD BLVD	HOMESTEAD	33030
DION FUELS LLC	412 S FLAGLER AVE	HOMESTEAD	33030
DION'S QUIK MART #209 MOBIL	1500 N KROME AVE	HOMESTEAD	33030
DION'S QUIK MART #211 CITGO	5 NE 15TH ST	HOMESTEAD	33030
DION'S QUIK MART #212 MOBIL	16 N KROME AVE	FLORIDA CITY	33034
DIRECT FUEL SPOT LLC. / WESTAR	9101 SW 40TH ST	MIAMI	33165
SHELL	7900 NW 36TH ST	DORAL	33166
CHEVRON	13401 SW 184TH ST	MIAMI	33177
EUREKA RACETRAC #567	11180 SW 184TH ST	CUTLER BAY	33157
EXXEL PETROLEUM,INC.	9700 NW 25TH ST	DORAL	33172
STANS - SELL	845 5TH ST	MIAMI BEACH	33139
FLAGAMI MOBIL INC.	7490 CORAL WAY	MIAMI	33155
FLAGSHIP SHELL	2775 SW 28TH TER	MIAMI	33133
SHELL.	19 FLORIDA BLVD	MIAMI	33144
FLYERS ENERGY, LLC	6000 NW 72ND AVE	MIAMI	33166
GARCIA'S PETROLEUM CORP.	10200 SW 56TH ST	MIAMI	33165
GATEWAY GAS/SHELL	10 SE 1ST AVE	FLORIDA CITY	33034
GLADES COUNTRY STORE	17695 SW 272ND ST	HOMESTEAD	33031
GOLDEN GLADES PLAZA	16650 NW 27TH AVE	OPA LOCKA	33054
GOULDS SUNOCO	22025 SW 112TH AVE	CUTLER BAY	33170
GROVE AUTOMOTIVE	3198 S DIXIE HWY	MIAMI	33133
SHELL	8010 W HIALEAH GARDENS BLVD	HIALEAH	33018
KEY ASSOCIATES. INC	38 CRANDON BLVD	KEY BISCAYNE	33149
KROME SUNOCO	26400 SW 177TH AVE	HOMESTEAD	33031
LINSO INC./CHEVRON	1453 ALTON RD	MIAMI BEACH	33139
CHEVRON #35816	2160 SW 8TH ST	MIAMI	33135
MARC VERDE LLC.	3235 NW 41ST ST	MIAMI	33142
MARINE STADIUM MARINA	3501 RICKENBACKER CSWY	KEY BISCAYNE	33149
CHEVRON	8645 SUNSET DR	MIAMI	33143
MGF, INC.	8890 SW 136TH ST	MIAMI	33176
VALERO	4801 NW 36TH ST	MIAMI SPRINGS	33166
SUNOCO CORP.	325 N ROYAL POINCIANA BLVD	MIAMI SPRINGS	33166
MOBIL	6800 W 24TH AVE	HIALEAH	33016
COUNTRY WALK MOBIL	13698 SW 152ND ST	MIAMI	33177
MOBIL OIL CORP. # 11325	20310 OLD CUTLER RD	CUTLER BAY	33189
MOBIL ON THE RUN #18212	5750 NW 107TH AVE	DORAL	33178
MOBIL STECAR	11201 SW 152ND ST	MIAMI	33157
MURPHY USA # 6507	9203 NW 77TH AVE	HIALEAH GARDENS	33016 NP STATION
LLC/WESTAR	6776 SW 117TH AVE	MIAMI	33183
NW 27TH AVE STATION/VALERO	11301 NW 27TH AVE	MIAMI	33167
OLD CUTLER EXXON	20361 OLD CUTLER RD	CUTLER BAY	33189
ORION FUELS	10700 SW 186TH ST	CUTLER BAY	33157
PETROCHOICE	1000 NW 73RD ST	MIAMI	33150
PORT CONSOLIDATED INC,	11550 NW 36TH AVE	MIAMI	33167
PUNJAB MOBIL MART INC	9497 NW 7TH AVE	MIAMI	33150
RACETRAC #112	20696 NW 27TH AVE	MIAMI GARDENS	33056
RACETRAC #194	35426 S DIXIE HWY	FLORIDA CITY	33034
RACETRAC #261	1955 NE 8TH ST	HOMESTEAD	33033
RACEWAY	18302 NW 7TH AVE	MIAMI	33169
RACEWAY	17021 NW 27TH AVE	CAROL CITY	33056
CABEZA'S EXXON	12001 SW 117TH AVE	MIAMI	33186

Gas Stations with Transfer Switch

Name	Address	City	Zip
RDG ENTERPRICES, INC./WESTAR	2190 CORAL WAY	CORAL GABLES	33145
RED ROAD STATION CORP.	7375 SW 57TH AVE	SOUTH MIAMI	33143
REDLAND MARATHON	14695 SW 216TH ST	GOULDS	33170
RNC INVESTMENT LLC/ SHELL	8701 NW 13TH TER	DORAL	33172
ROAD RUNNER STOP/CITGO	13899 W OKEECHOBEE RD	HIALEAH GARDENS	33018
RSJ CHEVRON.	2545 NW 42ND AVE	MIAMI	33142
S & S OF FLORIDA LLC. / WESTAR	8590 SW 8TH ST	MIAMI	33144
SAMACO, INC/TEXACO.	15450 SW 136TH ST	MIAMI	33196
SEVEN STARS HOLDINGS, INC	17696 SW 8TH ST	MIAMI	33194
SHELL #234	18600 S DIXIE HWY	CUTLER BAY	33157
SHELL LUDLAM OIL INC.	6691 BIRD RD	MIAMI	33155
SNAPPER CREEK LAKES CLUB INC.	11190 SNAPPER CREEK RD	CORAL GABLES	33156
WESTAR GAS STATION	21100 S DIXIE HWY	MIAMI	33189
SPEEDWAY	19880 NW 27TH AVE	MIAMI GARDENS	33056
SPEEDWAY #6892	311 SE 1ST AVE	FLORIDA CITY	33034
SPEEDWAY./09566	11401 BISCAYNE BLVD	MIAMI	33181
SUNOCO	2795 W 79TH ST	HIALEAH	33016
SUNSHINE # 171/CITGO	3080 NW 54TH ST	MIAMI	33142
SUNSHINE # 239	9598 SW 137TH AVE	MIAMI	33186
SUNSHINE # 30023	11175 SW 40TH ST	MIAMI	33165
SUNSHINE #180	29595 S DIXIE HWY	HOMESTEAD	33033
SUNSHINE #250	1498 N HOMESTEAD BLVD	HOMESTEAD	33030
SUNSHINE #312	1176 NW 79TH ST	MIAMI	33150
SUNSHINE 107/ MARATHON	6350 S DIXIE HWY	SOUTH MIAMI	33143
SUNSHINE 125/BP	11698 SW 152ND ST	MIAMI	33157
SUNSHINE 276/SHELL	16015 S DIXIE HWY	MIAMI	33157
SUNSHINE 367	12201 SW 112TH ST	MIAMI	33186
SUNSHINE CHEVRON #30018	5485 PALM AVE	HIALEAH	33012
SUNSHINE GAS DIST INC / # 360	801 S LE JEUNE RD	MIAMI	33134
SUNSHINE GAS DISTR INC./BP 117	2445 W FLAGLER ST	MIAMI	33135
MARATHON 119	12095 SW 26TH ST	MIAMI	33175
CHEVRON 30022	2201 SW 122ND AVE	MIAMI	33175
MARATHON	1598 W 68TH ST	HIALEAH	33014
SUNSHINE GASOLINE-EXXON	2290 W 84TH ST	HIALEAH	33016
TAMIAMI # 59 INC/ CHEVRON	5900 SW 8TH ST	WEST MIAMI	33144
TOM THUMB #127	18400 SW 177TH AVE	MIAMI	33187
TROPIC FLEET OIL COMPANY	10002 NW 89TH AVE	MEDLEY	33178
TROPIC FLEET SERVICES	10002 NW 89TH AVE	MEDLEY	33178
TURNPIKE STATION INC./ EXXON	12700 SW 120TH ST	MIAMI	33186
U-GAS QUALITY FUELS	7950 W 28TH AVE	HIALEAH	33018
URBIETA OIL CORP./ 7-ELEVEN	11601 W OKEECHOBEE RD	HIALEAH GARDENS	33018
USHA VALERO	961 W PALM DR	FLORIDA CITY	33034
VALERO FOOD MART	11100 SW 216TH ST	MIAMI	33170
VICTORY CORP./ MOBIL	5390 N MIAMI AVE	MIAMI	33127
VICTORY FOOD MART	NE 79TH ST	MIAMI	33138
WEST KENDALL MOBIL	15699 SW 88TH ST	MIAMI	33196

Gas Stations with Generators

Name	Address	City	Zip
14801 SERVICE STATION INC.	11600 BETHUNE DR	MIAMI	33176-7310
29 TRUCK STOP, INC.	2901 NW 54TH ST	MIAMI	33142-2827
ALBAN LLC/AMERIKA.	10690 W FLAGLER ST	MIAMI	33174-1633
ALEX ELECTRIC INC./BP	8200 NW 25TH ST	DORAL	33122-1505
B.J.'S WHOLESALE INC. #51	7007 SW 117TH AVE	MIAMI	33183-2817
BIG THREE LLC	9201 SW 40TH ST	MIAMI	33165-4150
BJ'S WHOLESALE #111	8005 NW 95TH ST	HIALEAH GARDENS	33016-2111
BJ'S WHOLESALE CLUB #170	650 SE 8TH ST	HOMESTEAD	33034
BJ'S WHOLESALE CLUB 091 GAS	10425 MARLIN RD	CUTLER BAY	33157-7731
BP AMOCO #5353	1402 COLLINS AVE	MIAMI BEACH	33139-4104
BRAMAN CAR CARE/SHELL	2010 NE 2ND AVE	MIAMI	33137-4836
BRISTOL PETROLEUM/WESTAR	9700 SW 40TH ST	MIAMI	33165-4075
CAMPBELL FOOD STORE/MOBIL	1781 NE 8TH ST	HOMESTEAD	33033-4603
CORIANA GAS LLC./WESTAR	10701 SW 40TH ST	MIAMI	33165-3620
COSTCO WHOLESALE CLUB #1023	13450 SW 120TH ST	MIAMI	33186-7393
DION'S QUIK MART #212 MOBIL	16 N KROME AVE	FLORIDA CITY	33034-3408
DIRECT FUEL SPOT LLC. / WESTAR	9101 SW 40TH ST	MIAMI	33165-5344
EUREKA RACETRAC #567	11180 SW 184TH ST	CUTLER BAY	33157-6603
EXXEL PETROLEUM,INC.	9700 NW 25TH ST	DORAL	33172-2201
EXXONMOBIL OIL CORP # 02-5J4	701 NW 72ND AVE	MIAMI	33126-3001
FLA. DEPT. OF TRANSPORTATION	1000 NW 111TH AVE	MIAMI	33172-5802
FLAGSHIP SHELL	2775 SW 28TH TER	MIAMI	33133-3710
SHELL.	19 FLORIDA BLVD	MIAMI	33144-2437
FLYERS ENERGY, LLC	6000 NW 72ND AVE	MIAMI	33166-3738
FRANK H POES GBA RENTAL INC.	9600 S DIXIE HWY	MIAMI	33156-2805
GLADES COUNTRY MARKET STORE	17695 SW 272ND ST STE 101	HOMESTEAD	33031-2315
GOULDS SUNOCO	22025 SW 112TH AVE	CUTLER BAY	33170-3035
JESUS SERVICE STATIONWESTAR.	7420 SW 8TH ST	MIAMI	33144-4542
JOMAR/CHEVRON	1684 NW 27TH AVE	MIAMI	33125-2156
KROME SUNOCO	26400 SW 177TH AVE	HOMESTEAD	33031-2256
LOS GUIRENOS INC./CHEVRON	2160 SW 8TH ST	MIAMI	33135-3320
MARATHON	29421 SW 152ND AVE	HOMESTEAD	33033-2847
MARINE STADIUM MARINA	3501 RICKENBACKER CSWY STE A	KEY BISCAYNE	33149-1001
MAXIMO/CHEVRON	8645 SUNSET DR	MIAMI	33143-3733
MIA PETROLEUM /VALERO	4801 NW 36TH ST	MIAMI SPRINGS	33166-6001
MIAMI SPRINGS SUNOCO CORP.	325 N ROYAL POINCIANA BLVD	MIAMI SPRINGS	33166-4428
MM GAS & FOOD SUNOCO	13690 SW 268TH ST	NARANJA	33032-7722
COUNTRY WALK MOBIL	13698 SW 152ND ST	MIAMI	33177-1113
NP STATION LLC/WESTAR	6776 SW 117TH AVE	MIAMI	33183-2828
OLD CUTLER EXXON	20361 OLD CUTLER RD	CUTLER BAY	33189-1831
OVERPASS BP	595 NW 95TH ST	MIAMI	33150-1957
PRINCETON CHEVRON	24798 SW 129TH AVE	PRINCETON	33032-4002
PUNJAB MOBIL MART INC	9497 NW 7TH AVE	MIAMI	33150
REDLAND GROCERY	26400 SW 187TH AVE	HOMESTEAD	33031-3703
RSJ CHEVRON.	2545 NW 42ND AVE	MIAMI	33142-6745
S & S OF FLORIDA LLC. / WESTAR	8590 SW 8TH ST	MIAMI	33144-4053
SAMACO, INC/TEXACO.	15450 SW 136TH ST	MIAMI	33196-2667
SEVEN STARS HOLDINGS, INC	17696 SW 8TH ST	MIAMI	33194-2702
SNS MIDWAY INC. / ORION	210 NW 79TH AVE	MIAMI	33126-4013
SUNSET MARKET/ VALERO	9701 SW 72ND ST	MIAMI	33173-4615
CHEVRON # 351	700 NW 57TH AVE	MIAMI	33126-2002
TROPIC FLEET SERVICES	10002 NW 89TH AVE	MEDLEY	33178-1497
SUNOCO ORANGE BOWL	1660 W FLAGLER ST	MIAMI	33135-2120



2019 GROCERY STORE/PHARMACIES WITH TRANSFER SWITCHES/GENERATORS

The Miami-Dade County Office of Emergency Management works closely with these grocery stores and pharmacies before, during and after a disaster. Just because a store location is listed below does not mean that store will be immediately open after a disaster. Residents should refer to the company websites to determine which stores are open.

ADDRESS

CITY

ZIP

BJs WHOLESALE CLUB

7007 SW 117 th Ave.	Miami	33183
10425 Marlin Road	Cutler Bay	33157
8005 NW 95 th Street	Hialeah	33016
650 SE 8 th Street	Homestead	33034
17259 NW 57 th Ave.	Hialeah	33015
16200 SW 88 th Street	West Kendall	33196
7050 Coral Way	Miami	33155

COSTCO

16580 NW 59 th Ave.	Miami Lakes	33014-5611
13450 SW 120 th Street	Miami	33186-7393
14585 Biscayne Blvd.	North Miami	33181
14800 Sole Mia Way	North Miami	33181

PUBLIX

2950 NE 8 th Street	Homestead	33030
891 N Homestead Blvd.	Homestead	33030
3060 NE 41 st Terrace	Homestead	33033
23300 SW 112 th Ave.	Homestead	33032
20425 Old Cutler Road	Cutler Bay	33189
20201 SW 127 th Ave.	Cutler Bay	33177
18280 SW 147 th Ave.	Miami	33187
9510 SW 160 th Street	Miami	33157
18485 S Dixie Hwy.	Cutler Bay	33189
15771 SW 152 nd Street	Miami	33196
13735 SW 152 nd Street	Miami	33177
14601 S Dixie Hwy.	Palmetto Bay	33176
13401 S Dixie Hwy.	Kendall	33156
13005 SW 89 th Place	Kendall	33176
12100 SW 127 th Ave.	Miami	33186
13001 SW 112 th Street	Miami	33186
11750 SW 104 th Street	Miami	33176
10201 Hammocks Blvd.	Miami	33196
16800 SW 88 th Street	Kendale Lakes	33196

2019 GROCERY STORE/PHARMACIES WITH TRANSFER SWITCHES/GENERATORS

PUBLIX

13850 SW 8 th Street	Kendale Lakes	33186
13820 SW 88 th Street	Miami	33186
9041 SW 107 th Ave.	Miami	33176
9105 S Dadeland Blvd.	South Miami	33156
8250 Mills Drive	Kendale Lakes	33183
15750 SW 72 nd Street	Kendale Lakes	33193
1401 Monza Ave.	Coral Gables	33146
13890 SW 56 th Street	Miami	33175
15755 SW 56 th Street	Kendale Lakes	33185
4260 SW 152 nd Ave.	Kendale Lakes	33185
11495 Bird Road	Miami	33165
7805 SW 40 th Street	Coral Gables	33155
14630 SW 26 th Street	Miami	33175
8680 SW 24 th Street	Miami	33155
2270 SW 27 th Ave.	Miami	33145
1525 SW 107 th Ave.	Miami	33174
1500 Douglas Road	Coral Gables	33134
134 SW 13 th Street	Miami	33130
911 SW 1 st Ave.	Miami	33130
106 Ponce De Leon Blvd	Coral Gables	33135
8341 W Flagler Street	Miami	33144
1100 6 th Street	Miami Beach	33139
5715 NW 7 th Street	Miami	33126
1776 Biscayne Blvd.	Miami	33132
1045 Dade Blvd.	Miami Beach	33139
1920 West Ave.	Miami Beach	33139
4870 Biscayne Blvd.	Miami	33137
155 E 2 nd Ave.	Hialeah	33010
10755 NW 58 th Street	Doral	33178
3251 E 2 nd Ave.	Hialeah	33013
6876 Collins Ave.	Miami Beach	33141
9050 Biscayne Blvd .	Miami	33138
1585 W 49 th Street	Hialeah	33012
2414 W 60 th Street	Hialeah	33016
9400 Harding Ave.	Surfside	33154
1290 W 68 th Street	Hialeah	33014
12855 NE 6 th Ave.	North Miami	33161
3339 W 80 th Street	Hialeah	33018
15000 Miami Lakes Dr.	Miami Lakes	33014
14641 Biscayne Blvd.	North Miami	33181
18496 NW 67 th Ave.	Miami	33015
100 NE 183 rd Street	North Miami Beach	33179
1700 NE Miami Gardens Dr.	Miami Gardens	33179



2019 GROCERY STORE/PHARMACIES WITH TRANSFER SWITCHES/GENERATORS

PUBLIX

18320 Collins Ave.	Sunny Isles Beach	33160
2952 Aventura Blvd.	Aventura	33180
19955 NW 2 nd Ave.	Miami Gardens	33169

SEDANOS

831 NE 8 th Street	Homestead	33030
13794 SW 152 nd Street	Miami	33177
16255 SW 88 th Street	Miami	33196
14655 SW 56 th Street	Miami	33175
8601 Bird Road	Miami	33155
12175 SW 26 th Street	Miami	33175
13659 SW 26 th Street	Miami	33175
9688 SW Coral Way	Miami	33165
14524 SW 8 th Street	Miami	33184
4803 SW 8 th Street	Miami	33134
2425 SW 8 th Street	Miami	33135
10720 W Flagler Street	Miami	33175
6709 West Flagler Street	West Miami	33144
1263 W Flagler Street	Miami	33135
10780 NW 58 th Street	Doral	33178
3925 Palm Ave.	Hialeah	33012
3950 W 12 th Ave.	Hialeah	33012
2301 W 52 nd Street	Hialeah	33016
5360 W 16 th Ave.	Hialeah	33012
1690 W 68 th Street	Hialeah	33014
3140 W 76 th Street	Hialeah	33018
6430 NW 186 th Street	Miami	33015
18600 NW 87 th Ave.	Miami	33015

TARGET

20500 SW 112 th Ave.	Miami	33189
7800 SW 104 th Street	Miami	33156
15005 SW 88 th Street	Miami	33196
8350 S Dixie Hwy.	Miami	33143
7795 SW 40 th Street	Miami	33155
10101 W Flagler Street	Miami	33174
3401 N Miami Ave.	Miami	33127
1750 W 37 th Street	Hialeah	33012
14075 Biscayne Blvd.	North Miami Beach	33181



2019 GROCERY STORE/PHARMACIES WITH TRANSFER SWITCHES/GENERATORS

TARGET

5601 NW 183 rd Street	Miami Gardens	33055
21265 Biscayne Blvd.	Aventura	33180

WALMART

33501 S. Dixie Hwy.	Florida City	33034
5851 NW 177 th Street	Hialeah	33015
9300 NW 77 th Street	Hialeah Gardens	33016
15885 SW 88 th Street	Miami	33196
8651 NW 13 th Terrace	Miami	33126
1425 NE 163 rd Street	Miami	33162
8400 Coral Way	Miami	33155
19501 NW 27 th Ave.	Miami Gardens	33056
9191 W Flagler Street	Miami	33174
13600 SW 288 th Street	Homestead	33033
21151 S Dixie Hwy.	Miami	33189
17650 NW 2 nd Ave.	Miami Gardens	33169
400 W 49 th Street	Hialeah	33012
3200 NW 79 th Street	Hialeah	33147

WINN-DIXIE

30346 Old Dixie Hwy.	Homestead	33030
18300 SW 137 th Ave.	Miami	33177
12107 SW 152 nd Street	Miami	33186
14655 SW 104 th Street	Kendale Lakes	33186
7930 SW 104 th Street	Miami	33156
604 Crandon Blvd.	Key Biscayne	33149
6770 Bird Road	Miami	33155
8855 Coral Way	Miami	33165
3275 SW 22 nd Street	Coral Gables	33145
3701 NW 7 th Street	Miami	33126
1155 NW 11 th Street	Miami	33136
3401 NW 18 th Ave.	Miami	33142
1150 NW 54 th Street	Miami	33127
5850 NW 183 rd Street	Hialeah	33015



American Red Cross



Miami-Dade County

2017 EVACUATION CENTERS

Evacuating locally to the home of a friend or family member outside of the evacuation area is highly recommended. Hurricane Evacuation Centers should be utilized when that alternative does not exist. Remember, evacuation centers are not designed for comfort and not all accept pets.

NOT EVERY SITE WILL OPEN FOR EVERY EVACUATION!

Please monitor the local radio or television, or dial 3-1-1 (TDD (305) 468-5402) to find out which centers are open when an evacuation order is announced. People who require special assistance in evacuating can dial 3-1-1 to get information about specialized evacuation centers.

The schools listed below are accessible for people with disabilities. 

Facility Name	Address	City/Neighborhood	Zip Code
Northeast Miami-Dade County			
Dr. Michael M. Krop Senior	1410 NE 215 th Street	North Miami-Dade	33179
Highland Oaks Middle	2375 NE 203 rd Street	North Miami-Dade	33180
North Miami Beach Senior	1247 NE 167 th Street	North Miami Beach	33162
North Miami Senior	13110 NE 8 th Avenue	North Miami	33161
Miami Central Senior	1781 NW 95 th Street	Miami	33147
Northwest Miami-Dade County			
Miami Carol City Senior	3301 Miami Gardens Drive	Miami Gardens	33056
Lawton Chiles Middle	8190 NW 197 th Street	Northwest Miami-Dade	33015
Country Club Middle	18305 NW 75 th Place	Northwest Miami-Dade	33015
Barbara Goleman Senior	14100 NW 89 th Avenue	Miami Lakes	33018
Hialeah Gardens Senior	11700 Hialeah Gardens Blvd.	Hialeah Gardens	33018
Central Miami-Dade County			
Booker T. Washington Senior	1200 NW 6 th Avenue	City of Miami	33136
Charles Drew Middle	1801 NW 60 th Street	City of Miami	33142
Ronald Reagan Senior	8600 NW 107 th Avenue	Doral	33178
Miami Coral Park Senior	8865 SW 16 th Street	Westchester	33165
W.R. Thomas Middle	13001 SW 26 th Street	West Miami-Dade	33175
Southern Miami-Dade County			
South Miami Senior	6856 SW 53 rd Street	South Miami	33155
Terra Environmental Senior	11005 SW 84 th Street	Miami	33173
Felix Varela Senior	15255 SW 96 th Street	West Kendall	33196
Robert Morgan Senior	18180 SW 122 nd Avenue	Miami	33177
South Dade Senior	28401 SW 167 th Avenue	Homestead	33030



Animal Services
7401 NW 74th Street
Miami, Florida 33166
www.miamidade.gov

Disaster Preparedness Animal Supplies Checklist

**Hurricane Season is
June 1 – November 30**

PREPARE YOUR PET'S DISASTER KIT TODAY!

☒ **Food**

- Two-week supply
- Manual Can Opener

☒ **Water**

- Two-week supply

☒ **Bowls**

- For food & water that attach to cage

☒ **Portable Carrier / Crate**

- Large enough for pet to stand & turn around in.
- Each pet in separate crate.

☒ **Identification**

- Collar, Tag & Leash
- Microchip (Registered with national database)
- Current photo of every pet WITH OWNER (to



First Aid Kit

prove that you are the pet's owner)

- First Aid Guide Book
- Roller Bandages
- Scissors
- Gauze
- Antibiotic Ointment
- Medications
- Medical records (stored in a waterproof container or plastic zip bag)



Cat Litter & Litter Box

- Litter Scooper



Cleaning Supplies

- Paper Towels
- Disinfectant
- Plastic Trash Bags
- Hand sanitizer
- "Quick Bath" wipes
- Plastic poop bags



Miami-Dade County Hospitals

Aventura Hospital And Medical Center

20900 Biscayne Blvd
Aventura, FL 33180
(305) 682-7000

Coral Gables Hospital

3100 Douglas Rd
Coral Gables, FL 33134
(305) 445-8461

Hialeah Hospital

651 E. 25th St
Hialeah, FL 33013
(305) 693-6100

Jackson Memorial Hospital

1611 NW 12th Ave
Miami, FL 33136
(305) 585-1111

Larkin Community Hospital

7031 SW 62nd Ave
South Miami, FL 33143
(305) 284-7500

Miami VA Medical Center

1201 N W 16th Street
Miami, FL 33125
(305) 575-7000

Nicklaus Children's Hospital

3100 SW 62nd Ave.
Miami, FL 33155
(305) 666-6511

Palm Springs General Hospital

1475 W 49th St
Hialeah, FL 33012
(305) 558-2500

South Miami Hospital Inc

6200 SW 73rd St.
South Miami, FL 33143
(786) 662-4000

West Kendall Baptist Hospital

9555 SW 162 Ave
Miami, FL 33196
(786) 467-2000

Baptist Hospital

8900 N Kendall Dr.
Miami, FL 33176
(786) 596-1960

Doctors Hospital Inc

5000 University Dr.
Coral Gables, FL 33146
(786) 308-3000

Homestead Hospital

975 Baptist Way
Homestead, FL 33033
(786) 243-8000

Kendall Regional Medical Center

11750 SW 40th St.
Miami, FL 33175
(305) 223-3000

Metropolitan Hospital of Miami

5959 NW 7th St
Miami, FL 33126
(305) 264-1000

Mount Sinai Medical Center

4300 Alton Rd
Miami Beach, FL 33140
(305) 674-2121

North Shore Medical Center

1100 NW 95th St
Miami, FL 33150
(305) 835-6000

Palmetto General Hospital

2001 W 68th St
Hialeah, FL 33016
(305) 823-5000

University Of Miami Hospital

1400 NW 12th Ave
Miami, FL 33136
(305) 325-5511

Westchester General Hospital

2500 SW 75th Ave
Miami, FL 33155
(305) 264-5252

Attachment 6

Emergency Contacts

Emergency Contacts

Contact	Phone	Website
American Red Cross	954-797-3800 561-833-7711	www.redcross.org/local/south-florida/local-chapters/broward-county www.redcross.org/local/south-florida/local-chapters/palm-beach-martin-county
Broward Sheriff's Office	911 954-765-4321	www.sheriff.org
Broward Sheriff's Office CPIS	954-797-5299	www.sheriff.org/about_bso/dle/units/child.cfm
Children's Legal Services (CLS)	954-551-6125 (Bwd) 561-837-5800 (PB)	www.myflfamilies.com/service-programs/childrens-legal-services/circuit-contact-information
Crisis Line (211)	211	www.211.org
Department of Children and Families	954-375-6092 (Bwd) 561-837-5078 (PB)	www.myflfamilies.com
Emergency Management Agency	954-831-3900 (Bwd) 561-712-6400 (PB)	www.broward.org/emergency www.pbcgov.com/pubsafety/eoc
FEMA	800-621-3362	www.fema.gov
Florida Division of Emergency Management	850-413-9969	www.floridadisaster.org
Florida Poison Information Center Network	800-222-1222	www.fpicn.org
Fort Lauderdale Fire Rescue	954-828-6800	http://www.fortlauderdale.gov/departments/fire-rescue/
Fort Lauderdale Police Department	954-828-5700	www.flpd.org
FPL	954-581-5668 (Bwd) 561-478-6399 (PB)	www.fpl.com
Guardian Ad Litem Program (GAL)	954-831-6214 (Bwd) 561-355-2773 (PB)	www.guardianadlitem.org/
Health Department	954-467-4700 (Bwd) 561-840-4500 (PB)	www.browardchd.org www.pbchd.com
Henderson "YES" Team	954-677-3113	
Office of the Attorney General (OAG)	866-966-7226	www.myfloridalegal.com/
Palm Beach Sheriff's Office	561-688-3000	www.pbso.org
Salvation Army	954-524-6991 (Bwd) 561-686-3530 (PB)	www.salvationarmyusa.org
School Board	754-321-0911 (Bwd) 561-434-8000 (PB)	www.browardschools.com www.palmbeachschools.org

Attachment 7
Directors
Hurricane Checklist
(Pre / Post)

HURRICANE WATCH CHECKLISTS (48 Hours)



HURRICANE WATCH

DIRECTOR OF ADOPTION & PERMANENCY ROUNDTABLE CHECKLIST

- ☐ Obtain from Supervisors and staff a list of all scheduled court hearings and trials that are scheduled to take place within the Emergency Period.
- ☐ Forward the list of scheduled court hearings and trials within the emergency to ChildNet's Legal Counsel so that the Office of the Attorney General and the judiciary can be properly notified.
- ☐ If the emergency is within 7 days of the time subsidy checks are distributed, request from the Chief Financial Officer that post-dated checks are available for distribution within the next 8 hours.
- ☐ Ensure that Adoption Supervisors and staff have returned all case files to the file room. If access to the file room is unavailable, all remaining case file binders and any other case information are to be wrapped in plastic and locked in desk drawers.
- ☐ Ensure that all caregivers/pre-adoptive parents who are leaving the state during the emergency have the proper documentation (i.e. court order) and emergency contact information is obtained.
- ☐ Meet with Supervisors and/or staff to review emergency procedures for a hurricane watch and warning.
- ☐ Ensure Supervisors have renewed/updated employee contact information to include evacuation/relocation contact information updates as needed. Distribute to the Division Program Officer.
- ☐ Ensure Supervisors have assisted Child Advocates in gathering evacuation/relocation contact information from pre-adoptive parents. This information is to include the telephone/address of where individuals can be located if not at home and determining their readiness for the coming emergency.
- ☐ Inform staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.
- ☐ Identify equipment to be unplugged, covered in plastic, or moved in case of a hurricane warning. Request assistance from MIS staff to do a quick walk-through of the Adoption work area to ensure that all equipment is properly protected or marked for storage.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Assure all employees know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify Division Program Officer when all hurricane watch activities are completed.



HURRICANE WATCH

CAREER DEVELOPMENT CHECKLIST

- ☐ Ensure Career Development staff members cancel and re-schedule all trainings, presentations or activities that were scheduled during the anticipated emergency period.
- ☐ Ensure staff develops a list of activities that have been cancelled or re-scheduled to include the name and contact of the person that was notified.
- ☐ Ensure that all ChildNet staff members are aware of the cancellation of trainings and advised that a revised schedule will be sent out after the emergency.
- ☐ Ensure that in addition to the equipment and furniture that requires either storage or other protection in their work area, Career Development staff also prepares the training rooms to include storing all training materials, i.e. hand-outs, brochures, etc.
- ☐ All digital equipment, such as computers in the training rooms, are to be unplugged and either put in storage or individually covered in plastic and secured.
- ☐ Request assistance from MIS staff to do a walk-through of the training areas to ensure that all equipment is properly protected or marked for storage.
- ☐ Ensure staff members protect all documents, records, etc. by covering them in plastic and securing these items in a locked desk or file drawer.
- ☐ Meet with the Career Development staff to review emergency procedures for a hurricane watch and warning.
- ☐ Ensure Career Development staff members have renewed/updated employee contact information to include evacuation/relocation contact information updates as needed. Distribute to the Talent Management Director and the CFO.
- ☐ Inform staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Ensure staff members know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the Chief Human Resource & Legal Officer when all hurricane watch activities are completed.



HURRICANE WATCH

CASE MANAGEMENT (BROWARD) CHECKLIST

- ☐ Ensure that any child/youth, whose placement has recently been disrupted, has a safe, temporary placement for the duration of the emergency.
- ☐ Obtain from staff a list of court hearings that were to take place during the emergency and generate a list to ChildNet's legal counsel so that they can properly notify the court and Office of the Attorney General.
- ☐ Request that Legal Counsel coordinate the re-scheduling of cancelled court hearings with you and your staff after the emergency.
- ☐ Obtain a list of all scheduled meetings, staffing, etc. that your staff were to attend pre-, during, or after the emergency. Request staff members notify non-ChildNet persons that meetings will be cancelled until further notice. If possible, ask staff to make note of the person's name, date, and time that attendees were advised of meeting cancellations.
- ☐ Provide ChildNet's Interstate Compact Liaison with a list of children under courtesy supervision and their caregiver's location during the emergency (i.e. if remaining at home, going to a relative, shelter, etc.)
- ☐ Ensure that all foster parents who are leaving the county or state have the proper documentation (i.e. court orders, etc.).
- ☐ Meet with Supervisor/Directors and/or staff to review emergency procedures for a hurricane watch and warning.
- ☐ Ensure Supervisors/Directors have renewed/updated employee contact information to include evacuation/relocation contact information updates as needed. Distribute to the Division Program Officer.
- ☐ Ensure Supervisors have assisted Child Advocates in gathering evacuation/relocation contact information from parents, relatives, and non-relatives. This information is to include the telephone/address of where individuals can be located if not at home and determining their readiness.
- ☐ Inform staff of ChildNet Emergency COOP Hotline number **(954) 917-1316** for updates.



HURRICANE WATCH

CASE MANAGEMENT (BROWARD) CHECKLIST

- ☐ Ensure that CAS and staff have returned all case files to the file room. If access to the file room is unavailable, all remaining case file binders and any other case information are to be wrapped in plastic and locked in desk drawers.
- ☐ Identify equipment to be unplugged, covered in plastic, or moved in case of a hurricane warning. Request assistance from MIS staff to do a walk-through of the Reunification work area to ensure that all equipment is properly protected or marked for storage.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Assure all employees know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the Division Program Officer when all hurricane watch activities are completed.



HURRICANE WATCH

CASE MANAGEMENT (PALM BEACH) CHECKLIST

- ☐ Follow up with CHS to ensure that any child/youth, whose placement has recently been disrupted, has a safe, temporary placement for the duration of the emergency.
- ☐ Work with CHS to obtain a list of court hearings that were to take place during the emergency and generate a list to ChildNet's legal counsel and Children's Legal Services.
- ☐ Request that Children's Legal Counsel coordinate the re-scheduling of cancelled court hearings with you and CHS staff after the emergency.
- ☐ Obtain a list of all scheduled meetings, staffing, etc. that your staff were to attend pre-, during, or after the emergency. Request staff members notify non-ChildNet persons that meetings will be cancelled until further notice. If possible, ask staff to make note of the person's name, date, and time that attendees were advised of meeting cancellations.
- ☐ Provide ChildNet's Interstate Compact Liaison with a list of children under courtesy supervision and their caregiver's location during the emergency (i.e. if remaining at home, going to a relative, shelter, etc.)
- ☐ Work with CHS to ensure that all foster parents who are leaving the county or state have the proper documentation (i.e. court orders, etc.).
- ☐ Meet with staff to review emergency procedures for a hurricane watch and warning.
- ☐ Check employee contact and evacuation/relocation information to ensure it is up to date. Distribute to the Division Program Officer.
- ☐ Work with CHS to ensure that all case files are in a safe secured area.
- ☐ Ensure CHS Case Management has gathered evacuation/relocation contact information from parents, relatives, and non-relatives. This information is to include the telephone/address of where individuals can be located if not at home and determining their readiness.
- ☐ Inform staff of ChildNet Emergency COOP Hotline number **(954) 917-1316** for updates.



HURRICANE WATCH

CASE MANAGEMENT (PALM BEACH) CHECKLIST

- ☐ Identify equipment to be unplugged, covered in plastic, or moved in case of a hurricane warning. Request assistance from MIS staff to do a walk-through of the Reunification work area to ensure that all equipment is properly protected or marked for storage.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Assure all employees know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the Division Program Officer when all hurricane watch activities are completed.



HURRICANE WATCH

DIRECTOR OF CHILDREN'S WELLBEING CHECKLIST

- ☐ Secure a list from staff of all initial medical appointments scheduled for the next 10 business days and have staff call and advise providers of cancellation. If possible set-up alternative appointments.
- ☐ Advise staff to note on the above list, the name, date, and time of the person they contacted. Note the date of the re-scheduled (initial appointment) or write "TBR" (to be rescheduled) after the emergency next to the appointment information.
- ☐ Secure a list of all scheduled transportations for the next 10 business days and request transportation staff cancel/ reschedule or put on hold these activities.
- ☐ Advise transportation staff to note on the list, the name, date, and time of the person they contacted. Note the date of the re-scheduled transportation time or write "TBR" (to be rescheduled) after the emergency next to the transportation appointment information.
- ☐ Ensure all transportation staff members have a first aid kit, small emergency water supply, infant bottles, pacifiers, and list of Broward county gas stations as part of their car emergency kit.
- ☐ Infant/ toddler car seats and booster seats are to be checked and located at SafePlace in a secured area so that they will be available to drivers when needed.
- ☐ Check with the Director of Intake and Placement as to the number of children/youth currently awaiting placement.
- ☐ Notify case management staff that all case files must be checked into file room.
- ☐ Request for Facilities to cover and secure case files with large waterproof tarps.
- ☐ Ensure employee contact information is updated to include evacuation/relocation contact information updates as needed. Distribute to the Chief Clinical Quality Officer.
- ☐ Inform staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.



HURRICANE WATCH

DIRECTOR OF CHILDREN'S WELLBEING CHECKLIST

- ☐ Identify equipment/case information to be moved in case of a hurricane warning. Equipment and case information not put in a case file binder are to be wrapped in plastic and case file information secured in a locked desk or file drawer.
- ☐ Print transportation runs and medical appointments for a two-week period after the emergency ends. This list is separate from the lists discussed above.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Assure all employees know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the Chief Clinical Quality Officer when all hurricane watch activities are completed.



HURRICANE WATCH

DIRECTOR OF COMMUNITY RELATIONS

- ☐ Meet with staff to review emergency procedures for a hurricane watch and warning.
- ☐ Ensure staff have renewed/updated employee contact information to include evacuation/relocation contact information updates as needed. Distribute to the CEO.
- ☐ Inform staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.
- ☐ Identify equipment to be unplugged, covered in plastic, or moved in case of a hurricane warning. Request assistance from MIS staff to do a quick walk-through of the Community Relations work area to ensure that all equipment is properly protected or marked for storage.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Assure all employees know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the CEO when all hurricane watch activities are completed.



HURRICANE WATCH

DIRECTOR OF CONTRACTS CHECKLIST

- ☐ Ensure staff members cancel all negotiations, meetings, and other activities that are scheduled during the upcoming emergency period.
- ☐ Direct staff to keep a list of all activities they cancelled, noting on the list the name of the person they spoke to, time and date, and whether or not the activity was re-scheduled.
- ☐ Director of Contracts to compile this information into one master list. Provide this list to the CFO prior to leaving for the day.
- ☐ Secure updated Emergency Preparedness Plans from Providers and provide to CFO.
- ☐ Ensure that Contract Managers contact their Providers to advise them of ChildNet's emergency status and the Provider's responsibilities during and post the emergency. For example, foster home providers are to call their foster parents to verify the number, names, and ages of children placed in their homes as well as their level of preparation for the coming emergency.
- ☐ Meet with staff to review emergency procedures for a hurricane watch and warning.
- ☐ Ensure staff has renewed/updated employee contact information to include evacuation/relocation contact information updates as needed. Distribute to CFO.
- ☐ Inform staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.
- ☐ Assist staff in identifying furniture and equipment to be unplugged, covered in plastic, or moved in case of a hurricane warning. Request assistance from MIS staff to conduct a walk-through of the work area to ensure that all equipment is properly protected or marked for storage.
- ☐ Ensure that desk tops are cleared of all items which can either be stored in the desk drawer or taken home by staff.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Assure all employees know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the CFO when all hurricane watch activities are completed.



HURRICANE WATCH

CONTINUOUS QUALITY IMPROVEMENT (CQI) CHECKLIST (BROWARD AND PALM BEACH)

- ☐ Ensure CQI staff cancel and re-schedule all monitoring, meetings, and audits scheduled by outside entities during the anticipated emergency period.
- ☐ Ensure staff develops a list of activities described above that have been cancelled or re-scheduled to include the name and contact of the person that was notified. Provide this list to the Chief Program Officer.
- ☐ Ensure that if the emergency coincides with deadlines for various reports that are due to the Department of Children and Families, that they are contacted and advised of ChildNet's emergency status.
- ☐ Provide Chief Program Officer with a list of any CQI staff members that have volunteered to be a part of the Emergency Preparedness Team, as applicable.
- ☐ Ensure that Data Specialist Supervisors pull the following lists of children and ensure lists are provided to the Chief Program Officer:
 - Shelter
 - Foster Homes by Provider (Traditional, Enhanced, Supported, Therapeutic) w/ number of children
 - Group Homes (by CA/DCM w/ number of children)
 - Relative/Non-relative by Director/Manager/Supervisor/CA/DCM with number of children
 - Young active adults over the age of 18-Children who are placed with a parent (s)
- ☐ Meet with CQI staff to review emergency procedures for a hurricane watch and warning.
- ☐ Identify equipment storage locations for staff and provide them with the location in the event that they must move furniture or equipment to these areas.
- ☐ Ensure CQI staff members have renewed/updated employee contact information to include evacuation/relocation contact information updates as needed. Distribute to the Chief Program Officer.
- ☐ Inform staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.



HURRICANE WATCH

CONTINUOUS QUALITY IMPROVEMENT (CQI) CHECKLIST

- ☐ Identify equipment to be unplugged, covered in plastic, or moved in case of a hurricane warning. Request assistance from MIS staff to do a quick walk-through of the Permanency work area to ensure that all equipment is properly protected or marked for storage.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Assure staff members know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the Chief Program Officer when all hurricane watch activities are completed.



HURRICANE WATCH

SUPERVISOR OF DATA & SECURITY CHECKLIST

- ☐ Ensure that desk tops are cleared of all items which can either be stored in the desk drawer or taken home by staff.
- ☐ Meet with staff to review emergency procedures for a hurricane watch and warning.
- ☐ Ensure Data staff members have renewed/updated employee contact information to include evacuation/relocation contact information updates as needed. Distribute to Division Program Officer.
- ☐ Inform staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.
- ☐ Assist staff in identifying furniture and equipment to be unplugged, covered in plastic, or moved in case of a hurricane warning. Request assistance from MIS staff, to do a quick walk-through of the service work area to ensure that all equipment is properly protected or marked for storage.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Assure all employees know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the Division Program Officer when all hurricane watch activities are completed.



HURRICANE WATCH

FACILITIES CHECKLIST

- ☐ Ensure staff have renewed/updated employee contact information to include evacuation/relocation contact information updates as needed. Distribute to the CFO.
- ☐ Inform staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.
- ☐ Identify equipment to be unplugged, covered in plastic, or moved in case of a hurricane warning. Request assistance from MIS staff to do a quick walk-through of the Facilities work area to ensure that all equipment is properly protected or marked for storage.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Assure all employees know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the CFO when all hurricane watch activities are completed.



HURRICANE WATCH

CONTROLLER CHECKLIST

- ☐ If the emergency is within 5 working days of the date for salary distribution, you must seek approval from the CFO to distribute funds to the proper financial institutions so that salary deposits can be made available to staff as per the usual schedule.
- ☐ If the funds are distributed to financial institutions as noted above, you must advise all ChildNet staff that their salaries will be available to them per the usual schedule despite the anticipated emergency.
- ☐ Per the approval of the CFO and at the request of the Program Officer of Case Management, post-dated checks are to be issued for early distribution to young adults on independent living status.
- ☐ Per the approval of the CFO and at the request of all Program Officers and Senior Management, funds up to \$2,500 for each location are to be made available for the emergency needs of clients or staff during the anticipated emergency.
- ☐ Ensure that additional funds and checks are wrapped in plastic and secured in a locked filing cabinet or desk drawer.
- ☐ Provide the CFO or designee with a complete list of salaries and emergency cash disbursements, independent living subsidies, and the amount of cash/checks that are left on-site.
- ☐ Meet with supervisors and/or staff to review emergency procedures for a hurricane watch and warning.
- ☐ Ensure financial staff members have renewed/updated employee contact information to include evacuation/relocation contact information updates as needed. Distribute to the CFO or designee.
- ☐ Inform staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.
- ☐ Update property/building management emergency contact information and provide information to the CFO or designee.
- ☐ Ensure staff member protect all documents, records, etc. by covering them in plastic and securing these items in a locked desk or file drawer.



HURRICANE WATCH

DIRECTOR OF FINANCE CHECKLIST

- ☐ Identify equipment to be unplugged, covered in plastic, or moved in case of a hurricane warning. Request assistance from MIS staff to do a quick walk-through of the Finance work area to ensure that all equipment is properly protected or marked for storage.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members with ChildNet issued phones have car chargers.
- ☐ Assure staff members know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the CFO when all hurricane watch activities are completed.



HURRICANE WATCH

DIRECTOR OF HUMAN RESOURCES CHECKLIST

- ☐ Ensure HR staff members cancel and re-schedule all trainings and presentations during the anticipated emergency period.
- ☐ Meet with HR staff to review emergency procedures for a hurricane watch and warning.
- ☐ Check employee contact information to include emergency/ evacuation/relocation contact information; update the lists as needed and distribute to the Chief Human Resource & Legal Officer.
- ☐ Inform staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.
- ☐ Identify files to be moved in case of a hurricane warning. Ensure files are covered with plastic and locked in either desk or file drawers.
- ☐ Identify equipment to be unplugged, covered in plastic, or moved in case of a hurricane warning. Request assistance from MIS staff to do a quick walk-through of your work area to ensure that all equipment is properly protected or marked for storage.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Assure all employees know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the Chief Human Resource & Legal Officer when all hurricane watch activities are completed.



HURRICANE WATCH

DIRECTOR OF INTAKE & PLACEMENT (BROWARD) CHECKLIST

- ☐ Ensure SafePlace vehicles are fully serviced, including full gas tanks, and available at the ChildNet parking lot after they complete their schedules for the day.
- ☐ Ensure Shelter Coordinators update their shelter lists.
- ☐ Reschedule upcoming Legal Sufficiency Staffings with the Broward Sheriff's Office, contracted providers, staff, and ChildNet Legal Counsel.
- ☐ Meet with staff to review emergency procedures for a hurricane watch and warning.
- ☐ Ensure employee contact information is updated to include evacuation/relocation contact information updates as needed. Distribute to Chief Program Officer as well as the Director of Human Resources.
- ☐ Inform staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.
- ☐ Identify equipment to be unplugged, covered in plastic, or moved in case of a hurricane warning. Request assistance from MIS staff to do a quick walk-through of the intake & placement/SafePlace work area to ensure that all equipment is properly protected or marked for storage.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Assure all employees know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the Chief Program Officer when all hurricane watch activities are completed.



HURRICANE WATCH

DIRECTOR OF INTAKE & PLACEMENT (PALM BEACH) CHECKLIST

- ☐ Ensure Intake Placement Specialists update their shelter lists.
- ☐ Meet with staff to review emergency procedures for a hurricane watch and warning.
- ☐ Ensure employee contact information is updated to include evacuation/relocation contact information updates as needed. Distribute to the Division Program Officer.
- ☐ Ensure that all staff emergency information is accurate and updated in UltiPro.
- ☐ Inform staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.
- ☐ Identify equipment to be unplugged, covered in plastic, or moved in case of a hurricane warning. Request assistance from MIS staff to do a quick walk-through of the Permanency work area to ensure that all equipment is properly protected or marked for storage.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Assure all employees know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the Division Program Officer when all hurricane watch activities are completed.



HURRICANE WATCH

LEGAL COUNSEL CHECKLIST

- ☐ Ensure the Program Officers and Director of Children's Wellbeing provide to your staff a list of all judicial and shelter hearings, trials and all other legal activities so that your staff can notify the judiciary and the Office of the Attorney General of the need to cancel these activities due to ChildNet's emergency status.
- ☐ Ensure your staff notes on each list, the name of the person with whom they advised of the need to cancel, the date and time of the notification, and the date/time of re-scheduled activities. Provide a copy of this list with the legal staff notations to the Chief Executive Officer, Chief Financial Officer, and Division Program Officer.
- ☐ Ensure that all files, legal documents, etc. are wrapped or covered with plastic and secured in a locked desk or file drawer.
- ☐ Identify equipment to be unplugged, covered in plastic, or moved in case of a hurricane warning. Request assistance from MIS staff to do a quick walk-through of the Legal work area to ensure that all equipment is properly protected or marked for storage.
- ☐ Ensure that legal staff members are aware that all desk tops and bookcases are to be cleared of items such as staplers, pictures, etc. and covered securely with plastic.
- ☐ Meet with legal staff to review emergency procedures for a hurricane watch and warning.
- ☐ Ensure legal staff members have renewed/updated employee contact information to include evacuation/relocation contact information updates as needed. Distribute to the Chief Human Resource & Legal Officer.
- ☐ Inform legal staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Assure all employees know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the Chief Human Resource & Legal Officer when all hurricane watch activities are completed.



HURRICANE WATCH

SUPERVISOR OF LICENSING

- ☐ Ensure Licensing staff cancel all meetings, and other activities that are scheduled during the upcoming emergency period.
- ☐ Direct Licensing staff to keep a list of all activities they cancelled, noting on the list the name of the person they spoke to, time and date, and whether or not the activity was re-scheduled. Ensure this is compiled into one master list and provide it to the Chief Clinical Quality Officer.
- ☐ Ensure that the Licensing Specialists contact the Department of Children & Families to advise them of ChildNet's emergency status which will delay the delivery of licensing packets.
- ☐ Meet with staff to review emergency procedures for a hurricane watch and warning.
- ☐ Ensure staff have renewed/updated their employee contact information to include evacuation/relocation contact information updates as needed. Distribute to the Chief Clinical Quality Officer.
- ☐ Inform staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.
- ☐ Identify equipment to be unplugged, covered in plastic, or moved in case of a hurricane warning. Request assistance from MIS staff to do a quick walk-through of the foster home recruitment work area to ensure that all equipment is properly protected or marked for storage.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Assure all employees know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the Chief Clinical Quality Officer when all hurricane watch activities are completed.



HURRICANE WATCH

MANAGEMENT INFORMATION SYSTEMS (MIS) CHECKLIST

- ☐ Ensure that contact is made with system partners and providers, such as the Department of Children & Families, AT&T, etc., to advise them that ChildNet is in preparation for an anticipated emergency. Provide these entities with ChildNet emergency contacts including you and your staff members' emergency numbers.
- ☐ Provide requested MIS staff assistance and support to administration and Directors by having MIS staff members conduct brief walk through of various work areas to ensure that equipment is correctly unplugged, covered in plastic, moved to storage, etc.
- ☐ Coordinate activities with Facility staff to identify equipment storage locations and ensure that these rooms are available to administration and Directors for the storage of equipment.
- ☐ Support the Facility staff in activities to protect equipment and to maintain the safety of the building and staff.
- ☐ Ensure that there is an adequate supply of plastic and tape for use by ChildNet staff to protect equipment, case-files, documents, etc. Supplies should be ready for distribution at all times.
- ☐ Identify equipment/documents in the MIS area to be moved in event of a hurricane warning.
- ☐ MIS to ensure servers are operational.
- ☐ Meet with MIS staff to review emergency procedures for a hurricane watch and warning.
- ☐ Ensure MIS staff members have renewed/updated employee contact information to include evacuation/relocation contact information updates as needed. Distribute to the CFO or designee.
- ☐ Inform staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Ensure staff members know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the Chief Financial Officer when all hurricane watch activities are completed.



HURRICANE WATCH

DIRECTOR OF REVENUE MAXIMIZATION CHECKLIST

- ☐ Meet with supervisors and/or Rev Max staff to review emergency procedures for a hurricane watch and warning.
- ☐ Ensure Rev Max staff members have renewed/updated employee contact information to include evacuation/relocation contact information updates as needed. Distribute to the CFO or designee.
- ☐ Inform staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.
- ☐ Assist staff in identifying furniture and equipment to be unplugged, covered in plastic, or moved in case of a hurricane warning. Request assistance from MIS staff, to do a quick walk-through of the service work area to ensure that all equipment is properly protected or marked for storage.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Assure all employees know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the CFO when all hurricane watch activities are completed.



HURRICANE WATCH

DIRECTOR OF SERVICE COORDINATION (BROWARD & PALM BEACH) CHECKLIST

- ☐ Ensure Service Coordination staff members contact all providers or ChildNet staff to cancel and re-schedule all staffings, meetings, assessments or other activities that were scheduled during the anticipated emergency period.
- ☐ Ensure Service Coordination staff develop a list of activities that have been cancelled or re-scheduled to include the name and contact of the person that was notified.
- ☐ Assist Service Coordination staff in identifying furniture and equipment to be unplugged, covered in plastic, or moved in case of a hurricane warning. Request assistance from MIS staff to do a walk-through of the Service Coordination work area to ensure that all equipment is properly protected or marked for storage.
- ☐ Ensure staff member protect all files, documents, testing materials, case information, etc. by covering them in plastic and securing these items in a locked desk or file drawer.
- ☐ Meet with supervisors and/or staff to review emergency procedures for a hurricane watch and warning.
- ☐ Ensure Service Coordination staff members have renewed/updated employee contact information to include evacuation/relocation contact information updates as needed. Distribute to the Chief Clinical Quality Officer.
- ☐ Inform staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Assure all employees know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the Chief Clinical Quality Officer when all hurricane watch activities are completed.



HURRICANE WATCH

DIRECTOR OF YOUTH SERVICES CHECKLIST

- ☐ Obtain from Supervisors and staff a list of all scheduled court hearings and trials that are scheduled to take place within the Emergency Period.
- ☐ Forward the list of scheduled court hearings and trials within the emergency to ChildNet's Legal Counsel so that the Office of the Attorney General and the judiciary can be properly notified.
- ☐ Ensure that the Supervisors within the Youth Services area and staff have contacted all caregivers and young adults on independent living status to ensure their safety and location during the emergency.
- ☐ If the emergency is within 7 days of the time subsidy checks are distributed, request from the Chief Financial Officer or designee that post-dated checks are available for distribution within the next 8 hours.
- ☐ If the emergency is within 7 days of the time subsidy checks are distributed, ensure that the Independent Living After-Care Supervisor and staff contact the young adults on independent living status to advise them that post-dated checks will be available within the next 8 hours for pick-up at the FLITE Center (5201 NW 33rd Ave., Ft. Lauderdale, FL 33309).
- ☐ Ensure that the Youth Services Supervisors and staff have returned all case files to the file room. If access to the file room is unavailable, all remaining case file binders and any other case information are to be wrapped in plastic and locked in desk drawers.
- ☐ Meet with Youth Services Supervisors and/or staff to review emergency procedures for a hurricane watch and warning.
- ☐ Ensure Youth Services Supervisors have renewed/updated employee contact information to include evacuation/relocation contact information updates as needed. Distribute to Division Program Officer.
- ☐ Ensure Youth Services Supervisors have assisted Child Advocates in gathering evacuation/relocation contact information from all families and young adults on Independent Living Status. This information is to include the telephone/address of where individuals can be located if not at home and determining their readiness for the coming emergency.



HURRICANE WATCH

DIRECTOR OF YOUTH SERVICES CHECKLIST

- ☐ Inform staff of ChildNet COOP Emergency Hotline number **(954) 917-1316** for updates.
- ☐ Identify equipment to be unplugged, covered in plastic, or moved in case of a hurricane warning. Request assistance from MIS staff to do a quick walk-through of the Youth Services work area to ensure that all equipment is properly protected or marked for storage.
- ☐ Advise staff to fill their vehicles with gas.
- ☐ Advise staff to have all cell phone/laptop batteries fully charged.
- ☐ Ensure all staff members have car chargers.
- ☐ Assure all employees know where to report to work after an emergency, including information as to a possible secondary work location.
- ☐ Notify the Division Program Officer when all hurricane watch activities are completed.

HURRICANE WARNING CHECKLISTS (36 Hours)



HURRICANE WARNING

DIRECTOR OF ADOPTION & PERMANENCY ROUNDTABLE CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Ensure all Broward County shelter information has been distributed to caregivers/Prospective Adoptive Parents.
- ☐ Equipment/ Furniture/ Electrical Devices/ Case Files Preparedness:
 - Ensure all identified equipment and furniture are moved to equipment storage locations and covered with plastic bags, as necessary;
 - All electrical devices shall be turned off and unplugged;
 - All case files and case information are either in the file room or covered in plastic and secured in a locked desk drawer.
 - Request assistance from MIS staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected;
 - If any issues/concerns were identified by MIS, they have been resolved or minimized.
- ☐ Ensure all interior doors in the work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the Division Program Officer when all steps are completed and the Adoption work area is ready for closure.



HURRICANE WARNING

CAREER DEVELOPMENT CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Equipment/ Furniture/ Training Supplies/ Document Preparedness:
 - Ensure that all furniture, equipment, training supplies, and other documents in both the Career Development work and training areas are properly stored, covered, and secured.
 - Ensure all electrical devices are turned off and unplugged.
- ☐ MIS Review of Career Development Work & Training Areas:
 - Confirm that MIS staff members have done a walk-through of the Career Development work and training areas to ensure all equipment, etc. is properly stored;
 - If any issues/concerns were identified by MIS, they have been resolved or minimized.
- ☐ Ensure all interior doors in the Career Development work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the Chief Human Resource & Legal Officer when all steps are completed and the Career Development work area and training rooms are ready for closure.



HURRICANE WARNING

CASE MANAGEMENT (BROWARD) CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Equipment/ Furniture/ Electrical Devices/ Case Files & Information Preparedness
 - Ensure all identified equipment and furniture are moved to equipment storage locations and covered with plastic bags, as necessary.
 - All electrical devices shall be turned off and unplugged.
 - All case files and case information are either in the file room or covered in plastic and secured in a locked desk drawer
 - Request assistance from MIS staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected.
 - If any issues/concerns were identified by MIS, they have been resolved or minimized.
- ☐ Ensure all interior doors in the Case Management work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Provide client master lists for parents, relatives, and non-relatives with updated information to the Division Program Officer.
- ☐ Notify the Division Program Officer when all steps are completed and the Case Management work area is ready for closure.



HURRICANE WARNING

CASE MANAGEMENT (PALM BEACH) CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Equipment/ Furniture/ Electrical Devices/ Case Files & Information Preparedness
 - Ensure all identified equipment and furniture are moved to equipment storage locations and covered with plastic bags, as necessary.
 - All electrical devices shall be turned off and unplugged.
 - All case files and case information are either in the file room or covered in plastic and secured in a locked desk drawer.
 - Request assistance from MIS staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected.
 - If any issues/concerns were identified by MIS, they have been resolved or minimized.
- ☐ Ensure all interior doors within the CHS Case Management work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Provide client master lists for parents, relatives, and non-relatives with updated information to the Division Program Officer.
- ☐ Notify the Division Program Officer when all steps are completed and the case management work area is ready for closure.



HURRICANE WARNING

DIRECTOR OF CHILDREN'S WELLBEING CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Equipment/ Furniture/ Electrical Devices/ Case Files & Information Preparedness
 - Ensure all identified equipment and furniture are moved to equipment storage locations and covered with plastic bags, as necessary;
 - All electrical devices shall be turned off and unplugged;
 - All case files and case information are either in the file room or covered in plastic and secured in a locked desk drawer.
 - Request assistance from MIS staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected;
 - If any issues/concerns were identified by MIS, they have been resolved or minimized.
- ☐ Provide transportation run and medical appointment lists which have been updated by staff (cancelled/re-scheduled or TBR) to the Chief Clinical Quality Officer.
- ☐ Ensure all case files have been checked into file room. Pending case files must be reported to Chief Clinical Quality Officer.
- ☐ Ensure all case files are covered and secured with waterproof tarps.
- ☐ Ensure all interior doors in the Children's Wellbeing work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the Chief Clinical Quality Officer when all steps are completed and the Children's Wellbeing work area is ready for closure.



HURRICANE WARNING

DIRECTOR OF COMMUNITY RELATIONS

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Equipment/ Furniture/ Electrical Devices/ Case Files and Information Preparedness
 - Ensure all identified equipment and furniture are moved to equipment storage locations and covered with plastic bags, as necessary;
 - All electrical devices shall be turned off and unplugged;
 - All case files and case information are either in the file room or covered in plastic and secured in a locked desk drawer.
 - Request assistance from MIS staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected;
 - If any issues/concerns were identified by MIS, they have been resolved or minimized.
- ☐ Ensure all interior doors in the Community Relations work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the CEO when all steps are completed and the work area is ready for closure.



HURRICANE WARNING

DIRECTOR OF CONTRACTS CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Ensure that you have obtained a list of all children in licensed care by Provider for the CFO.
- ☐ Equipment/ Furniture / Electrical Devices/ Files Preparedness:
 - Ensure all identified equipment and furniture are moved to equipment storage locations and covered with plastic bags, as necessary.
 - All electrical devices shall be turned off and unplugged.
 - All files are to be covered in plastic and secured in a locked desk drawer.
 - Request assistance from MIS and Facilities staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected.
 - If any issues were identified by MIS, they have been resolved or minimized.
- ☐ Ensure all interior doors in the Contracts work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the CFO when all steps are completed and the Contracts work area is ready for closure.



HURRICANE WARNING

CONTINUOUS QUALITY IMPROVEMENT (CQI) CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Equipment/ Furniture/ Electrical Devices/ Files Preparedness:
 - Ensure all identified equipment and furniture are moved to equipment storage locations and covered with plastic bags, as necessary.
 - All electrical devices shall be turned off and unplugged.
 - All files, reports, audit/monitoring reports are to be covered in plastic and secured in a locked desk drawer.
 - Request assistance from MIS staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected.
 - If any issues/concerns were identified by MIS, they have been resolved or minimized.
- ☐ Ensure all interior doors in the CQI work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the Chief Program Officer when all steps are completed and the CQI work area is ready for closure.



HURRICANE WARNING

SUPERVISOR OF DATA & SECURITY CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Ensure that you have provided a list of all children in licensed care by Provider to the Division Program Officer.
- ☐ Equipment/ Furniture / Electrical Devices/ Files Preparedness:
 - Ensure all identified equipment and furniture are moved to equipment storage locations and covered with plastic bags, as necessary.
 - All electrical devices shall be turned off and unplugged.
 - All files are to be covered in plastic and secured in a locked desk drawer.
 - Request assistance from MIS staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected.
 - If any issues were identified by MIS, they have been resolved or minimized.
- ☐ Ensure all interior doors in the Data work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the Division Program Officer when all steps are completed and the Data work area is ready for closure.



HURRICANE WARNING

FACILITIES CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Equipment/ Furniture/ Electrical Devices/ Case Files and Information Preparedness
 - Ensure all identified equipment and furniture are moved to equipment storage locations and covered with plastic bags, as necessary;
 - All electrical devices shall be turned off and unplugged;
 - All case files and case information are either in the file room or covered in plastic and secured in a locked desk drawer.
 - Request assistance from MIS staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected;
 - If any issues/concerns were identified by MIS, they have been resolved or minimized.
- ☐ Ensure all interior doors in the Facilities work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the CFO when all steps are completed and the Adoption work area is ready for closure.



HURRICANE WARNING

CONTROLLER CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Equipment/ Furniture/ Electrical Devices/ Files / Cash/ Check Preparedness
 - Ensure all identified equipment and furniture are moved to equipment storage locations and covered with plastic bags, as necessary.
 - All electrical devices shall be turned off and unplugged.
 - All files, reports, cash, and checks are wrapped in plastic and secured in a locked file cabinet or desk drawer.
 - Request assistance from MIS and Facilities staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected.
 - If any issues/concerns were identified by MIS or Facilities, they have been resolved or minimized.
- ☐ Ensure all interior doors in the Finance work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the CFO when all steps are completed and the Finance work area is ready for closure.



HURRICANE WARNING

DIRECTOR OF HUMAN RESOURCES CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Equipment / Furniture/ Electrical Devices Preparation
 - Ensure all identified equipment, furniture, and files are moved to equipment storage locations and covered with plastic bags, as necessary;
 - All electrical devices shall be turned off and unplugged.;
 - Request assistance from MIS staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected;
 - If any concerns/issues were identified by MIS, they have been resolved or minimized.
- ☐ Ensure all interior doors are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the Chief Human Resource & Legal Officer when all steps are completed and the Talent Management work area is ready for closure.



HURRICANE WARNING

DIRECTOR OF INTAKE & PLACEMENT (BROWARD) CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Print staff emergency information from UltiPro.
- ☐ Equipment/ Furniture/ Electrical Devices/ Case Files and Information Preparedness
 - Ensure all identified equipment and furniture are moved to equipment storage locations and covered with plastic bags, as necessary;
 - All electrical devices shall be turned off and unplugged;
 - All case files and case information are either in the file room or covered in plastic and secured in a locked desk drawer.
 - Request assistance from MIS staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected;
 - If any issues/concerns were identified by MIS, they have been resolved or minimized.
- ☐ Ensure all interior doors are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the Chief Program Officer when all steps are completed and the Adoption work area is ready for closure.



HURRICANE WARNING

DIRECTOR OF INTAKE & PLACEMENT (PALM BEACH) CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Print staff emergency information from UltiPro.
- ☐ Contact POA at DCF and notify them of the closet shelter new youth coming into licensed care will be taken to in case of emergency.
- ☐ Equipment/ Furniture/ Electrical Devices/ Case Files and Information Preparedness
 - Ensure all identified equipment and furniture are moved to equipment storage locations and covered with plastic bags, as necessary;
 - All electrical devices shall be turned off and unplugged;
 - All case files and case information are either in the file room or covered in plastic and secured in a locked desk drawer.
 - Request assistance from MIS staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected;
 - If any issues/concerns were identified by MIS, they have been resolved or minimized.
- ☐ Ensure all interior doors in the Intake & Placement work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the Division Program Officer when all steps are completed and the Adoption work area is ready for closure.



HURRICANE WARNING

LEGAL COUNSEL CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Maintain contact with the Judiciary and the Office of the Attorney General to be advised of any updates concerning ChildNet and to advise them of the ChildNet's Hurricane Warning Status.
- ☐ Contact the Department of Children & Families' Legal Counsel in Tallahassee and local offices to advise them of ChildNet's emergency status.
- ☐ Equipment/ Furniture/ Electrical Devices/ Files Preparedness:
 - Ensure all identified equipment and furniture are moved to equipment storage locations and covered with plastic bags, as necessary.
 - All electrical devices shall be turned off and unplugged.
 - All files are to be covered in plastic and secured in a locked desk drawer.
 - Request assistance from MIS staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected.
 - If any issues/concerns were identified by MIS, they have been resolved or minimized.
- ☐ Ensure all interior doors in the Legal work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the Chief Human Resource & Legal Officer when all steps are completed and the Legal work area is ready for closure.



HURRICANE WARNING

SUPERVISOR OF LICENSING

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Ensure that you have obtained a list of all children in licensed care by Provider from the Chief Clinical Quality Officer.
- ☐ Equipment/ Furniture/ Electrical Devices/ Case Files and Information Preparedness
 - Ensure all identified equipment and furniture are moved to equipment storage locations and covered with plastic bags, as necessary;
 - All electrical devices shall be turned off and unplugged;
 - All case files and case information are either in the file room or covered in plastic and secured in a locked desk drawer.
 - Request assistance from MIS staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected;
 - If any issues/concerns were identified by MIS, they have been resolved or minimized.
- ☐ Ensure all interior doors in the work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the Chief Clinical Quality Officer when all steps are completed and the work area is ready for closure.



HURRICANE WARNING

MANAGEMENT INFORMATION SYSTEMS (MIS) CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Assign MIS staff to complete a walk-through of specified work areas to ensure that all equipment is unplugged, properly covered, or stored in the storage areas.
- ☐ Request that MIS staff develop a list of the areas they reviewed/secured as well as issues that need resolving or still require work. MIS staff shall attain the Program Officer's or Supervisor's signatures to verify each area has been reviewed.
- ☐ Review any problem areas with staff and develop action steps to resolve or minimize the problems. MIS and/or Facility staff will be assigned to assist your staff and/or the Chief Financial Officer in implementing the action steps developed to resolve or minimize issues/concerns;
- ☐ Copies of all the lists are to be provided to the Chief Financial Officer.
- ☐ Ensure that supplies of plastic and tape has been distributed to ChildNet staff and any requests for additional supplies can be met.
- ☐ Ensure all interior doors in the MIS work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the Chief Financial Officer when all steps are completed and the MIS work area is ready for closure.



HURRICANE WARNING

DIRECTOR OF REVENUE MAXIMIZATION CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Equipment/ Furniture / Electrical Devices/ Files Preparedness:
 - Ensure all identified equipment and furniture are moved to equipment storage locations and covered with plastic bags, as necessary.
 - All electrical devices shall be turned off and unplugged.
 - All files are to be covered in plastic and secured in a locked desk drawer.
 - Request assistance from MIS staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected.
 - If any issues were identified by MIS, they have been resolved or minimized.
- ☐ Ensure all interior doors in the Rev Max work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the CFO when all steps are completed and the Rev Max work area is ready for closure.



HURRICANE WARNING

DIRECTOR OF SERVICE COORDINATION (BROWARD & PALM BEACH) CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Ensure that you have received copies of the list of staffing, assessments, meetings, and other activities that were cancelled by the Service Coordination staff due to the impending emergency.
- ☐ Equipment/ Furniture/ Electrical Devices/ Files-Test & Case Info Preparedness:
 - Ensure all identified equipment and furniture are moved to equipment storage locations and covered with plastic bags, as necessary.
 - All electrical devices shall be turned off and unplugged.
 - All files, testing materials, case information documents, etc. are to be covered in plastic and secured in a locked desk drawer.
 - Request assistance from MIS staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected.
 - If any issues/concerns were identified by MIS, they have been resolved or minimized.
- ☐ Ensure all interior doors in the Service Coordination work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the Chief Clinical Quality Officer when all steps are completed and the Service Coordination work area is ready for closure.



HURRICANE WARNING

DIRECTOR OF YOUTH SERVICES CHECKLIST

- ☐ Ensure all Hurricane Watch procedures have been implemented.
- ☐ Ensure that post-dated subsidy checks that were not distributed are returned to the ChildNet office by out-posted staff and wrapped in plastic and locked securely in a safe.
- ☐ Ensure all Broward County shelter information has been distributed to all caregivers and young adults on independent living status.
- ☐ Equipment/ Furniture/ Electrical Devices/ Case Files and Information Preparedness
 - Ensure all identified equipment and furniture are moved to equipment storage locations and covered with plastic bags, as necessary;
 - All electrical devices shall be turned off and unplugged;
 - All case files and case information are either in the file room or covered in plastic and secured in a locked desk drawer.
 - Request assistance from MIS staff to do a walk-through of the work area to ensure all equipment is properly stored and/or protected;
 - If any issues/concerns were identified by MIS, they have been resolved or minimized.
- ☐ Ensure all interior doors in the Youth Services work area are closed. Lock any door that is normally locked for security reasons.
- ☐ Notify staff of time they may leave to prepare their homes or evacuate.
- ☐ Notify the Division Program Officer when all steps are completed and the Youth Services work area is ready for closure.

POST HURRICANE CHECKLISTS



POST HURRICANE RECOVERY

DIRECTOR OF ADOPTION & PERMANENCY ROUNDTABLE CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the Division Program Officer and Facility staff.
- ☐ Contact ChildNet's Legal Counsel to set-up appointment for the Adoption Supervisors and/or staff to meet with the Legal Counsel to reschedule missed judiciary hearings and/or trials.
- ☐ Contact Contracts and Licensing staff for updates on foster parents and children in their care.
- ☐ Locating Staff:
 - Identify staff that reported to work or an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the Division Program Officer of the possible need for rescue.
 - Contact Human Resource staff for all emergency contact information on missing staff.
- ☐ Direct all Adoption work area recovery efforts and offer available staff to other areas as needed.
- ☐ Inform daily the Division Program Officer the status of operations and of any special or emergency client/staff needs on a daily basis.
- ☐ Equipment Set-Up & Testing:
 - Arrange for the return of equipment and furniture to its normal location;
 - Test for equipment failures and notify the Facility staff or MIS staff as needed.
 - Request assistance from MIS staff to check Adoption staff equipment to ensure it is properly connected, etc.
- ☐ Determine Permanency staffing or activities missed as a result of the emergency and reschedules.



POST HURRICANE RECOVERY

DIRECTOR OF ADOPTION & PERMANENCY ROUNDTABLE CHECKLIST

- ☐ Ensure CA/CAS contact pre-adoptive parents and young adults by telephone or in person (as required) to determine the following:
 - Safety and well-being of the parents, children, and young adults
 - Impact of the hurricane on their family and/or their residence;
 - The need for supplies, food, or relocation

- ☐ Report daily by noon to the Division Program Officer the following:
 - The number of contacted pre-adoptive parents, children, and young adults,
 - The inability to make contact, and any reported problems with caregivers, children, or young adults.



POST HURRICANE RECOVERY

CAREER DEVELOPMENT CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the Chief Human Resource & Legal Officer and Facility staff.
- ☐ Direct the recovery efforts of furniture and equipment placed in storage and/or secured in the work area.
- ☐ Direct all recovery efforts in their work-site area and offer other Directors assistance as available.
- ☐ Assist staff in setting up the training areas so that trainings can begin as soon as possible.
- ☐ Assist staff in developing a new schedule to include all trainings, presentations, and activities that were canceled as a result of the emergency.
- ☐ Inform daily the Chief Human Resource & Legal Officer regarding the status of operations and of any special or emergency client/staff needs.
- ☐ Locating Staff:
 - Identify staff that reported to work or an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the Chief Human Resource & Legal Officer of possible need for rescue;
 - Contact Human Resource staff for all emergency contact information for missing staff.
- ☐ Equipment Set-Up & Testing:
 - Arrange for the return of equipment and furniture to its normal location;
 - Test for equipment failures and notify the Facility or MIS staff as needed;
 - Request assistance from MIS staff to check Career Development staff equipment to ensure it is properly connected, etc.



POST HURRICANE RECOVERY

CASE MANAGEMENT (BROWARD) CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the Division Program Officer and Facility staff.
- ☐ Contact ChildNet's Legal Counsel to set-up appointment for the Managers of Case Management and/or staff to meet with the Legal Counsel to reschedule missed judiciary hearings and/or trials.
- ☐ Contact Contracts and Licensing staff for updates on foster parents and children in their care.
- ☐ Advise the Interstate Compact Liaison of the safety or needs of children under courtesy supervision as result of the emergency.
- ☐ Locating Staff:
 - Identify staff that reported to work or an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the Division Program Officer of the possible need for rescue.
 - Contact Human Resource staff for all emergency contact information for missing staff.
- ☐ Request that Supervisors and Child Advocates access the condition of their case files and equipment and report any concerns.
- ☐ Direct all recovery efforts in their work-site area and offer other Directors assistance as available.
- ☐ Inform daily the Division Program Officer regarding the status of operations and of any special or emergency client/staff needs.
- ☐ Equipment Set-Up & Testing:
 - Arrange for the return of equipment and furniture to its normal location;
 - Test for equipment failures and notify the Facility or MIS staff as needed;
 - Request assistance from MIS staff to check Case Management staff equipment to ensure it is properly connected, etc.



POST HURRICANE RECOVERY

CASE MANAGEMENT (BROWARD) CHECKLIST

- ☐ Reviews list of Staffings or activities missed as a result of the emergency and request manager's and supervisor's assistance in rescheduling the meetings.
- ☐ Ensure CA/CAS contact parents, relatives, and non-relatives by telephone or in person (as required), to determine the following:
 - Safety and well-being of the parents, children, and young adults
 - Impact of the hurricane on their family
 - Effect of the hurricane on their residence
 - The need for supplies, food, or relocation
- ☐ Report daily by noon to the Division Program Officer the following:
 - The number of children that were contacted,
 - The inability to make contact;
 - Any reported problems with caregivers.



POST HURRICANE RECOVERY

CASE MANAGEMENT (PALM BEACH) CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the Division Program Officer and Facility staff.
- ☐ Contact ChildNet's Legal Counsel to set-up appointment for CHS and Permanency Specialists to meet with the Children's Legal Counsel to reschedule missed judiciary hearings and/or trials.
- ☐ Contact CHS, Contracts and Licensing staff for updates on foster parents and children in their care.
- ☐ Advise the Interstate Compact Liaison of the safety or needs of children under courtesy supervision as result of the emergency.
- ☐ Locating Staff:
 - Identify staff that reported to work or an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the Division Program Officer of the possible need for rescue.
 - Contact Human Resource staff for all emergency contact information for missing staff.
- ☐ Request that staff access the condition of their files and equipment and report any concerns.
- ☐ Direct all recovery efforts in their work-site area and offer other Directors assistance as available.
- ☐ Inform daily the Division Program Officer regarding the status of operations and of any special or emergency client/staff needs.
- ☐ Equipment Set-Up & Testing:
 - Arrange for the return of equipment and furniture to its normal location;
 - Test for equipment failures and notify the Facility or MIS staff as needed;



POST HURRICANE RECOVERY

CASE MANAGEMENT (PALM BEACH) CHECKLIST

- Request assistance from MIS staff to check staff equipment to ensure it is properly connected, etc.
- ☐ Reviews list of Staffings or activities missed as a result of the emergency and request Permanency Specialists and CHS staff assistance in rescheduling the meetings.
- ☐ Work with CHS to ensure the Dependency Case Managers contact parents, relatives, and non-relatives by telephone or in person (as required), to determine the following:
 - Safety and well-being of the parents, children, and young adults
 - Impact of the hurricane on their family
 - Effect of the hurricane on their residence
 - The need for supplies, food, or relocation
- ☐ Report daily by noon to the Division Program Officer the following:
 - The number of children that were contacted,
 - The inability to make contact;
 - Any reported problems with caregivers.



POST HURRICANE RECOVERY

DIRECTOR OF CHILDREN'S WELLBEING CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the Division Program Officer and Facility staff.
- ☐ Check with the Children's Wellbeing and staff to determine if any accident or damage to the ChildNet vehicles occurred during the emergency.
- ☐ In Case of an Accident/Injury During the Emergency:
 - If damages/accidents occurred regarding staff members or children, determine the extent of their injuries and present condition
 - Have the driver or witness write-up a full report on the incident and any injuries that were a result of the incident.
 - Provide this report to the Division Program Officer, ChildNet's Legal Counsel, and the insurance company.
 - Report the child's injury to their assigned CA/CAS along with all information concerning the incident, the child's present condition, and location.
- ☐ Locating Staff
 - Identify staff that reported to work or an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the Division Program Officer of possible need for rescue.
 - Contact Human Resource staff for all emergency contact information for missing staff.
- ☐ Advise the Medical Coordinator and staff to re-schedule all cancelled medical appointments and ensure that new requests are scheduled as soon as possible.
- ☐ Direct all Children's Wellbeing recovery efforts and offer assistance to other areas as staff and work load permits.
- ☐ Inform daily the Division Program Officer the status of operations and of any special or emergency client/staff needs.



POST HURRICANE RECOVERY

DIRECTOR OF CHILDREN'S WELLBEING CHECKLIST

- ☐ Equipment Set-up & Testing:
- Arrange for the return of equipment and furniture to its normal location.
 - Test for equipment failures and notify the Facility or MIS staff as needed;
 - Request assistance from MIS staff to check Children's Wellbeing staff equipment to ensure it is properly connected, etc.



POST HURRICANE RECOVERY

DIRECTOR OF COMMUNITY RELATIONS CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the CEO and Facility staff.
- ☐ Locating Staff:
 - Identify staff that reported to work or an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the CEO of the possible need for rescue.
 - Contact Human Resource staff for all emergency contact information on missing staff.
- ☐ Direct all recovery efforts in their work-site area and offer other Directors assistance as available.
- ☐ Inform daily the CEO the status of operations and of any special or emergency client/staff needs on a daily basis.
- ☐ Equipment Set-Up & Testing:
 - Arrange for the return of equipment and furniture to its normal location;
 - Test for equipment failures and notify the Facility or MIS staff as needed.
 - Request assistance from MIS staff to check Community Relations staff equipment to ensure it is properly connected, etc.



POST HURRICANE RECOVERY

DIRECTOR OF CONTRACTS CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the CFO and Facility staff.
- ☐ Locating Staff:
 - Identify staff that reported to an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the CFO of possible need for rescue.
 - Contact Human Resource staff for all emergency contact information on missing staff.
- ☐ Direct all recovery efforts in the Contracts work area and offer other Directors assistance as work-load permits.
- ☐ Inform daily the CFO regarding the status of operations and of any special or emergency client/staff needs.
- ☐ Equipment Set-Up & Testing:
 - Arrange for the return of equipment and furniture to its normal location;
 - Test for equipment failures and notify the Facility or MIS as needed;
 - Request assistance from MIS and Facilities staff to check Contracts staff equipment to ensure it is properly connected, etc.
- ☐ Ensure staff re-schedules all meetings and activities that were cancelled due to the emergency.
- ☐ Report daily by noon to the CFO the following:
 - The number of Providers contacted,
 - The inability to make contact with a Provider;
 - Any reported problems by the Providers in caring for the children.



POST HURRICANE RECOVERY

CONTINUOUS QUALITY IMPROVEMENT (CQI) CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the Chief Program Officer and Facility staff.
- ☐ Ensure CQI staff re-schedules all audits, monitoring, meetings, or any other activities that were canceled due to the emergency.
- ☐ Contact the Department of Children and Families (Local and Tallahassee) to advise them of ChildNet's return to normal business activities and set-up any new deadlines for reports that may have been delayed due to the emergency.
- ☐ Provide a list of re-scheduled activities and deadlines to the Chief Program Officer when these activities/new deadline dates are confirmed.
- ☐ Locating Staff:
 - Identify staff that reported to an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the Chief Program Officer of possible need for rescue.
 - Check Human Resource records for any emergency contact information on missing staff.
- ☐ Direct all CQI work area recovery efforts and offer available staff to other areas as needed.
- ☐ Inform daily the Chief Program Officer regarding the status of operations and of any special or emergency client/staff needs.
- ☐ Equipment Set-Up & Testing:
 - Arrange for the return of equipment and furniture to its normal location.
 - Test for equipment failures and notify the Facility or MIS staff as needed.
 - Request assistance from MIS staff to check CQI staff equipment to ensure it is properly connected, etc.



POST HURRICANE RECOVERY

SUPERVISOR OF DATA & SECURITY CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the Division Program Officer and Facility staff.
- ☐ Locating Staff:
 - Identify staff that reported to an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the Division Program Officer of possible need for rescue.
 - Contact Human Resource staff for all emergency contact information on missing staff.
- ☐ Direct all recovery efforts in the Data work area and offer other Directors assistance as workload permits.
- ☐ Inform daily the Division Program Officer regarding the status of operations and of any special or emergency client/staff needs.
- ☐ Equipment Set-Up & Testing:
 - Arrange for the return of equipment and furniture to its normal location;
 - Test for equipment failures and notify the Facility or MIS staff as needed;
 - Request assistance from MIS staff to check Data staff equipment to ensure it is properly connected, etc.
- ☐ Ensure staff re-schedules all meetings and activities that were canceled due to the emergency.



POST HURRICANE RECOVERY

FACILITIES CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the CFO.
- ☐ Locating Staff:
 - Identify staff that reported to work or an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the CFO of the possible need for rescue.
 - Contact Human Resource staff for all emergency contact information for missing staff.
- ☐ Direct all recovery efforts in their work-site area and offer other Directors assistance as available.
- ☐ Inform daily the CFO regarding the status of operations and of any special or emergency client/staff needs.
- ☐ Equipment Set-Up & Testing:
 - Arrange for the return of equipment and furniture to its normal location;
 - Test for equipment failures and notify MIS staff as needed;
 - Request assistance from MIS staff to check staff equipment to ensure it is properly connected, etc.



POST HURRICANE RECOVERY

CONTROLLER CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the CFO and Facility staff.
- ☐ Request from staff a written account and the receipts for the emergency cash that was made available to them. Provide a copy of this list to the CFO.
- ☐ Request from the Program Officer of Case Management:
 - A list of post-dated independent living subsidy checks that were distributed prior to the emergency
 - A list of the checks still awaiting distribution.
 - Provide a copy of these lists to the CFO.
- ☐ Ensure that the MIS Director and Facility staff notify you and the CFO of the availability of each work area for occupation and needed repairs to bring operations back online.
- ☐ Locating Staff:
 - Identify staff that reported to work or an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the CFO of possible need for rescue.
 - Contact Human Resource staff for all emergency contact information for missing staff.
- ☐ Direct all recovery efforts in their work-site area and offer other Directors assistance as available.
- ☐ Inform daily the CFO regarding the status of operations and of any special or emergency staff needs.
- ☐ Equipment Set-Up & Files/Reports/Cash/ Check Security:
 - Arrange for the return of equipment and furniture to its normal location.
 - Test for equipment failures and notify the Facility or MIS staff as needed.
 - Request assistance from MIS staff to check Finance staff equipment to ensure it is properly connected, etc.
 - Arrange for all files, reports, checks, and cash to be returned to their normal location.



POST HURRICANE RECOVERY

DIRECTOR OF HUMAN RESOURCES CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the Chief Human Resource & Legal Officer and Facility staff.
- ☐ Direct Human Resource staff to reschedule all presentations or interviews that were cancelled due to the emergency.
- ☐ Direct all recovery efforts in their work-site area and offer other Directors assistance as available.
- ☐ Locating Staff:
 - Identify staff that reported to work or an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the Chief Human Resource & Legal Officer of the possible need for rescue.
 - Check Human Resource records for any emergency contact information for missing staff.
- ☐ Inform daily the Chief Human Resource & Legal Officer regarding the status of operations and of any special or emergency client/staff needs.
- ☐ Equipment Set-up & Testing:
 - Arrange for the return of equipment and furniture to its normal location.
 - Test for equipment failures and notify the Facility or MIS staff as needed
 - Request assistance from MIS staff to check Human Resource staff equipment to ensure it is properly connected, etc.



POST HURRICANE RECOVERY

DIRECTOR OF INTAKE & PLACEMENT (BROWARD) CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the Chief Program Officer and Facility staff.
- ☐ Check with the SafePlace Transportation Supervisor and staff to determine if any accident or damage to the ChildNet vehicles occurred during the emergency.
- ☐ In Case of an Accident/Injury during the Emergency:
 - If damages/accidents occurred regarding staff members or children, determine the extent of their injuries and present condition
 - Have the driver or witness write-up a full report on the incident and any injuries that were a result of the incident.
 - Provide this report to the Chief Program Officer, ChildNet's Legal Counsel, and the insurance company.
 - Report the child's injury to their assigned CA/CAS along with all information concerning the incident, the child's present condition, and location.
- ☐ Ensure the SafePlace Transportation Supervisor and staff reschedule any cancelled transportation requests and that new requests are scheduled as soon as possible.
- ☐ Ensure SafePlace Supervisors and staff reschedule staffing or activities missed as a result of the emergency.
- ☐ Advise the Broward Sheriff's Office, Providers, and shelter facilities that SafePlace is returning to full operation.
- ☐ Obtain from the Shelter Coordinators a report on the contracted shelter facilities and the children placed at these shelters.
- ☐ Direct all SafePlace recovery efforts and offer assistance to other areas as staff and work load permits.
- ☐ Inform daily the Chief Program Officer the status of operations and of any special or emergency client/staff needs.



POST HURRICANE RECOVERY

DIRECTOR OF INTAKE & PLACEMENT (BROWARD) CHECKLIST

- ☐ Locating Staff
 - Identify staff that reported to work or an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the Chief Program Officer of possible need for rescue.
 - Contact Human Resource staff for all emergency contact information for missing staff.

- ☐ Equipment Set-up & Testing:
 - Arrange for the return of equipment and furniture to its normal location.
 - Test for equipment failures and notify the Facility or MIS staff as needed;
 - Request assistance from MIS staff to check SafePlace staff equipment to ensure it is properly connected, etc.



POST HURRICANE RECOVERY

DIRECTOR OF INTAKE & PLACEMENT (PALM BEACH) CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the Division Program Officer and Facility staff.
- ☐ In Case of an Accident/Injury during the Emergency:
 - If damages/accidents occurred regarding staff members or children, determine the extent of their injuries and present condition
 - Provide this report to the Division Program Officer, ChildNet's Legal Counsel, and the insurance company.
 - Report the child's injury to their assigned DCM/DCMS along with all information concerning the incident, the child's present condition, and location.
- ☐ Ensure the Intake Placement Supervisor and staff reschedule any cancelled transportation requests and that new requests are scheduled as soon as possible.
- ☐ Ensure Intake Placement Supervisor and staff reschedule staffing or activities missed as a result of the emergency.
- ☐ Advise DCF, Providers, and shelter facilities that the Intake and Placement Department is returning to full operation.
- ☐ Obtain from the Intake Placement Specialists a report on the contracted shelter facilities and the children placed at these shelters.
- ☐ Direct all recovery efforts and offer assistance to other areas as staff and work load permits.
- ☐ Inform daily the Division Program Officer the status of operations and of any special or emergency client/staff needs.
- ☐ Locating Staff
 - Identify staff that reported to work or an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.



POST HURRICANE RECOVERY

DIRECTOR OF INTAKE & PLACEMENT (PALM BEACH) CHECKLIST

- If they cannot be located, notify the Division Program Officer of possible need for rescue.
- Contact Human Resource staff for all emergency contact information for missing staff.



Equipment Set-up & Testing:

- Arrange for the return of equipment and furniture to its normal location.
- Test for equipment failures and notify the Facility or MIS staff as needed;
- Request assistance from MIS staff to check Intake & Placement staff equipment to ensure it is properly connected, etc.



POST HURRICANE RECOVERY

LEGAL COUNSEL CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the Chief Human Resource & Legal Officer and Facility staff.
- ☐ Locating Staff:
 - Identify staff that reported to work or an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the Chief Human Resource & Legal Officer of possible need for rescue.
 - Contact Human Resource staff for all emergency contact information on missing staff.
- ☐ In conjunction with the Office of the Attorney General and ChildNet Directors and staff, ensure legal counsel staff members start the process of re-scheduling all cancelled legal activities.
- ☐ Ensure that staff members receive copies of any reports of damage to the ChildNet facilities or of any accidents involving ChildNet on-duty staff and/or children-in-care.
- ☐ Direct all recovery efforts in the Legal Counsel work area and offer other Directors assistance as work-load permits.
- ☐ Inform daily the Chief Human Resource & Legal Officer regarding the status of operations and of any special or emergency client/staff needs.
- ☐ Equipment Set-Up/ File & Legal Document Security:
 - Arrange for the return of equipment and furniture to its normal location.
 - Test for equipment failures and notify the Facility or MIS staff as needed.
 - Request assistance from MIS staff to check Legal Counsel Staff equipment to ensure it is properly connected, etc.
 - Ensure all files, legal documents, etc. are safe and returned to their proper place.



POST HURRICANE RECOVERY

SUPERVISOR OF LICENSING CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the Chief Clinical Quality Officer and Facility staff.
- ☐ Locating Staff:
 - Identify staff that reported to work or an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the Chief Clinical Quality Officer of the possible need for rescue.
 - Contact Human Resource staff for all emergency contact information on missing staff.
- ☐ Direct all recovery efforts in their work-site area and offer other Directors assistance as available.
- ☐ Inform daily the Chief Clinical Quality Officer the status of operations and of any special or emergency client/staff needs on a daily basis.
- ☐ Equipment Set-Up & Testing:
 - Arrange for the return of equipment and furniture to its normal location;
 - Test for equipment failures and notify the Facility or MIS staff as needed.
 - Request assistance from MIS staff to check Licensing staff equipment to ensure it is properly connected, etc.
- ☐ Ensure staff reschedules all meetings and activities that were cancelled due to the emergency.



POST HURRICANE RECOVERY

MANAGEMENT INFORMATION SYSTEMS (MIS) CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Ensure that Facilities staff and MIS staff review all work areas to note their availability for occupation:
 - Assess the condition of any equipment that was left in the work areas;
 - Report the results of this review to the CFO.
- ☐ Locating Staff:
 - Identify staff that reported to work or an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the CFO of possible need for rescue.
 - Check Human Resource records for any emergency contact information on missing staff.
- ☐ Assign MIS staff members as needed to various work areas to assist in re-setting up equipment and resolving any problems or difficulties.
- ☐ Discuss with the CFO all major issues with equipment or systems to determine an action plan to resolve these problems.
- ☐ Contact system partners and providers to inform them that ChildNet is in a post-emergency situation and is working towards restoring normal operations.
- ☐ Determine which MIS meetings or activities were cancelled due to the emergency and develop a plan to re-instate or re-schedule these activities.
- ☐ Conduct an audit of emergency supplies of plastic and tape and, if necessary, re-order additional supplies to be prepared for future emergencies.
- ☐ Direct all MIS work area recovery efforts.
- ☐ Inform daily the CFO regarding the status of operations and of any special or emergency client or staff needs.
- ☐ Report daily by noon to the CFO on the following:
 - progress made in restoring equipment to the various work areas and
 - the status of the replaced equipment to perform the required tasks/functions



POST HURRICANE RECOVERY

DIRECTOR OF REVENUE MAXIMIZATION CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the CFO or Facility staff.
- ☐ Locating Staff:
 - Identify staff that reported to an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the CFO of possible need for rescue.
 - Contact Human Resource staff for all emergency contact information on missing staff.
- ☐ Direct all recovery efforts in the Rev Max work area and offer other Directors assistance as work-load permits.
- ☐ Inform the CFO regarding the status of operations and of any special or emergency client/staff needs.
- ☐ Equipment Set-Up & Testing:
 - Arrange for the return of equipment and files to their normal location if relocation took place during the hurricane preparation.
 - Request assistance from MIS staff to check Rev Max staff equipment to ensure it is properly connected, etc.
 - Arrange for all files to be returned to their normal location.
 - Test for equipment failures and notify the Facility or MIS as needed.
- ☐ Ensure staff re-schedules all meetings and activities that were canceled due to the emergency.



POST HURRICANE RECOVERY

DIRECTOR OF SERVICE COORDINATION (BROWARD & PALM BEACH) CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the Chief Clinical Quality Officer and Facility staff.
- ☐ Ensure staff re-schedules all meetings, staffing, assessments, and activities that were canceled due to the emergency.
- ☐ Direct all recovery efforts in the Service Coordination work area and offer other Directors assistance as work-load permits.
- ☐ Inform daily the Chief Clinical Quality Officer regarding the status of operations and of any special or emergency client/staff needs.
- ☐ Locating Staff:
 - Identify staff that reported to work or an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the Chief Clinical Quality Officer of possible need for rescue.
 - Contact Human Resource staff for all emergency contact information for missing staff.
- ☐ Equipment Set-Up & Testing:
 - Arrange for the return of equipment and furniture to its normal location.
 - Test for equipment failures and notify the Facility or MIS staff as needed;
 - Request assistance from MIS staff to check Service Coordination staff equipment to ensure it is properly connected, etc.



POST HURRICANE RECOVERY

DIRECTOR OF YOUTH SERVICES CHECKLIST

- ☐ Notify personnel to return to their normal or alternate work area via call down.
- ☐ Access the work area and report any damage to the Division Program Officer and Facilities staff.
- ☐ Contact ChildNet's Legal Counsel to set-up appointment for the Youth Services Supervisors and/or staff to meet with the Legal Counsel to reschedule missed judiciary hearings and/or trials.
- ☐ Contact Contracts and Licensing staff for updates on foster parents and children in their care.
- ☐ Provide the Chief Financial Officer or designee with a list of post-dated subsidy checks that were distributed and those that remain to be distributed.
- ☐ Locating Staff:
 - Identify staff that reported to work or an alternate work area or site as their own work area was not available.
 - Identify staff that did not return to work and attempt to locate them.
 - If they cannot be located, notify the Division Program Officer of the possible need for rescue.
 - Contact Human Resource staff for all emergency contact information on missing staff.
- ☐ Direct all Youth Services work area recovery efforts and offer available staff to other areas as needed.
- ☐ Inform daily the Division Program Officer the status of operations and of any special or emergency client/staff needs on a daily basis.
- ☐ Equipment Set-Up & Testing:
 - Arrange for the return of equipment and furniture to its normal location;
 - Test for equipment failures and notify the Facility or MIS staff as needed.
 - Request assistance from MIS staff to check Youth Services staff equipment to ensure it is properly connected, etc.
- ☐ Determine Permanency staffing or activities missed as a result of the emergency and reschedules.



POST HURRICANE RECOVERY

DIRECTOR OF YOUTH SERVICES CHECKLIST

- ☐ Ensure CA/CAS contact parents and young adults by telephone or in person (as required) to determine the following:
 - Safety and well-being of the parents, children, and young adults
 - Impact of the hurricane on their family and/or their residence;
 - The need for supplies, food, or relocation
- ☐ Report daily by noon to the Division Program Officer the following:
 - The number of contacted pre-adoptive parents, children, and young adults,
 - The inability to make contact, and any reported problems with caregivers, children, or young adults.

Attachment 8
Client Services Pandemic Action Plan

CLIENT SERVICES PANDEMIC ACTION PLAN

Purpose: A Pandemic can occur at any time resulting in a high level of absenteeism at times possibly up to 40% of the work force. In order to be prepared for such an event, ChildNet's Client Services Administrative and Supervisory staff has developed this plan so that the essential services to children and families we serve will continue during a crisis.

In most instances, a Pandemic is announced by the Center for Disease Control (CDC) with enough forewarning that will allow us the time to activate this plan and initiate our pre-planning segment.

Mandated Services: There are two services provided by ChildNet that are mandated and at the core of our contract with the Department of Children & Families (DCF). They are:

- ☐ Child Visitation: We are required to make at least one face-to-face visit every 30 days to a child in their home or placement.
- ☐ Court Hearings: ChildNet staff is required to attend judicial hearings related to children under their supervision. These hearings are the 180-day Judicial Review of the family's case-plan, Permanency Hearings, Status Reports, etc.

Preparation for the Pandemic:

In order to meet our responsibilities in the event of Pandemic, all ChildNet staff must do some pre-planning as follows:

- ☐ The Chief Executive Officer will review the plan with DCF and advise them of the dates the plan will be initiated, approximately the duration as well as the date of completion and the return to full service.
- ☐ Child Advocate Supervisors and Dependency Case Manager Supervisors and their staff are to ensure that their lap-top computers and cell phones are in good working order and that request for batteries and other services from IT are scheduled, if needed.
- ☐ Child Advocates (CAs) and Dependency Case Managers (DCMs) are to review their emergency contact for all children and families under their supervision; Supervisors are to review their contacts for staff.
- ☐ CAs and DCMs are to develop a list of the children on their caseload from those that are at the highest level of risk, to those at the lowest level of risk; for example, a child living with their biological parent under Protective Services, children living with a relative, unstable placements, children in licensed care, including foster homes, facilities and/or shelters to children living in a pre-adoptive placement.

- ☐ Child Advocate Supervisors and Dependency Case Manager Supervisors are to combine these lists into one list for their unit that can serve as a guideline for visits in the event that we must prioritize visitations.
- ☐ The Chief Executive Officer is to review the staff roster to determine who is cross trained to assist with visitations or court hearings in an emergency situation.
- ☐ The Chief Executive Officer is to coordinate a meeting with the Program Officers of Case Management, the Directors of Case Management, Director of Support Services, the Director of Intake & Placement, the Director of Adoption, the Director of Youth Services, the Director of Continuous Quality Improvement, the Director of Contracts and other staff as designated to prioritize a list of staffings and their frequency that must be continued during the Pandemic. A list of regular and alternate chairs for the prioritized list of staffings that will be conducted during the Pandemic will be developed at this meeting.
- ☐ Re-schedule if possible any audits or reviews that are scheduled within the next three (3) months.
- ☐ The Director of Talent Management is to ensure that staff is aware of ChildNet policies regarding sick leave, working at home and reporting infections.
- ☐ The Program Officers of Case Management and Directors of Support Services, Intake & Placement, Case Management, Adoption, and Youth Services, the Child Advocate Supervisors, Dependency Case Manager Supervisors and other designated staff are to develop a list of homes that have children who are supervised by various CAs and DCMs as a policy of one home/one CA/DCM should be instituted during the pandemic. The CA or DCM who is visiting another worker's child would have two (2) working days to complete a Visitation Form on children not under his/her supervision and e-mail it to the appropriate supervisor.
- ☐ The Chief Executive Officer is to work with the Chief Financial Officer to secure funds to purchase air purifiers and approved face masks for staff to use while in the office or visiting; hand sanitizers will be available throughout ChildNet facilities.
- ☐ ChildNet Legal Staff is to work with the judiciary and Client Services staff to determine which judicial hearings can be re-scheduled and which must be held.

During the Pandemic:

- ☐ Child Advocate Supervisors and Dependency Case Manager Supervisors are to report daily to Administration the number of Cas and DCMs that are available on-site.

- ☐ The Program Officers of Case Management and Directors of Case Management: Adoption, and Youth Services are to daily canvas Supervisors to determine if all visits and court hearings are covered or if additional staff is needed.
- ☐ Staffings are to be conducted as scheduled per the Pandemic schedule.
- ☐ Visitation to all shelters will continue to be shared by the Shelter Coordinator and Client Services staff unless illness requires an adjustment.
- ☐ If the Pandemic is so severe and absenteeism so high that a child cannot be visited every 30 days, the prioritized visitation list is to be activated so that children in high risk placements are slotted to be visited first.
- ☐ Children who are not seen within the 30 days are to have a special entry in FSFN noting the delay is due to the Pandemic and a list of these children is to be sent daily to the Chief Executive Officer by the Program Officers of Case Management, Directors of Case Management, Child Advocate Supervisors and Dependency Case Manager Supervisors.
- ☐ If “Social Distancing” is called for by public health officials, staff should be encouraged to work from their homes or other safe remote areas. Supervisors are to ensure that the proper authorization for staff to work remotely is in place with the number of hours worked daily and the number of days firmly established.
- ☐ If purchased, air-purifiers are to be operational within SafePlace and ChildNet offices; approved face masks are to be available to staff to use for visits, staffings, etc.
- ☐ All staff are to be continually reminded to practice good hygiene, such as utilizing the special hand washing sites around the Service Centers.
- ☐ ChildNet Legal Staff are to be in touch with the Office of the Attorney General (OAG), Children’s Legal Services (CLS) and the courts for information regarding any changes or modifications in their schedules and report such changes to Administration and Client Services.
- ☐ The key in keeping all parties aware of the changes that may constantly be occurring is communication; therefore, the Employee Hotline must be updated at least once a day and a central location/person designated to relay Informational E-Mails to staff during the Pandemic. Rumors must be kept at a minimum!

Post-Pandemic Activities:

- ☐ A review of activities during the Pandemic is to be conducted by the Chief Executive Officer and other designated staff within 14 days of the end of the Pandemic.

- ☐ Visitations that were not conducted during the Pandemic must be completed and documented within 10 days of the date declared as the end of the Pandemic.
- ☐ Staffing schedules are to be re-instituted and any delayed issues dealt within 21 days of the end of the Pandemic.
- ☐ A list of delayed judicial hearings must be generated to ChildNet Legal staff so that they can assist in re-scheduling with the OAG, CLS and the judiciary.