



KIDS CENTRAL, INC.[®]

A COMMUNITY APPROACH TO THE WELFARE OF CHILDREN

Building Better Lives

EMERGENCY MANAGEMENT PLAN

2020 - 2021

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INTRODUCTION

This document contains the written disaster emergency preparedness management plan and procedures for Kids Central, Inc. (KCI).

This document has been developed to address provisions for dealing with fires, natural disasters, workplace threats, violence, and hazardous materials. Some emergencies, such as fire or chemical spills come without warning. With others, such as tornadoes or hurricanes, there may be several hours or several days' notice. Although hurricanes are the primary emergency for which we can plan prior to the event, the basic principles contained in this plan apply to other emergencies as well. This plan addresses the needs of staff, volunteers, interns/trainees and persons served. This plan is to be used in conjunction with the Department of Children and Families (DCF) Circuit 5 Disaster Preparedness/Emergency Management Plan.

COMMAND CENTER LOCATIONS

The Kids Central Corporate Office at 901 Industrial Dr., Wildwood, Florida (Suite 200) has been identified as the Command Center during a disaster. This Command Center location will remain open until a disaster/emergency is determined to be at the level which would preclude staff from being located there. Should this site not be usable due to damage, alternate command centers are listed below the Corporate Office information.

Corporate Office, Wildwood

(352) 873-6332

352-873-8323 Emergency Placement Line

FAX: 352-291-8658

Alternate FAX: 352-873-6268

Alternate Location 1: Marion County/Ocala Command Center (The Centers)

3300 SW 34th Ave. Suite 103

Telephone: (352) 867-1536

Fax: (352) 867-5471

Alternate Location 2: Lake County Command Center (LifeStream)

515 S. Main St., Leesburg, FL. 34749

Telephone: (352) 742-1590

Fax: (352) 343-7574

Alternate Location 3: Citrus County Command Center (YFA)

2440 N. Essex Ave., Hernando, FL 34432

Telephone: (352) 344-2933

Fax: (352) 726-9597

Alternate Location 4: Hernando County Command Center (YFA)

7361 Forest Oak Blvd, Springhill, FL

(352) 754-1111

Fax: (352) 754-1101

COMMAND CENTER

Official notices regarding a disaster/emergency situation will originate from the Command Center. Reports from the field may be referred to the numbers listed above. These notices include orders to evacuate or close a Kids Central site and the “all clear” signal for return to work. In the event that land telephones are disabled at the Command Center, corporate staff cell phones will be the next means of communication. These numbers will be provided to each provider agency and updated monthly.

Corporate staff may report to the Service Center nearest or most convenient to their home (see Alternate Locations 1-4 above), if unable to travel to the Corporate office following a disaster/emergency situation.

In the event an alternate location is to be used, your issued laptop will work as if you are in the corporate office as the IT department utilizes a private network with an internet access point at the hardened data center in Wildwood, Florida and a secondary connection at the Wildwood Corporate office location, this allows for constant communication to DCF (FSFN) and other agencies as required.

Decisions to close or evacuate the Service Centers will be made by the Community Based Care Director at each site in collaboration with Kids Central’s Chief Executive Officer. See Attachment 6 (Kids Central Corporate Emergency Contacts) and Attachment 7 (Provider Emergency Contacts)

In an emergency the following people, in order, are those who would become responsible for serving as “Emergency Preparedness Coordinators” and are responsible for making decisions affecting the overall agency and its services and for delegating duties and responsibilities to the other staff members:

Chief Executive Officer
Chief Financial Officer
Chief of Operations
Chief Information Officer

Calling Tree Responsibilities – General

1. The calling tree serves as the primary method of distributing emergency notifications and tracking which employees have received the notifications.
2. An Alternate will be designated for each person assigned to call other staff or providers.
3. Those calling staff or providers must report back to the staff person who called them as to the status of their efforts to notify the staff or providers on their calling tree.

Specific Responsibilities

The following positions have specific responsibilities in this plan:

<u>Chief Executive Officer</u>	<u>John Cooper</u>
<u>Chief Financial Officer</u>	<u>John Aitken</u>
<u>Chief of Operations</u>	<u>Shalonda McHenry-Sims</u>
<u>Chief Information Officer / General Services</u>	<u>Steven Lovely</u>
<u>Senior Director of Out of Home Care</u>	<u>Sharon Gibbs</u>
<u>Senior Director of Finance</u>	<u>Shelly LaFrance</u>
<u>Senior Director of Family Preservation</u>	<u>Courtney Barnett</u>
<u>Director of Human Resources/Risk Mgmt.</u>	<u>Bridget John</u>
<u>Director of Community Affairs</u>	<u>Jessica Gilbert</u>

The Chief Executive Officer:

1. Oversees the entire agency and evacuation if necessary. In the event of an incident requiring evacuation or substantial impact to service delivery, the **CEO** will contact the DCF Circuit 5 Community Development Administrator Joelle Aboytes, (352)-330-2162 or the DCF Contract Manager Barbara Williams (407) 317-7534. The CEO will respond to the media regarding the emergency/disaster as it relates to KCI. The **CFO or COO** will serve as the alternate.

The Chief Information Officer /General Services:

1. Responsible to ensure that emergency supplies are available and that all equipment, records, and facilities are protected according to the protocol established elsewhere within this plan.
2. Responsibility to ensure that facilities, network resources and equipment are operational as soon as possible following a disaster (See Attachment 7, Assessors List) and (Attachment 8, Contact List for Infrastructure).

The Sr. Director of Family Preservation:

1. Responsible to ensure all families are contacted who are under primary assignment to our services

The Senior Director of Finance:

1. Oversee that contracted Out of Home Care providers are following the Disaster Protocol.
2. Oversee the **Contract Managers** who will communicate with all residential facilities serving Kids Central children. This shall include information regarding the facilities pre- and post-emergency plans, as well as contact information at Kids Central during an emergency.
3. Responsible to ensure that all Case Management Agencies are following the Emergency Preparedness protocol, including post-event activities regarding client safety.

The Sr. Director of Out of Home Care

1. Communicate with all foster home licensing staff regarding emergency situations. This shall include information regarding the facilities pre- and post-emergency plans, as well as contact information at Kids Central during an emergency.
2. Obtain individual foster parent Disaster Plans (Attachment 2) from licensing with the names of the children currently in the home at the time the Emergency Preparation Plan is activated.
3. Responsible for working with Case Management providing oversight of Out of Home Non-Licensed Placements.
4. Obtain an updated list of children and their placements from FSFN when an emergency is believed to be imminent (such as a hurricane watch).
 - a. A copy of this list shall be provided to the **CEO**, the **CFO**, the **Chief of Operations**, the **Risk Manager** and the **Director of Finance and Contracts**.
5. Makes reasonable efforts to contact Independent Living Youth between the ages of 18-23 to determine their needs.

The Director of Human Resources and Risk Management:

1. Assists the Chiefs and Directors of KCI during an emergency. The Risk Manager will be familiar with all emergency plan components and will work with the Senior Leadership Team to assure that plan directives are being activated.
2. Responsible for the calling tree. An emergency calling tree is vital to the success of communications during a disaster. Call tree lists shall be updated no less than monthly and will consist of the following:
 - I. Employee name
 - II. Home address
 - III. Home phone number and cellular phone number
 - IV. Emergency/alternate contact person (name and number)

Each Case Management Agency is responsible for providing Kids Central with a copy of the calling tree, which should be updated on a monthly basis. These lists will be submitted to the **Director of Finance and Contracts** who will provide copies to the **Emergency Preparedness Coordinators** and the Contract Managers.

The Director of Community Affairs:

1. Responsible for communications post emergency. If phones are not available, the Director will attempt to communicate via electronic or local media.

Community Based Care Directors:

1. Responsible for assuring that their Service Centers and Case Management Agencies are following the emergency preparedness protocol, and addresses all personnel issues. They will coordinate activities with the **Sr. Director of Finance and Contracts**.

PRIORITIES

1. Ensure the safety and wellbeing of children in Kids Central Foster Homes, Shelters, Group Care Facilities, Non-Licensed Placements or any other contracted settings.
2. Provide assistance as needed to families and clients served by Kids Central in-home providers.
3. Ensure the safety and wellbeing of staff and families.
4. Safeguard agency records, equipment, and buildings.
5. Cooperate with other agencies, as feasible, to provide assistance to the community at large.
6. Resume regular business operations as soon as it is feasible.

PERSONNEL

The **Chief Executive Officer** of Kids Central will determine all personnel policies during an emergency. This pertains to closings, evacuation decisions, employee pay, etc. Each contracted agency will submit an emergency plan to Kids Central that addresses personnel issues for their agency during a disaster.

In the event of any emergency, holiday observances and vacation may be cancelled at the discretion of the **CEO**. If an emergency occurs on the weekend, designated staff members are expected to come to the Command Center site at the direction of the **CEO**, if it is safe to do so, to adequately assess and handle the situation.

Kids Central is committed to providing employees time in an emergency so they may secure their property and protect their families. After services to clients, community tasks, and the service centers have been secured, the Command Center may provide direction to staff to return to their private lives to prepare their own property and families for the duration of the emergency. Staff are expected to report to work as soon as possible after the emergency has abated to provide services to our clients and their families.

GENERAL CONSIDERATIONS

- The **CEO** or designee will ensure that Kids Central's Emergency Preparedness Plan is reviewed and updated, at least annually in conjunction with child welfare partners such as foster parents, case management agencies, residential providers, and law enforcement agencies.
- All members of the Command Center team will use their smart phone to monitor storm activity and emergency broadcasts.
- The **Director of IT/General Services** will distribute a copy of Kids Central's emergency plan to the Kids Central management team and Case Management Agencies.
- The **CEO** will select individuals to interface with media on the emergency's impact upon Kids Central.
- The **Director of Out of Home Care** will ensure the safety of children in foster homes along with the case management agencies and the foster-care provider agency.
- Case Management Agency staff, under the direction of the Community Based Directors and Kids Central, will ensure the safety of vulnerable families served by in-home providers.
- The licensing supervisor from Kids Central's licensing department will serve as the "Special Needs Liaison" for Circuit 5. The **Director of Out of Home Care** will make contact with the Special Needs Liaison to coordinate effective communication of the disaster plan through the calling tree structure. It is absolutely essential that these Liaisons be contacted during preparation for an emergency to ensure that proper procedures are followed in getting our "special needs" clients registered for inclusion in the County's special needs evacuation planning (See next section: "Special Needs Clients.")
- All staff, in the event of weather emergencies, will monitor the appropriate radio/TV channels to determine when the "All Clear" signal is given.

SPECIAL NEEDS CLIENTS

Florida Statute 252.355, requires that each county provide for registration of residents who have a physical, mental or sensory disability and require assistance with evacuation during an emergency. Registration does not guarantee availability of medical treatment in the shelter. The Special Needs Liaison will assure registration as needed for the clients within that agency's foster homes. This list will be updated as needed and sent to the appropriate contact in each county as noted below. A copy of this list will be sent to the Case Management Agency responsible for the client. Most counties require the completion of a special form. See Attachment 1 for list of Emergency Management Centers and staff in each county.

HURRICANE

Hurricane season is from June 1 through November 30.

There are two types of official warnings:

1. Hurricane Watch – A hurricane **may** strike within 24-48 hours.
2. Hurricane Warning – A hurricane is **expected to strike** within 24 hours or less.

All employees are expected to come to work during a hurricane watch. During a hurricane warning, the **Chief Executive Officer** will provide direction as to work schedules.

The following plan identifies activities to be carried during a hurricane watch or warning period, during a hurricane itself, and after the storm has passed. This plan will be reviewed and distributed to the Kids Central's staff and provider agencies annually.

HURRICANE WATCH/WARNING

When a Hurricane "Watch" covering any of the Circuit 5 counties (Citrus, Hernando, Lake, Marion, or Sumter) is declared, the Command Center will open and will be the central point for information exchange. The following tasks should be taken into account:

Command Center Facility Preparations

- Assure that all records are stored in such a way to protect them from theft, fire, and flood. File cabinets will be covered in plastic sheeting. To the extent possible, files are stored electronically when available.
- All computers and phones should be unplugged and placed on **top** of the desks, then covered in plastic. Telephones should be unplugged last.
- Plastic sheeting should be placed over file cabinets.
- Back up file server. (Technical Services).
- Back up vital information on computers.
- Assist others in securing computers. (Technical Services).
- Inform key staff members to shut/turn off electric appliances, unplug copiers, shredders, TVs, VCRs, etc.
- Maintain plastic sheeting / large bags for protecting equipment and computers.
- Ensure availability of emergency tools and flashlights.
- Obtain petty cash for emergency use. This shall be the responsibility of the **Director of Accounting**.

Fleet Management

- The **CIO / General Services** oversees Fleet Management. In the event of a pending evacuation, reasonable attempts will be made for all vehicles to be returned to Kids Central Command Center and that the fleet vehicles gas tanks are filled. The vehicles will be parked in a group in the Kids Central parking lot away from structures and other elements that could possibly damage the vehicles (i.e. light poles, trees, etc.) In the event that a vehicle is out of the vicinity and cannot be returned, the employee that has the vehicle will be asked to take all reasonable measures to ensure that the vehicle is secured in a safe manner. The vehicle should be returned to the Command Center as soon as environmental conditions allow for a safe return. The **CIO/General Services** will keep the second set of vehicle keys on his person in the event of an emergency situation.

Department of Children and Families Disaster Calls

- Kids Central will participate in disaster calls setup by the local DCF office to disseminate KCI status in preparation for the emergency in place. Moreover, KCI will also participate in post emergency calls to wrap up the status of all children in care.

PROTECTIVE SUPERVISION

Prior to any hurricane, as part of case management activities, all Family Care Managers should discuss with clients their plans should a hurricane strike this area. Assessment should be made as to the vulnerability of clients and their residences. Family Care Managers should encourage evacuation for those clients and families in low-lying areas, persons with medical conditions or frailty, families with housing that might be unsafe and any others that are felt to be "at risk." For clients and families thought to be "at risk," the Family Care Manager should attempt to contact the client if a warning is posted to review the client's options and plans.

ADOPTION, EMERGENCY SHELTER, FOSTER CARE, OUT OF HOME NON-LICENSED PLACEMENTS AND OTHER LICENSED FACILITIES

In order to ensure the safety of any children within the agency's care, advance plans need to be in place. All foster parents are to be informed during the initial licensing process of Kids Central's Disaster Preparedness/Emergency Management Plan. The **Sr. Director of Out of Home Care** will assure that foster homes supervised by Kids Central are informed of pre- and post-emergency planning. Other licensed facilities (such as residential group care settings) must provide Kids Central's **Sr. Director of Finance and Contracts** with their Disaster Preparedness/Emergency Management Plan. This plan must meet all the requirements as set forth in Kids Central's Disaster Preparedness/Emergency Management Plan. The plan will be

updated prior to May 1 of each year. Residential settings contracted through the Department of Children and Families Substance Abuse and Mental Health (SAMH) office are contacted by the SAMH office. The planning and coordination of children in Out of Home Non-Licensed placements will be conducted by Case Management and communicated to the **Chief of Operations**. The Family Care Managers will discuss with their clients their plans should an evacuation be necessary. Family Care Managers are charged with the responsibility to contact those clients in evacuation zones, persons with medical conditions or frailty, families with housing that might be considered unsafe under the circumstances. The Family Care Manager will contact these families and discuss their options and plans; these discussions will be documented and forwarded to the **Chief of Operations**.

Kids Central **Sr. Director of Out of Home Care** will develop a Disaster Preparedness Plan to ensure the safety of children in foster homes. The components of the plan shall include:

- Provision for notifying the Foster Parents of the threat of hurricanes, tornadoes or other natural disasters,
- Provision for moving clients to safety,
- Provision for meeting the ongoing case management, medical, therapeutic and other needs of the client throughout the duration of the emergency,
- Provision for “practice drills” at least two times each calendar year,
- Provision for protecting and securing records, including those located in the foster homes, and
- Provision for establishing operations at alternate locations during required emergency evacuation.

HEALTHY START

Alternate locations are available to allow Healthy Start services to be resumed within 72 clock hours.

TRAINING TO HANDLE DISASTERS

Kids Central Training department offers a course to staff and foster parents the help children and adolescents cope with violence and disasters.

- Disasters and traumatic events can happen to anyone at any time. Despite our best efforts to protect children and adolescents from experiencing disasters or trauma, it is impossible to shelter them from every potentially traumatic event. Children exposed to traumatic events and disasters are particularly vulnerable to complicated physical and emotional responses, in part due to their limited life experiences. Adults working with children facing these situations must understand how children react to trauma and how to differentiate adaptive coping responses from those requiring more intervention. This training will teach how trauma impacts children and adolescents, as well as the risk factors that place children at greater risk for a maladaptive response to the event. The course provides a clear understanding how to apply best practices outlined by the National Institutes of Mental Health and the American Red Cross when working with children exposed to violence and disasters.

FOSTER PARENTS' RESPONSIBILITIES

1. At the time of initial licensing, each foster family will complete the "Disaster Preparedness Plan for Substitute Caregivers" (Attachment 2) that will identify at least two (2) locations to which they would go if they were forced to evacuate their home. This plan will be filed in foster parents' files. The plan will be updated at each annual re-licensing of the home or at the time of any change to the plan.
2. Severe weather warnings are to be taken seriously, and foster parents must evacuate if ordered to do so. If a foster parent refuses to evacuate from their home, KCI children in their care will be placed in another home or licensed facility with the assistance from law enforcement if necessary.
3. When foster parents are forced to evacuate, they should take with them adequate clothing and medication for the child. The child's legal placement documents should also be taken. They must notify the Kids Central on-call staff as soon as it is safe to do so, but no later than their arrival at the emergency shelter or other safe residence. At that time, the foster parent will inform the on-call staff of any immediate needs that a child has, such as medication, medical attention, clothing, etc.
4. The foster parent will keep Kids Central's on-call staff advised of any change in their location and of any needs the child may have.

GROUP HOME/EMERGENCY SHELTER RESPONSIBILITIES

1. Group homes and emergency shelters shall activate their Emergency Preparedness Plans.
2. If forced to evacuate, staff should take with them adequate clothing and medication for the child. The child's legal placement documents should also be taken. Staff must notify their Kids Central assigned Contract Manager as soon as it is safe to do so, but no later than their arrival at an emergency shelter or other safe location. At that time, staff will inform their Contract Manager of any immediate needs that a child has, such as medication, medical issues, clothing, etc.
3. The staff shall keep their Contract Manager advised of any change in their location and of any needs their clients may have.

STAFF RESPONSIBILITIES

1. Kids Central's licensing staff will ensure that a current Disaster Preparedness Plan is on file for each foster home.
2. The **Sr. Director of Out of Home Care** will maintain an "Emergency Notification Staff Assignment" file (see Attachment 3) that delineates each staff member's responsibility in

notifying the foster parents of the need to evacuate or to take other safety precautions. This assignment file will be updated at least monthly.

3. The **Sr. Director of Out of Home Care** will ensure that "Disaster Drills" are conducted as needed.
4. All staff will assist in ensuring that client safety is a priority during an emergency.
5. Staff will assist children and families with how to cope with disasters and possible relocation. The crisis response team will be called in as necessary.
6. Contract management staff will contact their assigned group homes or emergency shelters to ensure that their emergency management plans have been activated. Contract Managers shall be the liaison with appropriate Kids Central staff if specific client needs are identified.

EMERGENCY PROCEDURES

1. Upon becoming aware of severe weather warnings or other emergency in the area where clients are placed, Kids Central licensing staff/contract management staff will contact the caregiver or group home by telephone. The following will be discussed with the caregiver:
 - a. Their awareness of the warnings or emergency,
 - b. Whether they are in an evacuation zone,
 - c. Review of their Disaster Preparedness Plan (formal for substitute care homes) or Emergency Management Plan, noting any changes as to where they will go if they must evacuate,
 - d. The need to advise Kids Central's Placement staff of their location when they evacuate and how to reach the Kids Central's staff during the emergency,
 - e. If adequate medication (a minimum of 3-days' supply) is on hand and if the client has other needs, and
 - f. Will the family/group home need assistance in obtaining needed medication and in moving to emergency shelter.
2. Clients for whom the foster family cannot ensure a safe shelter or other home will be moved to another Kids' Central home or facility that is not in the danger zone.
3. During an emergency, staff will maintain at least daily contact by telephone or in person with the caregiver/group home.
4. The child's Family Care Manager or other designated contact person will be notified immediately when the child has been moved to a different location due to an emergency.

DISASTER DRILL PROCEDURES

1. Staff will contact each caregiver and follow the procedures outlined above.
2. The **Sr. Director of Out of Home Care/Case Management Agencies** or their designees will compile the "Disaster Drill Summary Form" (See Attachment 4). Deficiencies will be noted and a plan of correction will be implemented.
3. The completed "Disaster Drill Summary Form" will be filed in a notebook labeled "Disaster Preparedness."

FORMS TO BE USED

1. Disaster Preparedness Plan for Foster Parents (optional for parent or relative caregivers under Protective Service Supervision)
2. Emergency Notification Staff Assignment
3. Disaster Preparedness Drill Summary

DISASTER PREPAREDNESS SUPPLIES

(Review and complete prior to May 1 each year.)

Supplies needed at each location where clients or staff might be housed:

Supplies are kept in storage closet in APR

200 Plastic Sheeting / Bags

2 First Aid Kits

2 Flashlights and batteries

4 Extra batteries

1 Blanket

1 Cot

12 Meals Ready to Eat (MRE)

2 Masking Tape

2 Duct Tape

Paper plates, paper napkins, plastic utensils

1 Container for water

Bottled water

Ice Chest

Disinfectant

Small garbage can with tight lid

IF A HURRICANE DOES STRIKE

There should be no evacuation unless the **CEO** authorizes it or, in his/her absence, the **CFO** gives authorization. If Kids Central does close, the IT Department will ensure there is a voice mail identifying the reason for the closure and emergency numbers where staff can be reached. If Kids Central does not close or reopens, the voice mail will be changed to reflect the status. The Community Based Care Director at each Service Center will ensure the service centers also have a similar recording. In the event that land telephones are disabled at the Command Center, corporate staff cell phones will be the next means of contact. These numbers will be provided to each provider agency and updated monthly. Additionally, Service Centers will be alternate command centers in the order noted previously. The main number at each of the Service Centers will be given to each provider along with this plan. The calling tree will be used to communicate all open/close orders up and down the chain.

POST- HURRICANE

The Command Center will notify staff via the Emergency Calling Tree of when the "All Clear" signal to resume work at the primary work site has been issued. If phones are not available, or if the situation warrants, the **Director of Community Affairs** will attempt to get the information out via electronic or local media.

The **Chief Executive Officer** of Kids Central will be notified as soon as possible, but no later than two (2) hours after the "All Clear" has been given, regarding the wellbeing of the children, staff, and facilities at Kids Central. If there is minimal damage, Kids Central and the Service

Centers will reopen at 8:00 a.m. the next business day following the “All Clear.” If the damage to the facilities or the area is more extensive, Kids Central will reopen as soon as it's feasible after the “All Clear” is given. Staff should call their direct supervisor if they are unsure about when or how to report for duty. **It is the responsibility of each staff member to repeatedly attempt to check in with his or her direct supervisor to determine when to report for work.** Staff members who do not have telephone service may physically check in at the Command Center or at any of the Service Centers as soon as it is safe to do so. Generally, we owe it to our clients to be up and running as soon as it is prudent and safe to do so.

FACILITIES

The Corporate Office and Service Centers must be assessed for damage by the Facility Assessors (see Attachment 7 for responsible personnel). The **CIO/General Services** will be responsible for assessing damage at the Corporate Office and reporting to the **CEO** of the results of his assessment. The Community Based Care Director in each Service Center will be responsible for this assessment and for notifying the Kids Central's **Chief of Operations** of the results of the assessment at the Service Centers. Employees returning for Corporate and Service Center damage assessment are to exercise the utmost caution and care, utilizing the following guidelines:

- Do not proceed through floods/downed power lines, or life-threatening situations.
- Do not proceed into the facility without first looking for downed lines that may be touching the building.
- Check for visible damage that may make the facility dangerous to enter. Do not confront looters.
- Cooperate with law or fire department/enforcement staff that may be operating in the area.
- Common sense and caution should prevail.

The following procedures should be used during damage assessment:

- Examine the building for any visible damage.
- List each item of damage, noting what will be needed to repair the damage.
- Prioritize damage into immediate need versus what can wait.
- Take pictures of damage at the facility, if a camera is available.
- To the extent that you are able with available resources, make any repairs you can of an immediate need (for instance, if an electric company truck is in the neighborhood, talk them into getting the electricity running; or, if a window is broken, cover it to stop further water damage).
- Notify the Command Center of your situation and needs as soon as communications can be established.
- After notifying the Command Center, Kids Central General Services Director will make contact as soon as communications exist with the Property Manager and provide a situation report.

PROTECTIVE SERVICE SUPERVISION

After the “All Clear” signal, family care management staff will contact their active caseload by telephone to assess each client’s situation to include an immediate initial assessment of the location and needs of the children and families and any need for assistance. Kids Central will be notified as to the well-being of the clients. If telephones are not working, a physical visit to the foster families that have not been reached will be done as soon as it is safe to travel the roads. This will be provided in roster form by e-mail or fax to the **Sr. Director of Out of Home Care**. Kids Central will then notify DCF. The roster will maintain information that can be shared with families who have become separated from their children so they can communicate. Clients will be encouraged to check in with their family care manager as soon as possible, to apprise him/her of their situation. Timelines for client visits will be determined by Kids Central in consultation with DCF. Kids Central will coordinate the follow up activities for the case management agencies.

EMERGENCY SHELTER, FOSTER CARE, OUT OF HOME NON-LICENSED PLACEMENT AND OTHER LICENSED FACILITIES

Foster Homes: After the “All Clear” signal, licensing staff will attempt to contact foster families. Foster families should also attempt to reach licensing staff to notify the agency of their status. If telephones are working, the initial contacts will be made by telephone. If telephones are not working, a physical visit to the foster families that have not been reached will be done as soon as it is safe to travel the roads. Timelines for client visits will be determined by Kids Central in consultation with DCF.

Group Homes: After the “All Clear” signal, contract management staff will attempt to contact their group homes. Group homes should also attempt to reach contract staff to notify the agency of their status. If telephones are working, the initial contacts will be made by telephone. If telephones are not working, a physical visit to the group homes that have not been reached will be done as soon as it is safe to travel the roads. Timelines for client visits will be determined by Kids Central in consultation with DCF.

Out of Home Non-Licensed Placement: After the “All Clear” signal, Case Managers will attempt to contact their non-licensed provider. The non-licensed provider should also attempt to contact their case manager to notify them of their status. If telephones are working, the initial contact will be made by telephone. If telephones are not working, a physical face-to-face contact will be done as soon as it is safe to do so. Timelines for client visits will be determined by Kids Central in consultation with DCF.

Biological parents of a child in care will be informed at the initial contact that every effort will be made to keep their child safe during a disaster. The parents will be informed that they may call the Kids Central Case Management Agency following a disaster to receive an update on their child. The family care manager will identify the service needs of children and families as a result of the disaster. Specialized services will be arranged and coordinated by the **Chief of Operations** and the Community Based Care Directors. A tracking system for protective services and licensed care will be maintained by Kids Central. The **Director of Out of Home**

Care will be responsible for the coordination of tracking and reporting to the Department of Children and Families.

TRANSPORTATION

Transportation assistance will be offered as available to assist with service needs and relocation when safety issues exist. Resources may include the case management agencies, county government, school boards, public transportation, non-profit agencies, and church-related volunteer groups.

IF A HURRICANE DOESN'T STRIKE

If a hurricane doesn't strike, Kids Central will reopen by 8:00 am the next working day following the "All Clear" signal. All staff should report to duty according to their regular schedule.

FLOOD

The most likely time for flooding in Florida is during or after a hurricane or tropical storm. In any case, the Kids Central's hurricane procedures will be implemented to ensure the safety of children, clients and staff.

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

- Continuously listen to the local television and radio stations and/or Emergency Management Systems (EMS) broadcasts for updates.
- Elevate file cabinets, electronic and/or electrical equipment (computers, appliances, television VCR, etc.), furniture and stored food. If possible, arrange to obtain sandbags to try and prevent water from entering the facility.

TORNADO

If there is any warning prior to a tornado strike:

- Staff will move to the first-floor Resource Center away from windows or hallway or a small, windowless interior room or hallway on the lowest level of a sturdy building until the "All clear" signal is given. Put as many walls as possible between you and the outside. If in a multi-story, building, interior stairwells are good choices if no windowless areas are available.
- Staff will assist others to locate to the safe room, as needed.
- If injuries occur, staff will follow emergency medical procedures by calling 911
- If driving during a tornado warning, seek shelter inside a well-constructed building. Get out of the tornado's path.

If a tornado strikes **without** warning, assessment and treatment of injury and/or damage become the priority. In this case, staff actions will follow the same procedures as outlined in the **Hurricane** section of this document.

OTHER EXTREME WEATHER CONDITIONS

In the event of other extreme weather conditions, such as a heat or cold wave, agency staff will ensure that clients with whom they work have the necessary supplies to safely survive the extreme condition. Staff will contact families, following the procedures contained in the **Hurricane** section of this plan.

DISASTERS IN OTHER STATES OR OTHER AREAS OF FLORIDA

Kids Central will be provided updates by the Department of Children and Families regarding services and assistance needed by other areas/states. Kids Central will begin addressing capacity and available resources in conjunction with the child welfare partners in Circuit 5. Kids Central will make every reasonable attempt to identify services available based upon needs identified by the Department of Children and Families.

FIRE

Fire Drills

- Fire Drills will be held according to licensing and/or accreditation requirements and will be random at different times of day and night.
- A map of evacuation routes will be posted in conspicuous places on each floor of each foster/adoptive/emergency shelter home and in each facility.
- Staff will ensure themselves and all volunteers, visitors and clients leave by the nearest exit and proceed to the designated meeting places. Staff will point out the posted floor plans and exits to all new employees, volunteers and clients.
- Supervisors will assign specific staff to ensure that all occupants have exited the building.
- Smoke alarms, fire extinguishers, fire safety, and lighting systems will be checked each time a fire drill is conducted.
- A record will be kept of each fire drill and review of equipment/systems.
- The individual conducting each fire drill will be responsible for completing the accompanying fire drill report.
- When a fire occurs, staff will immediately evacuate the building and call 911 to summon the fire department (if not automated).
- KCI Leadership will, check the Kids Central leased space to ensure that all occupants have exited.
- If the fire is small and can possibly be contained, staff will use the fire extinguishers that are within the residence/facility after they have called 911.
- Staff will use care when entering smoke-filled areas, as visibility is poor and smoke inhalation is a high risk.
- Staff will, if it is safe to do so, close all windows and interior doors in order to contain and block the spread of fire.

- DCF will be notified as soon as possible but not later than 24 hours of the occurrence of fire, explosion, and/or major damage to any Kids Central Inc. facility, particularly if the health and safety of DCF clients has been threatened.
- A Kids Central Inc. Incident Report will be completed and routed to the appropriate parties after any occurrence of fire or explosion.

CHEMICAL SPILLS/NUCLEAR INCIDENTS

In the event of an evacuation ordered due to a chemical spill or a nuclear power plant incident in the area, staff will follow the procedures outlined in the above hurricane plan.

HAZARDOUS MATERIALS

The safety of staff and clients in our care is a primary priority. It is the policy of Kids Central to maintain a safe environment and to follow operating practice that will ensure optimal safety in the workplace. As part of Kids Central's Quality and Safety Management, the Quality Management staff will review incident/accident reports and any potentially hazardous conditions that may exist, including hazardous material on-site. The objective is to monitor and reduce workplace hazards.

Staff members are required to cooperate in following Kids Central's safety rules and to report any hazards that might cause injury to themselves, co-workers, volunteers, visitors or clients. Direct and constructive participation of all staff is most important in ensuring a safe environment.

Supervisors are responsible for enforcing all safety and health practices and for ensuring that all job duties are performed, and materials are handled with regard for the safety of Kids Central's employees, clients, volunteers and visitors. The following rules are the minimum guidelines for working safely:

- Report any unsafe conditions, practices or materials that might cause an accident or injury. Reports can be made to any supervisor, or to the IT team which will relay to the facilities director.
- Use tools, equipment and potentially hazardous material only when authorized and trained to operate/use safely and properly. Use the proper tool, equipment or material for the job being performed. Wear appropriate protective equipment, such as goggles, gloves, etc., and ensure that this equipment is in good working condition.
- Always maintain good housekeeping in working areas. Store tools and material in the proper places and place waste material in dumpsters.
- Obey all Kids Central safety rules, instructions, and signs. Comply with all governmental safety regulations. If you are not familiar with the rules and regulations for a specific job or material, ask a supervisor for instruction.
- In the presence of hazardous conditions or materials, secure the area as quickly as possible. Ensure that co-workers, volunteers, visitors and clients leave the area. If appropriate, apply first aid for any injury and call 911 for medical assistance.

BOMB THREATS/TELEPHONE THREATS:

A bomb threat should **not** be ignored. The building should be evacuated and procedures should be followed as outlined in the **Fire** section of this plan.

In the event that a telephone threat is received, the employee should do the following: (Attachment 11)

- Keep calm, keep talking and don't hang up
- If possible, signal a co-worker to listen and place the call on speaker
- Signal a co-worker to immediately call 911
- 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, write down a description
- Note if it is a man's or woman's voice, notice pitch of voice, accent, and anything else you hear
- Note the time of the call and what telephone line it came in on
- After the call has ended, immediately notify any supervisor

SUSPICIOUS PACKAGE

The likelihood of receiving a life-threatening package is remote; unfortunately, however a small number of life threatening packages have been discovered over the years, and they can result in death, injury and/or destruction of property. In the event that an employee feels the package might be suspicious a call to the Director of General Services or Risk Manager should be made, a determination will then be made if the local law enforcements will be called. The following are unique characteristics that may assist in identifying letters or packages for suspicious substances:

- Any letters or packages arriving before or after a phone call from an unknown person asking if the item was received.
- Packages wrapped in string as modern packing materials have eliminated the need for twine or string.
- Handwritten notes, such as "Private," "Confidential," and "Prize Enclosed."
- Non-courier, hand delivered packages or "dropped off for a friend" packages or letters.
- Non-cancelled postage or no postage at all.

Building "Lock-Down" due to an EXTERNAL THREAT

Upon learning from law enforcement or other credible sources of a threat of potential violence or other serious danger in close proximity, an order to lockdown the building may be issued. Any member of executive leadership (CEO, CFO, COO, CIO) or the Human Resources Director can issue a lockdown order. Consultation or recommendation from law enforcement will normally be a primary factor in determining if a lockdown order should be issued.

- During a lockdown, all entrances will remain locked and employees and visitors will not be permitted to leave or enter the building except for urgent situations such as a medical emergency, fire, or evacuation ordered by law enforcement.
- The lockdown order and instructions will be communicated through all-staff email and over the telephone's intercom system. Employees should also contact by email and telephone anyone they have scheduled to meet with and alert them of the lockdown.
- Once issued, a lockdown will stay in effect until law enforcement or other credible sources can confirm the threat has been reduced to an acceptable level. Because lockdown conditions may extend past normal business hours, employees will be granted time to make contingent plans for important personal matters such as child pickup or child care.

The individuals authorized to issue a lockdown order also have the authority to issue the all clear returning the facility to normal security procedures. The all clear will be communicated through all-staff email and the telephone's intercom system.

WORKPLACE VIOLENCE

Violence 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, or over a disgruntled employee or angry client. The policy at Kids Central is one of zero tolerance toward violence. Because of this, all acts or threats of violence will be taken seriously. Kids Central defines a threat or act of violence as follows:

- Including, but not limited to, any act or gesture intended to harass or intimidate another person causing that person to fear for their safety.
- Any act or gesture likely to damage company property.
- Any act or gesture likely to leave another person injured or fearing injury.

All employees are responsible for helping to maintain a violence-free workplace. To that end, each employee is required to report the act or threat to his or her immediate supervisor. Reports may be made confidentially if the employee feels the need. Each internal act or threat of violence will be investigated, and appropriate action will be taken. Any such act or threat by an employee may lead to discipline, up to and including termination. Kids Central will take necessary precautions to protect employees from all internal/external threats.

Active Shooter Situation: If someone with a gun enters the facility, staff should quickly determine the most reasonable way to protect themselves and have customers and clients with them follow suit. If there is an accessible escape path, attempt to evacuate the premises. If evacuation is not possible, seek shelter in an enclosed room and barricade the door shut. Silence any source of noise such as a cell phone or radio. Only as a last resort and only if a life is in imminent danger, attempt to disrupt and or incapacitate the active shooter.

PRECAUTIONS

There are certain precautions that employees can use to help protect themselves from danger.

Protection in parking areas/outside buildings:

- Park within the designated parking areas, especially when working after dark.
- Do not leave purses, briefcases, or other valuables in sight, as thieves can easily smash a window and steal these items in seconds.
- Be aware of surroundings at all times.
- When leaving the building, especially in late evening, attempt to leave with another staff member.
- Don't dismiss suspicious behaviors of persons, take mental notes.

Visitors:

Visitors should check in with the receptionist and should be escorted while in the building and not allowed to wander freely.

ID Badges or Cards:

Employees should wear their Kids Central-issued identification card and present it when requested by the receptionist or other staff.

Recognizing Warning Signs:

There are always warning signs and signals that, when observed and understood, assist in preventing disruptions or physical violence in the workplace.

Stages/levels of violence:

Stage 1/Level 1 (Early potential for violence)

- Dehumanizing other people, name calling, racial insults or sexual harassment, other verbal abuse;
- Challenging authority, insubordination, refuses to cooperate with immediate supervisor;
- Regularly being argumentative, alienating client or co-workers, consistently argues with co-workers or management; and/or
- Spreading rumors or gossip

Stage 2/Level 2 (Escalated potential for violence)

- Ignoring or refusing to obey company policies and procedures;

- Stealing from the agency or co-workers, sabotaging equipment, client files or agency property;
- Making threats verbally, in writing, by e-mail or voicemail; and/or
- Blaming others for all problems, sees self as victimized by management.

Stage 3/Level 3 (Potential for violence is realized)

- Displaying or brandishing a weapon (knife, gun, etc.);
- Physical fights, punching, kicking, slapping; and/or
- Committing assault, arson, murder, suicide

Hostage Situation:

- A hostage situation involving clients and/or staff will be reported immediately to 911.
- Clients and Staff not involved in the situation will be removed to safety.
- Anyone creating hostage situations will be dismissed and if appropriate, will be prosecuted to the fullest extent provided by law.
- The **Chief Executive Officer** must be notified immediately of any hostage situation.

Coping with an Angry or Hostile Co-worker

- If possible, position yourself between the hostile person and the door.
- 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.
- 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:

- Stay calm, quietly signal for help.
- 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.

ANY OF THE ABOVE SITUATIONS SHOULD RESULT IN THE COMPLETION OF AN INCIDENT REPORT ACCORDING TO KCI POLICY:

Every employee of Kids Central is responsible for reporting the above described events to their Supervisor IMMEDIATELY. If the employee is not at their physical work location, the employee shall call their supervisor to report the incident. A discussion will occur which will clarify the event and frame the necessary response to ensure the safety of the child. The employee will follow through immediately on recommendations coming about as a result of that consultation.

Within 24 hours of the event the employee will complete the Incident Report and send the original to the Kids Centrals Human Resource Department.

NOTE: There must be no delay in filing the report because the supervisor is unavailable.

EMERGENCY MANAGEMENT PLAN STAFF TRAINING

1. Emergency management plan training will occur at least annually with all staff.
2. Emergency management plan training will be two-tiered:
 - a. Training for staff with no roles or responsibilities in the plan
 - b. Training for staff with direct roles and responsibilities in the plan
3. The training will provide an overall review of plan components and will include the expectations off all staff during an emergency

POST EMERGENCY REPORT

At the conclusion of an emergency, a Post-Emergency Report will be compiled by the Risk Manager and be provided to the Chief Executive Officer. The report will include the following:

1. Summary of emergency
2. Chronology of events
3. Successes of implementation of emergency management plan
4. Areas for improvement

Attachment 1- EMERGENCY MANAGEMENT CENTERS BY COUNTY

Updated 5/16/2016

Citrus	
Citrus County Sheriff's Office, Emergency Operations Center 3549 Saunders Way, Lecanto, Florida 34461 Phone: 352-746-6555; Fax: 352-249-2733	
Director: Capt. Joe Eckstein Email: jeckstein@sheriffcitrus.org	352-249-2706 Cell: 352-422-4352
Deputy EM Director: Chris Evan Email: bwesch@sheriffcitrus.org	352-249-2708
EM Planner: Bretlee Jordan Email: bjordan@sheriffcitrus.org	352-249-2707
Hernando	
Hernando County Sheriff's Office 18900 Cortez Blvd, Brooksville, FL 34601 Phone: 352-754-4083; Fax: 352-754-4090	
Director: Cecilia Patella Email: cpatella@hernandosheriff.org	352-754-4083
Special Needs: Cecilia Patella Email: cpatella@hernandosheriff.org	352-754-4083
Lake	
Lake County Board of County Commissioners Public Safety Dept. Emergency Management 425 West Alfred Street, Tavares, FL 32778 Phone: 352-343-9420; Fax: 352-343-9728	
Director: Thomas G. Carpenter, Emergency Management Division Manager 352-343-9420 Email: tcarpenter@lakecountyfl.gov	
Special Needs: Patricia Fillman Email: pfillman@lakecountyfl.gov	352-343-9420

Marion	
Marion County Sheriff's Office, Bureau of Emergency Management 692 NW 30th Avenue, PO Box 1987 Ocala, FL 34478 Phone: 352-369-8185; Fax: 352-369-8101	
Director: Lt. Chip Wildy Email: cwildy@marionso.com	352-369-8185
Special Needs: Pat Stefanski Email: pstefanski@marionso.com	352-369-8136
Sumter	
Sumter County Emergency Management 7375 Powell Road, Wildwood, FL 34785 Phone: 352-569-1660; Fax: 352-569-1610	
Director: David Casto david.casto@sumtercountyfl.gov	352-569-1660
Special Needs: David Casto david.casto@sumtercountyfl.gov	352-569-1660

Attachment 2 – Disaster Preparedness for Substitute Caregivers

The attached form is utilized at the point that a threatened disaster is likely. Each foster parent submits a disaster preparedness plan at the time of licensing and re-licensure. During the annual home visit the licensing specialist confirms that the disaster plan is current. Any revisions to the plan occurs during the annually visit and is placed in the licensing file.

DISASTER PREPAREDNESS PLAN FOR SUBSTITUTE CAREGIVERS

Date _____

Your Name(s) _____

Your Address _____

Home Phone _____

Spouse/Partner Work Phone _____

Spouse/Partner Cell Phone _____

Where would you go in the event of an emergency?

1) Would you go to a shelter? Yes ____ No ____

If yes, name _____

Address _____

Phone _____

2) Would you go to the home of a friend or relative? Yes ____ No ____

If yes, name _____

Address _____

Phone _____

3) Other location? Yes ____ No ____

If yes, name _____

Address _____

Phone _____

If you could not go to your first choice, either a shelter, a relative or a friend, what is your second choice back up plan? Please explain and provide a name, an address, and a phone number.

Attachment 3

The emergency notification of staff assignment is completed according to the licensing specialist assigned case load. Foster parents will complete Disaster Plans with their regularly assigned licensing specialist. In the event that a licensing specialist is unable to manage their case load, re-assignment to another licensing specialist will occur.

Attachment 4 - Disaster Drill Summary Form

Date: Start Finish

Time: Start Finish

Initiator: _____

Emergency Type: _____

Method of Warning: _____

Calling Tree Activation Results: _____

Calling Tree All Clear Results: _____

Provider Call Activation Results: _____

Provider Call All Clear Results: _____

Improvement Suggestions: _____

Attachment 5 - Radio/Television Stations

(Revised 3/2014)

CITRUS COUNTY			
Radio		TV	
95.3 – WXVC-FM	352-628-4444	WFLA-TV – Channel 8	813-228-8888
96.3 – WXOF-FM	352-628-4444	WTSP-TV – Channel 10	727-577-1010
102.3 – WTRS-FM	888-450-1023	WTVT-TV – Channel 13	813-876-1313
97.3 – WSKY-FM	352-377-0985	WTOG-TV – Channel 44 (4 – BH)	727-576-4444
720 – WRZN-AM	352-726-7221	WUFT-TV – Channel 5	352-392-5551
103.7 – WRUF-FM	352-392-0519	WCJB-TV – Channel 28	352-377-2020
HERNANDO COUNTY			
Radio		TV	
106.3 – WGUL-FM	727-849-2285	WFTS-TV – Channel 28 (11 – BH)	813-354-2828
680 – WRMD-AM (SP)	813-319-5757	WFLA-TV – Channel 8	813-228-8888
970 – WFLA-AM	813-832-1000	BayNews9 – Channel 9	727-329-2400
1450 – WWJB-AM	352-796-7469	WFTT-TV – Channel 50 (5 – BH) (SP)	813-872-6262
LAKE COUNTY			
Radio			
		WESH-TV 2 – Channel 2 (4 in South Lake)	407-645-2222
106.7 – WXXL-FM	407-916-7800	WKMG-TV 6 – Channel 6 (5 in South Lake)	407-521-1200
107.7 – WMGF-FM	407-916-7800	WVEN-TV 26 – Channel 18 (SP)	866-376-3652
790 – WLBE-AM	352-787-7900	WOFL-TV 35 – Channel 3	407-644-3535
MARION COUNTY			
Radio		TV	
92.9 – WMFQ-FM	352-732-9877	WESH-TV 2 – Channel 2	407-645-2222
102.3 – WTRS-FM	352-732-9877	WKMG-TV 6 – Channel 6	407-521-1323
900 – WMOP-AM	352-732-2010	WKCF-TV 26 – Channel 18 (BH)	407-645-2222
1270 – WRLZ-AM (SP)	407-345-0700	WOFL-TV 35 – Channel 3 (BH)	407-644-3535
SUMTER COUNTY			
Radio		TV	
		WESH-TV 2 – Channel 2	407-645-2222
102.3 – WTRS-FM	352-732-9877	WKMG-TV 6 – Channel 6	407-521-1323
106.7 – WXXL-FM	407-834-9995	WFTV-TV 9 – Channel 9	407-841-9000
640 – WVLG-AM	352-750-9854	WKCF-TV 26 – Channel 18 (SP)	407-645-2222
1140 – WRMQ-AM (SP)	407-830-0800	WOFL-TV 35 – Channel 5	407-644-3535

NOAA WEATHER RADIO: 162.400 MHz (all counties)

Note: SP designation indicates a Spanish radio station.

BH denotes a Brighthouse cable station

Attachment 6 – Calling Tree

This attachment has been removed from this document. It will be distributed via e-mail in the event of an emergency.

Attachment 7-Facility Assessors List

Location	Point of Contact
Kids Central, Inc. (352) 873-6332 901 Industrial Dr Suite 200 Wildwood, FL. 34785	John Cooper (C) (352) 233-3817 John Aitken (C) (727) 457-2715 Steven Lovely (C) (352) 430-5410
LifeStream (352) 748-9999 901 Industrial Dr Suite 100 Wildwood, FL 34785	Helena Richardson (C) 352-552-6463 Tiffany Jones (C) 352-584-3846
LifeStream (352) 742-1590 515 W. Main Street Leesburg, FL. 34749	Helena Richardson (C) 352-552-6463 Kelly Thompkins (C) 352-428-3039
Youth and Family Alternatives (352) 754-1111 7361 Forest Oak Blvd Springhill, FL	Courtney Murphy (C) 727-307-1589 Rick Manuel (C) 352-631-4701
Youth and Family Alternatives (352) 344-2933 2440 N. Essex Ave. Hernando, FL 34442	Courtney Murphy (C) 727-307-1589 Melissa Bowling (C) 352-586-6648
The Centers (352) 867-1536 3300S.W. 34 th Ave., Suite 103 Ocala, FL 34474	Robin Lanier (C) (352) 817-9685 Melinda Szczepanski (C) 352-425-3226 Jessica Webster (C) 352-857-1411

*Note: The Chief Executive Officer (John Cooper) may not be able to be the first to respond and do a post assessment evaluation due to his long commute from his personal residence. He will delegate this responsibility in the event he is unable to respond.

Attachment 8-Contact List for Infrastructure

Sumter Electric Cooperative, Inc. (Energy Call Centers)	(352) 726-3944 (Citrus) (352) 521-5788 (Hernando) (352) 357-5600 (Lake) (352) 429-2195 (Lake) (352) 237-4107 (Marion) (352) 489-4390 (Marion) (352) 793-3801 (Sumter)
Verteks	(352) 401-0909

Attachment 9 - HOMELAND SECURITY ADVISORY SYSTEM

Threat Conditions and Associated Protective Measures:

There is always a risk of a terrorist threat. Each threat condition assigns a level of alert appropriate to the increasing risk of terrorist attacks. Beneath each threat condition are some suggested protective measures that the government and the public can take, recognizing that the heads of federal departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:

Low Condition (Green). This condition is declared when there is a low risk of terrorist attacks.

Members of the public can:

- Develop a household disaster plan and assemble a disaster supply kit (see “Emergency Planning and Disaster Supplies” chapter).

Guarded Condition (Blue). This condition is declared when there is a general risk of terrorist attacks.

Members of the public, in addition to the actions taken for the previous threat condition, can:

- Update their disaster supply kit;
- Review their household disaster plan;
- Hold a household meeting to discuss what members would do and how they would communicate in the event of an incident;
- Develop a more detailed household communication plan;
- Apartment residents should discuss with building managers steps to be taken during an emergency; and
- People with special needs should discuss their emergency plans with friends, family or employers.

Elevated Condition (Yellow). An Elevated Condition is declared when there is a significant risk of terrorist attacks.

Members of the public, in addition to the actions taken for the previous threat condition, can:

- Be observant of any suspicious activity and report it to authorities;
- Contact neighbors to discuss their plans and needs;
- Check with school officials to determine their plans for an emergency and procedures to reunite children with parents and caregivers; and
- Update the household communication plan.

High Condition (Orange). A High Condition is declared when there is a high risk of terrorist attacks.

Members of the public, in addition to the actions taken for the previous threat conditions, can:

- Review preparedness measures (including evacuation and sheltering) for potential terrorist actions including chemical, biological, and radiological attacks;
- Avoid high profile or symbolic locations; and
- Exercise caution when traveling.

Severe Condition (Red). A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the protective measures for a Severe Condition are not intended to be sustained for substantial periods of time.

Members of the public, in addition to the actions taken for the previous threat conditions, can:

- Avoid public gathering places such as sports arenas, holiday gatherings, or other high-risk locations;
- Follow official instructions about restrictions to normal activities;
- Contact employer to determine status of work;
- Listen to the radio and TV for possible advisories or warnings; and
- Prepare to take protective actions such as sheltering-in-place or evacuation if instructed to do so by public officials.

Attachment 10 - Circuit 5 Shelter Locations

Emergency management officials remind you to have an evacuation plan in place before a crisis occurs. If you must evacuate, you're asked to look first at relocating with family, friends or a trusted organization located outside the disaster area. Moving into a public shelter should be your last option. Public schools open as shelters when citizens are issued a voluntary or mandatory evacuation notice. NOT ALL SHELTERS MAY OPEN. You should listen to the news or call the Emergency Management Section for your county for information.

Citrus County Shelter Locations: (352) 527-2106 or (352) 746-5470

Central Ridge Elementary 185 West Citrus Springs Blvd. Citrus Springs 34434	Inverness Primary School 206 South Line St. Inverness 34452	Citrus High School 600 West Highland Blvd. Inverness 34452
Lecanto High School 3810 West Educational Path Lecanto 34461	Lecanto Middle School 3800 West Educational Path Lecanto 34461	Lecanto Primary School 3790 West Educational Path Lecanto 34461 - Pets
Citrus Springs Elementary 3570 West Century Blvd. Citrus Springs 34433	Citrus Springs Middle School 150 West Citrus Springs Blvd. Citrus Springs 34434	Renaissance Center 3630 West Educational Path Lecanto 34461 - Special Needs
Pleasant Grove Elementary 630 Pleasant Grove Road Inverness 34452	Crest School 2600 South Panther Pride Drive Lecanto 34461	Forest Ridge Elementary 2927 North Forest Ridge Blvd. Hernando 34442
Floral City Elementary 8457 East Marvin Street Floral City 34436	Rock Crusher Elementary 814 South Rock Crusher Road Homosassa 34448	Hernando Elementary 2353 N. Croft Road Hernando 34442
Withlacoochee Technical Institute 1201 West Main Street Inverness 34450	Inverness Middle School 1000 Middle School Drive Inverness 34452	

Hernando County Shelter Locations: (352) 754-4083

Challenger K-8 School 13400 Elgin Blvd. Spring Hill 34609 Special Needs	Deltona Elementary 2055 Deltona Blvd. Spring Hill 34609	Nature Coast Technical H.S. 4057 California Street Brooksville 34604
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Fox Chapel Middle School 9412 Fox Chapel Lane Spring Hill 34606	Moton Elementary 7175 Emerson Road Brooksville 34601	Chocachatti Elementary 4135 California Street Brooksville 34604
Hernando High School 700 Bell Ave. Brooksville 34601	Springstead High School 3300 Mariner Blvd. Spring Hill 34609	West Hernando Middle School 14325 Ken Austin Parkway Brooksville 34613
Explorer K-8 School 10252 Northcliffe Blvd. Spring Hill 34608	Weeki Watchee High School 12150 Vespa Way Weeki Wachee 34614	D.S. Parrott Middle School 19220 Youth Drive Brooksville 34601 - Pets
Winding Waters K-8 12240 Vespar Way Weeki Wachee 34614	Central High School 14075 Ken Austin Parkway Brooksville 34613	

Lake County Shelter Locations: (352) 343-9420

Astatula Elementary 13925 Florida Ave. Astatula Pets	Leesburg Elementary 2229 South Street Leesburg-Special Needs, Pets	Lost Lake Elementary 1901 Johns Lake Road Clermont – Special Needs, Pets
Mascotte Elementary 460 Midway Ave. Mascotte Pets	Round Lake Elementary 31333 Round Lake Road Mount Dora Pets	Treadway Elementary 10619 Treadway School Road, Leesburg Pets
Umatilla Elementary 401 Lake Street Umatilla – Special Needs, Pets	Villages Elementary 695 Rolling Acres Road Lady Lake – Pets Special needs	Spring Creek Elementary 44440 Spring Creek Rd. Paisley Pets

Sumter County Shelter Locations (352) 569-3190

Webster Elementary School 349 S. Market Blvd. SR 471 Webster, FL 33597	Center Hill Recreation Center 74 S. Virginia Ave. Center Hill, FL 33514	South Sumter High School 706 N. Main St., SR 475 Bushnell, FL 33513, Pets
Wildwood Community Center 6500 Powell Rd., CR 139 Wildwood, FL 34785 Special needs		

Marion County Shelter Locations: (352) 732-8181

Bellview High School 10400 SE 36 Ave. Bellview, FL – Special Needs only	Bellview Middle School 10500 SE 36 Ave. Bellview, FL – Special Needs, general population	Dunnellon High School 10055 SW 180 th Ave Rd. Dunnellon, FL 34432 - general population
Forest High School 5000 SE Maricamp Rd Ocala, FL 34480 – general population	Ft. McCoy School 16160 NE Hwy 315 Ft McCoy, FL 32134 – general population	Hammett Bowen Elementary 4397 SW 95 th St Ocala, FL 34476 – general population
Horizon Academy at Marion Oaks 365 Marion Oaks Dr Ocala, FL 34473, general population	Lake Weir High School 10351 SE Maricamp Rd Ocala, FL 34472 – general population	Liberty Middle 4773 SW 95 th St Ocala, FL 34476 – general population
Madison Street Academy 401 NW Martin Luther King Ave Ocala, FL 34475 – general population	North Marion Middle School 2085 NW Hwy 329 Citra, FL 32113 – general population	Saddlewood Elementary 3700 SW 43 Ct Ocala, FL 34474 – general population
Vanguard High School 7 NW 28 St Ocala, FL 34475, general population & pets	West Port High 3733 SW 80 Ave Ocala, FL 34481 – Special Needs, general population	

The following link provides a plethora of information regarding what you should do if a disaster strikes your area. It has tools available to help persons with disabilities or special needs. It also has information on what shelters accept pets. The site has all the necessary registration forms and provides information on what you should and should not bring to the shelter. www.floridadisaster.org/shelters

Attachment 11: Bomb Threat Form

BE CALM AND COURTEOUS, LISTEN AND TRY TO OBTAIN THE FOLLOWING INFORMATION.

SIGNAL CO-WORKER THAT A THREAT IS IN PROGRESS AND TO NOTIFY 911.

Date/Time call received: _____ **Call Terminated:** _____

Your Name: _____ **Phone Number:** _____

Questions to ask:

1. When is the bomb going to explode? _____
2. Where is the bomb located? _____
3. What does it look like? _____
4. What kind of bomb is it (explosive, incendiary, etc)? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your name? _____
9. What is your address? _____
10. EXACT WORDING OF THREAT. _____
11. Sex of caller: _____
12. Age of Caller: _____
13. Length of call: _____
14. Caller's Voice:
___ Calm ___ Angry ___ Excited ___ Slow ___ Rapid ___ Deep ___ Distinct
___ Slurred ___ Stutter ___ Nasal ___ Lisp ___ Ragged ___ Cracking ___ Disguised
___ Accent ___ Familiar ___ Caucasian ___ Hispanic ___ Caucasian ___ Middle Eastern
___ Asia ___ Native American ___ African American
15. Background Noises
___ Street Noises ___ Voices ___ Children / Babies
___ PA System ___ Music ___ Animal Noises
___ Clear ___ Static ___ Booth
___ Long Distance ___ Airplane ___ Train
___ Bus ___ Office Machinery ___ Factory Machinery
___ Other _____
16. Threat Language: ___ Well Spoken (educated) ___ Incoherent ___ Irrational ___ Taped