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Eckerd Connects Eckerd Community Alternatives Hillsborough  
Disaster Preparedness/Emergency Management Plan 2019-2020  
Supplement to Eckerd Youth Alternatives, Inc. (Eckerd Connects)  
Disaster Preparedness and Crisis Response Policy (D2.03), Inclement Weather Policy (D2.06)

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**Purpose:**

The purpose of this document is to establish a framework through which Eckerd Connects Community Alternatives Hillsborough (ECA) prepares for, responds to, recovers from, and mitigates the impacts of a wide variety of disasters that could adversely affect the health, safety and/or general welfare of ECA employees, employees of partner agencies, and client children and families. It is also to provide for seamless management of these situations among Eckerd Connects, ECA, the Department of Children and Families (DCF), and subcontracted agencies. While this plan provides general procedures and guidance, it is essential that all staff exercise good judgment in order to provide for the safety and well-being of staff, children and families in care and others. This disaster plan addresses crisis situations that include weather disasters, fire, bomb threats, terrorist threat, extensive property damage, flu pandemics, intruder, weapons and hostage situations.

Specifically, this plan is designed to:

- a) Ensure that ECA and all contracted providers are prepared to respond to emergencies, recover, and mitigate their impacts.
- b) Ensure that ECA and all contracted providers are prepared to provide critical services in an environment that is threatened, diminished or incapacitated.
- c) Establish and enact time-phased implementation procedures to activate various components of the plan to provide sufficient operational capabilities related to the event or threat.
- d) Ensure the availability and continuation of services, both for pre-existing and newly identified needs.

The legal basis for development of this plan is governed by the following: Child and Family Services Improvement Act of 2006. (Public Law 109-88), DCF standard contract, Eckerd Policy: D2 D3 and Inclement Weather Policy (D2.06)

**Procedures:**

**1. Elements of the Emergency Management Plan:**

- Emergency Operations Center: The plan establishes an Emergency Response Team (ERT) that becomes activated during a pending disaster. The ERT consists of Eckerd Connects' Chief of Community Based Care and the following ECA Leadership: Executive Director, Associate Executive Director, Senior Director of External Relations, Senior Director of Finance, Senior Director of Growth and Transformation, Senior Director of Quality, Senior Director of Staff, Director of Out of Home Care, Director of Adoptions, Director of Diversion, Director of Contracts, Executive Assistant and other personnel as deemed necessary.
- To the extent possible, the normal chain of command and unit integrity will be maintained throughout all phases of the hurricane/disaster. The ECA Executive Director will be singularly responsible for ensuring operations and communications with the Department of Children and Families. The Executive Director's functions may be backed up by a designee.

- Communications: There are several backup systems for internal and external communications. Below are the various communication streams:
  - a) Cell Phones – All members of the ERT are to enter the names and cell phone numbers of other team members into their cell phone directory.
  - b) Conference Call – Conference calls with ERT members may also be utilized for communication purposes.
  - c) **Conference call number: Access Number: 1-855-244-8681**  
**Participant Pin Code: 72258030#**
  - d) Senior Management Phone List – This list contains the office, cell and home phone numbers of senior management and other members of the emergency team, as well as facility/program directors. This list will be updated as necessary and distributed to senior management/team members.
  - e) Phone Lists - All programs will maintain an updated phone list of home phone numbers and cell phone numbers of key staff for the purpose of communication regarding hours of operations, shift coverage, etc. This listing will be updated at least bi-annually.
  - f) Method of Communication – We will use landline phones and cell phones whenever possible. Cell phones should be kept charged and it is recommended that cell phone users have a back-up car charger. We also own 4 Satellite phones that will be used if standard communications are down. These phones are distributed to key ERT members. Email and the employee emergency information line will be used to update staff on the status of operations.
  - g) HR will produce phone lists of employees by department and will disseminate same prior to a storm.
  - h) Call-in phone number – **Employee Emergency Information Hotline: 1-800-231-0493**
  - i) Employees may call this line to find out which locations will be closed due to emergency and other pertinent information. Eckerd Communications, Martin Peters will record this information as directed by the ERT. Designees may be appointed.
  - j) Communication Protocol – Members of Senior Management and supervisory staff have been distributed a communication protocol card containing emergency contact information for ECA and CMO directors and media notification guidelines. This card will be updated periodically as needed and distributed to Senior Management by the Associate Executive Director.
  - k) Notification to TV/radio stations – EYA Communications, Martin Peters, will be responsible for contacting media for announcements. Designees may be appointed.

## 2. Orientation and Training:

The ECA Office Manager or Client Relations Specialist are responsible for **ensuring** that all new employees receive training related to disaster preparedness, the emotional impact the activation of the COOP will have on clients and staff, and the emergency management plan. Providers will be provided a copy of the emergency plan and will be required to ensure their staffs are trained appropriately.

In an effort to ensure that ECA has a viable plan, ECA will provide an opportunity for discussion of plan during various forums such as the All Management meeting (a minimum of quarterly), providers meeting, Program Directors meeting and Foster Parent Association meetings. In addition feedback will be consulted from external stakeholders to ensure that ECA is able to leverage our experience and expertise in emergency operations. The feedback and/or any recommendations for improvement will be used to update the plan as needed.

- A copy of the plan will be kept on the H: Drive accessible to all ECA and Case Management Organization (CMO) staff. In addition, all employees of ECA and its subcontractors will have a copy of the plan readily available as a

reference if needed.

- The Disaster Preparedness plan, its location and any updates will be discussed in All Management Meetings a minimum of twice per year.
- During Hurricane Season, ECA will hosts mock drills to ensure continued understanding of the requirements outlined in the planned.

### **3. Disaster Planning and Emergency Preparedness:**

Prior to any disaster or emergency, as part of case management activities, all case management staff will discuss with clients their plans should a disaster occur. Similarly, the contractors responsible for their foster homes and residential group homes will assure that they have detailed disaster preparedness/ emergency response policies, procedures, and plans in place to assure the safety of children and families in times of disaster. Copies of these plans will be maintained within the Eckerd Contracts file.

Crisis types include, but not limited to, riot and disturbance, threats, intruder, fire, weather, and disease.

Each location must make advanced preparations in the event a disaster or crisis should occur, including securing appropriate supplies. The following updated materials and supplies must be available in a convenient location:

- A copy of the program's crisis plan and checklists
- Staff roster with phone numbers and emergency contact numbers
- Current emergency telephone numbers for fire, emergency services, police, poison control, and when applicable, security services and other emergency assistance as needed
- Staff assignments during emergencies
- Phone lists must be updated monthly.
- Each location will have a plan in place for evacuating the facility should it become necessary.

Emergency Supplies: It is recommended that ECA providers and foster parents have enough supplies in stock to sustain for 72 hours particular during Hurricane season. In addition, ECA will have a limited amount of the following emergency supplies on stock at each location as a secondary option:

Non-perishable packaged or canned food	Supply of bottled water as a form of water supply	First aid kit and over the counter medicines	Empty containers and/or buckets as a form of waste management disposal	Battery powered weather radio
non-electric can opener	Blankets	Latex gloves, scissors, and tweezers	Anti-bacterial hand gel	Basic tool kit
Masking or duct tape	Batteries	Flashlight	Heavy duty large garbage bags	Roll of plastic to cover computers and equipment

Emergency supplies are required to be available at all site locations and it is the responsibility of the Executive Assistant or Office Manager to assure that each location has the necessary supplies and that they are located in a designated area.

### **4. Plan for Securing a Building:**

Eckerd Community Alternatives offices and their Case Management Offices are located in the following areas:

<b>Eckerd/ECA Support Center</b>  100 N. Starcrest Drive Clearwater, FL 33765 (727) 461-2990	<b>DCF Building</b>  9393 N. Florida Ave Suite 1100 and 300 Tampa, FL 33612 813-225-1105	<b>Family Place</b>  Family Place 9391 N. Florida Ave Tampa, FL 33612 813-225-1105	<b>West Care Center</b>  Lifestream 5463 W. Waters Ave Suite 850 Tampa, FL 33634
<b>Devereux Service Site</b>  2807 W. Busch Blvd. Tampa, FL 33618 813-471-0218	<b>Gulf Coast Service Site</b>  225 W. Busch Blvd Tampa, FL 33612 813-930-7114	<b>HCSO</b>  1501 N. Falkenburg Road Tampa, FL 33619 813-627-2000	<b>CHN Placement Services</b>  10909 Memorial Highway Tampa, FL 33615 813-855-4435

During a severe weather emergency, the buildings located at the above location along with all files and equipment will be secured and any orders relieving staff from further duty will be issued by the ECA ERT. Those orders will be issued in time to assure the safety of staff, and the ability of staff to attend to the safety needs of their own families.

If it becomes necessary to immediately evacuate any of the aforementioned buildings due to fire, bomb threat, chemical spill, or any other life threatening situation, staff will be required to leave the building by the closest exit and to assemble across the street from that exit until all staff can be accounted for.

- If it is necessary to secure any of the buildings due to warning of hurricane or flood, staff are to adhere to the following guidelines:
  - a. All client files will be placed in metal file cabinets and the cabinets will be wrapped with shrink wrap. Sufficient shrink wraps will be maintained within each file room to adequately cover all of the file cabinets within the file rooms and contain additional resources to secure file cabinets that are outside the file room.
  - b. Wherever possible, equipment will be moved to the most secure location in the building. This should include raising equipment from the floor, removing equipment from locations that are near outside windows, and moving files and other documents from the floor or lowest file drawers to a higher location.
  - c. The IT Department will send an email message with instructions regarding computer equipment to all users when a storm is imminent. All sites should have large garbage bags or other plastic covering available to cover computer equipment when directed to do so.
  - d. The IT department is responsible for computer backup plans in the event of an emergency.

If any of the facilities listed above should become so damaged that client files are irretrievably lost, those records are to be reconstructed using information within the Florida Safe and Families Network (FSFN). FSFN is the state of Florida system of record.

In the event the ECA locations above are deemed unsafe, ECA has entered into a Memorandum of Understanding (copy attached) with neighboring CBC's, which would allow ECA to carry out its mission.

The following Community Based Care (CBC) agencies signed the MOU:

- Sarasota Family YMCA
- Children's Network of Southwest Florida
- Heartland for Children
- ECA – Pinellas/Pasco

The following are areas that one CBC may be able to assist another. Costs incurred would be determined as allowable and necessary by the prudent person "under the circumstances prevailing at the time the decision was made to incur the costs."

- **Operations center:** It may be necessary to provide a sister CBC with a location where they can set up a temporary operations center with communications links to state systems such as FSFN.
- **Data entry assistance:** It may be necessary to provide a sister CBC with data entry services to enter critical data into state systems.
- **Case management assistance:** It may be necessary to provide a sister CBC with case management services (visitation) in the event that the requesting CBC's case management staff is unavailable due to the disaster.
- **Placement opportunities:** It may be necessary to provide a sister CBC with placement alternatives for displaced children and families.
- **IT support:** It may be necessary to provide Information Technology support to operate an operations center or otherwise assist the stricken CBC.
- **Supplies:** It may become necessary to offer supplies (diapers, formula etc.) to a sister CBC.
- **Employee Identification:** ECA/CMO employees will utilize their ID badges as a means of identification for all staff that report to work at an alternate site. As a secondary measure, each identified alternate site will have a roster of all ECA/CMO employees. If an employee is unable to locate their badge, they can use their drivers' license as an alternative means of identification. The employee will be allowed access to the site if their name is on the roster.
- **Generators:** Eckerd has several generators and 100 foot and 50 foot extension cords. Although the generators are located throughout the state of Florida, in the event generators are needed to support ECA they will be deployed accordingly. Generators should be tested once per month and the ERT team will determine at which locations generators will be placed in the event of an emergency.

## 5. Procedures for Specific Emergency Situations such as Hurricanes or Flu Pandemics:

Prior to a hurricane watch or warning, case managers should assess the vulnerability of clients and their residences. The case management staff will encourage evacuation planning 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."

There are two types of official warnings. A **hurricane watch** means a hurricane *may* strike within 24-48 hours. A **hurricane warning** means it is expected to strike within 24 hours or less.

When a hurricane watch affecting Circuit 13 is declared, the Emergency Response Team (ERT) will be activated to be the central point for information exchange. Each member of the ERT will have in their possession an Emergency Response folder.

The following tasks should be taken into account:

- Alert contracted agencies of hurricane watch.
- Confirm staff assignments for hurricane activities, oversee assignments and reassign as needed.
- Assure that contractors all have obtained client lists and foster home lists to monitor possible evacuation.
- Back up vital information (i.e. data files and documents) on file server.
- Cover filing cabinets with plastic sheeting.
- Unplug all electronic equipment and cover with plastic sheeting.

**Foster care homes:**

When a hurricane watch is posted, the foster care licensing staff will contact all foster care homes to assure awareness and advance preparation for the possible storm. Foster parents will be given the emergency on call placement contact number 813-210-4276 to report any changes or updates to their evacuation plan, or any potential safety concerns prior to the storm. They will also be reminded to assure that adequate supplies of any children's medications are taken with them and copies of critical documents. Licensing staff will also document the location and contact information indicating where evacuating families will be relocating.

In addition, licensing staff will identify any transportation needs for foster homes and will develop plan to address them. The foster care licensing staff will provide ECA by phone, email, or fax, a roster of all foster homes within their care and their individual emergency response plans. A list of foster homes will be included in these procedures and updated on a monthly basis, but shall be updated and printed within 24 hours of the storm. Licensing and/or Placement staff will identify any emergency placement slots in the event a caregiver is unable find temporary housing suitable for a child.

Following a disaster, as soon as safely possible, the foster care licensing staff will make visits to all of their identified homes to ensure the children are safe and that there are no structural damage to the home which would impact licensure status.

### **Residential/Group homes:**

When a hurricane watch is posted, the CHN Placement Services staff will contact all residential group homes with whom we have contracts, have rate agreements, or have children placed to assure awareness and advance preparation for the possible storm. Under their agreement, the residential/group home providers will need to provide transportation, assess the need for specialized equipment, accommodations, supplies and culturally competent services in the language clients could understand.

At the time of a hurricane warning, the preparedness plan will be reviewed for the children in their care, including confirmation of possible evacuation sites.

Each facility will be advised to contact the "On Call Placement" phone number at 727-608-7436 after the storm has passed and leave a message indicating the names of each child in the facilities care, and a status update indicating that each child is at the location and is unhurt, or the location of the child if an injury has occurred requiring treatment. A list of residential/group homes will be included in these procedures and updated on a monthly basis, but shall be updated and printed within 24 hours of the storm.

CHN Placement staff will print a census of children served in all paid, out of home placements by name and location from the SACWSIS system immediately before the storm, and will maintain a copy of this during the emergency. After the storm has passed, designated CHN Placement staff will be responsible for ensuring that there is an accounting of all children in care. Updates as left on the on call message line will be made as appropriate.

### **Contagious Disease Pandemic:**

In the event there are incidents of concern involving flu pandemics, ECA Out of Home Care Staff will work with various community providers to ensure children are cared for in the most appropriate manner. Services such as mass daycare, quarantine areas, etc. will be coordinated with providers. Currently, Family Resources has an Operating Procedure and Emergency Contingency Plan in place to deal with medical epidemics in which children need quarantine for their safety or the safety of others. They have also identified the ability to provide mass short term daycare as needed to be of assistance. Out of Home Care Staff will coordinate all needs directly with Family Resources, and well as continuously developing additional possible resources for similar needs as the potential volume develops.

In the event any employee of ECA, or a contracted case management provider, is suspected of experiencing flu like symptoms, the employee will be sent home from the worksite, and advised to seek medical care from their local physician or hospital. The employee's immediate supervisor will notify the program director, or ECA Director regarding a case of suspected (swine) flu symptoms, keeping in mind HIPPA guidelines. The employee will be permitted to work from home, maintaining contact by phone or email. The employee will not be allowed to return to work until a doctor's note is provided which indicates they are no longer potentially contagious.

### **Case Management Agencies:**

Case Management Agencies will follow the ECA Disaster Plan, and in the event of an evacuation, they will do the following:

The program director will ensure that all their staff is notified of the evacuation through the use of phone trees/staff

roster. Each team/unit has a copy of the phone tree which shows work, personal and emergency contact numbers to make sure contact is made with every employee. Program Director and Assistant Directors will maintain a master listing of all phone numbers at an offsite location to ensure access to the information in the event that the building is inaccessible.

#### **Case Management Agencies (continued):**

Each supervisor is responsible for maintaining a binder of copies of Emergency Evacuation Plans for all clients under their supervision in relative, non-relative, or in-home care. The Program Director will maintain a master binder of copies to include all clients under the supervision of their agency in a location outside the building to ensure accessibility. The original plan for each protective supervision client is also included in the official record.

Following a disaster, as soon as safely possible, the case management staff will make visits to all of their identified homes to ensure the children are safe and that there are no structural damage to the home. If the home is not structural sound, the case manager will work with their clients to ensure the best possible outcome is achieved for the child and/or family. Each disaster will have unique impacts on clients served. Each CMO will be responsible for conducting an immediate assessment of each client impacted by the disaster to ensure that all needs are met and modify services as may be warranted due to the individual circumstances facing each client.

#### **Interstate Compact on the Placement of Children (ICPC) Procedures:**

In order to streamline communications with the field, the ICPC Specialist will serve as the primary local point of contact. The Family Safety Program Office Director will direct all communications and correspondence by the Florida ICPC Office to and from the local points of contact. Because there are many possible emergency situations, it may be that a local ICPC Specialist is adversely affected by an emergency and not available to serve as our local point of contact. If this occurs, the Florida ICPC Office will identify proper methods of communicating with local staff, depending on the emergency, in consultation with executive management.

#### **Capacity to Respond:**

This plan is designed to address steps that will be taken to ensure that there is the capacity to respond to potential increases in investigations, service needs and overall caseload.

In the event of significant workload increases related to a natural disaster, ECA will work with the Florida Coalition to secure assistance from other lead agencies not impacted by the disaster. Eckerd is currently a member of the Florida Coalition and will work with FCC to deploy case management staff to help ensure children are seen as required and resources are provided as needed.

In addition, ECA will secure the assistance of partner agencies within the community to help with resource distribution to families affected by the disaster. ECA will continue to secure assistance from FCC and partner agencies until our lead agency staff and sub-contracted agencies can resume their responsibilities. ECA will increase our QM activities immediately following a natural disaster to ensure ongoing quality services are provided.

Furthermore, ECA recognizes that as a member of the FCC it may be called upon to assist other CBC's in the event that an area outside of Tampa Bay is significantly impacted. This could include children from other CBC's in the State of Florida, as well as children served via ICPC from other states. ECA will work closely with the agency requesting assistance to ensure that adequate resources are in place to care for the children. This may include providing placements in residential group care or foster homes, assisting families with securing TANF or other benefits, as well as providing OTI services for clients. ECA has the ability to utilize the entire Eckerd organization to include Support Center personnel as well as employees located in other states to fulfill this requirement.

Within any disaster, ECA's first order of priority is to ensure the safety and well-being of children & families served and its staff. As a result, ECA may elect to temporarily waive some or all of its policies and/or procedures as a means to perform mission essential functions. If this were to occur, then ECA would utilize the communication protocol outlined above to ensure that all parties were informed to include the judiciary and the Department of Children and Families.

**Emotional Impact:**

ECA recognizes that staff, as well as clients served can be emotionally impacted by living in an area affected by the damages of a storm. ECA will cognizant of the trauma incurred by all parties as it relates to the disaster. ECA will ensure that communication is sensitive to the trauma experienced while still showing kindness, compassion, and cultural sensitivity. ECA will post information regarding coping with stress, trauma and concerns people may have after experiencing this type of event. ECA will list the names, addresses and phone numbers of any organizations offering help with these matters. If possible, ECA will arrange for speakers to come and present information addressing these topics. ECA employees may also choose to take advantage of the services provided by our Employee Assist Plan (EAP).

**Emergency Response Folder:**

The Emergency Response folder, orange, will be available at each physical location and will be the responsibility of senior management to have in their possession when an emergency arises. The Emergency Response folder will contain:

- A checklist of disaster preparedness activities, status and persons responsible.
- A checklist of emergency supplies.
- A table of organization.
- A complete up-to-date employee call tree to include name, address, and phone numbers for each employee as well as other critical phone numbers.
- The most current listing of senior staff and the chain of command that will be followed.
- The street address, phone number and city and county of each ECA site location.
- The most recent confidential Eckerd and ECA staff directory including home and cell phone numbers for all staff members.
- The most recent telephone contact listings for all Case Management Agencies (CMO)
- A roster of home and cell phone information for senior managers, supervisors and staff.
- Current census of all children in out of home care (FSFN)
- An updated list of all foster homes with phone numbers.
- A list of local emergency telephone numbers.
- Conference call number
- A list of all out of home providers
- Resources
- Any other information that may prove useful in responding to a disaster situation.



### **Prior to the Beginning of the Hurricane Season**

Prior to the hurricane season ECA will review its procedures to ensure it is prepared for the upcoming hurricane season. The following procedures will be executed:

<b>Status</b>	<b>Action</b>	<b>Person Responsible</b>
	1. Request on an annual basis each case management agency to submit their emergency plan with a current phone list of personnel.	Director of Contracts
	2. Schedule a mock “emergency conference call” with ECA, DCF, and case management agencies’ administrative personnel to review emergency procedures.	Executive Director or Associate Executive Director
	3. Review evacuation plan with all child welfare families and relative care givers during monthly case management visits.	CMO Program Directors or Supervisors
	4. Review evacuation plans with all foster families during quarterly re-licensing home visits.	CPA Directors of Licensing or Lead Licensing Specialists
	5. Review the hurricane supply box to ensure that supplies are adequate. The box includes: flashlights, batteries, weather radio, garbage bags for covering computers, etc.	Executive Assistant or Office Manager
	6. Confirm alternate worksite in the event the building is damaged and unable to be used.	Eckerd Connects Facilities
	7. Develop procedure to ensure access to emergency cash/purchasing cards in event needed.	Eckerd Connects Finance
	8. Confirm with Eckerd Information Technology office that back-up systems are operational.	Eckerd Connects CIO

### **Prior to the Onset of a Named Hurricane**

Once a named storm has been identified, ECA will begin preparing the organization in the event the storm reaches Hillsborough County. The following procedures will be **executed**:

<b>Status</b>	<b>Action</b>	<b>Person Responsible</b>
	1. Track storm from various online weather stations. Disseminate current tracking to the executive management team. Track the storm daily when storm is three, four or five days from landfall and twice daily when storm is one- two days from landfall.	Executive Director or Eckerd Connects Director of Risk and Facilities

	2. Prepare a hurricane information notebook for each member of the management team. The information notebook includes: current staff list (with home address and phone numbers), current management listing of case management agencies department personnel, current census (FSFN) of all children in out of home care, current phone listing of all case management agencies personnel, phone and address listing of all residential care providers, local resources and the current conference call number.	Executive Assistant or Office Manager
	3. Disseminate information notebooks with all relevant phone numbers to the management team and the Circuit 13 Community Development Administrator and Contract Manager within two days of the storm reaching landfall.	Executive Assistant
	4. Establish a delegation of authority and order of succession in the event one or more personnel are unable to conduct their duties.	Executive Director
	5. Establish media contact for pending disaster.	External Relations
	6. Call an emergency conference call with ECA, DCF, and case management agencies' administrative personnel to review procedures.	Executive Director or Associate Director
	7. Pull current case listing from FSFN (with demographic information) for all children in care. Print hard copies of records and disseminate to case management personnel.	Executive Director or Associate Director
	8. Establish a set time for a conference call following the storm reaching landfall. The call to be scheduled 12-24 hours after the storm is scheduled to reach landfall. The phone number shall be the Monday morning data call phone number.	Executive Assistant
	9. Prior to leaving the office the day before the storm is scheduled to reach landfall, staff are required to unplug equipment (phone, computer and printer) and cover equipment with plastic bags. Staff is required to ensure the desks and offices next to them have completed this procedure and complete this task in the event the staff member is not at the office.	All Staff
	10. Charge ECA's cellular phones.	All Staff

#### **After the Onset of a Named Hurricane**

Once the storm has left the following procedures are followed:

<b>Status</b>	<b>Action</b>	<b>Person Responsible</b>
	1. Call each ECA Director to advise them to initiate the call down tree process to ensure all employees and their families are safe.	Executive Director or Associate Executive Director
	2. Conduct a safety inspection of the building	Eckerd Connects Director of Risk and Facilities

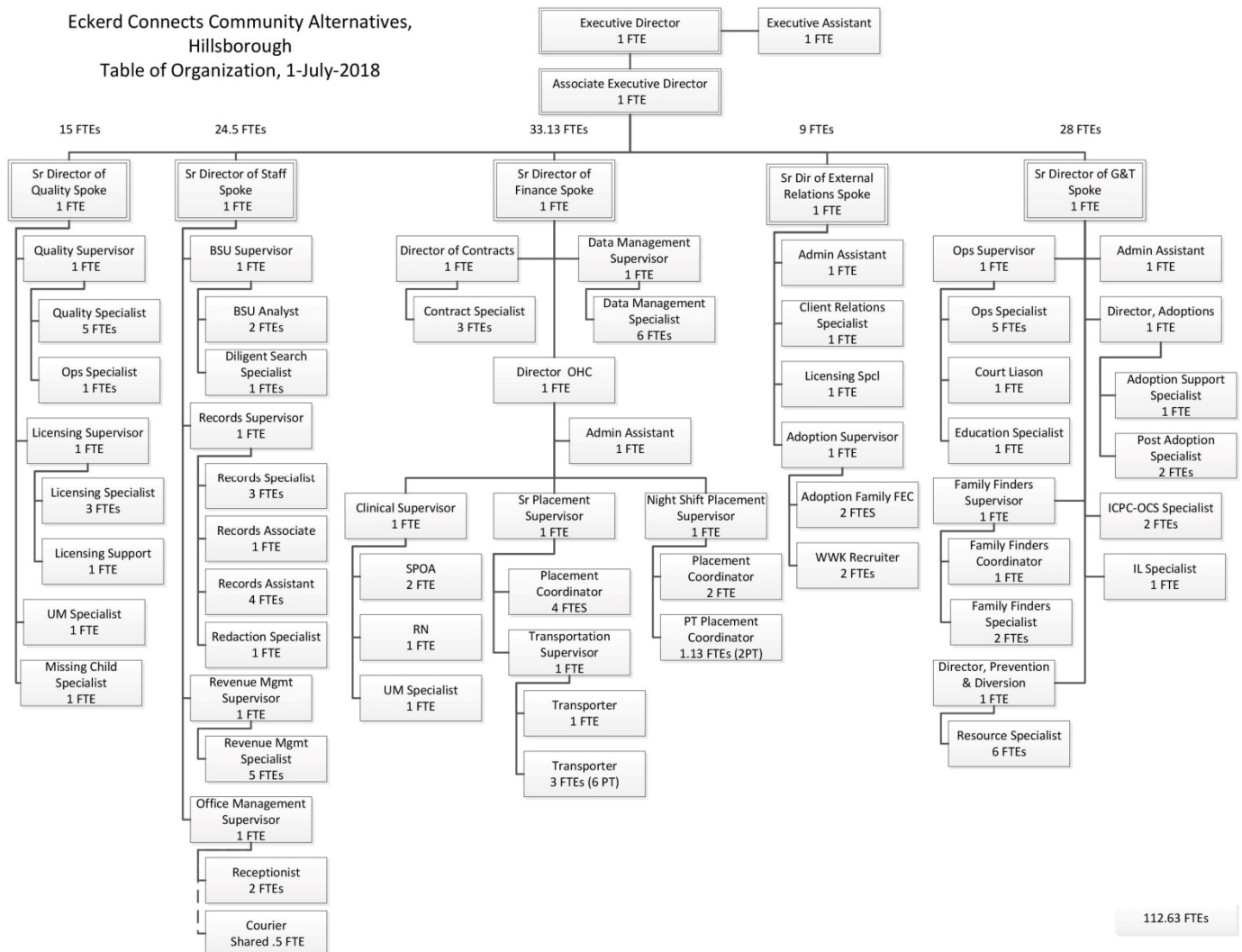
	3. Facilitate conference call (time pre-determined) with case management agencies, department personnel, and ECA management staff. Priority on the call is to establish if all staff and their families are safe. Verify the condition of all facilities and establish a time for a follow-up call (if needed). Roll out safety checks for all children (if needed).	Executive Director or Associate Director
	4. Implement the hurricane data base and input safety checks as submitted by case management organizations.	Sr. Director of Growth and Transformation
	5. Coordinate safety checks to each foster home and conduct safety checks for each child residing in the home. Identify needs of foster parents.	Sr. Director of Quality or designee
	6. Call each residential facility and verify the safety of the children and the condition of the facility.	Director of Out of Home Care or Designee

#### **Staff needs:**

ECA will work with each team member to identify their accessibility and reassign them if necessary. ECA will employ a calling tree system. Each Director/Supervisor will check on the status of staff members with regard to their personal situations as affected by a storm. Managers should forward this information to the Executive Director.

- If there is no power, or schools are being used for shelters, it is understood that there may be no school/daycare, which will cause child care issues for some staff.
- It is the expectation that management be as accommodating as possible, utilizing rotation schedule for staff to check on their homes, meet with insurance adjusters, etc. ECA will invoke an alternative plan for shift coverage, if some employees will not be able to return to work immediately.
- Staff and ECA leadership will assess the ability of employees to safely navigate public roadways before and after the disaster. If staff is able to safely transport themselves to a designated work location, then they will do so. In the event that it is deemed unsafe to travel to either an assigned or temporary workspace, alternative means such as telecommuting with air cards or other appropriate means will be used to ensure that staff is able to perform critical job duties.

Eckerd Connects Community Alternatives,  
Hillsborough  
Table of Organization, 1-July-2018



112.63 FTEs

### Eckerd Community Alternatives Management Staff

<b>Eckerd Community Alternatives - Hillsborough</b> 9393 N. Florida Ave Suite 1100 and 300, Tampa, FL 33612 Office: 813-225-1105 Fax: 813-226-0661		
Chris Card	Chief of Community Based Care	813-843-1827
Rebecca Kapusta	Executive Director	727-470-7651
Genet Stewart	Associate Executive Director	813-347-8077
Eliza McCall Horne	Associate Executive Director	813-417-2510
Theresa Colado	Executive Assistant	813-347-6039
Kimberly Williams	Senior Director of Growth and Transformation	727-401-0688
Stephena Pierre	Senior Director of Staff	727-401-0692
Lesa Sims	Senior Director of External Relations	813-344-7533
Kathy Bartlett	Senior Director of Quality	727-401-7587
Kim Bailey	Senior Director of Finance	727-608-7193
Heather Cazzola	Director of Diversion	813-210-4068
Ligia Cushman	Director of Adoptions	813-373-2646
Sigrid Cotto	Director of Out of Home Care	813-459-1509
Kymberlye Smith	Out of Home Care Supervisor	813-417-3139
Jason Thomas	Director of Contracts	727-401-0587
Laura Reynolds	Background Screening Supervisor	813-373-1309
Laura Caniglia	Data Management Supervisor	727-253-9525
Maria Rodriguez	Records Supervisor	813-459-6893

### Case Management and Placement Agencies Contact Information

<b>Lifestream Behavior Health Centers</b> 5463 W. Waters Ave Suite 850 Tampa, FL 33610 Office: 813-471-0006 Fax: 813-471-0007		
Vacant	Program Director	813-326-0395
Jermaine Turner	Assistant Program Director	727-271-9148
Joshua Stamps	Assistant Program Director	727-276-9432
Thesila Vanderpool	Assistant Program Director	813-753-6025
Marcus Zomphier	Assistant Program Director	813-326-2331

<b>Gulf Coast Jewish Family and Children Services</b> 205 West Busch Blvd., Tampa, FL 33617 Office: 813-471-0218 Fax: 813-471-0219		
Paola Barillas	Program Director	813-210-4234
Engel Demont	Program Director	813-542-9535
Catrina Cirello	Assistant Program Director	813-210-8049
Ann Cauthen	Assistant Program Director	813-210-6812
Jamie Sidorski	Assistant Program Director	813-210-4173
Paul Penhale	Assistant Program Director	813-210-1709

<b>Devereux</b> 2807 W. Busch Blvd., Tampa, FL 33618 Office: 813-471-0218 Fax: 813-471-0219		
Hillary Shaughnessy	Regional Director	813-460-4451
Heather Woodall	Program Director	813-743-5704
Francisco Garcia	Operations Manager	813-422-4213
Aneka King	Operations Manager	813-743-5705
Deandrea Thomas	Operations Manager	813-417-4808

<b>Children's Home Network Placement Services</b> 10909 Memorial Highway, Tampa, FL 33615 Office: 813-855-4435 Fax: 813-864-1325		
Chalice Lusk	Sr. Director of Placement and Licensing	813-847-8565
Felicia Patterson	Placement Manager	813-860-9151
Adam McLaughlin	Sr. Placement Supervisor	813-731-3503
Nicholas Brenneman	Night Placement Supervisor	813-347-2272

#### **Department of Children and Families Contact Information**

Emergency Coordinator Jim Rood Office (813) 337-5828 Cell (813) 267-2197	Regional Managing Director Frank Prado Office (813) 337-5711 Cell (813) 997-1451	Regional Community Director Kyle Teague Office (813) 337-5806 Cell (813) 857-2072	Deborah Wilson Contract Manager Office (813) 337-5790 Cell (813) 557-2236
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**A listing of the following items will be updated and/or printed prior to event:**

- **FSFN**
- **Listing of Foster Homes**
- **Listing of Residential Group Homes**
- **ECA/Case Management Staff**

Radio			
FM		AM	
88.5	<a href="#">WMNF</a> - Multiple Formats	570	<a href="#">WTBN</a> - Christian T
88.9	<a href="#">WYFE</a> - Christian	620	<a href="#">WDAE</a> - Sports Talk
89.1	<a href="#">WSMR</a> - Christian	680	<a href="#">WRMD</a> - Spanish Tropical
89.7	<a href="#">WUSF</a> - Classical / NP	760	<a href="#">WLCC</a> - Spanish
90.5	<a href="#">WBVM</a> - Catholic / Classical	820	<a href="#">WMGG</a> - Spanish
90.9	<a href="#">WAQV</a> - Christian	860	<a href="#">WGUL</a> - Talk Radio
91.1	<a href="#">WKES</a> - Christian	910	<a href="#">WTBN</a> - Christian T
91.3	<a href="#">WSEB</a> - Christian	970	<a href="#">WFLA</a> - News / Tal Radio
91.5	<a href="#">WJIS</a> - Christian	1010	<a href="#">WBZZ</a> - Sports / Tal Radio
91.7	<a href="#">WFTI</a> - Religious	1040	<a href="#">WWBA</a> - News / Tal Radio
91.9	<a href="#">WXJC</a> - Religious	1110	<a href="#">WTIS</a> - Religious
92.1	<a href="#">WLTQ</a> - Adult Contemporary	1130	<a href="#">WWBF</a> - Oldies
92.5	<a href="#">WYUU</a> - Country	1150	<a href="#">WTMP</a> - Adult Contemporary
93.3	<a href="#">WFLZ</a> - Dance / Top 4	1220	<a href="#">WQSA</a> - Weather (NOAA)
		1230	<a href="#">WONN</a> - Adult / Devil Rays
		1250	<a href="#">WHNZ</a> - Health & Finance Talk
		1280	<a href="#">WIPC</a> - Spanish