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PURPOSE
This Emergency Preparedness Plan describes the framework through which Youth and Family Alternatives, Inc. (YFA) will prepare for, respond to and recover from an emergency or disaster situation that may pose a risk to YFA consumers, visitors, volunteers, employees and/or YFA facilities and resources. The primary goal in an emergency or disaster is to ensure the safety of our consumers, visitors, volunteers and employees and secure our facilities and resources.

It is important to note that this document creates the framework response but does not substitute for the common sense and good judgment that is needed during an emergency or disaster situation. Strong leadership is essential to the successful handling of any emergency or disaster.

Emergency and disaster events will be coordinated as appropriate with local, state and federal governmental authorities and local emergency responders. When possible, events will also be coordinated with families and caregivers to ensure the families are adequately prepared to respond to a disaster.

This Emergency/Disaster Plan includes procedures for:

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GENERAL ROLES AND RESPONSIBILITIES

President/CEO: Maintains overall authority for emergency preparedness and emergency response.

Risk Manager/Chief Financial Officer: Responsible for the inventory of all valuables and agency resources including assets and documents. In the absence of the CEO, the Risk Manager serves as the primary designee and assumes responsibility for implementing the Hurricane Plan. The Risk Manager is the primary contact and agency coordinator for disaster-related external investigations.

Senior Vice President of Administration: Responsible for ensuring that a disaster plan is prepared and followed and serves as the primary designee in the absence of the CEO and Risk Manager.

Senior Leadership: Senior Leadership includes the President/CEO, the Executive and Senior Vice Presidents, and the Risk Manager/Chief Financial Officer. In the absence of the CEO, other Senior Leadership members are to act as the designee of the CEO for the purposes of disaster planning, decision making and any press release information.

Administrative Facility Coordinator: The Administrative Facility Coordinator (AFC) reports to the President/CEO and coordinates utility services activities and office building inspections following emergencies as required and supervises the YFA Maintenance Mechanic. The AFC is responsible for YFA owned offices and residential shelter sites only. Facilities not owned by YFA such as Community Based Care (CBC) offices are maintained by the CBC Lead Agency or the appropriate building/facility management or landlord.

Senior Vice President of Operations: Reports to the President/CEO, and has responsibility for Child Welfare services in Hillsborough, Sarasota, Manatee, Pasco, Osceola, Hernando, Citrus, Sumter, Lake and Marion counties. This position is responsible for ensuring that staff members receive training in Safety and Emergency Preparedness. In the absence of the CEO and other members of Senior Leadership, this position acts as the designee for the purposes of emergency planning and decision making related to Hillsborough, Sarasota, Manatee, Pasco, Osceola, Hernando, Citrus, Sumter, Lake and Marion counties and Desoto county child welfare services.

Vice President of Prevention Services: Reports to the Sr. Vice President, and has responsibility for CINS/FINS non-residential and residential services in Pasco, Hernando, Citrus, Sumter, Polk, Highlands and Hardee counties. This position is responsible for ensuring that Directors, Program Managers and staff members receive training in Safety and Disaster Preparedness. In the absence of the CEO and other Senior Leadership staff, the Vice President is to act as the designee for the purposes of disaster planning and decision making related to the above-listed services.

Program Directors, Program Managers and Residential Supervisors (Key Disaster Contacts/Designees): Program Directors, Program Managers and Residential Supervisors are in leadership roles for the staff members whom they directly supervise. They receive training in Safety
and Emergency Preparedness as part of Management Training, and are responsible for ensuring that their staff members receive program orientation and training. New staff members receive emergency preparedness information as part of their initial orientation. Program Directors and Program Managers are responsible for orientating new employees to local safety procedures. Program Directors, Program Managers and Residential Supervisors also act as the Key Disaster Contacts or Designees for the areas they supervise. See Emergency Contact List information below.

**Safety Coordinators:** Each YFA program site has a designated Safety Coordinator who is responsible for conducting regularly scheduled safety meetings on a variety of topics including, but not limited to, workplace safety issues, emergency preparedness planning, facility and program emergencies, defensive driving, first aid, CPR, and universal health care precautions. Additional responsibilities of the designated Safety Coordinator include conducting evacuation drills, conducting safety inspections, maintaining safety information reports and ensuring effective safety-related communication. Safety Coordinators **MAY** also act as the **BACKUP Key Disaster Contacts** for the areas they cover. See Emergency Contact List information below.

**Highest-Ranking Staff Rule:** In an unexpected emergency event, the highest-ranking staff member available shall take responsibility for directing other staff members to appropriately address the incident. This includes, but is not limited to, instructing staff to contact the authorities, instructing staff to evacuate a building, etc.

**Chain of Command:** This refers to communication directed “up the chain of command.” A staff member’s supervisor is the first in their chain of command, that supervisor’s supervisor is their next contact for chain of command, and so on. In an emergency event, the highest members of the chain of command are the Risk Manager and the President/CEO. The President/CEO contacts the Board of Directors as appropriate. The basic chain of command structure is outlined in agency Organizational Chart.


**PRIORITIES**

When an emergency or disaster event occurs, the following priorities will be at the forefront of the YFA response:

1. Ensure the safety and well-being of children and families in our care;
2. Ensure the safety and well-being of staff and their families;
3. Safeguard agency records, equipment and buildings;
4. Cooperate with other agencies, as feasible, to provide assistance to the community at large.

**COMMUNICATION**

Effective communication is vital during any emergency or disaster. The following will help facilitate effective communication during an emergency or disaster:

**Media/Press Releases**

All contacts with the media (newspaper, television, etc.) are handled in accordance with agency
policies and procedures. All media contact is coordinated through the President/CEO or his designee; therefore, all media inquiries are to be referred to the President/CEO. As appropriate, the President/CEO or designee will coordinate program-related media statements with appropriate funding agency management.

**Individual or Site-Specific Events**
Staff shall contact their direct supervisor or appropriate Manager, Director, Assistant Director, or Vice President as necessary, and in accordance with Incident Reporting policies and procedures. If the direct supervisor, Manager, Director, Assistant Director or Vice President is unavailable, the Risk Manager must be notified. If the Risk Manager is unavailable, another member of Senior Leadership shall be notified. The nature and severity of the incident shall dictate the timeframe in which a supervisor, etc. must be notified. All severe/major incidents shall be reported immediately or as soon as safely possible.

**Office Telephone Messages**
The Risk Manager may determine that office telephone messages should be updated (or telephones forwarded to the Administrative Offices number) to provide information about office closure(s), new locations/phone numbers, etc. Office Telephone Messages will be updated by or under the supervision of the Risk Manager. In no instance should staff provide an emergency or disaster message or forward a main YFA office telephone or designated extension without Risk Management or Senior Leadership direction. Individual staff telephone messages may be updated to include disaster/closure/other related information only as appropriate. This should be done in consultation with the direct supervisor.

**Website Information**
The Risk Manager may determine that a Website (www.yfainc.org) message should be posted and/or updated to provide information about office closure(s), new locations/phone numbers, etc. Website Emergency or Disaster Information will be updated by or under the supervision of the Risk Manager. In no instance should staff upload or post an emergency or disaster message without Risk Management or Senior Leadership direction.

**Contact with 2-1-1 or other Disaster Coordinating Entities:**
A member of Senior Leadership (in coordination with the CEO/Risk Manager) may determine that “2-1-1” or other local Disaster Coordinating Entities must be notified or updated to provide information regarding office closure(s), new locations/phone numbers, etc. The Senior Leadership Member is responsible for the areas under their supervision and must remain up-to-date on appropriate disaster coordinating entities.

**Cellular/Wireless Phones**
All staff listed below have cellular/wireless phones.
- President/CEO
- Risk Manager/CFO
- Executive Vice President
- Senior Vice Presidents
- Vice Presidents/Directors/Managers/Supervisors
Emergency Contact Lists/Key Disaster Contacts See Appendix B

GENERAL INFORMATION AND COORDINATION

Emergency Preparedness Binders
- Red Emergency Preparedness Binders are maintained at each office and shelter location. Each site/program will maintain at least 1 additional binder for use by on-call staff, program management, etc.
- Each binder shall be kept at a designated location to ensure availability in an emergency. This location shall be noted on the Evacuation/Safety Maps maintained for each site.
- All staff must be aware of the binder location.
- Each binder shall include all contractually-required information, documentation, checklists, etc.
- Emergency Preparedness Binders include, but are not limited to, the following information:
  - Current YFA Emergency Preparedness Plan
  - Related Policies and Procedures
  - Program Chain of Command contact information
  - Crisis Response Checklists
  - Incident Report Forms
  - Local Phone Numbers for Police, Fire, Security, disaster-coordinating agencies, etc.
  - Site/Floor Plans including Egress Routes and Tornado Safety Locations
  - Current Staff Rosters (emergency contact information is maintained separately)
  - Shelter Programs must also maintain a current client listing, to include emergency contact and insurance information, medical conditions and medication, and a photograph of each youth.

Shelter Facilities
- Use the Highest Ranking Staff Rule for coordinating INTERNAL responses in an emergency event.
- Always follow agency Chain of Command for notification of events.
- All incidents shall be documented and reported internally, within the appropriate timeframes.
- All DCF/DJJ “Reportable Incidents” shall be reported correctly, within the appropriate timeframes.
- Logbook documentation of all incidents is required.
- Emergency food and water supplies shall be accessed as appropriate.

CBC and Co-Located Office Sites
- Responses should be coordinated with the appropriate CBC Lead Agency or other facility manager or CBC management staff as per building disaster plan or Lead Agency disaster plans (as applicable).
- Communication with YFA and Lead Agency management staff is required in emergency events.
- All such events shall be documented and reported correctly (to Lead Agency management, the YFA Risk Manager and YFA Senior Leadership), within the appropriate timeframes.
YFA Office Locations
- Use the Highest Ranking Staff Rule for coordinating responses in an emergency event.
- Always follow agency Chain of Command for notification of events.
- All incidents shall be documented and reported internally and/or externally, within the appropriate timeframes.

General Information
- Cancel activities and events as necessary and appropriate to the situation.
- Utilize appropriate Emergency Contact Lists to communicate information to off-duty staff members as necessary.
- Evacuation and/or Parent Notification Procedures shall be implemented and followed, as appropriate.
- All incidents shall be reported and documented in compliance with agency policy.
- Medical Emergencies shall be handled as appropriate and in accordance with the Emergency Preparedness Plan procedures for such events.
- Shelter client parents or guardians shall be notified of events in accordance with agency policies.
- Senior Leadership staff will notify appropriate funding agencies of events in accordance with contractual requirements.
- The President/CEO shall notify Board Members as appropriate.
- Shelter management in coordination with the Risk Manager shall determine if youth should be relocated to another YFA shelter or if an emergency evacuation shelter is more appropriate.
- Program management and staff shall communicate to the extent possible with service recipients to help ensure their safety both pre and post emergency/disaster event.
- Program management and the Risk Manager shall coordinate with appropriate local, state, and federal governmental authorities and local emergency responders.

Records Protection
In the event of an evacuation or another event wherein client paper files may be compromised, and when possible, staff shall ensure client paper records are appropriately stored, secured and adequately protected with plastic sheeting. The local Manager/Director or other Highest-Ranking Staff member shall ensure the above is completed.

For electronic case files, staff will ensure all documentation is saved onto the local area server. Programs co-located offsite with their respective lead agency, will follow the lead agency protocol to ensure electronic files are backed up.

In the event the Plathe Road Corporate Office closes due to emergency or disaster, the Information Technology Department will print out at least 3 (three) copies of critical IT information including passwords,
Emergency Preparedness Plan Review and Updates

Annual Plan Review
- No later than April 1 of each calendar year, Senior Leadership shall meet to discuss the current Emergency Preparedness Plan.
- The plan shall be reviewed to ensure thoroughness and continued appropriateness prior to the next annual “Hurricane Season,” June 1 through November 30.
- Any prior emergency and/or disaster event shall be reviewed prior to the next “Hurricane Season.” This review shall be conducted in a Senior Leadership/Management meeting and will be documented in meeting minutes.
- No later than July 1 of each calendar year, Senior Leadership will incorporate appropriate changes to the plan and approve the updated plan (if updates are made.)
- Updates to the plan will be made as needed.
- The President/CEO or Risk Manager may make decisions that deviate from the written plan after the plan has been approved if those decisions(s) provide for greater safety to clients, families and staff and enhance the security of agency facilities and resources.

Implementation and Training
1. The Executive Vice President will forward an electronic version of the Emergency Preparedness Plan to all Senior Leaders.
2. Senior Leaders will send out the Plan (in a manner of their choice) to their Directors and/or Vice Presidents.
3. Each Director/Vice President shall ensure all staff receive and review a copy of the Plan.
4. Each staff member shall sign a form indicating they have reviewed the Plan and understand its contents. Staff shall not sign this document until they fully understand the Plan and the procedures within.
5. The signed form shall be returned to the Supervisor/Director/Vice President and submitted to Human Resources staff for inclusion in the staff personnel record.
6. All staff shall receive Emergency Preparedness training annually.
Emergency Preparedness Plan Response Evaluation

- All emergency and disaster responses shall be evaluated at an appropriate time either during and/or after the event has occurred.
- Senior Leadership or an appropriate designated team headed by the Risk Manager shall meet either during and/or after an event to evaluate the response and to determine if the response is/was effective.
- All such meetings shall be documented and maintained by the Risk Manager.
- Emergency or disaster reviews conducted after an event will follow the YFA Incident review protocol as they are categorized as “Critical Incidents”. Such reviews will be evaluated with appropriate staff members, and may include representatives from funding agencies, contractors, clients, or other community stakeholders.
- The Emergency Preparedness Plan and/or Agency policy and procedures may be modified based on the results of the review.
Localized Events

Localized Events are typically site-specific or individual-specific events that affect a single office or program site. These events include, but are not limited to:

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<td>Fires</td>
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<td>Youth Disturbances/Riot</td>
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<td>Bomb Threats/Suspicious Device/Object</td>
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<td>Chemical Spills/Hazardous Material Accident</td>
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<td>Aggressive/Agitated Individual Disturbances</td>
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<td>Other Localized Events</td>
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<td>Hostage Situations</td>
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Medical Emergencies

1. Assess the situation: Determine extent and severity of situation.
2. Notify other staff of the situation and request they initiate the appropriate code (Blue).
3. Call 911 in the event of a staff, client or visitor medical emergency.
4. Follow instructions of the 911 Operator.
5. If possible, have other staff, clients or visitors leave the area to ensure privacy.

Chain of Command and the Risk Manager shall be contacted when 911 is called. Typically, the funding source shall be notified. An Incident Report must be completed and forwarded to the funding source and YFA.

Power Outage

1. Assess the situation.
   - Determine if power outage is office-wide or in a small area only.
   - If immediate danger is suspected or verified, staff shall use their best judgment to ensure all clients and staff remains safe including calling 911, if appropriate.
   - If situation appears safe, staff may continue to step 2.
2. Secure battery operated flashlight and other necessary equipment (radio, etc.).
3. Check and/or reset breakers if appropriate. If outage continues, resetting breakers may be unsafe.
4. Call the local power company to report outage and to get information regarding the projected length of the power outage.
### YFA owned Facilities (Shelters, offices)

<table>
<thead>
<tr>
<th>Power Outage</th>
<th>Up to 1 Hour</th>
<th>1 to 4 Hours</th>
<th>4 Hours or More</th>
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<tr>
<td>Business Hours</td>
<td>Contact the Program Manager or Director</td>
<td>Program Manager/Director shall notify the Vice President or Senior VP and the Administrative Facilities Coordinator to determine best course of action.</td>
<td>Chain of command communication shall be followed up to and including the Risk Manager and the President/CEO. Appropriate course of action will be determined by Sr. Level Program Management along with the Risk Manager. Youth in Shelter may need to be relocated to another YFA shelter or community shelter.</td>
</tr>
<tr>
<td>Non-Business Hours</td>
<td>Small area outage: →Contact on-call counselor/supervisor for further instruction. Widespread outage: →Contact the local power provider for further instruction.</td>
<td>Program Manager/Director must be notified to determine best course of action. The Program Manager/Director should notify the Vice President or Senior Leader for guidance.</td>
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### YFA Non-Owned Facilities (CBC Offices, CBC Co-Located Office, Leased office)

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<th>Power Outage</th>
<th>Up to 1 Hour</th>
<th>1 to 4 Hours</th>
<th>4 Hours or More</th>
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<tbody>
<tr>
<td>Business Hours</td>
<td>YMCA/Eckerd/Heartland: contact local facility managers for further instruction. Osceola: Contact VP and building facility manager KCI: contact Supervisor/Director</td>
<td>Program Director shall notify the Vice President or Senior Vice President and determine best course of action. Decisions shall be made in conjunction with the CBC site manager, Leasing Agent, and/or the appropriate Lead Agency.</td>
<td>Chain of command communication shall be followed up to and including the YFA Risk Manager and the President/CEO. Appropriate course of action will be determined. Decisions shall be made in conjunction with the CBC site manager, Leasing Agent and/or the appropriate Lead Agency.</td>
</tr>
<tr>
<td>Non-Business Hours</td>
<td>Small area outage: →Contact on-call counselor/supervisor for further instruction. Widespread outage: →Contact the local power provider for further instruction.</td>
<td>Program Manager/Director must be notified to determine best course of action. The Program Manager/Director should notify the Vice President or Senior Vice President for guidance.</td>
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**Fire**

**Fire Categories**
The National Fire Protection Association has divided fires into four types, determined by the materials or fuel being burned.

Class A: Fires involving ordinary combustible material as the fuel source (wood, paper, most plastics). These types of fires can be extinguished with water.

Class B: Fires involving flammable or combustible material as the fuel source (gasoline, kerosene, grease). Water will spread these types of fires.

Class C: Fires involving electrical equipment (wiring, outlets, appliances). Water can cause electrical shock.

Class D: Fires with certain ignitable metals as a fuel source.

**Fire Extinguishers**
Fire Extinguishers are labeled as to which of the four types of fire they are effective in controlling. In order to choose the right type of fire extinguisher, you must know the type of fire you are attempting to control. If you are not sure, your best course of action is to leave the area and activate the fire alarm.

Staff need to be comfortable using a fire extinguisher and should be trained in using them. Every fire extinguisher in your facility must be regularly inspected to ensure that it is fully charged. At least once a year, each extinguisher should undergo a more complete maintenance check, which may require you to contract with a fire safety company or the local fire department. Monthly and annual inspections should be tracked on a maintenance log.

When a fire occurs:
Assess the situation to determine the type of fire and the extent of fire and severity of the situation. The first responders to the fire will call a Code Red on the agency public address system. Once additional staff respond, an assessment of the emergency situation will be completed and a plan implemented.

**Small, contained fire where staff and consumers can be safety maintained:**
- Staff may attempt to extinguish the fire with an approved fire extinguisher. If this fails, evacuate immediately.
- Pull the Fire Alarm.
- Evacuate all staff and clients.
- Attempt to close interior windows and doors during evacuation.
- Call 911 immediately.
- Follow all instructions of the 911 Operator.

**NOTE:** Attempts to extinguish a fire are only to be made when the attempt will not endanger personal or client safety.
Any size/situation fire where staff and consumer cannot be safety maintained (or efforts to extinguish fail):
- Ensure the Code Red has been initiated.
- Pull the Fire Alarm.
- Evacuate all staff and clients IMMEDIATELY and per established Egress routes.
- Call 911 immediately.
- Follow all instructions of the 911 Operator.

Chain of Command and the Risk Manager must be notified immediately when 911 is called.

After fire is extinguished, staff shall follow Fire Department instructions as to whether the facility may be occupied or not. All Fire Department directives are to be communicated to the agency Chain of Command as appropriate.

**Bomb Threat/Suspicious Device/Object**

**Telephone Threat:**
- Obtain as much information as possible from person making threat, including:
  - size of the device
  - location of the device
  - construction or type of device
  - time of possible detonation
  - identification of the caller
- Attempt to keep the caller on the line while another staff member contacts 911.
- Follow instructions of the 911 Operator.
- Call a Code Silver over the agency public address system.
- Attempt to have a staff member contact the Agency Chain of Command.
- CBC Offices: Notify appropriate facility manager or CBC management.

**Written Threat:**
- Secure the document and try not to touch the document after threat is determined.
- Call 911.
- Follow instructions of the 911 Operator.
- Call a Code Silver over the agency public address system.
- Have another staff member contact the Agency Chain of Command.
- CBC Offices: Notify appropriate facility manager or CBC management.

**Suspicious Device/Object:**
- Assess the situation
- Do not touch a device or object that is suspect.
- If appropriate, evaluate threat with Agency Chain of Command or CBC management.
- Call 911, if appropriate.
- Follow instructions of the 911 Operator.
- Initiate a Code Silver, if appropriate.
- Have another staff member contact the Agency Chain of Command.
- CBC CO-Located Offices: Notify appropriate facility manager or CBC management.

Follow Evacuation Procedures as appropriate and when indicated by law enforcement.

### Aggressive/Agitated Individual Disturbance

If at any time, safety of staff or clients is in question, call 911 immediately.

1. Assess the situation:
   - Evaluate your surroundings.
   - Determine if another location or office would maintain privacy and safety.
   - Determine if additional staff members should be available or assist.
   - Determine if other clients should be removed from the area.
   - If it is determined that additional staff support is needed, initiate a Code Black over the agency’s public address system.
2. Act based on the assessment.
3. Attempt to diffuse the situation:
   - Actively listen to the issues concerning the person.
   - Speak to the person in a calm, unemotional, soft voice.
   - Do not touch the individual or make any sudden movements.
   - Attempt to redirect the person out of the area with other staff, clients and children.

If the situation continues:
4. Re-assess the situation.
5. If appropriate, request the person leave or take a few moments to “cool off”.
6. If the person refuses, or this is inappropriate, tell the individual that you may need to contact law enforcement.
7. As appropriate, contact law enforcement for assistance or to report the disturbance.

The initial on site responder, is responsible for determining if a code needs to be called. At any time, staff can call a code if there are concerns that a situation is escalating or they are unable to de-escalate the situation or if the situation creates a risk to staff, clients and children. Chain of Command must be notified immediately when law enforcement is called. CBC Offices: Appropriate CBC management must also be notified when law enforcement is called.
Hostage Situations

1. Assess the situation.
2. Call a Code Black, immediately.
3. Evacuate clients and personnel if this can be done safely.
4. Call 911 immediately.
5. Follow instructions of the 911 Operator.
6. Have another staff member contact the Agency Chain of Command.
7. CBC CO-Located Offices: Notify appropriate facility manager or CBC management.

Staff who are held hostage:
- Staff are not to attempt to disarm their captor or engage in any activity that would risk personal safety.
- Try to remain calm and attempt to keep clients and other staff members calm.

Strangers and Intruders

If at any time, safety of staff or clients is in question, call 911 immediately.

Inside a building:
1. Assess the situation:
   - Evaluate your surroundings.
   - Determine if additional staff members should be available or assist.
   - If it is determined that additional staff support is needed, initiate a Code Black over the agency’s public address system.
   - Determine if clients should be removed from the area.
   - Determine if law enforcement should be notified.
2. Act based on the assessment.
3. If appropriate, ask the person who they are and/or what business they have at the facility.
4. If the person has no business at the facility, ask them to leave.

As appropriate, call 911 to report the disturbance. If 911 is called, follow the instructions of the 911 Operator.

Chain of Command must be notified immediately when law enforcement is contacted. Appropriate CBC management must also be notified when law enforcement is contacted.
Shooting or Armed Person on Site

1. Assess the situation.
2. Call 911 immediately.
3. Follow instructions of the 911 Operator.
4. Initiate a Code Black over the agency’s public address system.
5. Evacuate or otherwise relocate clients and personnel only if this can be done safely and if advised to do so by law enforcement.
6. Have another staff member contact the Agency Chain of Command.
7. CBC Offices: Notify appropriate facility manager or CBC management.
8. Render First Aid to any shooting victim(s) and follow Emergency Medical Procedures.
9. Staff is advised not to attempt to engage the assailant.

Youth Disturbance/Riot (Shelter Only)

If at any time, safety of staff or clients is in question, call 911 immediately.

1. Assess the situation:
   - Evaluate your surroundings.
   - Determine if additional staff members should be available or assist.
   - Determine if other clients should be removed from the area.
2. Act based on the assessment.
3. Signal for staff backup as appropriate.
4. Attempt to diffuse the situation utilizing Crisis Intervention Training guidelines.
5. Have another staff member contact Chain of Command.

If the disturbance continues:
6. Call 911 for assistance.
7. Follow instructions of the 911 Operator.

Chain of Command and the Risk Manager must be notified immediately when law enforcement is contacted.
Chemical Spills/Hazardous Material Accident

Assess the situation to determine extent and severity of the situation.

**If Chemical Spill/Hazardous Material Accident occurs INDOORS:**
- Notify other staff of the situation.
- Call a Code Grey
- Pull Fire Alarm if situation appears to warrant this action.
- Evacuate facility as appropriate and per established Egress routes.
- Call 911 immediately.
- Follow instructions of the 911 Operator.

**If Chemical Spill/Hazardous Material Accident occurs OUTDOORS:**
- Notify other staff of the situation.
- Call 911 immediately.
- Follow instructions of the 911 Operator.

**If it is safe to move indoors or if you are ordered to do so:**
- Move all clients, staff and visitors indoors.
- Air conditioning units should be turned off.
- Close exterior doors and windows. Seal with duct tape or wet towels as appropriate.
- Attempt to seal any gaps around windows, air conditioning vents and exhaust fans with duct tape, plastic sheeting, wax paper or aluminum foil.

**If unsafe to move indoors, you cannot move indoors, or if you are ordered to evacuate:**
- Implement Site Evacuation Procedures to evacuate to another facility/shelter/area.
- Attempt to remain upstream, uphill and or upwind of the spill or accident.
- Do not approach accident victims until the hazardous material is identified.

Chain of Command AND the Risk Manager shall be contacted in the event that law enforcement is called for such an incident. The Emergency Call Down List shall be utilized, as necessary, to notify appropriate staff members (next shift, et cetera) of the situation.

CBC Offices: Appropriate CBC management must also be notified when law enforcement is called. Coordination of evacuations or remaining inside may be coordinated by YFA Management, facility management or CBC Management Staff.
Other Localized Events

1. Assess the situation.
2. Act based on assessment and communication with other staff (if there is time to do so).
3. Always focus on the SAFETY of PEOPLE (clients, staff, and visitors).
4. Call 911 as the situation warrants.
5. Follow instructions of the 911 Operator.
6. Notify Agency Chain of Command as soon as safely possible.
7. Notify CBC facility manager or other management as appropriate to the situation and location.
Large-Scale Events

Large-Scale Events are typically area, region, or state-wide events that affect a portion of a community or communities as a whole. In such circumstances, law enforcement is always involved and government agencies (state or federal) are often coordinating responses to the event(s). These events include, but are not limited to:

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<th>Large-Scale Events</th>
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<td>Civil Unrest</td>
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<td>Epidemic, Pandemic, Illness</td>
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<td>National Disaster, Bio-Terrorism, Other</td>
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<td>Terrorist Acts</td>
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<td>Nuclear Accident/Attack and Other Large</td>
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<td>Scale Events</td>
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For the purposes of this plan, weather events are addressed separately.

Civil Unrest

Civil Unrest includes public or community rioting or similar public disorder.

1. Assess the current threat to staff or client safety at your location.
2. Ensure the safety of staff, clients, volunteers and visitors as necessary.
3. Follow instructions of law enforcement, if applicable and/or local emergency responders.
4. Contact agency Chain of Command for notification and further instructions.
5. CBC and Co-Located Offices shall ensure CBC management is notified. CBC responses to such events at/near offices will be coordinated with the CBC Lead Agency. As applicable, Senior Leadership staff will communicate with CBC Lead Agency management for appropriate planning and communication of instruction to YFA staff.

National Disaster, Bio-Terrorism, and Other Terrorist Acts

Assess the current threat to staff or client safety at your location.
Ensure the safety of staff, clients, volunteers and visitors as necessary.

If the disaster/event is local or in your vicinity:
1. Move clients and staff to designated “safe” areas as necessary.
2. Secure radios, flashlights, cell phones and other emergency equipment as necessary.
3. Follow instructions of local law enforcement and/or local emergency responders.
4. SHELTER staff shall ensure emergency water and food supplies are available as appropriate.
5. Contact agency Chain of Command for notification and further instructions.
6. CBC Offices shall ensure CBC management is notified. CBC responses to such events at/near offices will be coordinated with the CBC Lead Agency. As applicable, Senior
Leadership staff will communicate with CBC Lead Agency management for appropriate planning and communication of instruction to YFA staff.

If the disaster/event is not local:
1. Monitor the event as necessary to ensure ongoing safety to staff and clients.
2. Follow local law enforcement or other emergency management official instructions as appropriate to the situation.
3. Contact agency Chain of Command for notification and further instructions.
4. As appropriate, CBC Offices shall ensure CBC management is notified. Senior Leadership staff will communicate with CBC Lead Agency management for appropriate planning and communication of instruction to YFA staff.

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**Epidemic, Pandemic, Illness Outbreaks/Exposures**

Assess the current threat to staff or client safety at your location.
Ensure the safety of staff, clients, volunteers and visitors as necessary.

**General:**
- Site-specific outbreaks of illnesses will be handled in accordance with Other Local Events, under the direction of the Program Manager/Director and in coordination with the Vice President, Senior Leadership and the Risk Manager.
- Coordination with outside organizations (local Health Departments, the Center for Disease Control, etc.) shall be orchestrated by the Risk Manager.
- Specific Contractual Requirements will be followed as necessary.
- Additional “Admission” Criteria may be added to Youth Shelter intake questionnaires as deemed appropriate by Senior Leadership or Funding Agencies.

If the event is local or in your vicinity:
1. Call 911 immediately, if appropriate.
2. Follow instructions of the 911 Operator.
3. Move clients and staff to designated “safe” areas as necessary.
4. Secure radios, flashlights, cell phones and other emergency equipment as necessary.
5. SHELTER staff shall ensure emergency water and food supplies are available as appropriate.
6. Follow instructions of local emergency responders including State and Local Health Officials.
7. Contact agency Chain of Command for notification and further instructions.
8. CBC Offices shall ensure CBC management is notified. CBC responses to such events at/near offices will be coordinated with the CBC Lead Agency. As applicable, Senior Leadership staff will communicate with CBC Lead Agency management for appropriate planning and communication of instruction to YFA staff.
If the event is not local or effects are not expected in your area:
1. Monitor the event as necessary to ensure ongoing safety to staff and clients.
2. Follow local law enforcement or other emergency management official instructions as appropriate to the situation in your area.
3. Contact agency Chain of Command for notification and further instructions.
4. CBC Offices shall ensure CBC management is notified. Senior Leadership staff will communicate with CBC Lead Agency management for appropriate planning and communication of instruction to YFA staff.

Nuclear Accident/Attack and Other Large Scale Events

Assess the current threat to staff or client safety at your location.
Ensure the safety of staff, clients, volunteers and visitors as necessary.

If the event is local or in your vicinity:
1. Move clients and staff to designated “safe” areas as necessary.
2. Secure radios, flashlights, cell phones and other emergency equipment as necessary.
3. SHELTER staff shall ensure emergency water and food supplies are available as appropriate.
4. Contact agency Chain of Command for notification and further instructions.
5. CBC Offices shall ensure CBC management is notified. CBC responses to such events at/near offices will be coordinated with the CBC Lead Agency. As applicable, Senior Leadership staff will communicate with CBC Lead Agency management for appropriate planning and communication of instruction to YFA staff.

If the event is not local or effects are not expected in your area:
1. Monitor the event as necessary to ensure ongoing safety to staff and clients.
2. Follow local law enforcement or other emergency management official instructions as appropriate to the situation in your area.
3. Contact agency Chain of Command for notification and further instructions.
4. CBC Offices shall ensure CBC management is notified. Senior Leadership staff will communicate with CBC Lead Agency management for appropriate planning and communication of instruction to YFA staff.
Non-Tropical Weather Events

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<td>Tornado Watch</td>
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<tr>
<td>Severe Weather/Lightning</td>
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<tr>
<td>Tornado Warning/Hit</td>
</tr>
<tr>
<td>Flooding (Internal and External)</td>
</tr>
</tbody>
</table>

GENERAL INFORMATION

- During severe storms, clients and staff shall move indoors, away from doors or windows, or to another area for shelter from the storm.
- YFA staff shall closely monitor television, radio and/or on-line weather and news reports during actual or expected severe weather.
- If severe weather is expected to impact business/shelter operations, the Director/Manager/Vice President shall remain in contact with their appropriate Chain of Command (up to and including the CEO/Risk Manager).
- The Emergency Contact List shall be utilized by the Director/Manager as appropriate, and under the direction of Senior Leadership staff.
- In a weather emergency, being prepared for the even can help to minimize the threat.

Severe Heat

Staff must always be aware of Severe Heat in the regions we serve.

SHELTER:

- During May through September, Shelter staff shall check local weather forecasts via radio, television, weather device, Internet, or other means, prior to taking clients either outside or off site for outdoor activities.
- Documentation of such checks shall be made in the logbook for the time the weather information was checked and the information gathered from the media.
- Documentation is required any time outdoor activities are planned between 10:00 AM and 4:00 PM during the months of May through September.
- Any time the Heat Index is expected to be AT or ABOVE 100 degrees, staff shall cancel outdoor events/activities occurring between 10:00 AM and 4:00 PM.

OFFICE:

- Staff should be aware of high temperatures and Heat Indexes.
- Outdoor activities should be kept at a minimum and cancelled if necessary if the Heat Index is expected to be AT or ABOVE 100 degrees.
- Any large event cancellation due to high temperatures or high Heat Index must be made by
Senior Leadership staff in conjunction with the CEO/Risk Manager.

Severe Weather/Lightning

SHELTER:
- Clients and staff shall move indoors or to another area for protection from the storm.
- If no appropriate structure can be located, and lightning is in the area, staff and clients shall lay down on the ground until the threat passes.
- Instructions from Senior Leadership and/or the Risk Manager shall be documented in the Log Book and followed by all shelter staff in the affected area(s).

OFFICE:
- Instruction from Managers/Directors/Assistant Directors/Vice President, Senior Leadership and/or the Risk Manager shall be followed by the affected staff.
## Flooding

### INTERNAL FLOODING

**YFA Owned Facilities (Shelters, Offices)**

- Staff shall immediately turn off Main Breaker and/or all electrical breakers.
- The master water valve should be turned off, if appropriate.
- Staff and clients shall move away from flooded areas if possible.
- If necessary, attempt to secure or move client records to prevent damage.
- If necessary, follow evacuation plan using egress routes as posted.
- If evacuation is necessary, shelter youth may be relocated to any other YFA Shelter. This shall be executed in coordination with the Program Director and the Vice President.
- As appropriate, the Emergency Contact List will be utilized to notify off-duty staff of any evacuation/relocation.

### Internal Flooding

<table>
<thead>
<tr>
<th>Business Hours</th>
<th>Non-Business Hours</th>
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</thead>
<tbody>
<tr>
<td>o The Highest Ranking Staff shall contact the Administrative Facilities Coordinator (AFC) and/or the Maintenance Mechanic for further instructions.</td>
<td>o The Highest Ranking staff member shall contact the on-call counselor.</td>
</tr>
<tr>
<td>o Highest Ranking Staff member shall notify the appropriate Vice President or Senior Vice President.</td>
<td>o The on-call counselor shall contact the Residential Supervisor and/or the Program Director.</td>
</tr>
<tr>
<td>o Senior Leadership shall determine the best course of action. Chain of command communication shall be followed up to and including the CEO/President. Appropriate course of action will be determined by Senior Leadership/Risk Manager.</td>
<td>o The Residential Supervisor/ Director shall provide staff instruction and notify the Vice President and Senior Leadership as appropriate.</td>
</tr>
<tr>
<td>o Staff shall follow all Senior Leadership/ Risk Management direction</td>
<td>o Further instruction from Senior Leadership and/or the Risk Manager shall be documented in the Log Book and followed by all shelter staff in the affected area(s).</td>
</tr>
</tbody>
</table>
Non-Owned YFA Facility (CBC co-located offices, Leased offices)

- Staff shall immediately notify the Building Facility Manager to report flooding.
- Staff and clients shall move away from flooded areas if possible.
- If necessary, follow evacuation plan using egress routes as posted.

Office

<table>
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<tr>
<th>Internal Flooding</th>
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<tbody>
<tr>
<td><strong>Business Hours</strong></td>
</tr>
<tr>
<td>o The Highest Ranking Staff shall contact the Administrative Facilities Coordinator (AFC), Senior Leadership member, or CBC Lead Agency/site facility manager for further instructions.</td>
</tr>
<tr>
<td>o Highest Ranking Staff member shall notify the appropriate Vice President or Senior Vice President.</td>
</tr>
<tr>
<td>o Senior Leadership shall determine (in conjunction with the CBC site manager) the best course of action. Chain of command communication shall be followed up to and including the CEO/President.</td>
</tr>
<tr>
<td>o Staff shall follow all Senior Leadership/Risk Management or appropriate site management direction.</td>
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Tornado Watch

- Follow instructions under “Severe Weather.”
- IF OUTSIDE: Move to an inside shelter immediately.
- Review Tornado Warning Procedures and discuss with clients and staff as appropriate to the situation.

Tornado Warning or Tornado Hit

A Tornado Warning for your area means that radar has indicated rotation in a storm. This often indicates there is a Tornado forming or that one is on the ground.

Inside a building:
1. If there is time, the highest ranking staff member shall ensure all clients and staff move toward a LOWER FLOOR, INNER ROOM with no windows, or a specified area within the building.
2. If possible, staff shall ensure flashlights and radios are obtained and brought with them to the inner room.
3. Have staff and clients crouch down and protect their head and necks and remain in the specified area until the storm passes.
4. CBC Co-Located staff shall ensure building management or CBC Management is aware of the situation.
5. Staff shall follow all Senior Leadership/Risk Manager or other appropriate management directives as appropriate to the situation.

Outside:
1. Staff and clients shall seek INDOOR protective shelter immediately. If found, follow instructions above for INSIDE a BUILDING.
2. If appropriate, protective shelter cannot be located, staff and clients shall seek cover in a ditch or ravine, lying as flat to the ground as possible.
3. Do NOT seek shelter underneath bridge overpasses. Winds from tornadoes are actually increased by the bridge structure.
4. Have staff and clients protect their head and necks and remain in the specified area until the storm passes.
5. Staff shall follow all Senior Leadership/Risk Manager directives as appropriate to the situation.
6. Senior Leadership shall notify funding agencies as appropriate to the situation.
Severe Tropical Weather/Hurricane Preparedness

The Severe Tropical Weather/Hurricane Preparedness Plan addresses activities prior to a storm hit, activities during a storm and a general recovery plan for resuming activities after the storm has passed.

PREPAREDNESS

Staff Education:
- Senior Leadership, Vice Presidents, and Directors are responsible for reviewing the Emergency Preparedness Plan and the Severe Tropical Weather/Hurricane Plan with all staff members directly reporting to them.
- All staff shall receive Emergency Preparedness Plan training annually.

Emergency Contact Information: See Appendix B

Emergency Disaster Supplies: See Appendix A

CBC Client and Licensed Foster Home Emergency Contact Information:
- Each Lead Agency requires documented Client and/or Licensed Foster Home Emergency Contact and Evacuation Information. This form shall be documented and maintained in accordance with Lead Agency requirements.
- If there is no current form or policy, CBC Case Management staff shall obtain a form from the Director of Quality Improvement to document this information for EACH FAMILY/CHILD involved.
- CBC Staff are responsible for keeping the Client and Licensed Foster Home Emergency Contact/Evacuation Plan information up-to-date in the event of an emergency/tropical weather event.
- Additionally, when this information is obtained or updated, YFA CBC staff shall enter the information in a NOTE or NARRATIVE in the appropriate database (FSFN or Cobris) for extra security.
- Each CBC Staff shall maintain a print copy of this information with/available to them.

Shelter Evacuation Information:
- All Shelter staff shall be aware of the closest site and two additional backup sites where clients will be relocated to in the event of an evacuation.
- In the event of a hurricane warning, all Shelter staff, under the direction of the Shelter Director, shall make serious attempts to return clients to their parent or legal guardian. Information about the parent or guardian shall be maintained in the client file for appropriate access.
- Appropriate notifications to 2-1-1 or other Disaster Coordinating entities will be made under the supervision of Senior Leadership or the Risk Manager.
Severe Tropical Weather/Hurricane Plan

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<tbody>
<tr>
<td>Tropical Storm</td>
<td>Hurricane Warning/Hurricane</td>
</tr>
</tbody>
</table>

GENERAL INFORMATION

The Risk Manager, Senior Leadership staff, Vice Presidents, Directors and Managers are to remain alert to the possibility of Severe Tropical Weather at all times, especially during “Hurricane Season,” June 1 through November 30.

The CEO and/or the Risk Manager shall have authority to implement various “phases” of the Severe Tropical Weather/Hurricane Plan. Reverse chain of command communication shall be utilized to communicate information to staff members in the event of Severe Tropical Weather/Hurricane.

The Emergency Contact Listing shall be utilized to contact staff members as appropriate during such situations and under the direction of the CEO and/or the Risk Manager.

Communication: The Risk Manager will begin storm-related email communication or notifications when the impact of tropical weather is expected within 3 days (or more as deemed appropriate.)

- Once a tropical weather system (Depression, Storm, Hurricane) has been announced by the National Weather Service, National Hurricane Center, or local weather service(s), the Risk Manager shall alert all Senior Leadership staff, and ensure that they are fully informed on the course of action to be taken.
- Senior Leadership staff shall notify their staff of the situation and indicate that they must be alert for the possibility of Severe Weather, and ensure that they are fully informed on the course of action to be taken.
- Directors/Managers notify staff members from the Emergency Contact Listing if appropriate to the situation (i.e. travel restrictions, office closures, etc.)
- Staff shall closely monitor television, radio and/or on-line weather and news reports during actual or expected tropical weather conditions.
- Any large event cancellation due to a Tropical Depression must be made by the Risk Manager in collaboration with the CEO.
- Any office closures will be made at the direction of the CEO/Risk Manager, and will be announced on the Plathe Road main office telephone number voice message, at (727) 835-4166.
- Outdoor activities and unnecessary travel shall be postponed or cancelled at the direction of the Director in consultation with appropriate Chain of Command.
- CBC Directors/Assistant Directors or co-located staff shall coordinate any response with the CBC Lead Agency, building/facility management, and YFA Senior Leadership.
• During a storm, clients and staff shall move indoors, away from windows, or to another area for shelter from the storm.

All responses/actions below shall be coordinated through, and communicated with appropriate YFA Chain of Command.

### Tropical Depression

**SHELTER:**
- Shelter staff shall document the existence of a Tropical Depression in the shelter Log Book.
- No later than when the Tropical Depression comes within 1,000 miles or 3 projected days of landfall, shelter staff shall ensure at least five days of appropriate food supplies and disaster supplies are on-hand should the storm intensify.
- All event or travel cancellations shall be documented in the shelter Log Book.
- After business hours, shelter staff shall monitor the weather and notify the Residential Supervisor or Director as appropriate (i.e. if the storm intensifies). The Supervisor or Director will contact appropriate chain of command as appropriate to the situation.

**OFFICE:**
- Office staff shall ensure appropriate disaster supplies are on-hand should the storm intensify, or if there are possible effects expected from the Tropical Depression.

### Tropical Storm

Prior to leaving the facility in advance of an approaching storm, staff should ensure that their computer equipment and all other electrical equipment except for telephone systems are properly shut down and unplugged. Telephone systems will remain turned on. Additionally, all paper records shall be properly protected, covered and stored. At each site, the Key Disaster Contact/designee should tour the site before the storm to ensure all equipment is properly shut off and paper records are appropriately protected.

YFA Fiscal Staff shall follow the procedures in the YFA Central Computer Operations Disaster Policy.

**SHELTER:**
- Shelter staff shall document the existence of a Tropical Storm in the shelter Log Book.
- No later than when the Tropical Depression comes within 1,000 miles or 3 projected days of landfall, shelter staff shall ensure at least five days of appropriate food supplies and disaster supplies are on-hand should the storm intensify.
- The Program Director shall remain in contact with the Vice President, who will remain in contact with the Risk Manager and/or Senior Leader as appropriate.
- Further instruction from the Risk Manager and/or Senior Leadership shall be documented in the
Log Book and followed by all shelter staff in the affected area(s).

OFFICE:
- Staff shall ensure appropriate disaster supplies are on-hand should the storm intensify, or if there are possible effects expected from the Tropical Depression.
- The Program Director/Manager shall remain in contact with the appropriate Senior Leader, who shall remain in contact with the Risk Manager.
- Further instruction from Senior Leadership and/or the Risk Manager shall be followed by the affected staff.

### Hurricane Watch

Prior to leaving the facility in advance of an approaching storm, staff should ensure that their computer equipment and all other electrical equipment except telephone systems are properly shut down and unplugged. Telephone systems will remain turned on. All staff should make sure that their computer equipment is covered with plastic and in a safe location. If the employee’s office is on the first floor of a site, he/she should take the plastic-covered computer to the second floor if available or at least move it up off the floor on a desk away from windows. Additionally, all paper records shall be properly protected, covered and stored. At each site, the Key Disaster Contact/designee should tour the site before the storm to ensure all equipment is properly shut off and paper records are appropriately protected.

YFA Fiscal Staff shall follow the procedures in the YFA Central Computer Operations Disaster Policy.

- The Risk Manager/CEO shall regularly monitor storm reports to determine if procedures under the Hurricane section (below) shall be implemented.
- The Risk Manager/CEO shall ensure staff has sufficient time to put their own family affairs and homes into order in the event of a hurricane.
- All staff in the affected areas shall review Hurricane Plan procedures once a Hurricane Watch is announced.

SHELTER:
- Shelter staff shall document the existence of a Hurricane Watch in the shelter Log Book.
- No later than when the Hurricane comes within 1,000 miles or 3 projected days of landfall, shelter staff shall ensure at least five days of appropriate food supplies and disaster supplies are on-hand should the storm affect the shelter location.
- Ensure shelter vehicles are fully fueled and ready for use to transport clients to other shelter(s).
- Disaster, food and fuel supply conditions shall be reported to the Shelter Director.
- The Program Director shall remain in contact with the Vice President, who will remain in contact with Senior Leadership and/or the Risk Manager as appropriate.
- Further instruction from Senior Leadership and/or the Risk Manager shall be documented in the Log Book and followed by all shelter staff in the affected area(s).
OFFICE:
- Staff shall ensure appropriate disaster supplies are on-hand. Items will be replenished or restocked immediately if necessary.
- The Program Director/Manager shall remain in contact with the appropriate Senior Leader, who shall remain in contact with the Risk Manager.
- Further instruction from Senior Leadership and/or the Risk Manager shall be followed by the affected staff.
- CBC Case Management staff shall contact the families/children on their caseloads and verify the information on their Client Emergency Contact forms.
- CBC Licensing staff shall contact the Licensed Foster Homes on their caseloads to verify information on their Evacuation and Emergency Contact forms.
Hurricane Warning

- When a Hurricane Warning has been announced by local weather service(s), the Risk Manager/CEO shall immediately alert/update all Senior Leadership staff.
- **The Risk Manager/CEO shall order the implementation of the HURRICANE PLAN.**
- The Risk Manager/CEO shall ensure staff has sufficient time to put their own family affairs and homes into order.
- Senior Leadership staff shall notify their staff of the implementation of the Hurricane Plan, office closures, travel restrictions, etc.
- Directors/Managers/Assistant Directors **must** notify staff members from the Emergency Contact Listing to notify staff of the implementation of the Hurricane Plan, office closures, evacuations, travel restrictions, etc.
- CBC Case Management staff shall contact the families/children on their caseloads and verify the information on their Client Emergency Contact forms.
- CBC Licensing staff shall contact the Licensed Foster Homes on their caseloads to verify information on their Evacuation and Emergency Contact forms.
- CBC Case Management staff and Licensing Staff shall instruct all clients/homes on their caseload (before the Hurricane) on how to reach the Case Manager, Supervisor, and the YFA main office telephone number AFTER the STORM.
- Any office closures will be made at the direction of the CEO/Risk Manager, and will be announced on the Plathe Road main office telephone number voice message, at (727) 835-4166.

Prior to leaving the facility in advance of an approaching Hurricane, all staff must ensure that their computer equipment and all other electrical equipment except telephone systems are properly shut down and unplugged. Telephone systems will remain turned on. All staff should make sure that their computer equipment is covered with plastic and in a safe location. If the employee’s office is on the first floor of a site, he/she should take the plastic-covered computer to the second floor if available or at least move it up off the floor on a desk away from windows. Additionally, all paper records shall be properly protected, covered and stored. At each site, the Key Disaster Contact/designee should tour the site before the storm to ensure all equipment is properly shut off and paper records are appropriately protected.

YFA Fiscal and IT Staff shall follow the procedures in the YFA Central Computer Operations Disaster Policy.

**SHELTER:**
- Shelter staff shall closely monitor weather/news reports.
- The Program Director shall remain in contact with the Vice President, who will remain in contact
with Senior Leadership and/or the Risk Manager as appropriate.

- Further instruction from Senior Leadership and/or the Risk Manager shall be documented in the Log Book and followed by all shelter staff in the affected area(s).

- Prior to Hurricane Conditions in the area, and under the direction of the Shelter Director:
  - Shelter staff shall ensure appropriate food supplies and disaster supplies are on-hand. Items will be replenished or restocked.
  - Shelter staff shall ensure shelter vehicles are fully fueled and ready for use to transport clients to other shelter(s).
  - At the direction of the Program Director, Vice President and Senior Leadership:
    - All planned shelter admissions shall be cancelled when the Hurricane Plan is put into effect.
    - Shelter staff shall redirect potential admissions to other shelters not located in the expected path of the hurricane.
    - Shelter staff shall make serious efforts to return all clients who have parents or legal guardians to their respective homes.
    - The Program Director shall notify funding sources and other concerned parties about pending closure and/or evacuation.
    - Unnecessary travel or events shall be cancelled.
    - Staff is to ensure all doors and windows are tightly closed, and any openings are sealed as appropriate to prevent water and flood damage.
    - Staff shall bring in all outdoor furniture, tools, recreational equipment and loose items for secure storage.
    - Availability of emergency cell phone is to be checked and staff will ensure it is charged.
    - The availability of secure, lockable storage containers for evacuation storage of client medications, the shelter Log Book, and consumer files shall be verified.
    - Staff shall assist with facility maintenance as directed.
    - Staff shall review and coordinate emergency/evacuation food service responsibilities.
    - All staff shall assist with the safe storage or removal of records and documents in accordance with confidentiality laws and procedures.
    - Records to remain at the shelter shall be stored in file cabinets covered with heavy plastic sheeting.
    - The Office Specialist or designated staff shall verify the safe and secure location of all money, checks, ledgers and other reports and assumes responsibility for these records if evacuation is ordered.
    - Electrical equipment shall be unplugged and staff shall follow the Computer Equipment Disaster Procedures.

SHELTER EVACUATION:

- A shelter evacuation may be ordered at least 12 hours prior to landfall by the CEO/Risk Manager, or the local county Emergency Management Office.
- When a shelter evacuation is ordered, Senior Leadership, Vice President and/or the Shelter Director will remain in contact with the local county Emergency Management Office.
- The Vice President or a member of Senior Leadership will contact funding agencies and other interested parties of any shelter evacuation.
- **Evacuation Guidelines:**
  - The Program Director and the Residential Supervisor will supervise the evacuation of clients and staff to the nearest appropriate YFA, Florida Network local emergency shelter, or Red Cross shelter.
  - Transportation to any evacuation shelter will be via shelter vehicles unless otherwise directed by law enforcement, Emergency Management Officials, or Senior Leadership/Risk Manager.
  - The evacuation route shall be clearly communicated to the Vice President or Senior Leadership. Any deviation from this route shall be immediately reported to the Vice President or Senior Leadership.
  - The Program Director, or Residential Supervisor shall ensure the following items accompany the staff and clients to the designated shelter site:

<table>
<thead>
<tr>
<th>Emergency Cell Phone</th>
<th>Three day food supply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelter Log Book (in a lockable storage container, marked (CONFIDENTIAL))</td>
<td>Clothing</td>
</tr>
<tr>
<td>Client Records (in a lockable storage container, marked CONFIDENTIAL)</td>
<td>Disaster Supply Kit WITHOUT Bleach</td>
</tr>
<tr>
<td>Client Medications (in a lockable storage container, marked CONFIDENTIAL)</td>
<td>Other Necessities</td>
</tr>
</tbody>
</table>

- Staff shall continue to make regular and professional entries as appropriate into the shelter Log Book and client files.

**OFFICE:**

- Office staff shall closely monitor television, radio and/or on-line weather and news reports during actual or expected Hurricane conditions.
- The Program Director/Manager shall remain in contact with Senior Leadership and/or Risk Manager.
- Prior to Hurricane Conditions in the area, and under the direction of Chain of Command:
  - Staff shall ensure appropriate disaster supplies are on-hand. Items will be replenished or restocked as necessary.
  - At the direction of the Program Director/Manager/Assistant Director/Senior Leadership and in conjunction with the CBC Lead Agency management or building/facility manager:
    - The appropriate Senior Leader or the Program Director/Manager shall notify funding sources and other concerned parties about pending closure and/or evacuation.
    - Unnecessary travel or events shall be cancelled.
    - Staff are to ensure all doors and windows are tightly closed, and any openings are sealed as appropriate to prevent water and flood damage.
    - Staff shall bring in all outdoor furniture, tools, and loose items for secure storage.
    - Staff shall assist with facility maintenance as directed.
    - All staff shall assist with the safe storage or removal of staff and client records and documents in accordance with confidentiality laws and procedures.
    - Records to remain at the office shall be stored in file cabinets, at least one foot above the floor, and covered with heavy plastic sheeting.
• Office support staff, fiscal staff, or others as designated shall verify the safe and secure location of all money, checks, ledgers and other reports and assumes responsibility for these records if evacuation is ordered.
• Electrical equipment shall be unplugged and staff shall follow the Computer Equipment Disaster Procedures.

OFFICE CLOSURE/EVACUATION:
• An office closure/evacuation may be ordered at least 12 hours prior to landfall by the CEO/Risk Manager or by the local county Emergency Management Office.
• When a closure/evacuation is ordered, Senior Leadership or the appropriate Program Director/Manager/Vice President will remain in contact with the local county Emergency Management Office.
• Senior Leadership or the appropriate Program Director/Manager/Vice President will contact funding agencies and other interested parties of any closure/evacuation. Senior Leadership/appropriate staff shall remain in contact with appropriate funding agencies and parties during such an event.
• Evacuation Guidelines:
  • The Program Director/Manager/Assistant Director/Vice President will ensure all YFA staff and clients are evacuated from an office.
  • CBC or co-located staff shall coordinate any response with the CBC Lead Agency, building/facility management, and YFA Senior Leadership.
  • All records (client, personnel, fiscal, other business records, etc.) must be stored appropriately and in compliance with confidentiality laws and procedures. Staff shall attempt to preserve such documents by protecting with heavy plastic sheeting and proper storage.
  • Staff shall remain away from an evacuated building until they are contacted by their Supervisor, Director/Manager, Vice President, or any member of Senior Leadership.
  • Updated closure information will be available via the main office telephone number or the website.
Background:
YFA Central Computer Operations refer to the internal network and 3 servers located in the Fiscal Department on the second floor of 7524 Plathe Road. The servers/internal network are connected to the internet which allows other YFA sites access to YFA resources. Authorized YFA staff can access information on the servers pertinent to their job functions via the appropriate log-on and password. In the event of power outage, all servers have battery backup units which have a 1+ hour run time. After 1 hour, the battery backup units will initiate shutdown of the servers. The YFA internet site is housed and maintained by an external provider though YFA has the password-protected ability to change the scrolling message on the website.

PLATHE ROAD OFFICE CLOSURE
In the event of a disaster or weather event which requires closure of the Plathe Road Fiscal Office, at the direction of the Risk Manager, the IT administrator shall (in order):

- Update the YFA website scrolling message to indicate the actions being taken with respect to closure.
- Print out at least 3 copies of IT critical information file (passwords, IP addresses, DNS information,). give one copy to the Risk Manager/designee, put one copy with the backup tapes and keep one copy.
- Shutdown the servers and the battery backup units.
- Unplug the battery backup units from the power outlets and then unplug the servers from the battery backup units.
- Cover and secure all server equipment with plastic sheeting to protect from water damage.
- Acquire all backup tapes on hand and remove them and the copy of the IT critical information file above to the YFA safety deposit box at SunTrust.
- Inspect the site to be sure all computer equipment is protected and shut off.

PLATHE ROAD OFFICE RE-OPENING AFTER DISASTER OR STORM
After the Plathe Road Fiscal Office has been cleared for re-entry and use by the Risk Manager, the IT Administrator shall:

- Remove plastic sheeting and inspect the servers and battery backups for visible damage. If damage is noted, Equipment will need to be assessed of severity of damage, and repair respectively
- If there is no visible damage, plug in battery backup units and then plug the servers into the units.
- Turn on the battery backup units and then turn on the servers.
- Determine if the servers seem to be operating normally and if the internet service has been restored. If internet is not restored, contact the provider.
• If the servers are operating normally but any information is damaged, restore the backup tapes
• After the servers are operating normally, data appears reliable and the internet is restored, contact the other YFA sites who are operational one at a time to re-establish connectivity and investigate any problems at each before proceeding with the next.
• Ensure that the YFA website is functioning properly and update scrolling message based on direction of Risk Manager. If the website is not functioning properly, alert all YFA sites and contact Outsource Tampa to resolved (#s in IT critical information file).
• Notify the Risk Manager when any problems are encountered and when all systems are restored.

**PLATHE ROAD OFFICES SEVERELY DAMAGED**

If the Plathe Road facility cannot be re-opened for business, the Risk Manager and the IT Administrator shall consult with local authorities and insurance adjustor to see if the servers can be taken out of the building. The Risk Manager or CEO shall approve any actions to be taken in this regard.

If the servers are salvageable, obtain them and the backups and take to an alternate open YFA site for re-connection at the George Harris Shelter in Polk County, or the next largest open YFA facility. The IT Administrator will contact DNS Internet Registry to change IP addresses of the servers to that location and make any necessary settings changes. The IT Administrator will then follow the Plathe Road restoration procedures above except they will be performed at the replacement site.

If servers are not salvageable within 24 hours of the storm’s end, the Risk Manager and the IT Administrator will contact Dell and obtain the backup files from the safe deposit box. Dell will arrange for the prompt replacement of the servers and the IT Administrator will deliver to an alternate YFA site. The alternate site to be used (if open and not damaged) is first George Harris Shelter in Polk County, or the next largest open YFA facility. IT Administrator will contact DNS Internet Registry to change IP addresses and will configure hardware, install software, restore backup data and test new equipment as needed. The IT Administrator will then follow the Plathe Road restoration procedures above except they will be performed at the replacement site.
Appendix A
Emergency Disaster Supplies

Disaster Supplies:
The following disaster supplies shall be maintained at each specified location at ALL times:

**SHELTER DISASTER SUPPLIES (/= or):**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battery Operated/Non-Electric Radio or Dual Electric and Battery Operated Radio</td>
<td>Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water.</td>
</tr>
<tr>
<td>Battery Operated, Non-Electric Flashlight</td>
<td>Basic Tool Kit with Wrench or Pliers to turn off utilities</td>
</tr>
<tr>
<td>First Aid Kit</td>
<td>Can opener for food</td>
</tr>
<tr>
<td>Heavy Plastic Sheeting</td>
<td>Moist towelettes, garbage bags and plastic ties for personal sanitation</td>
</tr>
<tr>
<td>Duct Tape</td>
<td>Water: One Gallon per person per day for at least three days (for drinking and sanitation)</td>
</tr>
<tr>
<td>Extra Batteries</td>
<td>Food: At least a five-day supply of <strong>non-perishable</strong> food per person.</td>
</tr>
<tr>
<td>Local Maps</td>
<td></td>
</tr>
</tbody>
</table>

**OFFICE DISASTER SUPPLIES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battery Operated/Non-Electric Radio or Dual Electric and Battery Operated Radio</td>
<td>Heavy Plastic Sheeting (to protect electrical equipment, computer equipment and documents/ records)</td>
</tr>
<tr>
<td>Battery Operated, Non-Electric Flashlight</td>
<td>Duct Tape</td>
</tr>
<tr>
<td>First Aid Kit</td>
<td>Extra Batteries</td>
</tr>
<tr>
<td>Wrench or pliers to turn off utilities</td>
<td></td>
</tr>
</tbody>
</table>

The local program Manager/Director is responsible for ensuring appropriate Disaster Supplies are maintained at the site, in good working order, and accessible to staff in the event of an emergency.
Appendix B

Emergency Contact List Protocol

Emergency Contact Lists/Key Disaster Contacts:
Key Disaster Contacts are agency Program Directors, Managers, and Vice Presidents (or Assistant Directors and Residential Supervisors if named as such by the Director). The Emergency Contact List (ECL) is a confidential listing of all staff members’ contact information for a specific area of the agency. This listing is maintained by the appropriate Key Disaster Contact (KDC) or designee, and is updated regularly. The KDC is responsible for having this list available during all business and non-business hours.

The Master Emergency Contact Listing (MECL) includes all staff within all areas of the agency. The MECL is maintained by Human Resources and is posted to the agency network in a password-secured document. The Risk Manager and Director of Quality Improvement have access to this file as needed. The Risk Manager and Director of Quality Improvement are responsible for having this list available during all business and non-business hours.

When appropriate, the following Emergency Contact Procedure will be utilized (all contacts are by phone):

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Backup (if Responsible Party is unavailable)</th>
<th>Contacted Party</th>
<th>Information Given</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk Manager</td>
<td>CEO</td>
<td>Senior Leadership members</td>
<td>Event, status, pending call to KDCs</td>
</tr>
<tr>
<td>Risk Manager</td>
<td>CEO</td>
<td>Key Disaster Contacts (KDC)</td>
<td>Event, status, instructions</td>
</tr>
<tr>
<td>Senior Leadership members</td>
<td>Risk Manager</td>
<td>Direct Reports</td>
<td>Event, status, instructions</td>
</tr>
<tr>
<td>Senior Leadership members</td>
<td>Risk Manager</td>
<td>Funders/Other Community Contacts</td>
<td>Event, status</td>
</tr>
<tr>
<td>Key Disaster Contacts (KDC) or Designee</td>
<td>Senior Leadership member</td>
<td>All staff members on the current ECL for their program*</td>
<td>Event, status, instructions</td>
</tr>
</tbody>
</table>

*Should a staff member on the ECL be unavailable, the KDC will document the attempt and make one additional attempt. The staff member’s backup emergency contact will then be contacted as appropriate.
Emergency Contact List Updates/List Availability:

- The Emergency Contact Listing is maintained throughout the year by Human Resources staff.
- The Master Emergency Contact Listing is maintained by Human Resources staff in a password-protected electronic file on the agency network.
- Staff is responsible for keeping their information up-to-date in the event of an emergency/tropical weather event.
- Key Disaster Contacts shall ensure Human Resources staff receives updated information in a timely manner.
- The Risk Manager and Director of Quality Improvement must maintain a print copy of the Master Emergency Contact List information with/available to them AT ALL TIMES.
- Each Director, Vice President and Senior Leader shall ensure an updated list is with/available to them AT ALL TIMES.
- Additionally, each Director, Vice President and Senior Leader shall have a list of appropriate funding agency emergency contacts with/available to them AT ALL TIMES.
Appendix C
Building Disaster Recovery Guidelines

SHELTER and YFA-Owned Office Damage Assessment:

<table>
<thead>
<tr>
<th>Scene Description</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Program Director/Manager/Vice President shall conduct an initial visual inspection of the outside of the facility:</td>
<td>If NO damage (or only cosmetic damage) is noted outside of the facility, the Program Director shall conduct an initial visual inspection of the inside of the facility.</td>
</tr>
<tr>
<td>If indoor OR outdoor damage, other than cosmetic is noted, the Program Director shall request the AFC have the Maintenance Mechanic inspect the damage. If NO damage (or only cosmetic damage) is noted inside the facility, the Program Director shall request the AFC have the Maintenance Mechanic view the building to determine if occupancy appears appropriate. If the Maintenance Mechanic finds no damage, he/she will request the OK to occupy from the Risk Manager.</td>
<td>If NO damage (or only cosmetic damage) is noted inside the facility, the Program Director shall request the AFC have the Maintenance Mechanic view the building to determine if occupancy appears appropriate. If the Maintenance Mechanic is unavailable or cannot determine the extent of the damage, an inspection will be requested of local Emergency Management Officials. The Program Director shall notify the chain of command (up to and including the Risk Manager) of any insurable loss concerns, cleanup activities or restoration activities.</td>
</tr>
</tbody>
</table>

NOTE: If cleanup or restoration activities are indicated, an inspection by the Insurance Adjuster may be required before any cleanup activities may begin. Staff should always discuss proposed actions with CBC Lead Agency Management and YFA Risk Management/Senior Leadership staff.

GENERAL INFORMATION:
- Contact the Risk Manager/CEO to discuss status and obtain approval to begin clean-up restoration activities.
- Once cleanup or restoration activities are approved by the CEO/Risk Manager: the Program Director/Manager/Vice President will supervise any cleanup activities, including the hiring of any clean-up personnel.
- All Emergency/Disaster supplies shall be checked and replenished as appropriate.
- A complete Incident Report shall be written and approved by the Director/Manager/Vice President, detailing the event and all responses, issues, concerns.
- Reconnecting Computer Equipment - Before reconnecting any computer equipment, contact the Fiscal IT Technician or Risk Manager to be sure the system is ready for re-connection.
  - Once approved, remove the computer equipment from the plastic, replace into position, plug in and boot up. System should connect normally. If it does not, contact the Fiscal IT Technician immediately.
  - Once the computer is re-connected, determine if the internet connection is working properly. If not, contact the internet provider and the Fiscal IT Technician.
  - After the internet is restored, test to see if applications are operating properly. If not, contact the Fiscal IT Technician and wait for further instruction.
SHELTER Restoration:
- Once Senior Leadership, the Risk Manager and the local law enforcement/emergency management officials provide the “OK” to do so, the Program Director and the Residential Supervisor will coordinate the return of any clients and staff to the Shelter.
- If necessary, the Residential Supervisor shall develop and implement a temporary staff coverage schedule.
- The Director shall ensure a complete sequence of events (including location and well-being of clients) and any other pertinent information is documented in the shelter Log Book.
- After shelter operations are restored, the Director shall meet with the Residential Supervisor, the Vice President, and the Risk Manager to review the incident in its entirety.

YFA-Owned Office Restoration (Plathe Road, River Road only):
- Once Senior Leadership, the Risk Manager and the local law enforcement/emergency management officials provide the “OK” to do so, the Director/Manager, Vice President will coordinate the return of any staff to work at the office.
- If necessary, the Assistant Director/Director/Manager/Vice President shall develop and implement a temporary staff coverage schedule.
- After office operations are restored, appropriate staff will meet with the Risk Manager to review the incident in its entirety.

NON-YFA-Owned OFFICE Damage Assessment (includes Osceola CBC, ALPHA, and all Co-Located CBC sites):
- All Non-YFA Offices shall be assessed for damage by the appropriate Non-YFA staff.
- YFA staff shall not occupy any such building/office until given the go-ahead to do so by YFA Senior Leadership (or other appropriate staff in their Chain of Command).
- YFA Risk Manager and Senior Leadership staff shall coordinate returning staff to a Non-YFA office with the office CBC Management or appropriate facility management.
- YFA staff shall follow all instructions given to them by YFA Senior Leadership staff (or other appropriate staff in their Chain of Command) as to clean-up or restoration activities.

Restoration:
- During cleanup/restoration activities, YFA staff may be instructed to work at alternate work locations or other options as decided by YFA Senior Leadership.
- All YFA Emergency/Disaster supplies shall be checked and replenished as appropriate.
- A complete Incident Report shall be written and approved by the Program Director/Manager or Vice President, detailing the event and all responses, issues, concerns.
- After office operations are restored, appropriate staff will meet with the Risk Manager to review the incident in its entirety.
- As soon as possible, CBC Case Management staff shall contact all clients on their caseload to determine their whereabouts and any issues or concerns they may have.
- Any actions to be taken by CBC Case Management just after a storm staff shall be communicated to their supervisor or Program Manager/Director PRIOR to engaging in the action/activity.
Appendix D
Ongoing Services/Operations

General Issues:
- During and immediately following a disaster/crisis event, Senior Leadership members shall meet to discuss ongoing operations, services continuation, and client/staff needs.
- Ongoing services provision will be maintained in coordination with the Risk Manager and Senior Leadership.
- Alternate work locations are to be determined by Senior Leadership in coordination with appropriate entities.
- Utilizing the Emergency Contact List, all Directors will remain in contact with staff to ensure the continuity of services in the affected areas.
- Directors shall ensure that staff work to identify, locate and serve those children and families directly affected by a disaster.
- All new cases requiring placement or other services shall be provided in areas affected by a disaster. This includes the coordination of services both in and out of state. The Director must coordinate/communicate such efforts with staff, lead agency officials, the Department of Children and Families, and other States as appropriate.
- Senior Leadership members may determine a Recovery Task Force is needed, utilizing staff from other YFA served areas. This group may be utilized to assist staff, program operations, and other tasks as deemed appropriate by the group.
- At all times, staff will act in such a manner as to ensure the best efforts are made to meet the emotional and spiritual needs of clients, staff, and related stakeholders.

Records Recovery:
- Senior Leadership members will instruct staff as to when and how the process of paper and electronic data (records) shall begin.
- All paper records shall be evaluated as soon as the building they are contained in may be occupied as per the instructions of Senior Leadership.
- Electronic Records will be restored as per established YFA policy (this includes off-site backups, off-site server capability, etc.)
### Appendix E

**Emergency Code System**

<table>
<thead>
<tr>
<th>Emergency</th>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Code Red</td>
<td>Fire (Chemical and Electrical included)</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>Code Blue</td>
<td>Any medical emergency in which EMS is needed or the person is observed to have an obvious significant injury. Examples include but are not limited to, cardiac or respiratory arrests, loss of consciousness, broken bones or uncontrollable bleeding.</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Code White</td>
<td>Threat of a bomb or other incendiary devise on premise</td>
</tr>
<tr>
<td>Violent/Armed Person On site, Hostage or Intruder</td>
<td>Code Black</td>
<td>A person on site, threatening physical violence or that has a weapon, regardless of the type of weapon</td>
</tr>
<tr>
<td>Lockdown</td>
<td>Code Silver</td>
<td>Facility lockdown as a preventative method of minimizing exposure to a risk</td>
</tr>
<tr>
<td>Emergency Resolved</td>
<td>Code Green</td>
<td>The emergency situation has resolved and it is safe to return to normal activities</td>
</tr>
</tbody>
</table>

### Appendix F

**Hurricane Categories Defined**

<table>
<thead>
<tr>
<th>Category</th>
<th>Sustained Winds</th>
<th>Types of Damage Due to Hurricane Winds</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>74-95 mph</td>
<td><strong>Very dangerous winds will produce some damage:</strong> Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.</td>
</tr>
<tr>
<td></td>
<td>64-82 kt</td>
<td></td>
</tr>
<tr>
<td></td>
<td>119-153 km/h</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>96-110 mph</td>
<td><strong>Extremely dangerous winds will cause extensive damage:</strong> Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous</td>
</tr>
<tr>
<td></td>
<td>83-95 kt</td>
<td></td>
</tr>
<tr>
<td></td>
<td>154-177 km/h</td>
<td></td>
</tr>
</tbody>
</table>
## Category  
**Sustained Winds**  
**Types of Damage Due to Hurricane Winds**

<table>
<thead>
<tr>
<th>Category</th>
<th>Sustained Winds</th>
<th>Types of Damage Due to Hurricane Winds</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 (major)</td>
<td>111-129 mph</td>
<td><strong>Devastating damage will occur:</strong> Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks.</td>
</tr>
<tr>
<td></td>
<td>96-112 kt</td>
<td></td>
</tr>
<tr>
<td></td>
<td>178-208 km/h</td>
<td></td>
</tr>
<tr>
<td>4 (major)</td>
<td>130-156 mph</td>
<td><strong>Catastrophic damage will occur:</strong> Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.</td>
</tr>
<tr>
<td></td>
<td>113-136 kt</td>
<td></td>
</tr>
<tr>
<td></td>
<td>209-251 km/h</td>
<td></td>
</tr>
<tr>
<td>5 (major)</td>
<td>157 mph or higher</td>
<td><strong>Catastrophic damage will occur:</strong> A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.</td>
</tr>
<tr>
<td></td>
<td>137 kt or higher</td>
<td></td>
</tr>
<tr>
<td></td>
<td>252 km/h or higher</td>
<td></td>
</tr>
</tbody>
</table>

**Scale information taken from the National Hurricane Center/NOAA**

**Appendix G**

**Tornado Categories Defined**

**Category F0:** Gale tornado (40-72 mph); light damage. Some damage to chimneys; break branches off trees; push over shallow-rooted trees; damage to sign boards.

**Category F1:** Moderate tornado (73-112 mph); moderate damage. The lower limit is the beginning of hurricane wind speed; peel surface off roofs; mobile homes pushed off foundations or overturned; moving autos pushed off the roads.
Category F2: Significant tornado (113-157 mph); considerable damage. Roofs torn off frame houses; mobile homes demolished; boxcars pushed over; large trees snapped or uprooted; light-object missiles generated.

Category F3: Severe tornado (158-206 mph); Severe damage. Roofs and some walls torn off well-constructed houses; trains overturned; most trees in forest uprooted; heavy cars lifted off ground and thrown.

Category F4: Devastating tornado (207-260 mph); Devastating damage. Well-constructed houses leveled; structure with weak foundation blown off some distance; cars thrown and large missiles generated.

Category F5: Incredible tornado (261-318 mph); Incredible damage. Strong frame houses lifted off foundations and carried considerable distance to disintegrate; automobile sized missiles fly through the air in excess of 100 yards; trees debarked; incredible phenomena will occur.

Appendix H
First Aid Kit Supply Checklist

- First Aid Manual
- Sterile gauze pads of different sizes
- Adhesive tape
- Adhesive bandages in several sizes
- Elastic Bandage
- Splint
- Antiseptic wipes
- Soap
- Antibiotic ointment
- Antiseptic solution (like hydrogen peroxide)
- Hydrocortisone cream (1%)
- Acetaminophen and ibuprofen
- Client prescription medications
- Tweezers
- Sharp scissors
- Safety pins
- Disposable instant cold packs
- Calamine lotion
- Alcohol wipes or ethyl alcohol
- Thermometer
- Tooth preservation kit
- Plastic non-latex gloves
- Flashlight and extra batteries
- A blanket
- Mouthpiece for administering CPR